

DPS FRAMEWORK SCHEDULE 4: LETTER OF APPOINTMENT AND CONTRACT TERMS

Part 1: Letter of Appointment

Dear Sirs

Letter of Appointment

This letter of Appointment dated 17th May 2021, is issued in accordance with the provisions of the DPS Agreement (RM6018) between CCS and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Order Number:	CCZZ20A44
From:	Home Office Analysis and Insight ("Customer")
To:	Ecorys UK Limited ("Supplier")

Effective Date:	19 th May 2021
Expiry Date:	End date of Initial Period 31 st December 2023 End date of Maximum Extension Period: N/A Minimum written notice to Supplier in respect of extension: N/A

Services required:	Set out in Section 2, Part B (Specification) of the DPS Agreement and refined by: <ul style="list-style-type: none">the Customer's Project Specification/Statement of Requirements below at Annex A and;the Supplier's Proposal attached at Annex B.
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Key Individuals:	Customer: [REDACTED] Supplier: [REDACTED]
Guarantor(s)	Not applicable

Contract Charges (including any applicable discount(s), but excluding VAT):	The total contract value shall not exceed £573,275.00 (excluding VAT). Further details can be found within Call Off Schedule 6 Annex 1 (Contract Charges)
Insurance Requirements	<p>The Service Provider shall at its own cost effect and maintain with a reputable insurance company a policy or policies of insurance providing as a minimum the following levels of cover:</p> <ul style="list-style-type: none"> • public liability insurance with a limit of indemnity of not less than £2 million in relation to any one claim or series of claims; • employer's liability insurance in accordance with any legal requirement for the time being in force in relation to any one claim or series of claims; • professional indemnity insurance with a limit of indemnity of not less than £2 million in relation to any one claim or series of claims and shall ensure that all professional consultants involved in the provision of the Services hold and maintain appropriate cover; • (the Required Insurances). The cover shall be in respect of all risks which may be incurred by the Service Provider, arising out of the Service Provider's performance of the Contract, including death or personal injury, loss of or damage to property or any other loss. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Service Provider.
Liability Requirements	The Suppliers limitation of Liability shall apply (Clause Error! Reference source not found. of the Contract Terms);
Customer billing address for invoicing:	[REDACTED]

GDPR	Within Contract Terms Schedule 7 (Processing, Personal Data and Data Subjects)
Alternative and/or additional provisions (including Schedule 8(Additional clauses)):	Not applicable

FORMATION OF CONTRACT

BY SIGNING AND RETURNING THIS LETTER OF APPOINTMENT (which may be done by electronic means) the Supplier agrees to enter a Contract with the Customer to provide the Services in accordance with the terms of this letter and the Contract Terms.

The Parties hereby acknowledge and agree that they have read this letter and the Contract Terms.

The Parties hereby acknowledge and agree that this Contract shall be formed when the Customer acknowledges (which may be done by electronic means) the receipt of the signed copy of this letter from the Supplier within two (2) Working Days from such receipt

For and on behalf of the Supplier:

For and on behalf of the Customer:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ANNEX A

Customer Project Specification

1. PURPOSE

- 1.1 The Home Office is seeking a Supplier to undertake a mixed-methods (qualitative and quantitative) process and outcome evaluation of the UK Asylum, Migration and Integration Fund (AMIF). The evaluation will be the final evaluation of AMIF, completion of which forms part of the requirement for accepting AMIF monies from the European Commission (EC).
- 1.2 The evaluation will answer all sections and questions in the European Commission evaluation template (provided in Annex A). This includes analysis of the outputs (e.g., number of people trained, returned, assisted with asylum etc.) and outcomes (entering employment, attaining ESOL qualifications etc.) achieved by the funded projects, a cost-effectiveness analysis, a qualitative examination of the administrative systems and processes implemented by the fund and four case studies. Each component of the evaluation is described in more detail below.
- 1.3 A number of outputs are required. The main output is a final evaluation report which is due by the **17th November 2023**. Additional outputs include a number of separate brief reports covering the outputs and outcomes achieved by AMIF-funded Integration projects. The interim evaluation report is available here, for reference:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/745519/UK_AMIF_Interim_Evaluation_Report.Public_2018_10_02.pdf
- 1.4 This evaluation is a continuation of existing work by the Home Office and potential suppliers will be required to use existing data collection tools for some parts of the evaluation. This is set out clearly below.

2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 The European Commission awarded the UK €370M under the Asylum, Migration and Integration Fund in January 2014. The final round of applications for funds is currently underway with projects running until December 2022. The final evaluation will include projects that have run from January 2014 until the end of December 2022. The fund is designed to support or develop projects, interventions, and programmes that target three strategic objectives:
 - Asylum,
 - Integration/ legal migration, and
 - Returns.
- 2.2 The UK Responsible Authority (UKRA), the body in charge of administering AMIF in the UK, in conjunction with Home Office International Policy Teams completed a national programme document outlining the UK's priorities under

these strategic objectives. The UKRA is responsible for all aspects of the Fund's management and administration from inception (1st January 2014) through to completion (31st December 2023). The UK National Programme can be found here <https://www.gov.uk/government/publications/asylum-migration-and-integration-fund-programme>

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The overall objective of the EU Asylum, Migration and Integration Fund (AMIF) 2014-2020 is to promote the efficient management of migration flows and the implementation, strengthening and development of a common EU approach to asylum and immigration. The Fund has four common strategic objectives and the UK is signed up to the following:
- Strengthening and developing the establishment of the Common European Asylum System.
 - Supporting legal migration to Member States in accordance with their economic and social needs and promoting the effective integration of third-country nationals.
 - Enhancing fair and effective return strategies with a view to countering illegal immigration.
- 3.2 Each Member State (MS) identifies the priorities for the Fund and outlines these in a National Programme document. Projects can now bid for a maximum 90% of project costs to be paid by AMIF, with the remaining 10% paid for by matched funding provided by other organisations.
- 3.3 Since the start of the financial award (January 2014) the UK has funded 116 projects addressing the three strategic aims. As of March 2021, the distribution of projects across these aims covers: 24 projects addressing Asylum; 56 projects addressing Integration/legal migration; and 36 addressing Returns. There is a possibility that up to 20 new projects across all three aims will start this year (TBC, in due course). Projects can address more than one strategic objective and/or more than one performance indicator.
- 3.4 AMIF-funded projects generally provide either activities that support or assist people to return, claim asylum or integrate into UK society; provide or develop training; evaluate existing policies or policy initiatives or create policy frameworks and tools. A list of funded projects can be found here <https://www.gov.uk/government/publications/eu-asylum-migration-and-integration-fund-activities>
- 3.5 All Asylum and Returns projects are headed by the Home Office. For Integration projects, the majority are headed by external organisations such as NGOs and smaller charities. Exceptions include the Home Office Gateway resettlement scheme which was in receipt of AMIF funding until March 2019.

- 3.6 A legal requirement of receiving AMIF funding is to complete an evaluation assessing how the fund has been spent, who has been helped/supported by the fund, and the impacts in the delivery of programmes and future policy design. The evaluation must answer questions set by the European Commission (EC).
- 3.7 Home Office Analysis and Insights (HOAI), the Home Office's analysis directorate, completed the Interim Evaluation in December 2017 and now seek a supplier to provide the final evaluation. The Interim Evaluation comprised the same evaluation sections and questions as provided in Annex A. The Interim Evaluation can be found here, for reference <https://www.gov.uk/government/publications/asylum-migration-and-integration-fund-interim-evaluation-report>
- 3.8 The evaluation final report must be completed and submitted to the UKRA by the **17th November 2023**. The UKRA is responsible for submitting the report to the European Commission by 31st December 2023.

4. DEFINITIONS

Expression or Acronym	Definition
AMIF	The Asylum Migration and Integration Fund. The funding stream which the evaluation is assessing
EC	European Commission: The body responsible for the overall management of AMIF and the final report outputs
HO	Home Office, the contracting authority
HOAI	Home Office Analysis and Insight: The unit within the Home Office commissioning the research
MI	Monitoring Information
UKRA	The United Kingdom Responsible Authority: The body responsible for administering AMIF in the UK

5. SCOPE OF REQUIREMENT

- 5.1 There are a number of distinct research elements for the appointed supplier to undertake, all of which are mandatory. They are:
- Analysis of existing project output data (provided by the Home Office/UKRA) and collection of primary data in order to produce a final report which answers **ALL** questions including sub-sections set by the EC. The full template is provided in Annex A.
 - A separate quantitative analysis of existing AMIF Gateway data to establish outcomes and effectiveness of the programme in the period July 2017-March 2019. The data will be made available to the successful supplier, on award.

- A separate analysis of AMIF quantitative MI and outcome data provided by Integration projects providing activities to further the integration of individuals (EC Performance Indicator 2.2) to produce a short (1-2 page maximum) briefing note for each. This will apply only to Integration projects delivered by organisations external to the Home Office. Forty-six projects have been funded with an additional three expected to start this year. The briefing notes should provide an overview of the outputs, outcomes and any other results their project achieved with the funding.
- Drawing on the conclusions and recommendations reached in the final evaluation report, the Authority requires one report (maximum 5 pages) outlining any lessons identified in the implementation of large funding programmes that can be used to improve and develop funding initiatives in the Home Office and across government departments.

The Final Evaluation

- 5.2 The overall purpose of the evaluation is to evaluate how the AMIF funds allocated to the UK Responsible Authority (UKRA) have been spent, the process of administering the fund, and the effectiveness of the projects that have been funded. The EC produces an evaluation template, which includes set questions and indicators that must be addressed.
- 5.3 The Successful Supplier will be required to answer **ALL** but one of the questions and sections set by the EC in the final evaluation template. As the final template is not yet released the template for the Interim Evaluation is set out in the **Table 1 of Annex A** (the Authority expect few if any changes to occur). Section III will be completed by the UKRA. A copy of the full evaluation template is provided in Annex A.
- 5.4 The evaluation broadly consists of five key elements, each of which map onto different sections of the evaluation template.
- A desktop literature and policy review to address Sections I and II.
 - An output evaluation, which includes Section IV Effectiveness questions and the Output Annexes.
 - A cost effectiveness evaluation which includes the questions in the Efficiency section.
 - A process evaluation, which includes questions in the sections focussing on Efficiency through to Simplification and reduction of administrative burden.
 - Four case studies, three of successful projects and one of a failed project.
- 5.5 The desktop literature and policy review should focus on the period January 2014 to December 2020, and outline key events, policy changes and

international challenges which have impacted on migration and immigration to the UK.

- 5.6 The output evaluation should focus on answering each question in full and all fields should be completed for the output Annexes with the correct output or financial information. For the output evaluation and output annexes, HOAI will provide:
- output summaries for all AMIF projects (including both intended and achieved outputs);
 - full descriptions of each funded project, including the performance indicator(s) it meets;
 - financial information for the fund as a whole and for each individual project including actual project spend in both Sterling and Euros; and
 - written quarterly performance reports submitted by each project. These reports detail any qualitative successes and also challenges and barriers to project implementation.
- 5.7 Within the output evaluation, additional quantitative project data is required for questions 1.2, 1.2.1 and 1.2.2 (Annex A) within the Effectiveness section. Integration projects providing activities to further the integration of Third Country Nationals (TCNs), Refugees and Unaccompanied Asylum-Seeking Children (UASCs), are currently collecting and submitting the required additional outcome data on a quarterly basis. A standardised data collection tool (excel based) has been provided to each project (Annex B). The Successful Supplier will be expected to continue to collect this data from each Integration project for use in both the final evaluation and the separate individual project briefing reports.
- 5.8 The standardised data collection tool contains the following fields:
- Demographic information including date of birth, nationality, and gender
 - Date of UK arrival
 - Project delivery details such as date started with the project, date of assessments
 - Baseline information covering housing situation, economic circumstances including prior employment, education, ESOL and whether registered with a GP (for health)
 - Integration activities provided by the project to the beneficiary (Housing, ESOL, employment, health)
 - Outcomes and changes in circumstances (Housing, ESOL, employment and health)
- 5.9 The Successful Supplier will be required to liaise directly with AMIF project managers in each of the live Integration projects providing integration activities to ensure that the data collection tool is completed correctly and submitted according to agreed timescales.

- 5.10 Please note that the ongoing support element of data collection is likely to be resource intensive and Potential Suppliers should factor this into their budgets and workplans.
- 5.11 HOAI will provide the Successful Supplier with the contact details of each live and each new integration project so appropriate support can be provided to enable each project to collect data required and submit it to the Successful Supplier.
- 5.12 A data collection template has already been designed and is in use by existing Integration projects. The Successful Supplier will be expected to use the same template to ensure standardisation of data collected. A copy of the template is in Annex B.
- 5.13 AMIF projects can continue to operate until 31st December 2022, and will submit their final returns by 31st January 2023. A full set of outputs delivered by all projects cannot, therefore, be provided before this date. Potential Suppliers must factor this into their data collection and analysis delivery plan.
- 5.14 For the cost effectiveness evaluation, the financial information and output figures (as detailed above) for each project will be supplied by HOAI. Successful Suppliers are required to clearly set out their proposed methodology for the cost-effectiveness evaluation, including any additional data that will be required. Project financial data will not be available until the end of February 2023 at the earliest. Potential Suppliers must factor this into their data collection and analysis delivery plan.
- 5.15 For the process evaluation and case study elements, the Successful Supplier will be required to undertake primary data collection.
- 5.16 For the process evaluation it is envisaged that in-depth interviews with key AMIF project staff, UKRA staff and staff from the Government Internal Audit Authority will provide the data required to address the set questions. A number of similar interviews were carried out for the Interim Evaluation. HOAI can provide a list of contacts, copies of topic guides (see Annex C for an example guide) used in the Interim Evaluation and the anonymised transcripts. Potential Suppliers will be required to design a sampling strategy and outline their proposed analytical approach. Potential Suppliers should bear in mind that some of the evaluation questions (See Annex A) focus specifically on simplified cost options which were adopted by only some AMIF projects. Successful Suppliers need to clearly describe the appropriate sampling method to account for this.
- 5.17 The EC requires three case studies demonstrating successful projects and one demonstrating a failure. The EC has expressed a strong desire for quantitative case study methods incorporating a counterfactual design (comparing outcomes between intervention and non-intervention groups). However, given the nature of projects funded by AMIF (Asylum, Integration, and Returns) there are a host of barriers to adopting these methods (lack of non-intervention groups, ethical considerations in withholding support to asylum seekers and those needing integration support etc).

- 5.18 Given these challenges, we require Potential Suppliers to fully outline an approach to the case studies that will permit the most robust conclusions possible to be drawn within the limitations of the intervention designs. The approach must include a rationale of how projects will be chosen, justification of the method(s) and what additional data will be required.
- 5.19 The fully approved and quality assured final evaluation report must be submitted in time for the UKRA to upload it onto the electronic portal no later than the **17th November 2023**. All sections must be completed with adherence to the word and character count set by the EC. It is the responsibility of the UKRA to upload the text onto the EC portal.

Gateway analysis

- 5.20 The Home Office Gateway Resettlement programme was in receipt of AMIF funding until March 2019. Upon award of contract, HOAI will provide anonymised data to the Successful Supplier for beneficiaries resettled from July 2017 to March 2019. Standardised data has been collected and submitted quarterly. The dataset contains:
- Demographic information including date of birth, nationality, and gender
 - Date of UK arrival
 - Project delivery details such as date beneficiary started with the project, date of assessments
 - Baseline information covering housing situation, economic circumstances including prior employment, education, ESOL and whether registered with a GP
 - Integration activities provided by the project to the beneficiary (housing, ESOL, employment, health)
 - Any outcomes and changes in circumstances (housing, ESOL, employment and health)
- 5.21 Successful Suppliers will be required to analyse the data and provide a short report (5 pages maximum) detailing key outputs and outcomes achieved.

Short reports for Individual Integration projects

- 5.22 Successful Suppliers are required to use the data outlined in 5.7 above in order to produce very short reports (1-2 pages maximum) outlining key outputs and outcomes achieved.

Short report addressing lessons identified for fund implementation

- 5.23 No additional data collection should be necessary as the report can be compiled from data collected from the in-depth staff interviews as part of the full final evaluation.

6. THE REQUIREMENT

- 6.1 The Successful Supplier will be required to attend an initiation / set-up meeting which will either be held at the Home Office, 2 Marsham Street, London, SW1P

4DF or virtually, depending on government guidance on social distancing. The Successful Supplier will be required to participate in quarterly project meetings to discuss emerging findings, which can then be fed into the programme's development. Further meetings may also be required.

6.2 The Successful Supplier will be expected to deliver the following, in partnership with HOAI, within the agreed timescales and standards:

- 6.2.1 appropriate research instruments for in-depth interviews and case studies, eliciting HOAI feedback and incorporating it.
- 6.2.2 research activities as agreed with HOAI using a single point of contact to work with AMIF-funded Integration project managers to ensure that the data collection template is completed correctly and in a timely manner.
- 6.2.3 a completed secondary analysis of anonymised Gateway (quantitative) data supplied by HOAI, and a short report detailing the outputs and outcomes achieved by the project by the end of summer 2021 (deadline to be confirmed at initiation meeting).
- 6.2.4 anonymised research data (including interview transcripts, beneficiary list data in excel format).
- 6.2.5 a final evaluation report which has been fully approved and quality assured set out in the same format as the EC evaluation template by the 17th November 2023.
- 6.2.6 a short report (1-2 pages) for each non-Home Office Integration project in receipt of AMIF funding no later than June 2023.
- 6.2.7 a short report outlining any lessons identified in the implementation of large funding programmes that can be used to improve and develop funding initiatives in the Home Office and across government departments.

7. KEY MILESTONES AND DELIVERABLES

7.1 The contract will run until the end of December 2023. The contract will be monitored according to the following pre-agreed milestones and deliverables.

Milestone/Deliverable	Description	Timeframe (NB. All deadlines subject to review and will be confirmed once the supplier is in place)
1	Project Initiation Meeting	Within 1 week of Contract Award
2	Gateway Report	Within 12 weeks of Contract Award
3	Submit research instruments and sampling design for Home Office Feedback	Within 20 weeks of Contract Award
4	Fieldwork period 1 (activities to be confirmed with the supplier post award)	Completed by 31 December 2021
5	Fieldwork period 2 (activities to be confirmed with the supplier post award)	Completed by 31 December 2022
6	Briefing reports for Integration projects	30 th June 2023
7	Fieldwork period 3 (activities to be confirmed with the supplier post award)	Completed by 1st July 2023
8	Full and Final Evaluation report delivered along with the analysis framework/s, topic guides and any questionnaires, surveys or (anonymised transcripts) that may have been produced.	17 th November 2023
9	Short report on Fund implementation lessons identified	1 st December 2023

8. MANAGEMENT INFORMATION/REPORTING

- 8.1 A Project Manager within HOAI will act as the formal point of contact between the Authority and Supplier for any communication and for agreeing the research approach and outputs. They will co-ordinate responses from research customers and other colleagues.
- 8.2 Please see key milestones section. In addition to these key milestones, project management procedures will be in place to ensure the quality and timeliness of the project without being overly burdensome to prove counter-productive.

- 8.3 Progress must be fed back to HOAI via the Successful Supplier's project manager through update reports delivered to an agreed schedule, sent by e-mail, detailing progress and alerting to any risks or issues, followed by optional monthly project management meetings to discuss any delivery barriers.
- 8.4 The Successful Supplier must identify a central contact point to deal with all communication with the Authority. Where a consortium of organisations is tendering, the consortium must identify the lead agency and the lead agency a single project manager. Consortium bids must make explicit in their tender how the appointed single project manager will manage all aspects of the consortium's delivery of the single contract (including communication, quality assurance, data security, financial management, and the need for any break or change in the contract).

9. VOLUMES

- 9.1 This procurement has a fixed outcome and therefore volumes of work are not applicable to this requirement. A timeline of key outcomes can be seen at Key Milestones.

10. CONTINUOUS IMPROVEMENT

- 10.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 10.2 The Supplier should present new ways of working to the Authority during quarterly Contract review meetings.
- 10.3 Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

11. SUSTAINABILITY

- 11.1 The Home Office requires the Successful Supplier to provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service to all Parties. Potential Suppliers must outline plans for ensuring resources are consistently available throughout the duration of this evaluation e.g., plans for staff replacement, sickness etc.

12. QUALITY

- 12.1 Potential Suppliers must outline their plans to ensure that the work is subject to appropriate levels of supervision and control from senior members of the project team, and that key stages of the project will be subject to input from, and approval by, senior members of the project team.
- 12.2 All analysis and interpretation must be documented and findings should be fully triangulated between sources. The evidence base for findings must be clearly and consistently stated (although anonymised), and traceable to their source.

- 12.3 All outputs must be in the format and of the length specified (TBC) and must have been subject to thorough quality assurance by the Supplier prior to being submitted to HOAI. The Supplier will be responsible for quality assurance and sign off of all outputs sent to HOAI. The Supplier is also expected to proactively review work at all stages and proactively feedback to HOAI any issues and suggestions for improvements to design and ways of working.
- 12.4 HOAI will review and comment on the methodology (and any proposed changes to this) and sample design. All draft reports may be subject to internal review and quality assurance by the Authority and other government stakeholders. The Supplier will be required to source, pay for and demonstrate response to external peer review as is the expectation for all HOAI reports, and should factor the costs into its proposal. The Supplier will be required to respond to reviewers' comments in preparing final drafts. Several iterations of review and revision may be required before the UKRA accepts a final version of a report and releases any associated payment. The Supplier should build appropriate time and resource into their plan.

13. PRICE

- 13.1 The maximum budget for this Contract is £650,000.00 Ex-Vat. Potential Suppliers must provide a cost estimate for their proposed work broken down by method, any bid over £650,000.00 Ex-Vat will be deemed non-compliant.
- 13.2 Roles and Rates will remain firm for the duration of the Contract. Day rates are based upon an eight (8) hour day and are inclusive of travel and subsistence and exclusive of VAT.
- 13.3 Prices are to be submitted via the e-Sourcing Suite at Attachment 4 – Price Schedule excluding VAT and including all other expenses relating to Contract delivery.

14. STAFF AND CUSTOMER SERVICE

- 14.1 The Successful Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.
- 14.2 The Authority requires the Successful Supplier to provide a sufficient level of resource throughout the duration of the Evaluation Contract in order to consistently deliver a quality service to all Parties.
- 14.3 The Successful Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract. The Authority are particularly interested in hearing from Potential Supplier with experience of analysing large, complex datasets and conducting cost-effectiveness evaluations.

15. SERVICE LEVELS AND PERFORMANCE

- 15.1 The Authority will measure the quality of the Supplier's delivery by completion of the milestones to the required standard, see Section 7.

- 15.2 Performance of the Successful Supplier will be monitored through six-monthly review points to assess the quality of delivery against agreed targets. Poor performance will be subject to review and discussion with the Supplier. In cases of continued poor or unsatisfactory performance this could lead to early termination of the contract.
- 15.3 The Supplier will be required to attend regular meetings via video conference or in person with the Authority to discuss performance and provide opportunity to improve in any areas of underperformance.
- 15.4 The Authority require Potential Providers to set out their quality assurance plans for the Contract, clearly describing how they will ensure that any work requires the minimum of re-drafting.
- 15.5 Where the Authority identifies poor performance, the Supplier shall be required to attend a performance review meeting. The performance review meeting shall be at an agreed time no later than 5 working days from the date of the notification.
- 15.6 The Supplier will be required to prepare a full and robust service improvement action plan which sets out its proposals to remedy the service failure. The Supplier shall also supply a robust escalation procedure.
- 15.7 The Authority will work with the Supplier to resolve service failure issues. However, it will remain the Suppliers sole responsibility to resolve any service failure issues.
- 15.8 The Supplier is responsible for the performance of the Contract by any sub-contractors or agents working on behalf of the Supplier.
- 15.9 If the Authority decides to terminate the Contract early due to poor performance, then the Authority will require the Supplier to conduct a handover for the project to be passed to the new Supplier. The Supplier will provide the Authority with all work to date.

16. SECURITY AND CONFIDENTIALITY REQUIREMENTS

- 16.1 The Supplier will be required to safely and securely hold any information relating to this project and maintain confidentiality on the details of the project. Any data from the research must not be shared with any third parties.
- 16.2 The Supplier will comply with Authority guidance on secure data transfer and storage. HOAI will develop a data sharing protocol for transfer of data between the Supplier and Authority. This will make clear that transfer of personal data between the Authority and/or individual AMIF projects to the Supplier will be undertaken via use of encrypted email such as Criminal Justice System Mail (CJSM).
- 16.3 The responsibility for ethical conduct during the research lies with the Supplier.

17. PAYMENT AND INVOICING

- 17.1 Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables. The following payment schedule will apply
- 17.1.1 10% on submission of research instruments and sampling design for the Authority's feedback, within 8 weeks of contract award.
 - 17.1.2 25% on completion of fieldwork period 1 – 31st December 2021
 - 17.1.3 25% on completion of fieldwork 2 – 31st December 2022
 - 17.1.4 10% on completion of briefing reports for integration projects including sign off by the Authority – 30th June 2023
 - 17.1.5 30% on completion of short report on fund implementation lessons identified including sign off by the Authority - 1st December 2023
- 17.2 Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. All costs must be documented with receipts or invoices.
- 17.3 Invoices should be submitted to: **[REDACTED]**

18. CONTRACT MANAGEMENT

- 18.1 Attendance at Contract Review meetings shall be at the Supplier's own expense.

19. Location

- 19.1 The location of the Services will be carried out at the Suppliers offices, and any locations deemed necessary to conduct this work. We would anticipate that this would include meetings and potentially fieldwork at AMIF project offices around the UK, subject to any restrictions imposed by government guidelines on social distancing.

ANNEX B
Supplier Proposal
[REDACTED]

Part 2: Contract Terms



Contract Terms v6.0