



Foreign, Commonwealth & Development Office

CALL DOWN CONTRACT

Framework Supplier: Itad Limited

Framework title and lot: Global Evaluation Monitoring Framework Agreement (GEMFA), Lot 1 - Monitoring High Value

Framework ECM Number: 4735

Call Down Contract title: Tackling Deadly Diseases in Africa Programme Phase II – Monitoring, Evaluation and Learning Component (TDDAP2 MEL)

Call Down Contract ECM #: 7067

I refer to the following:

1. The above-mentioned Framework Agreement dated 1 February 2023;
2. Your proposal of 7 October 2024

and I confirm that FCDO requires you to provide the Services (Annex A, Terms of Reference), 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

The Contract shall commence on the date of countersignature by FCDO (“the Start Date”) and the Services shall be completed by 31 March 2028 (“the End Date”), unless the Call Down Contract is terminated earlier in accordance with the Terms and Conditions of the Framework Agreement.

2. Recipient

FCDO requires the Supplier to provide the Services to FCDO (the “Recipient”).

3. Financial Limit

Payments under this Call Down Contract shall not, exceed £3,000,000 (“the Financial Limit”) and is exclusive of any UK VAT but inclusive of any local government tax, if applicable, as detailed in Contract Annex B – Schedule of Prices.



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4. **FCDO 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 FCDO's prior written consent:

Name	Role
	Team Leader
	Regional Co-ordination Manager
	Verification Lead & Kenya Lead
	Evaluation Lead
	Learning and Dissemination Lead
	Ghana Lead
	Uganda Lead
	Malawi Lead
	DRC Lead

6. **Reports**

The Supplier shall submit project reports in accordance with the Terms of Reference at Annex A.

7. **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 His Majesty's Government accepts no responsibility for the health, safety and security of individuals or property whilst travelling.



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- 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 FCDO 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 FCDO is providing any specific security arrangements for Suppliers in relation to the Call Down Contract, these will be detailed in the Terms of Reference.

8. Call Down Contract Signature

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 receipt from FCDO, FCDO will be entitled, at its sole discretion, not to countersign and execute this Contract.

No payment will be made to the Supplier under this Call Down Contract until a copy of the Call Down Contract has been signed by an authorised representative of both Parties.

Signed electronically via FCDO e-tendering portal



Foreign,
Commonwealth
& Development Office

Contract Annex A

Terms of Reference (ToR)

for

**Tackling Deadly Diseases in Africa Programme Phase II
Monitoring, Evaluation and Learning Component
(TDDAP2 MEL)**

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Glossary

AD	Africa Directorate
Africa CDC	Africa Centre of Disease Control and Prevention
AMA	African Medicines Agency
AMSP	African Medical Supplies Platform
APEX	Africa Programmes and Expertise Department
APHA	Animal and Plant Health Agency
AU	African Union
AU IBAR	Inter Africa Bureau for Animal Resources
CSO	Civil Society Organisation
DEFRA	Department for Environment, Food & Rural Affairs
DHSC	Department of Health and Social Care
ECOWAS	Economic Community of West African States
EU	European Union
FAO	UN's Food and Agriculture Organisation
FCDO	Foreign, Development and Commonwealth Office
GAVI	Global Alliance for Vaccines and Immunisation
GDP	Gross Domestic Product
GEA	Gender Equality Act
GEFA	Global Evaluation Framework Agreement
GEMFA	Global Evaluation and Monitoring Framework Agreement
GHS	Global Health Security
HEPR	Health Emergency Preparedness and Response
HMG	His Majesty's Government, aka. UK government
ICF	International Climate Finance
IDS	International Development Strategy
IDSR	Integrated Disease Surveillance and Response
IHR	International Health Regulations
IANPHI	International Association of National Public Health Institutes
IPC	Infection Prevention and Control
JEE	Joint External Evaluation
KPI	Key Performance Indicator(s)
M&E	Monitoring and Evaluation
MoU	Memorandum(s) of Understanding
NAPHS	National Action Plans for Health Security
NOHP	National One Health Platform
ODA	Official Development Assistance

OIE	World Organisation for Animal Health
PAVM	Partnership for African Vaccine Manufacturing
PD	Pan Africa Department
PHE	Public Health England
PRO	Programme Responsible Owner
PROF	Programme Operating Framework
PSED	Public Sector Equality Duty
PGI	African Pathogen Genomics Initiative
SRO	Senior Responsible Owner
RCC	Regional Coordinating Centre
RCCE	Risk Communication and Community Engagement
REC	Regional Economic Communities
RDEL	Resource Expenditure Limit
RISNET	Regional Integrated Surveillance Network
SDG	Sustainable Development Goals
SSA	Sub-Saharan African
TACT	Terrorism Act 2000
TPM	Third Party Monitoring
UK	United Kingdom
UKHSA	UK Health Security Agency
UKMHRA	UK Medicines and Healthcare Products Regulatory Agency
UN	United Nations
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNICEF	United Nations International Children's Emergency Fund
VFM	Value for Money
WAHO	West African Health Organisation
WHO	World Health Organisation
WHO-AFRO	World Health Organisation Regional Office for Africa

1. Introduction

- 1.1 The UK Foreign, Commonwealth and Development Office (FCDO) is seeking a Supplier to deliver independent Monitoring, with some limited elements of Evaluation and Learning (MEL Supplier) to support the £95 million Tackling Deadly Diseases in Africa Programme Phase II (TDDAP2) running from 2023 to 2028 ([DevTracker Programme GB-GOV-1-300585 fcdo.gov.uk](#)). The public version of the approved Business Case is attached at Annex 1.
- 1.2 TDDAP2 will implement the UK and Africa's vision for global progress on health security, building on African successes from the COVID-19 pandemic and other outbreaks' responses. The TDDAP2 main contract supplier will provide technical assistance (TA) to national governments in 5 focus countries. Other programme components will support regional bodies, and will develop long-term partnerships between African, UK and global public health institutions, e.g. the Africa Centres for Disease Control and prevention (Africa CDC) and WHO-AFRO. The programme will also have an Africa Rapid Response to Outbreaks (ARRO) Fund to support early and rapid response to outbreaks across Sub-Saharan Africa (SSA).
- 1.3 The recent COVID-19 pandemic, and the increased recurrence of infectious disease outbreaks in Africa, necessitates the alignment of this Contract to country priorities. The MEL Contract requires an adaptive approach in response to the evolving context within which TDDAP2 is operating. The MEL Supplier will be required to work with flexibility to amend or deliver additional outputs through periodic work plans as agreed with FCDO.

2. Contract summary

- 2.1 This Supplier for this Contract will deliver the Monitoring, Evaluation and Learning requirements of the TDDAP2 programme. FCDO expects the Contract to be signed by December 2024. The Contract will run until 31 March 2028, with a maximum value of £3 million.
- 2.2 The Contract may be extended for an additional 24 months maximum, and the value may be uplifted by up to £1.5m. The option to extend the length of the Contract or to increase the financial value will be exercised at FCDO's sole discretion. There may be multiple extensions or value increases, so long as the total of any extensions does not exceed 24 months and £1.5m respectively. The decision to extend this Contract may depend on whether the TDDAP2 programme is extended beyond its current period.
- 2.3 The Inception Phase will commence with the signing of the Contract and will last for no longer than four months. The Implementation Phase will begin after the Inception Phase ends with the approval of Inception Report and will last until TDDAP2's end in financial year 2027/28 (with the last three months comprising the Exit Phase). The support to the components will last for each component's lifetime. It is important to note that whilst the MEL Contract will last until the end of the TDDAP2, some components may end before financial year (FY) 2027/28. For preparing TDDAP2's Programme Completion Report (PCR), the Supplier will need to make sure it has all necessary data and information from all components before preparing the PCR.

- 2.4 The Contract will contain a Review Point at the end of the Inception Phase, at which point FCDO will decide if to proceed to Implementation with the Supplier. FCDO will also reserve the right to terminate the Contract at the end of the Inception Phase in the event that agreement cannot be reached over evaluation activities, resources, timeline, and budget.

3. Background and Overview of the TDDAP2 programme

- 3.1 TDDAP2 will support achievement of the Sustainable Development Goals on Good Health and Well-being; and contribute to UK Global Health Security (GHS) objectives as set out in the Integrated Review, the Strategic Framework for Official Development Assistance, and the refreshed Africa Strategy. TDDAP2 will be a core mechanism for delivering UK global health objectives, as outlined under the Global Health Framework, particularly; ‘strengthening global health security’ and ‘strengthening country health systems and work towards ending preventable deaths of mothers, babies and children.’ It also contributes to the UK G7 commitment to partner with public health institutions and is consistent with the theme of the International Development Strategy to build GHS and resilient health systems.
- 3.2 Investments through TDDAP2 align with the UK’s wider global health portfolio and will directly contribute to the Global Health Framework. This includes Global Health Initiatives, such as Gavi, the Vaccine Alliance, and the Global Fund; International Financial Institutions like the World Bank; and the Department of Health and Social Care (DHSC) international health security programming such as the Fleming Fund and the International Health Regulations (IHR) Strengthening Programme implemented by the UK Health Security Agency (UKHSA), which TDDAP2 will collaborate with.
- 3.3 This programme is the successor to the £175m Tackling Deadly Diseases in Africa Programme (TDDAP, 2017 – 2023 [DevTracker Programme GB-1-205242 \(fcdof.gov.uk\)](https://www.gov.uk/devtracker-programme/gb-1-205242)) through which FCDO supported WHO AFRO in its health security leadership role in Africa; provided targeted technical support to health security systems in six countries (Mali, Niger, Chad, Cameroon, Cote d’Ivoire, Uganda); and enabled rapid and effective emergency responses through a contingency mechanism for outbreaks. TDDAP also provided £20m to the AU’s COVID-19 Response fund, supporting Africa CDC’s leadership of the continental response.
- 3.4 An extensive stakeholder consultation exercise among major donors, philanthropic foundations and African regional partners (e.g. Africa CDC) on the need for, and proposed design of, TDDAP2 was undertaken. To avoid duplication with similar GHS programmes, FCDO has worked with partners to identify gaps where the UK could play a unique role, including, for example, strengthening and supporting National One Health Platforms, supporting Regional Coordinating Centres, interventions to improve IHR compliance and other discreet health security activities, with a strong focus on workforce development. The UK’s focus on community engagement and working with civil society (as demonstrated under TDDAP) is a vital yet underutilised approach in health security that partners have expressed interest to learn from, replicate and continue.

3.5 At impact level, TDDAP2 will contribute to the reduction of harmful impacts from infectious disease threats in African populations and globally.

3.6 At outcome level, interventions funded under this programme will contribute to the delivery of an effective regional response to cross border health threats, as well as improve countries' capacity to prevent, detect and respond to disease outbreaks. It will do so at different levels **through four thematic components**:

Component	Description	Value	Timeframe	Agreement type (contract, AG, MoU)
1 – Regional Technical Assistance	Support African regional institutions, networks and initiatives with a health security mandate through technical assistance, facilitation of peer-to-peer learning partnerships, and discreet financial support.	Up to £34m	01/04/2023 - 31/03/2028	Memorandum of Understanding (MoU) and commercial contracts
2 – National and Community Technical Assistance	Provision of long-term technical assistance for DRC, Ghana, Kenya, Malawi and Uganda	Up to £23m	01/04/2023 - 31/03/2028	Commercial contract
3 – Rapid Response to Outbreaks Fund (ARRO)	Provide early and rapid funding to a wide range of countries in SSA for outbreak response, and support coordination across HMG for the effective deployment of expertise, logistics and monitoring.	Up to £20m	01/04/2023 - 31/03/2028	Various (incl. MoU & grants)
4 – Monitoring and Evaluation	Assure validity of TDDAP2 results reporting, generate actionable learning and other MEL activities as detailed in this ToR.	Up to £3m	End 31/03/2028	Commercial contract

- **Component 1 – Regional Technical Assistance.** This component will support African regional institutions, networks and initiatives with a health security mandate through technical assistance, facilitation of peer-to-peer learning partnerships, and discreet financial support. For the Regional Technical Assistance Component – TDDAP2 will support a stronger, more coherent regional health architecture through building long-term partnerships with key regional public health institutions, supporting joint workplans and aligning with flagship regional programmes to help enable more effective national and cross-border responses.
- **Component 2 – National and Community Technical Assistance.** This component will consist of provision of long-term technical assistance for DRC, Ghana, Kenya, Malawi and Uganda to strengthen implementation of the IHR, supporting country priorities through the delivery of National Action Plans for Health Security (NAPHS),

One Health and All Hazard Plans, piloting innovative approaches and strengthening community structures and capacity. Scoping reports for DRC, Kenya, Malawi and Uganda are attached at Annex 2 (Ghana report not available). FCDO anticipates that the main commercial contract for this component will commence between October-December 2024.

National and Community Technical Assistance Component. This Component will focus on five countries spread across SSA, with a wide geographical remit: Ghana, Uganda, Democratic Republic of Congo, Kenya, and Malawi.

- i. Ghana. A key strategic partner for the UK (where UK is the lead health partner) and plays a critical role in regional health security, including plans to become a lead on the vaccine, therapeutics and diagnostics manufacturing agenda in Africa and to establish a Centre for Health Security. The Government of Ghana has requested UK support on health security and TDDAP2 will complement a new Department for Environment, Food & Rural Affairs (DEFRA) programme.
 - ii. Uganda. Health security is a major priority for Government of Uganda; the UK is a leading actor in the GHS space, since before COVID-19. TDDAP2 will build on progress from TDDAP and success demonstrated through FCDO's role in the most recent Ebola outbreak.
 - iii. DRC. DRC's need in terms of risk of outbreaks and existing health system gaps is high, TDDAP2 will add value in the GHS space e.g. funding gaps in the National Action Plans on Health Security (NAPHS) and there is political commitment to strengthen health security.
 - iv. Kenya. The UK is a valued donor and can support innovative and collaborative health security work, with links to objectives under the regional component and with Research and Evidence Department (RED) GHS Research & Development programme. Under TDDAP2, there is strong potential for a UK-Kenya health security compact.
 - v. Malawi. Engagement on the recent cholera outbreak has shown extreme need and opportunities to add value. There is strong political will to strengthen health security capabilities, with opportunities to support the new National Public Health Institute.
- Component 3 – **Africa Rapid Response to Outbreaks (ARRO) Fund**. ARRO will provide early and rapid funding to a wide range of countries in SSA for outbreak response, and support coordination across HMG for the effective deployment of expertise, logistics and monitoring. For the ARRO Fund - TDDAP2 will be able to support a wider range of countries in SSA via an Africa Rapid Response to Outbreaks (ARRO) Fund which will provide rapid support to outbreaks (as TDDAP had been doing for the last five years).
 - Component 4 – **Monitoring, Evaluation and Learning** (this Contract). This component will assure validity of TDDAP2 results reporting, generate actionable

learning which can be applied to programme decision-making to maximise effectiveness and minimise risk; and perform any other relevant MEL activities as detailed in this ToR.

3.7 In addition to its four areas of thematic focus, TDDAP2 will embed the following cross-cutting principles across its components:

- **Gender and equity** – guided by new WHO guidance on mainstreaming gender and equity considerations into health security. Ensuring the TDDAP2 programme addresses the most vulnerable and marginalised groups is an FCDO priority. The concerns of and opportunities for marginalised groups, including women, youth, disabled and the poor more widely are considered in programme design. Inclusion is a core priority in agreements with all TDDAP2 Implementing Partners, and is mainstreamed through their results frameworks (e.g. logframe indicators). TDDAP2 IP design teams are being encouraged to identify opportunities to integrate inclusion into programming, noting that there may sometimes be trade-offs.
- **Building the evidence of the impact of climate change on infectious disease outbreaks**; and supporting climate informed approaches to health security.
- **One Health** is a key principle of health security initiatives and part of Africa's vision for a new public health order and will be integrated across TDDAP2.

4. Purpose of this MEL Contract

- 4.1 The primary purpose of this Contract is to deliver an **independent monitoring, evaluation, and learning function for FCDO's TDDAP2 programme** to maximise the programme's economy, effectiveness, efficiency, equity, and sustainability of Impact after the programme end (see FCDO 'Value for Money guidance doc' in Annex 3). Ensuring that a programme's outcomes sustain after it ends is key to realising impact.
- 4.2 The secondary purpose of this Contract is to strengthen the evidence base on effective regional response to cross-border health threats; by testing linkages and assumptions within the TDDAP2 Theory of Change (see Annex 4) to inform adjustments. This will provide FCDO and by extension other UK government departments, such as Department for Health and Social Care (DHSC) with new and quality evidence on what works and what does not work; including on building national capacity to prevent, detect and respond to disease outbreaks.

5. Objectives

- 5.1 Rigorous monitoring and evaluation of, and learning from, interventions, both programmatic and policy, is a major focus of FCDO to improve performance management, accountability, and evidence-based decision making. To this end, this Contract has three **broad** Objectives:

- **Monitoring and results verification** to ensure ongoing, systematic, quality collection of data from all TDDAP2 components. This should periodically assess

component level progress as well as progress toward the achievement of overall TDDAP2 outcomes. In close collaboration with the FCDO programme team, the Supplier is responsible for owning the overall TDDAP2 logframe and Value for Money (VfM) framework and reporting against this every 6 months. Where necessary, the Supplier should also offer targeted technical assistance to delivery partners on designing and managing MEL systems. Monitoring is expected to support timely decision making, ongoing learning and accountability for achieving results and help ensure the funds are being used for the intended purposes.

● **Endline Evaluation** to assess TDDAP2's performance and overall impacts against the Theory of Change (ToC). The specific objectives of evaluation include:

- i) Assess the programme's contribution to intended outcomes and impact, and the prospect for sustainability of effects immediately beyond programme's exit and in the long term;
- ii) Identify whether the programme has contributed to any unintended consequences or effects (positive or negative);
- iii) Generate evidence and learning to inform programme design and implementation to maximise operational effectiveness. FCDO does not envisage impact evaluation methodology to be suitable for this. In addition to the formal Endline Evaluation, the Supplier must produce Light-touch Progress Review at end of year 3.

● **Evidence Dissemination and Learning** to analyse, synthesise and present information generated from monitoring and evaluations (and from any other evidence-generating activities undertaken by Implementing Partners) and use it to continuously improve the programme's ability to achieve results. This will primarily be to inform and facilitate learning between TDDAP2 partners and components, but where relevant will also expand the evidence base on what works and what does not work for external stakeholders. This will support an effective regional response to cross-border health threats, as well as building national capacity to prevent, detect and respond to disease outbreaks. The learning aspect will produce a range of knowledge products (including papers, reports, journal entries, blogs, training guidance, and op-eds) to communicate critical health security-related content generated by TDDAP2 both internally and externally.

5.2 Through the delivery of the above Objectives the expected impact of the MEL Contract will be improved performance of TDDAP2 and an effective coordination of its components, working together and adding up to deliver the programme's desired overall outcomes and sustainability.

5.3 **The expected Outcomes of the MEL Contract include:**

- TDDAP2's results and VfM are verified on an ongoing sample basis.
- TDDAP2's progress toward its intended outputs and outcomes is successfully tracked and reported to ensure accountability.
- Learning is applied to TDDAP2's delivery and management — both at the component and overall programme levels — to ensure the overall objectives of the programme are

met, risks to delivery assessed, and opportunities are maximised for overall efficiency and effectiveness.

- Learning products are produced and where relevant disseminated, documenting successful and unsuccessful outcomes of TDDAP2 components.
- New, quality evidence is produced to strengthen the evidence base on what works and what does not work for an effective regional response to cross border health threats, as well as building national capacity to prevent, detect and respond to disease outbreaks.

6. Recipients

- 6.1 The Recipient(s) of the activities and services under this Contract is FCDO's Africa Human Development Team (AHD), specifically the TDDAP2 programme team, TDDAP2 Implementing Partners, and FCDO country offices in the operating region.
- 6.2 The deliverables of this Contract will also be used by other FCDO teams e.g. the Research and Evidence Department (RED), as well as other UK Government departments such as DHSC and regional (African) actors working on response to cross border health threats.

7. Scope

- 7.1 To achieve the Objectives of this Contract the MEL Supplier will deliver a set of specific Outputs as outlined below. **The Supplier's delivery methodologies will be refined during the Inception Phase.**
- 7.2 The MEL Contract is expected to be awarded during the second year of Implementation of the wider TDDAP2 programme. During Year 1 of programme, there was a significant amount of effort on mobilisation, so implementation of activities, under the national component will be at an early stage. During the programme's 1st year, the TDDAP2 programme team has led on shaping the programme's approach to MEL. This has particularly involved developing an overarching, TDDAP2 level monitoring framework that FCDO has used to write the programme's first annual review, and commissioning data systems review to support the use of data for monitoring the national component.
- 7.3 The MEL Supplier is expected to build on this work while delivering its various objectives and outputs.
- 7.4 The MEL Supplier will present its findings in ways that are accessible to the intended audiences. This involves ensuring that reports and information products under this Contract are timely, concise, clear, and accessible. The use of digital tools (data dashboards, interactive theories of change/system maps, videos) is encouraged.
- 7.5 It is possible that unforeseen natural, political or conflict-related emergencies occur in one or more locations that require FCDO to request major changes in the scope of

work. Suppliers would be expected to be responsive in such situations but will be able to feed into and negotiate feasible alternative scopes of work.

- 7.6 The MEL Supplier will co-ordinate activities with other TDDAP2 components in regard to timing and location (focus countries). FCDO will not stipulate prior to the Inception Phase a particular order to which focus countries should be prioritised. This will be finalised and agreed between the Parties as part of the Workplan.

8. Outputs

- 8.1 Products/deliverables for each output will be agreed during Inception and thereafter on a six-monthly basis with the MEL Supplier and TDDAP2 team.

8.2 Independent monitoring:

- Verification/assurance of all components' reporting on a sample basis.
- Ownership of TDDAP2 log frame VfM framework for all programme components, including in support of formal programme review. Own and manage overall TDDAP2 logframe, including six-monthly reporting.
- Country performance assessments, including field visits. Envisage 1-2 to be undertaken per year, on specific areas of work to be agreed. To include beneficiary feedback.
- Targeted MEL support to TDDAP2 partners (e.g. on design of MEL systems, indicator definitions, indicator methodology, robust systems to track accurate results).

8.3 Endline Evaluation:

- Finalisation and management of TDDAP2's Theory of Change.
- Light-touch progress review at end of year 3
- Endline Evaluation to assess performance and contribution to overall impacts (by Programme end).

8.4 Evidence Dissemination and Learning:

- Production of appropriate 'Lessons Learned' products and oversight of recommendations to strengthen implementation.
- Facilitation of cross-programme learning (between countries, regional institutions, and components).
- Where feasible, FCDO will consider joining up with other partner evaluations as part of a multi-donor effort.

9. Contract Phases

The Supplier will deliver the MEL Contract under three phases: Inception, Implementation and Exit.

9.1 Inception Phase

The Inception Phase will last for **no more than 4 months** from the Contract Start Date. This phase will involve submission of an Inception Report which will expand on the approaches, plans, methodologies, and strategies proposed in the bid to deliver the objectives of the MEL Contract. FCDO will use this phase to review, finalise, and approve the Inception Report. Details of activities, requirements and timelines will be finalised with the Supplier at the beginning of the Inception Phase, but the final Inception Report must include:

- Finalised MEL costed workplan and reporting plan, including structure of reports (by month 3). Exact dates for the submission of relevant reports and Implementation deliverables will be finalised between the Supplier and FCDO during the Inception Phase and adjusted (if required, after mutual discussion and approval from FCDO) on an annual basis.
- Risk register, delivery chain mapping and due diligence documentation of Implementing Partners (by month 3).
- Financial plan for this Contract (by month 3).
- An evidence Dissemination and Learning strategy for TDDAP2 including named key stakeholders and templates for different products (by month 3).
- Exit Plan (as per FCDO terms and conditions, by month 3). The Supplier must update the Exit Plan, when requested by FCDO within 10 Working Days and prior to entry to the Exit Phase.
- Review, update and finalise overall TDDAP2 Theory of Change agreed with all Implementing Partners (month 3).
- An overarching Monitoring Framework for TDDAP2, including methodology for country assessments and results verification and a 12-month forward look on which geographies and programmes will be prioritised for verification (by month 4). The overarching TDDAP2 Monitoring Framework must report on gender and comply with the UK's International Development (Gender Equality) Act 2014 and the Disability Discrimination Act 2005. Women and girls are disproportionately affected by the impacts of disease outbreaks, and gender inequality remains a key obstacle to poverty reduction. Consequently, it is essential that the approaches, methodologies, data, and outputs are designed to capture gender impacts, provide understanding about the roles of women and girls in the programme and capture lessons learned about how to improve the delivery and impact for women and girls. During the Inception Phase it will also be necessary to consider the impact on other vulnerable groups (e.g.,

those with disabilities) and agree which vulnerable groups M&E work will focus on. For FCDO, disability inclusive development means that people with disabilities are systematically and consistently included in and benefit from our programmes.

- Proposal on data verification methods, including assessment of existing data sources of other components of TDDAP2 (by month 4).
- A finalised overall VfM framework, TDDAP2 logframe with baseline and milestones and indicator methodologies (with definition & reference sheet) agreed with all Implementing Partners (by month 4).
- Key evaluative research questions and proposed Endline Evaluation Methodology for TDDAP2 (month 4).

FCDO will subject the Inception Report to a rigorous review process and reserve the right to recommend changes and improvements wherever necessary. Before the Report is finalised and approved, the Supplier must address all feedback provided by FCDO. Inception Phase payments under this Contract will be linked to satisfactory completion of the Inception Report (see section XX).

9.2 Implementation Phase

During the Implementation Phase the Supplier will operationalise the plans, approaches, and strategies agreed with FCDO in the Inception Phase to deliver the MEL Contract's Objectives. Subject to the Inception Review, the Implementation Phase will begin following FCDO approval of the Inception Report. Any activities to be delivered prior to official transition to the Implementation Phase must be approved by FCDO.

Broadly, the activities under this phase will cover the following:

- Annually, as part of ownership of the programme logframe and VfM framework, the MEL Supplier will provide verification and assurance of annual reporting from partners (in advance of FCDO's Annual Review). Beyond the Inception Phase, the Supplier will be expected to provide similar assurance on a bi-annual basis for results that are available at this frequency.
- The Supplier will conduct between 1-2 country assessments per year on TDDAP2 focus countries.
- Facilitate lesson learning among TDDAP2 partners as per the plan agreed in the Inception Report. The Supplier will work with the TDDAP2 programme team to inform and facilitate learning between TDDAP2 components. The means could be periodic workshops or meetings with an objective of sharing lessons and highlighting any new assumptions and risks the mitigation of which might be key to achieving synergy among the components. The Supplier will be

responsible for a 'recommendations tracker' to incentivise and monitor lesson learning.

- Provide targeted MEL support to TDDAP2 partners as per the agreed plan in the Inception Report. This support will include an initial assessment of partner MEL approaches/monitoring frameworks, making recommendations for improvement wherever necessary to ensure these approaches are best aligned with and support TDDAP2 objectives. FCDO expects this assessment to happen in the first year of each component's lifetime. This support is not meant to replace partners' MEL activity but to provide targeted technical advice as required.
- Deliver evaluation products as per the agreed Inception Report. In addition, the Supplier will facilitate evaluation products' application to decision-making in TDDAP2's management and delivery with the objective of maximising TDDAP2's likelihood of achieving its outcomes.
- Facilitate application of all evidence and learning and knowledge products, whether generated through monitoring, research, evaluations, or any other partner MEL activity, to programme decision-making to ensure best delivery and management decisions that maximise TDDAP2's overall effectiveness.

9.3 Exit Phase

The Exit Phase will comprise the final 3 months of the Contract. The Supplier must provide the updated Exit Plan and undertake the necessary steps to responsibly exit the Contract and work with beneficiaries to ensure smooth handover of and sustainability of activities into the future; disposal of assets, finalising financial accounts and drawing down to essential Staff.

During the Exit Phase at the end of the programme, the Supplier will ensure all agreed Outputs have been delivered and Outcomes achieved, with any outstanding issues resolved. This includes producing one final Programme Completion Report which reviews and evaluates performance and results and assesses outcomes, impact and VfM against strategic objectives. The Supplier will deliver one final Learning Synthesis Report looking back across the whole programme and present findings from this to the programme team and other internal stakeholders in one final Learning Forum. FCDO considers this stage essential for bringing together lessons that can be shared with programme teams and applied to other existing and future programmes and projects.

10. Key Deliverables

- 10.1 During the Inception Phase, the Supplier will finalise the details of the Outputs listed in the Table 1, subject to FCDO's approval. The relevant Outputs will become the base for the costed Workplan for given Financial Year. Their delivery will be assessed against acceptance criteria agreed for each Output. The costed Workplan will be used for Milestone payments schedule.

- 10.2 Table 1 below provides a list of minimum requirements; therefore, the expectation is the Supplier will maximise the available funding and deliver innovative solutions and additional Outputs.

Table 1 – List of Outputs

Please note that the list covers includes some Outputs which must be delivered during the Inception.

OUTPUT 1: MONITORING AND RESULTS VERIFICATION				
Outputs	Y1 of Implementation	Y2 of Implementation	Y3 of Implementation	Y4 of Implementation
1.1 Verification/assurance of all component reporting on a sample basis	To be agreed on sample basis every 6 months with all results verified on annual basis	To be agreed on sample basis every 6 months with all results verified on annual basis	To be agreed on sample basis every 6 months with all results verified on annual basis	To be agreed on sample basis every 6 months with all results verified on annual basis
1.2 Joint ownership and responsibility for of TDDAP2 log frame and results/VfM framework	Inception report to include revised programme log frame and ToC, methodologies for indicators, template for quarterly programme dashboard, VfM framework	Quarterly QA of programme dashboard Full log frame and results framework submitted annually and quality assured ahead of annual review. Log frame should be updated frequently as new data is available but is formally QA-d and submitted to FCDO annually.	Quarterly QA of programme dashboard Full log frame and results framework submitted annually and quality assured ahead of annual review. Log frame should be updated frequently as new data is available but is formally QA-d and submitted to FCDO annually	1 Final report incorporating key results from all components (can be included in summative evaluation if more logical)

1.3 Country performance assessments, including field visits.	To be agreed, first year expect between 1-2 country assessments per year	To be agreed, expect between 1-2 country assessments per year	To be agreed, expect between 1-2 country assessments per year	Final year, to be agreed but expect 1 country assessment in final year
1.4 Targeted MEL support to TDDAP2 partners (e.g. on design of MEL systems, indicator definitions, indicator methodology, robust systems to track accurate results).	To be agreed, expect 4 technical assistance support activities in year one	To be agreed expect 4 technical assistance support activities in year two	To be agreed, expect 1-2 technical assistance support activities in later years	To be agreed, expect 1-2 technical assistance support activities in later years
OUTPUT 2: ENDLINE EVALUATION				
Outputs	Y1 of Implementation	Y2 of Implementation	Y3 of Implementation	Y4 of Implementation
2.1 Ongoing development and management of TDDAP2 Theory of Change	Workshop(s) with key stakeholders to refine and finalise programme level ToC	Revisit ToC where relevant as new evidence emerges to inform data gaps and evaluation design	Revisit ToC where relevant as new evidence emerges to inform data gaps and evaluation design.	Assessment on extent to which ToC has been followed and outcomes achieved in final Endline evaluation product
2.2 Light touch progress review consolidating monitoring data and	Reference to progress review to be included in Evaluation		Light touch progress review Final report	

country performance assessments in one report	framework provided as part of inception phase			
2.3 Endline evaluation to assess performance and contribution to overall impacts (by Programme end).	Evaluation framework provided as part of inception phase			Summative evaluation (endline) Final report A 2-page summary (“evaluation digest”) of the finalised evaluation report using FCDO’s template for publication on FCDO’s website.
OUTPUT 3: DISSEMINATION AND LEARNING				
Outputs	Y1 of Implementation	Y2 of Implementation	Y3 of Implementation	Y4 of Implementation
3.1 Production of appropriate Lessons learned products and oversight of recommendation implementation.	Evidence and Learning Strategy developed as part of inception	To be agreed, envisage 3-5 products per year. Recommendations tracker updated every 6 months	To be agreed, envisage 3-5 products per year. Recommendations tracker updated every 6 months	To be agreed, envisage 3-5 products per year. Recommendations tracker updated every 6 months

3.2 Facilitation of cross-programme learning (between countries, regional institutions, and components).	As for 3.1, Evidence and Learning Strategy developed as part of inception setting out stakeholders to be targeted and frequency of learning facilitation	1-2 workshops per year one of which in person	1-2 workshops per year one of which in person	One final in person dissemination workshop
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11. Collaboration

- 11.1 The relationship between the Supplier, FCDO and other TDDAP2 Implementing Partners (IPs) will be key to the success of the MEL component. These relationships will require careful management and the Supplier must consider the specific funding arrangement between FCDO and IPs, distinguishing between MoUs, accountable grants and commercial contracts. The Supplier will be expected to understand these funding arrangements during the Inception Phase and accordingly develop approaches to manage relationships – this will be instrumental in ensuring learning is shared effectively with programme partners across TDDAP2. The Supplier will identify correct points of contact for each TDDAP2 IP during the Inception Phase, in collaboration with FCDO.
- 11.2 Linkages to other FCDO or relevant ODA health programmes: **The MEL Supplier must be aware of other relevant initiatives funded by the FCDO. This includes, for example,** the Research & Evidence Directorate's (up to) £175m Global Health Security Research and Development programme, which will support ODA research investments to prepare for, prevent and respond rapidly to epidemic and pandemic threats, prioritising affordable access for vulnerable people in low and lower middle-income countries.

12. Data

- 12.1 In preparation of the Annual Reports, the Supplier will monitor and provide assurance on the data supplied by individual TDDAP2 partners. In its Inception Report, the Supplier must provide detail on monitoring and assurance strategies for various TDDAP2 level indicators. The Supplier will reach out to TDDAP2 partners, informing FCDO beforehand, to request more data wherever necessary. Full cooperation with the MEL Supplier will be part of the MoUs between FCDO and TDDAP2 partners.
- 12.2 As year 1 spend for M&E activity will occur before the contract start date, the **TDDAP2 programme team has contracted APEX's existing Third-Party Monitor supplier to inform development of the logframe and undertake a Data Systems Review (DSR). The results of this DSR are attached at Annex 5.** For the evaluation which will look to assess the contribution that TDDAP II has made towards the overarching impact of the programme, the Supplier is expected to design and use appropriate methodologies (to be agreed with FCDO during Inception). FCDO is open to a range of methodologies but does not envisage that a traditional impact evaluation with a control group will be the correct approach.
- 12.3 For evaluations, research, and more broadly for delivering various objectives of the Contract, the Supplier may use data or information from a range of institutional sources who are either currently actively engaged or have engaged in the same themes and geographies as TDDAP2.

13. Budget

- 13.1 **The maximum anticipated budget for this Contract is up to £3 million** (this figure includes all applicable local taxes and is exclusive of UK VAT). It is the MEL Supplier's responsibility to establish its taxation position both in the UK and in any relevant country(ies) to ensure it meets its obligations. This budget will cover all the activities and expenses of the Supplier in delivery of the Outputs set out in this ToR. The value of this Contract may be extended by up to a further £1.5m. Any cost extension will depend on FCDO budgetary approvals.
- 13.2 Availability of resources for this Contract will depend on the ODA budgets. FCDO do not currently expect any reductions to ODA budgets beyond FY24-25. Final budget forecasts for financial year 24/25 will be confirmed at the time of Contract award, with budgets for later FYs to be updated on an annual basis (for FY25/26 during the Inception Phase). Any budgetary changes will be agreed between the Parties. The provisional breakdown of the available budget is shown below:

Table 2 – FCDO Indicative Budget

Inception + Year 1 Implementation	Year 2 of Implementation	Year 3 of Implementation	Total
£1.5m	£1m	£0.5m	£3m

- 13.3 Please note that annual budgets may have to be adjusted in response to FCDO's request, however, any resulting changes will be subject of discussion and agreement between the Parties. The nature of the TDDAP2 Programme means that the flexibility is a key requirement of this Contract. The planned activities may have to be reprioritised to reflect changes in the portfolio or wider programme priorities, FCDO's needs or the operating context. Changes may include, but are not limited to, providing MEL services for additional programmes or thematically similar agreements in the region(s); providing more or different MEL Outputs; or ceasing Outputs that are no longer proving valuable or for interventions that end before the MEL Contract End Date.

14. Scaling requirements up or down

- 14.1 FCDO shall reserve the right to scale the requirement up over its lifetime where the Contract has been demonstrated to have a strong impact and has the potential to yield better results.

The scaling up or extension of this Contract may take the following forms:

- The Contract may be extended to additional regions.
- The duration of the Contract may be extended for a period of up to two years, subject to the overall TDDAP2 programme extension;
- Delivering additional high-level Outputs. At the end of Implementation Year 1, FCDO require the Supplier to deliver additional Outcomes that are underpinned by

the high-level Outputs 1 and 2. This may result in the increase of the Contract value and / or its length.

14.2 Scaling down is at FCDO's discretion, and may occur for a number of reasons, including but not limited to:

- a change in the security (including natural disasters) and/or political circumstances of the country;
- Political Economy Reasons (see paragraph 57 below);
- Significant underperformance against agreed Workplan and Output targets; or
- shortage of funds.

For the avoidance of doubt, these reasons may include a change in funding or policy direction resulting from decisions made as part of the UK Government's Spending Review process, a change in the government's Overseas Development Assistance (ODA) target or a change in government or ministers or change in scope or implementation delays in WB supported activities.

A scale down of this programme may result in a decrease to the Financial Limit.

14.3 FCDO may vary or scale down the Contract for Political Economy Reasons. A Political Economy Reason is a change in the situation of the security, government stability, corruption, or delays in key, necessary government engagement in the specific areas in question which are such that they affect the effective delivery in the specific areas (rather than generally) in a way; and it is not possible to make a reasonable adjustment to the programme in an appropriate timeframe.

14.4 FCDO may terminate this Contract at any point in line with the Terms and Conditions.

15. Contract Payment Structure

15.1 **The Contract will operate on a milestone-based payment model**, however expenses will be paid on actuals. Eligible expenses will cover travel, accommodation and subsistence and will be reimbursed quarterly on submission and approval of evidence.

15.2 Inception Phase Milestones

Inception Phase Milestones will relate to progress towards completion of a single deliverable – the Inception Report.

Refer to Table no. 3 below for details of the payments and their corresponding mechanisms.

Table 3: Inception Milestones Payment Mechanism

Milestone #	Requirements and acceptance criteria	Due date	Payment due as % of total Inception cost	FCDO responsibility
1	Acceptable progress towards achievement of Inception Report as assessed by FCDO.	End of Month 2	30%	To be agreed between the Parties, for example, on-going review of the documents as they are generated by the Supplier
2	Submission of final Inception Report	End of Month 4	30%	10 Working Days to review and provide the feedback
3	FCDO acceptance of final Inception Report	End of Month 5	40%	15 Working Days to review and provide the feedback

The final payment against Inception Milestone (40% of total Milestone value) will be paid on FCDO acceptance of Inception Milestone delivery. 50% of this payment will be at risk and allocated to Quality: 25% of the payment value will be deducted should more than two revisions of the final report be required by FCDO in order to allow FCDO to accept the Milestone. Time: Any delays due to the delivery of the Milestone will attract a further deduction of up to 25% of the total Milestone value.

Should there be disagreement regarding the assessment of the Milestone delivery, a moderation meeting will be held between the Supplier and FCDO. If a consensus is not reached, FCDO's decision is final.

Severe delays to one or more Milestone or serious issues with the quality of delivery will result in the performance review, trigger performance management mechanisms set out in the GEMFA Framework Agreement and may result in the termination of the Call Down Contract in line with Termination with Default of the Supplier clause.

The Supplier must inform FCDO as soon as possible of any requests for change to the scope, timeline or cost of the Implementation Milestones. In such circumstance, the Supplier will provide FCDO a justification for the requested change and the new proposal for FCDO's consideration. FCDO may, as its sole discretion, agree to the change including the deadline and cost for completion of a Milestone – this approval will be provided in writing and will not be unreasonably withheld. In such a scenario, the payment will reflect the change(s) and will be made in the next invoicing period following the agreed completion of the Milestone and its acceptance by FCDO.

15.3 Implementation Phase Milestones

FCDO will manage the Implementation Phase of this Contract on a Milestone basis, with 100% payments made to the Supplier subject to the successful completion of deliverables.

As agreed during Inception Phase, the detailed costed Workplan for Year 1 of Implementation Phase will be used to manage the Contract. Because the Contract needs to respond to emerging priorities, the Workplan will be reviewed quarterly, and any updates will be agreed between the Parties. Three months before the end of the Financial Year,

the Supplier must provide a draft of the detailed costed Workplan for the next Financial Year (with annual forecast broken down per quarter).

The payment for all Milestones completed during an invoicing period will be paid quarterly subject to their acceptance by FCDO. If the Supplier is unable to address significant issues (significant issues are deviations from the agreed Workplan without prior approval from FCDO) full payment will be withheld until FCDO approval is obtained. Any changes to the costed Workplan must be agreed with FCDO. It is the Supplier's responsibility to ensure that FCDO is notified sufficiently in advance of any requests for change to allow consideration of the impact of changes on the scope, timeline and cost agreed in the Workplan. Please note that FCDO reserves the right not to agree to the changes proposed by the Supplier, if they are not due to circumstances beyond their control.

The Supplier will be responsible for ensuring that the proposed Workplan falls within the financial ceilings set at the start of each FY by FCDO. The Supplier must alert FCDO to any changes that may affect meeting of the financial forecast set out in the Workplan and if necessary to propose additional activities to rectify the difference, if requested by FCDO.

15.4 Quarterly invoices

Quarterly invoices will reflect the full value of costs incurred and/or the deliverables completed. These will be paid in accordance with the milestone basis and KPI mechanism defined in Table 4. These will be reimbursed with a proportion of fees linked to successful delivery of KPIs. Every quarter, the Supplier is expected to provide an invoice with a costed breakdown of deliverables, in the form of a financial report, along with means of verification/evidence. Each financial report must be accompanied by an adjusted forecast for the following quarter. FCDO expects the use of open book accounting in accordance with FCDO's Terms and Conditions. Any difference identified between real costs of a deliverable and its output-based forecasted cost will be identified as a saving and will be re-invested in the programme, after consultation with and validation by FCDO.

16. Key Performance Indicators

- 16.1 20% value of all Milestones due within a quarter will be linked to the Supplier's performance against the Key Performance Indicators (KPIs) for this Contract.
- 16.2 KPIs will be used to measure the performance of the Supplier in relation to the quality of deliverables for the preceding quarter which will be assessed by the FCDO. Payment decision for the Quarter will be made separately by FCDO one week after the approval of the deliverables during the Implementation Phase. FCDO reserves the right to amend KPIs, including the weightings to be applied, during the Contract lifecycle as required, to ensure flexibility to meet programme requirements. This would be done in consultation with the Supplier.
- 16.3 The number of reports and other deliverables will vary each year and therefore will impact the individual quarterly invoices.

- 16.4 Key Performance Indicators (KPIs) have been outlined in Table 4 below, which relates to the quality and delivery of outputs/deliverables but may be refined and finalised for the implementation phase. The targets will be refined during the inception phase and FCDO will then hold the Supplier to account on the achievement of each KPI. Any agreement to revise the agreed KPI targets will be at the discretion of the FCDO.

Table 4 – Key Performance Indicators

KPI #	Measure of achievement	Acceptance criteria (Including date)	FCDO responsibility	% of at-risk payment linked to the KPI
KPI 1: Timeliness of Deliverables	<ul style="list-style-type: none"> Delivery of Milestones scheduled for the quarter (100%) 	<ul style="list-style-type: none"> Evidence provided by the Supplier Acceptance criteria agreed for each Milestone 	Review of the deliverables and Supplier's evidence within agreed timeframe (e.g. 10 Working Days)	20%
KPI 2: Quality of Implementation Deliverables (reports, briefs, research studies etc)	<ul style="list-style-type: none"> 100% of deliverables issued in accordance with FCDO Requirements which will be agreed during Inception Phase, High quality of products in line with FCDO and Industry standards. Reporting format which is agreed during the inception phase. Quality assured by relevant stakeholders before it is reached to FCDO. A clear trail of QA must be attached with each deliverable. 	<ul style="list-style-type: none"> Evidence provided by the Supplier Acceptance criteria agreed for each Milestone 	Review of the deliverables and Supplier's evidence within agreed timeframe (e.g. 10 Working Days)	50%
KPI 3: Effective financial management	<ul style="list-style-type: none"> 100% of Invoices to be received with the technical report at least fifteen days after the end of the quarter or after the delivery of the Milestone. A detailed invoice disaggregating the fee, 	<ul style="list-style-type: none"> Evidence provided by the Supplier Acceptance criteria agreed for each Milestone 	Review and approval of the evidence within agreed timeframe (e.g. 10 Working Days).	20%

	expenses, and cost of deliverables. <ul style="list-style-type: none"> A detailed expenditure report providing details of the expenses in total and for the quarter along with the remaining budget against each budget line. 			
KPI 4: Supplier Oversight and Management of the supply chain	<ul style="list-style-type: none"> All payments made to the downstream partner must be included in the expenditure report. 	<ul style="list-style-type: none"> Evidence provided by the Supplier Acceptance criteria agreed for each Milestone, e.g. evidence that the Supplier is raising all issues with FCDO that may significantly affect delivery or performance, is proactively solving problems and has sought to improve on the last reporting period's performance. 	Review and approval of the evidence within agreed timeframe (e.g. 10 Working Days).	10%

16.5 On a quarterly basis, the Supplier will be required to provide evidence of achievement against each of the KPIs to the FCDO. The FCDO will consider the evidence provided by the Supplier to award a score for each in line with the below methodology.

16.6 The total percentage of the payment link to the performance allocated per each KPI is shown in Table 4 above. The percentage allocation of individual Milestones or measurements under each KPI will be equally divided (or as agreed between the Parties) and may differ between quarters depending on the number of the deliverables in each quarter. The percentage of the payment link to the performance deducted from the invoice will depend on the final score.

Table 5. Payment levels for each Supplier KPI score (see Annex 6 for indicative KPIs)

Score	Description	% of KPI amount payable
4	Good performance: The Supplier is meeting or exceeding the KPI targets that are set out within the Contract	100
3	Approaching target: The Supplier is close to meeting the KPI targets that are set out within the Contract	60
2	Requires improvement: The performance of the Supplier is below that of the KPI targets that are set out within the Contract	30
1	Inadequate: The performance of the Supplier is significantly below that of the KPI targets that are set out within the Contract	0

16.7 The Supplier must inform FCDO as soon as possible if it anticipates missing the deadlines for any deliverables. In this circumstance, the Supplier will provide to the FCDO a justification for the anticipated delay in delivery and propose a new deadline for FCDO's consideration. FCDO may, as its sole discretion, agree to extend the

deadline for completion of a Deliverable – this approval will be provided in writing and will not be unreasonably withheld. In such a scenario, the percentage payment associated with the deliverable will remain withheld and remaining payment of the KPI will be paid in accordance with the table 5 above.

17. Skills and Experience

- 17.1 FCDO encourages bids from teams/consortia with a proven record of delivering MEL for large and complex programmes; and mixed methods evaluations testing causal pathways (i.e., using theory-based or contribution approaches). Technical expertise and experience of carrying out research on GHS is also an essential requirement.
- 17.2 The Supplier is expected to have presence in significant parts of Africa or TDDAP2 geographies, the wider the presence the better. Please note that the presence in a TDDAP2 country nor registered in Africa is a mandatory requirement. However, the Supplier must have a significant connection to the region, knowledge of operating there, and the ability to deploy quickly to focus countries (perhaps from a neighbouring country).
- 17.3 The composition of the team should include a balance of international and national consultants and consider diversity considerations (e.g. age, gender, disability). If required, FCDO strongly encourages organisations to form consortiums to obtain the appropriate diversity and skill mix.
- 17.4 The Supplier team is expected to include members who have experience in cross border health threats, as well as preventing, detecting and responding to disease outbreaks, preferably in TDDAP2's operational geography. Suppliers may want to partner/sub-contract with groups or organisations with an ongoing presence and relevant experience in these regions.
- 17.5 Skills and expertise required include:

A team leader with:

- A minimum of ten years of relevant experience.
- Demonstrated ability to design and manage MEL systems for development projects.
- Proven track record in effective team leadership and design of MEL approaches that meet user needs.
- Organisational expertise in the design and implementation of MEL for GHS programs, with experience integrating other cross-cutting programmatic areas (gender equity, climate, one health etc).
- Experience of designing and implementing multi-programme / portfolio MEL systems.

- Excellent communication skills in English. Any other language proficiencies as relevant to Africa are desirable.

17.6 A team that includes skills and expertise in:

- MEL systems design and implementation
- In depth technical knowledge of GHS as well as experience of IHR, community and national level health security interventions, WHO/multilateral reporting and systems. Experience with ICF would be desirable.
- A broad range of evaluation approaches and methodologies including, realist evaluation/synthesis, experimental/quasi-experimental evaluation, and other theory-based approaches (contribution analysis).
- Experience on gender equality issues and working with girls' and women's rights organisations.
- Working with hard-to-reach populations including young people, persons with disabilities and the poorest. TDDAP2's output around community engagement and working with civil society organisations (CSOs) will be critical to ensure the programme takes an equitable approach.

The Supplier will ensure that responsibilities for the following aspects of the MEL Contract are clearly mandated within either the roles outlined above or additional roles within the team:

- Programme Management
- Financial Management and Financial reporting
- Collaboration with other components

The Contract delivery team must have appropriate expertise and experience of MEL work in the relevant countries and may appoint technical experts to support coherent and strategic delivery. However, as TDDAP2 seeks to adapt delivery to suit the context of each country, this expertise will also be required in each country.

18. Registration

Depending on the agreed delivery model, the MEL Supplier and all sub-contracted organisations responsible for delivery of the Contract focus countries must be registered under the relevant department as stipulated by the respective governments. This applies to profit-making and non-profit organisations. The Supplier and/or its delivery partners must meet the relevant registration requirements prior to award of the Contract.

19. Governance Arrangements

- 19.1 The Supplier will report to the TDDAP2 Senior Responsible Owner (SRO) and the wider programme team.
- 19.2 The Supplier's costed Workplan will be signed off by either FCDO PRO or SRO. FCDO will sign off on the design, methodological approach and tools proposed for independent monitoring, evaluation synthesis, and learning mechanisms during the Inception Phase. It is expected that the Supplier will independently manage the Implementation plan but will consult the TDDAP2 Senior Responsible Owner before key decisions are taken. Regular progress meetings will be held, at least monthly.
- 19.3 FCDO will support the Supplier in getting to grips with the programme. FCDO will also ensure that necessary introductions are made between the Supplier, TDDAP2 Implementing Partners (and if appropriate, their downstream partners), and relevant FCDO country office teams; but does not expect to play the role of relationship manager/ liaison, nor will hold any duty of care responsibility for the successful Suppliers of this ToR.
- 19.4 The MEL team's day-to-day point of contact will be the Programme Manager who will bring in other members of the programme team as per requirements.

20. Risk Assessment

- 20.1 FCDO expects the Supplier to address the risks identified below, in addition to any other risks the Supplier has identified. FCDO accepts a higher appetite for risk, but FCDO will always take measures to manage risks which could adversely affect people or funds. Being risk aware means accepting an appropriate level of risk where the return and value for money merits it to achieve planned objectives. Setting out the risks that will or could impact work commissioned under a contract not only protects FCDO but allows the Supplier to mitigate against risks and cost where appropriate. The key risks and challenges that FCDO has identified include:
- 20.2 The Supplier must address the risks identified below, in addition to any other risks the Supplier has identified. FCDO accepts a higher appetite for risk but will always take measures to manage risks which could adversely affect people or funds. Being risk aware means accepting an appropriate level of risk where the return and value for money merits it to achieve planned objectives. Setting out the risks that will or could impact work commissioned under a contract not only protects FCDO but allows the Supplier to mitigate against risks and cost where appropriate. The key risks and challenges that FCDO has identified include:

Delivery Risks

- Delivery challenges associated with safe working in fragile or conflict areas.
- Limited capacity of implementing partners in M&E, leading to the risk that data is not reliable, timely or relevant enough to monitor or evaluate performance.
- The personnel with key responsibilities for delivering the activities under this contract lack the required skills and expertise.

- The requirement for full cooperation with the MEL Supplier as part of the MoUs between FCDO and TDDAP2 partners is not properly conveyed/developed during the inception period.

External Context Risks

- Increased fragility or political instability in donor and partner countries makes it impossible to continue supporting MEL practices.
- Execution of MEL activities hindered by host government unwillingness to collaborate with or license programme efforts.

Data-related Risks

Data quality risks include internal or external factors that impact the quality of data collected by the MEL Supplier. FCDO defines data quality in terms of how well outputs meet user needs, or whether they are ‘fit for purpose.’ The Code of Practice for Statistics states that quality means statistics fit their intended uses, are based on appropriate data and methods are not materially misleading. This definition is a relative one allowing for various perspectives on what constitutes quality depending on the intended use. To determine whether outputs meet their needs, FCDO measure quality in terms of the five quality dimensions of the European Statistical System (ESS) and expects all suppliers to adhere to these.

- **Relevance** – The degree to which statistics meet current and potential user needs in both coverage and content.
- **Accuracy and Reliability** – Accuracy is the closeness between an estimated result and the (unknown) true value. Reliability is the closeness of early estimates to subsequent estimated values.
- **Timeliness and Punctuality** – Timeliness is the time gap between the publication and the reference period of the estimate. Punctuality is the gap between planned and actual publication dates.
- **Accessibility and Clarity** – Accessibility is the ease with which users can access the data. Clarity is the quality and sufficiency of the metadata, illustrations, and accompanying advice.
- **Coherence and Comparability** – Comparability is the degree to which the data can be compared over time and domain. Coherence is the degree to which data that are derived from different sources or methods, but refer to the same topic, are similar.

FCDO identifies following data-related risks for this Contract:

- Data supplied by implementing partners are incomplete, not relevant, or not provided on time;

- MEL personnel with key data collection responsibilities lack the necessary skills and expertise;
- Indicators lack measurement validity or are unable to measure what they are intended to measure;
- Data collection methodologies are inappropriate.

Protecting taxpayers' monies from fraud and corruption is of utmost importance. The Supplier is responsible for providing assurances to FCDO that it will carry out due diligence on its sub-Contractors and grantees.

21. COMPLIANCE REQUIREMENTS

- 21.1 **Risk Management.** The MEL Supplier will be required to jointly develop with the Implementing Partners a risk management strategy during the Inception Phase, which should include a robust approach to appraising and managing overall programme risks. The MEL Supplier is required to develop and maintain a risk register ("Risk Register" – see Annex 7 for template) aligned with FCDO's risk register building on the risk matrix in Business Case. The Supplier is required to update the Risk Register on a quarterly basis in consultation with FCDO and flag any realised risks throughout the course of programme implementation. The Risk Register must cover but not be limited to the following categories: strategy and context, policy and programme delivery, public service delivery and operations, people, safeguarding, financial & fiduciary and reputational risks.
- 21.2 **Delivery chain mapping.** The MEL Supplier must develop and maintain a Delivery Chain Map to provide visibility of the flow of FCDO monies. As a minimum, this will identify all partners (funding and non-funding e.g. legal/contributions in kind) involved in the delivery (ideally down to the end beneficiary) their functions, funding flows (e.g. amount, type) to each delivery partner, high level risks, mitigating measures and management controls. In advance of any release of funds, the Supplier will be required to update a delivery chain risk map. Further details and a suggested format can be found by accessing FCDO's Delivery Chain Mapping requirements (Annex 8).
- 21.3 **Asset management.** The MEL Supplier will be required to develop and maintain an asset management plan (including disposal) and Asset Register in agreement with FCDO, during the Inception Phase. The Supplier must ensure that assets and services paid for under this Contract are not used for staff's personal use. This includes, but is not limited to, mobile phone credit, internet, vehicles, and IT equipment. The standard Asset Register template can be found in Annex 9.
- 21.4 **Audit.** The MEL Supplier will submit annual audited financial statements of programme expenditure and Expenses in comparison to budgets and programme activities. Notwithstanding any provisions of the Terms and Conditions of the

Contract, FCDO reserves a right to commission an external audit as part of evaluation and carry out an end of programme audit.

- 21.5 **Communications.** The MEL Supplier will be required to work in partnership with the FCDO Programme Team and Communications Team to develop and update a communications plan on a quarterly basis. All public communications that will acknowledge FCDO funding must receive FCDO consent before they can be published and follow the UK Aid branding guidelines (see UK Aid Branding section).
- 21.6 **Disability.** For FCDO disability inclusive development means that people with disabilities are systematically and consistently included in and benefit from international development. Therefore, the MEL Supplier's approach must ensure disability inclusion and that people with disabilities will be consulted and engaged throughout the programme life cycle. The MEL Supplier must monitor and evaluate the programme's impact on gender and disability inclusion including through the collection and monitoring of disaggregated data and through specific logframe targets.
- 21.7 **Environmental and Social Safeguarding.** FCDO's approach across all its programming is to 'do no harm' by ensuring that its interventions do not sustain unequal power relations, reinforce social exclusion and predatory institutions, exacerbate conflict, contribute to human rights risks, and/or create or exacerbate resource scarcity, climate change and/or environmental damage, and/or increasing communities' vulnerabilities to shocks and trends. Therefore, the MEL Supplier must ensure that:
- there are robust protection measures in place from violence, exploitation, and abuse through involvement, directly or indirectly;
 - interventions do not displace/undermine local capacity or impose long-term financial burdens on partner governments;
 - consider environmental and social safeguards through their own processes with a view to meet FCDO's high standards in safeguarding and protection.

The MEL Supplier's capacity, systems and processes for identifying, implementing and mitigating environmental and social safeguards, and their effective performance will be a key risk assessment factor in programme design, delivery and monitoring and evaluation; see Annex 10: FCDO Due Diligence: Safeguarding Guide.

- 21.8 **Ethical considerations.** It is essential that MEL work is independent. Those conducting the evaluation, for example, must be objective and not connected with the intervention under study; transparent i.e. results must be publicly available; and use robust methodologies which, if replicated, will produce similar results. All MEL must be of high quality and have practical value. The MEL Supplier will:

- adhere to ethical research principles around doing no harm, informed voluntary consent for participation, and confidentiality;
- identify the need for and secure ethics approval for primary data collection and in-depth studies;
- demonstrate how they have adhered to the Principles for Digital Development where any digital tools are proposed for data collection, and how ethical considerations will be applied in design and deployment; and
- operate in accordance with international human rights commitments to which the UK is a signatory, regardless of local country standards, and respect cultural sensitivities
- commit to the ethical design and delivery of evaluations including the duty of care to informants, other programme stakeholders and their own staff must be demonstrated
- comply with Environmental and Social Safeguards and FCDO's Ethical Guidance for Research, Evaluation and Monitoring Activities.
- Consider whether external ethics approval is needed. For evaluations, monitoring and other activities, submission to Institutional Review Board (IRB)/Research Ethics Committee (REC) (and the relevant regulatory authority in the country) is not generally required, however FCDO expects the planning of data collection and analysis to reflect active consideration of ethical principles and standards.

FCDO will have unlimited access to the material produced by the Supplier in accordance with our policy on open access to data as expressed in our general conditions of contract; except for personal information within datasets or other measures to protect the privacy of individuals (this will be agreed as part of data management plans).

21.9 Social Value considerations. Social Value Act requires contracting authorities to evaluate how the service being procured will improve the economic, social and/or environmental well-being of the area. To this end, the Contract will require the use of local consultants and emphasise local capacity building as an important element of the services to be provided.

21.10 Transparency. FCDO requires Suppliers receiving and managing funds to release open data on how this money is spent, in a common, standard, re-usable format and to obtain this level of information from immediate subcontractors, sub-agencies and partners. It is a contractual requirement for the MEL Supplier to comply with this, and to ensure that they have the appropriate tools to enable routine financial reporting, publishing of accurate data and providing evidence of this to FCDO. Further information is available from: <http://www.aidtransparency.net/>.

21.11 Fraud, theft, bribery and corruption. The MEL Supplier (including but not limited to any subcontractors) is required to set out their counter-fraud and safeguarding mitigation strategies including internal risk management and reporting systems. FCDO takes a zero-tolerance approach to fraud, theft, bribery and corruption. The MEL Supplier and subcontractors are required to immediately report all suspicions of any such activities to FCDO without delay. These requirements must also be written into agreements with Tier 2 partners. Reporting should be at the point of suspicion, not the conclusion of the case. The MEL Supplier must ensure that all relevant Personnel and downstream supply chain are made aware of FCDO's counter-fraud and whistleblowing hotline. The MEL Supplier should also set up a local whistleblowing mechanism and ensure this is widely communicated.

FCDO will do everything within our power to prevent, detect and, if found, respond robustly to allegations. FCDO will take the necessary steps to respond to all allegations and will pursue sanctions as appropriate and available in each case, including dismissal, prosecution, suspension, and cancellation of aid.

Key definitions to note under this policy include:

- Fraud is an intentional act of dishonesty by one or more individuals internal or external to FCDO with the intent of making a gain for themselves or anyone else or inflicting a loss (or risk of loss) on another, that results in the loss or misuse of FCDO funds and resources.
- Theft is taking without consent and with the intention of not returning any property belonging to FCDO or which has been entrusted to it including cash, equipment, vehicles and data. This should also be reported to the FCDO Investigation Team under this policy.
- Bribery is giving someone a financial or other advantage to induce that person to perform their function or activities improperly or to reward that person for having already done so.
- Corruption is a more general concept and relates, in this context, to dishonest or criminal behaviour by an individual for personal or organisational gain. It is important to note that different countries have differing laws in this area and the UK concept of dishonest or criminal applies even if an activity is legal in the country of the activity.

21.12 Conflict of Interest. The MEL Supplier must maintain a Conflict of Interest Register for all staff employed on the Contract and ensure comprehensive systems are in place to avoid conflicts of interest between staff and TDDAP2 Implementing Partners. The MEL Supplier should regularly update the Conflict of Interest Register and share with FCDO during quarterly meetings.

21.13 General Data Protection Regulation (GDPR). The Supplier should refer to the details of the GDPR relationship status and personal data (where applicable) for this Contract, as detailed in of this ToR (Appendix A) and Section 2 of the Terms and

Conditions. Further information on GDPR is available at ICO Information on GDPR and Cabinet Office Procurement Policy Note 02/18.

- 21.14 **UK Aid Branding.** FCDO has a duty to show UK taxpayers where their money is being spent, its impact, and the results achieved. Therefore, the MEL Supplier must follow UK Aid branding guidelines and the use of the UK Aid logo on their programmes to be transparent and acknowledge UK taxpayers' support. All announcements and information given to the media by the Supplier must be pre-agreed with FCDO media and communications team and other TDDAP2 donors; there must be 'no surprises'. The Supplier is required to work with FCDO communications team to 'launch' new projects, agreeing timescales, tactics (press notices, events, etc.), and messages.

The MEL Supplier is required to give appropriate recognition to the provision of funding by FCDO in any other press notices or other contact with the media, provide FCDO with a range of photographs and video to publicise the project. "FCDO", "UK aid", or variants of, must not be used by the Supplier in any publicity without prior consent, and FCDO has the right to veto any media or communications activity proposed by the Supplier. Full guidance on branding standards, including the use of the logos can be provided upon request. To this end the MEL Supplier will agree on a visibility statement regarding all MEL activities under TDDAP2 prior to Contract signature. Exceptions may be required to ensure local ownership and buy-in.

- 21.15 **Digital.** The UK Government defines digital spend as 'any external-facing service provided through the internet to citizens, businesses, civil society or non-governmental organisations.' The Government Digital Services (GDS), on behalf of the Cabinet Office, monitors all digital spend across government and FCDO is required to report all spends and show that what have been approved meets with GDS Digital Service Standard. This applies to any spend on web-based or mobile information services, websites, knowledge or open data portals, transactional services such as cash transfers, web applications and mobile phone apps. The MEL Supplier will discuss with FCDO any digital services or products it intends to develop in the course of delivering this Contract, setting out the potential budget assigned to these interventions, any licenses or permissions required and sustainability of investment. Approval must be given from FCDO's Digital Panel before any spend can be included within the Contract, regardless of value. Guidance available in the following link: <https://www.gov.uk/government/publications/guidance-on-digital-spend-advice-and-controls-for-dfid-partners-and-suppliers>.

- 21.16 **Duty of Care Requirements.** The Supplier is responsible for the safety and well-being of their Personnel and Third Parties affected by their activities under this Contract, including appropriate security arrangements. The MEL Supplier is also responsible for the provision of suitable security arrangements for their domestic and business property.

FCDO will share available information with the Supplier on security status and developments in-country where appropriate. A named person from the contracted organisation should be responsible for being in contact with FCDO to ensure information updates are obtained. There should be a process of regular updates so

that information can be passed on (if necessary). This named individual should be responsible for monitoring the situation in conjunction with FCDO.

The MEL Supplier is responsible for ensuring appropriate safety and security briefings for all their Personnel working under this Contract and ensuring that their Personnel register and receive briefing. Travel advice is also available on the FCDO website, and the Supplier must ensure they (and their Personnel) are up to date with the latest position.

This Contract may require the MEL Supplier to operate in conflict-affected areas. Security situations may be volatile and subject to change at short notice. The MEL Supplier should be comfortable working in such an environment and should be capable of deploying to any areas required to deliver the Contract.

The MEL Supplier is responsible for ensuring that appropriate arrangements, processes, and procedures are in place for their Personnel, considering the environment they will be working in, and the level of risk involved in delivery of the Contract (such as working in dangerous, fragile and hostile environments etc.). The MEL Supplier must ensure their Personnel receive appropriate safety training prior to deployment if judged necessary and that appropriate systems, processes and equipment are in place, including subscription to security companies who carry live information on security situations and can undertake due diligence on routes, hotels and work locations and use of appropriate equipment such as trackers.

The MEL Supplier must ensure subcontractors meet these requirements too (as part of their full responsibility for subcontractors' compliance).

Appendix A - GDPR**Schedule of Processing, Personal Data and Data Subjects**

This schedule must be completed by the Parties in collaboration with each-other before the processing of Personal Data under the Contract.

The completed schedule must be agreed formally as part of the contract with FCDO and any changes to the content of this schedule must be agreed formally with FCDO under a Contract Variation.

Description	Details
Identity of the Controller and Processor for each Category of Data Subject	<p>The Parties acknowledge that for the purposes of the Data Protection Legislation, the following status will apply to personal data under this Call-down Contract:</p> <p>The Parties acknowledge that Clause 33.2 and 33.4 (Section 2 of the contract) shall not apply for the purposes of the Data Protection Legislation as the Parties are independent Controllers in accordance with Clause 33.3 in respect of the following Personal Data:</p> <ul style="list-style-type: none"> As may be arising in the performance of the Services provided under this Contract. <p>For the avoidance of doubt the Supplier shall provide anonymised data sets for the purposes of reporting on this project and so FCDO shall not be a Processor in respect of the data required to be stored and transferred in performance of this Contract as it does not constitute Personal Data.</p>
Subject matter of the processing	<i>As may be arising in the performance of the Services provided under this Contract.</i>
Duration of the processing	<i>As may be arising in the performance of the Services provided under this Contract.</i>
Nature and purposes of the processing	<i>As may be arising in the performance of the Services provided under this Contract.</i>
Type of Personal Data [and Special Categories of Personal Data]	<i>As may be arising in the performance of the Services provided under this Contract.</i>
Plan for return and destruction of the data once processing complete	(UNLESS requirement under EU or European member state law to preserve that type of data)

Annex 1: TDDAP2 Business Case public domain version (separate document)

Annex 2: Country Scoping Reports (separate documents)

2a - TDDAP2 Scoping Report DRC

2b - TDDAP2 Scoping Report Kenya

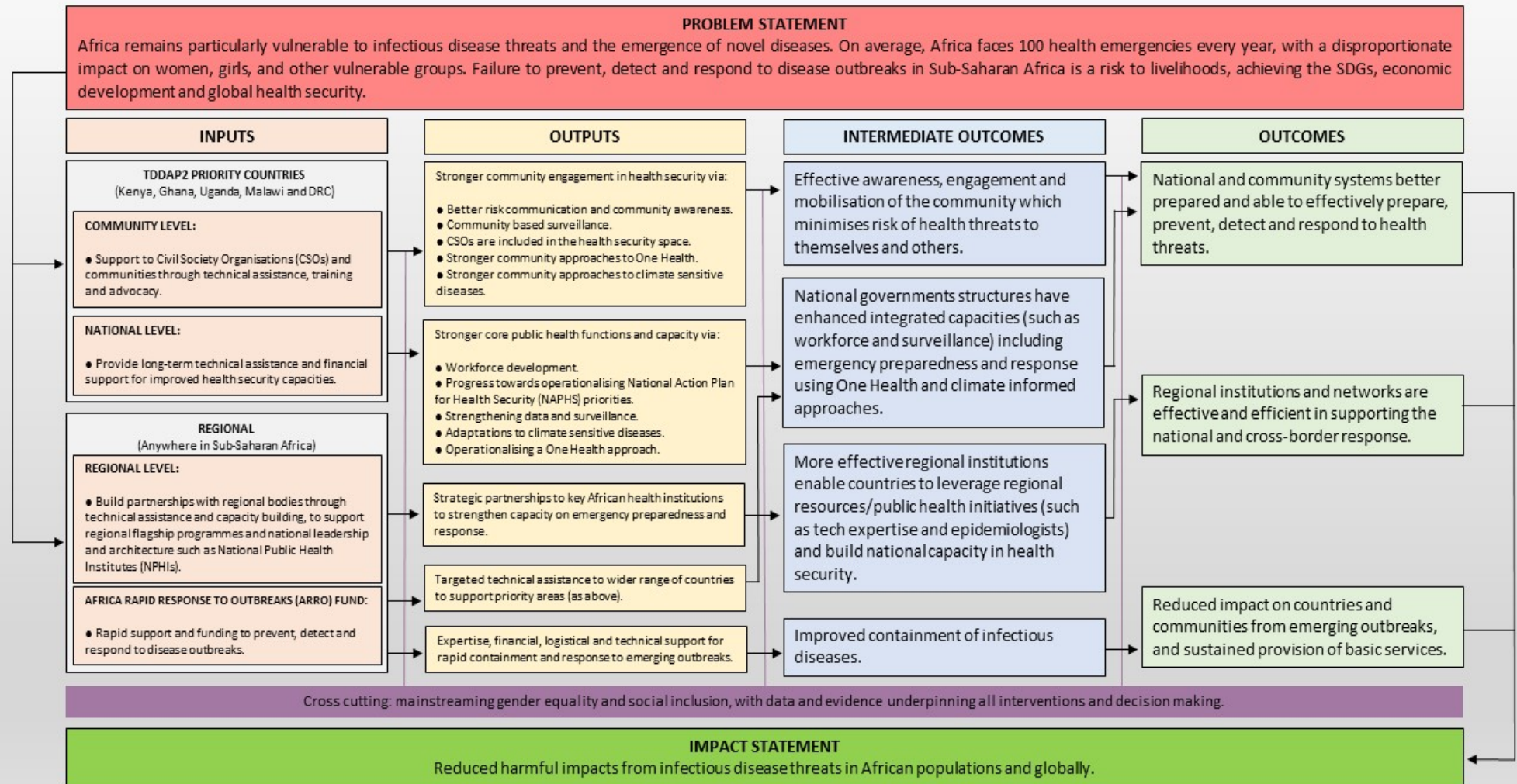
2c - TDDAP2 Scoping Report Malawi

2d - TDDAP2 Scoping Report Uganda

Annex 3: FCDO Value for Money guidance (separate document)

Annex 4: TDDAP2 Theory of Change

Tackling Deadly Diseases in Africa Programme Phase II (TDDAP2)
TDDAP2 Theory of Change (Revised August 2023)



Annex 5: TDDAP2 DSR Report [PUBLIC] (separate document)

Annex 6: Supplier Key Performance Indicator Assessment Criteria Template

Indicative set of Supplier KPIs; to be agreed between Supplier and FCDO during Inception Phase

Supplier KPI	Targets	Weighting	Evidence	Score - 4 Good performance	Score – 3 Approaching target	Score – 2 Requires Improvement	Score – 1 Inadequate
1. Management and responsiveness			•				
2. Quality			•				
3. Financial Management			•				
4. Management of the supply chain / prompt payment			•				

Annex 7 – Risk Management Template (separate document)

Annex 8 – Delivery Chain Mapping Guide (separate document)

Annex 9 – Asset Register Template (separate document)

Annex 10 – Due Diligence Safeguarding Guide (separate document)

Contract Annex B
SCHEDULE OF PRICES

REDACTED



Contract Schedule 1 - Supplier's Tender
REDACTED

General and Technical Proposal

**Tackling Deadly Diseases in Africa Programme Phase II
Monitoring, Evaluation and Learning Component (TDDAP2 MEL)**