

Section 4 Appendix A

CALLDOWN CONTRACT

Framework Agreement with: Oxford Policy Management

Framework Agreement for: Global Evaluation Framework Agreement

Framework Agreement Purchase Order Number: PO 7448

Call-down Contract For: Independent Evaluation of the Subsidised Temporary Employment Programme (STEP)

Contract Purchase Order Number: PO 7971

I refer to the following:

1. The above mentioned Framework Agreement dated **12 September 2016**;
2. Your proposal of 2 June 2017

and I confirm that DFID requires you to provide the Services (Annex A), under the Terms and Conditions of the Framework Agreement which shall apply to this Call-down Contract as if expressly incorporated herein.

1. Commencement and Duration of the Services

- 1.1 The Supplier shall start the Services no later than 4 December 2017 ("the Start Date") and the Services shall be completed by 30 September 2020 ("the End Date") unless the Call-down Contract is terminated earlier in accordance with the Terms and Conditions of the Framework Agreement.

2. Recipient

- 2.1 DFID requires the Supplier to provide the Services to the Government of Lebanon ("the Recipient").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall be fixed at £999,999.50 ("the Financial Limit") and is exclusive of any government tax, if applicable as detailed in Annex B.
- 3.2 the following Clause 28.1 shall be substituted for Clause 16.1 of the Framework Agreement:

28. Milestone Payment Basis

- 28.1 Where the applicable payment mechanism is "Milestone Payment", invoice(s) shall be submitted for the amount(s) indicated in Annex B and payments will be made on satisfactory performance of the services, at the payment points defined as per schedule of payments. At each payment point set criteria will be defined as part of the payments. Payment will be made if the criteria are met to the satisfaction of DFID.

When the relevant milestone is achieved in its final form by the Supplier or following completion of the Services, as the case may be, indicating both the amount or amounts due at the time and cumulatively. Payments pursuant to clause 28.1 are subject to the satisfaction of the Project Officer in relation to the performance by the Supplier of its obligations under the Call-down Contract and to verification by the Project Officer that all prior payments made to the Supplier under this Call-down Contract were properly due.

4. DFID Officials

4.1 The Project Officer is:

4.2 The Contract Officer is:

5. Key Personnel

The following of the Supplier's Personnel cannot be substituted by the Supplier without DFID's prior written consent:

Team Leader
Senior Evaluation Advisor
Impact Evaluation Lead
Impact Evaluation Deputy Lead
Job Satisfaction Lead
Value Chain Effects Lead

6. Reports

6.1 The Supplier shall submit project reports in accordance with the Terms of Reference/Scope of Work at Annex A, paragraph 41

7. Sub-Contractors

7.1 Economic Development Solutions (EDS)

8. DFID Statement of Priorities and Expectations for Suppliers

8.1 In line with the Statement of Priorities and Expectations attached at Appendix A, throughout the life of the Contract the supplier must be able to demonstrate how they are meeting these expectations.

9. Payment Model

9.1 The applicable payment mechanism is 100% Output Based where payment will be disbursed in accordance with the following;

- 9.2 Total costs will be paid on a Milestone basis on satisfactory completion of the services in arrears on the achievement of the Milestones defined in the schedule of payments at Section 5 of the Contract. One invoice shall be submitted per Milestone for the relevant amount indicated in Section 5.
- 9.3 Payments are subject to the satisfaction of the Project Officer in relation to the performance by the Supplier of its obligations under the Contract and to verification by the Project Officer that all prior payments made to the Supplier under this Contract were properly due.
- 9.4 Upon receipt of completed milestones, DFID shall have up to 10, or otherwise mutually agreed, working days to confirm either acceptance of the deliverable, advise of any changes required before acceptance can be confirmed, or rejection should the deliverable be unsatisfactory. In the event of requiring additional time to review, DFID shall confirm a reasonable extension to this period. If any deficiency is identified, DFID will inform the Supplier in writing of the reason for rejection, and remedial actions are to be proposed by the Supplier and agreed by DFID. No payments will be made against deliverables until approval has been given. Any milestone resubmissions will be at no additional cost to DFID and should be delivered within a maximum of 10 days of receipt of feedback.

10. Break Points

- 10.1 The contract must have adequate provision for variation to adapt to changes that occur during the life of the Programme. Progression from each Phase will be subject to the satisfactory performance of the supplier, delivery of programme outputs and the continuing needs of the programme. Progress from one phase to the next also depends on progress made by the SP. The IE cannot be held responsible for delays incurred due to delays in SP progress.
- 10.2 Breakpoints for the IE Service Provider are:
- a at the end of the pilot's Inception phase,
 - b at the end of the Pilot Phase; and,,
 - c one year into the Implementation phase..
- 10.3 The Parties will use Breakpoints to allow an on-going assessment of the successful operation of STEP and progress against objectives and to provide the ability to negotiate and confirm the timeline and deliverables for the upcoming phase.

11. Extension Options

- 11.1 Flexibility and adaptability is required in terms of extension options in order to respond accordingly to programme need. The Supplier commits to being fully prepared in the event of any decision made to scale up or scale down the scope of the programme, in relation to the programme inputs, outputs, deliverables and outcomes, value and timing. DFID may choose to extend the contract by up to 12 months. Similarly, DFID reserves the right to scale back or discontinue this programme at any point

12 Duty of Care

All Supplier Personnel (as defined in Section 2 of the Agreement) engaged under this Call-down Contract will come under the duty of care of the Supplier:

- I. The Supplier will be responsible for all security arrangements and Her Majesty's Government accepts no responsibility for the health, safety and security of individuals or property whilst travelling.
- II. The Supplier will be responsible for taking out insurance in respect of death or personal injury, damage to or loss of property, and will indemnify and keep indemnified DFID in respect of:
 - II.1. Any loss, damage or claim, howsoever arising out of, or relating to negligence by the Supplier, the Supplier's Personnel, or by any person employed or otherwise engaged by the Supplier, in connection with the performance of the Call-down Contract;
 - II.2. Any claim, howsoever arising, by the Supplier's Personnel or any person employed or otherwise engaged by the Supplier, in connection with their performance under this Call-down Contract.
- III. The Supplier will ensure that such insurance arrangements as are made in respect of the Supplier's Personnel, or any person employed or otherwise engaged by the Supplier are reasonable and prudent in all circumstances, including in respect of death, injury or disablement, and emergency medical expenses.
- IV. The costs of any insurance specifically taken out by the Supplier to support the performance of this Call-down Contract in relation to Duty of Care may be included as part of the management costs of the project, and must be separately identified in all financial reporting relating to the project.
- V. Where DFID is providing any specific security arrangements for Suppliers in relation to the Call-down Contract, these will be detailed in the Terms of Reference.

13. Call-down Contract Signature

- 13.1 If the original Form of Call-down Contract is not returned to the Contract Officer (as identified at clause 4 above) duly completed, signed and dated on behalf of the Supplier within 15 working days of the date of signature on behalf of DFID, DFID will be entitled, at its sole discretion, to declare this Call-down Contract void.

For and on behalf of
The Secretary of State for
International Development

Name:

Position:

Signature:

Date:



For and on behalf of
Oxford Policy Management

Name:

Position:

Signature:

Date: