



Foreign, Commonwealth
& Development Office



Section 4 Appendix A

CALLDOWN CONTRACT

Framework Agreement with: Mannion Daniels Ltd

Framework Agreement for: DFID International Multi-Disciplinary Programme (IMDP)

Framework Agreement Purchase Order Number: PO 8373

Call-down Contract For: Building Evidence in Education (BE2) Secretariat

Contract Purchase Order Number: PO 10061

I refer to the following:

1. The above mentioned Framework Agreement dated **1st May 2019**;
2. Your proposal of **30 October 2020**

and I confirm that FCDO 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 **22 February 2021** ("the Start Date") and the Services shall be completed by **31 March 2023** ("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 FCDO requires the Supplier to provide the Services to the Foreign, Commonwealth & Development Office ("the Recipient").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed **£497,959.11** ("the Financial Limit") and is inclusive any government tax as detailed in Annex B.

4. Officials

FCDO

- 4.1 The Contract Officer is:

/REDACTED/



Foreign, Commonwealth & Development Office



4.2 The Project Officer is:

/REDACTED/

Supplier

4.3 The Contract Officer is:

/REDACTED/

4.4 The Project Officer is:

/REDACTED/

5. Key Personnel

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

| | |
|--------------------------|------------|
| Programme Team Leader | /REDACTED/ |
| Procurement Manager | /REDACTED/ |
| Technical Advisor | /REDACTED/ |
| Thematic Sector Expert | /REDACTED/ |
| Thematic Lead - Industry | /REDACTED/ |

6. Reports

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

7. Duty of Care

7.1 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 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.



Foreign, Commonwealth & Development Office



- 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. Limitation of Liability

- 8.1 The Supplier's limit of liability shall be as provided for in Clause 35.2 of Section 2 (Standard Terms and Conditions) unless a different amount is provided for below in which event that different amount shall apply.

Supplier's Limit of Liability for the purposes of Clause 35.2 shall be N/A.

Where FCDO has inserted a figure in this paragraph 8, then the reference to Financial Limit in Clause 35.2 shall instead be a reference to the limit of liability set out here.

9. Monitoring of Call-down Contract Performance

- 9.1 The Supplier shall comply with the performance monitoring conditions set out in Annex A.

10. Commercial Caveats

- 10.1 The following commercial caveats shall apply:
 - Fees will only be paid for productive days or whilst travelling at FCDO's request.
 - FCDO will not pay for a day of rest following travel, either Overseas or in the UK.
 - FCDO will only pay for security services which have been mutually agreed in advance and at cost.
 - FCDO will not reimburse costs for normal tools of the trade (e.g. portable personal computers).
 - Rented accommodation should be used whenever possible and in particular for Long Term visits.
 - Hotel accommodation should be compliant with the expenses policy and justified on the basis of Value for Money, with costs kept to a minimum.
 - Receipts must be retained for all expenses.
 - As detailed elsewhere in the tender documents, FCDO will only pay for expenses e.g. travel, subsistence and accommodation at actual cost within the pre-agreed policy.

11. Call-down Contract Signature

11.1 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 FCDO, FCDO will be entitled, at its sole discretion, to declare this Call-down Contract void.

For and on behalf of
The Secretary of State for Foreign,
Commonwealth and Development Affairs

Name: /REDACTED/
Position: /REDACTED/
Signature:
Date:

For and on behalf of
Mannion Daniels Ltd

Name: /REDACTED/
Position: /REDACTED/
Signature:
Date:

Section 4 - Appendix A Annex A

Call-down Contract

TERMS OF REFERENCE

for

Building Evidence in Education (BE2) Secretariat

Research and Evidence Division (RED)

Terms of Reference

1. Introduction

The Foreign, Commonwealth and Development Office (FCDO) is awarding a contract to Mannion Daniels to deliver the function of a secretariat (the Secretariat) for the work of the Building Evidence in Education (BE2).

This contract will run from 22 February 2021 with a fixed end date of 31 March 2023. The budget under the contract is **£497,959.11** (including any government taxes).

2. Context

Established in 2012, Building Evidence in Education (BE2) is an international working group of education research funders composed of about 35 member organisations including bilateral donors, foundations, multilaterals, UN organizations and their associated institutes, and two international networks: the Interagency Network for Education in Emergencies and the Youth Employment Funders Group.

The Secretariat of BE2 ensures continuous coordination within donor agencies to enhance standards in evidence creation and usage in the education sector.

The Building Evidence in Education (BE2) group's goals are to:

- Strengthen donor research collaboration and coordination, especially in light of COVID-19,
- Encourage higher standards of commissioned research, and
- Promote the availability and access to rigorous evidence, in particular related to digital education and other evidence related to COVID-19.

The work of the group is led by a Steering Committee (SC) composed of BE² member representatives from the World Bank Group, United States Agency for International Development (USAID), FCDO, and a rotating United Nations agency position (currently held by UNESCO).

The Secretariat maintains a members-only website to share knowledge and meeting materials, and most recently has created an external web presence in collaboration with the World Bank.

3. The UK Context:

Generating evidence in education is critical for maximising the impact of every pound we spend on education programming. However, such costly investment is dependent on the joint efforts of the donor's community.

The FCDO works to galvanise an array of partners to invest in commissioning research and producing evidence, through the Building Evidence in Education group (BE2). Within the BE2, the FCDO has been a key driver in building a broad partnership and commitment among donors and key players to invest in generating evidence. The FCDO's convening work through the BE2 cumulated in the creation of the Global Education Evidence Advisory Panel which will review and assess evidence-based and cost-effective practices in order to help improve education outcomes in low- and middle-income countries LMIC

4. Global Education Evidence Programme (GEEP) Background

The Foreign, Commonwealth and Development Office (FCDO) will provide up to £4.9m over 5 years (2019-24) for the Global Education Evidence Programme (GEEP) to improve the development and usage of global evidence products in the education sector.

The programme will include three strategic clusters of work: 1) Synthesis Products 2) International engagement, and 3) Knowledge systems strengthening.

Under the second strategic cluster 'international engagement', the FCDO seeks support from the BE2 Secretariat for a period of up to two years and 1 month, starting from 22 February 2021.

Overall, the products of GEEP will respond to and address current and future pressing evidence needs in the sector, and are likely to include rigorous literature reviews, evidence synthesis, communications products and contributions to donor coordination bodies in the education research sector to enable the development of a significant body of robust research, including researching how research is utilised and what more can be done to ensure this global good is utilised.

The programme will include three strategic clusters of work:

Synthesis Products: These products will concisely summarise and link various sources in order to review the literature on a topic and suggest recommendations. The products produced will support needs of education advisers and country governments. It will produce low-cost evidence products that address critical gaps in knowledge or inform policies and programmes.

International engagement: The FCDO has established a reputation as a world leader in education research. Strong donor collaboration through the Building Evidence in Education (BE2) network and support to the Education Commission.

Knowledge systems strengthening: Support the communication and uptake of the education research generated both within and outside FCDO through enhanced capacity at a country level.

5. The recipient & beneficiaries:

The main recipients of the outlined services of the Secretariat are the FCDO and member organisations in the Building Evidence in Education (BE2) network as outlined in Annex 3

6. Objectives of the BE2 Secretariat:

The overall objective of the Secretariat is to contribute to improved education outcomes from the research and evidence generated and disseminated by BE2 and its members. The Secretariat aims to support the continuous coordination of donor agencies and to enhance standards in evidence creation and usage in the education sector. The Secretariat will also support the objectives of the Global Education Evidence Advisory Panel (GEEAP).

The core delivery areas of the secretariat will focus on the following components:

Component 1: Events:

To support the work of BE2 group, including organising of meetings, Steering Committee and member coordination as well as to coordinate the work of the Special Interest Groups (SIGs) and the Global Education Evidence Advisory Panel (GEEAP)

Component 2: Product development and dissemination:

To support the BE2 Steering Committee (SC) in the development and dissemination of guidance notes¹

Component 3: Member management:

To maintain an up to date list of members and to manage the membership applications submitted to the Steering Committee

Component 4: Digital platform:

To manage the internal and external websites and platforms of the group

7. Scope:

To address the objectives outlined in the section above, FCDO requires the supplier to conduct the following activities:

Component 1: Events:

Organise regular Steering Committee (SC) calls/virtual meetings, which include:

- Drafting summaries of the meetings
- Drafting action items for members' follow-up
- Secretariat Lead chairing meetings

Organise the periodic invitation-only BE2 members meetings², which include:

- Preparing the agenda of the meeting in consultation with the SC
- Speaker invitation and preparation
- Participant invitations and registrations;

¹ Guidance notes are the primary means for reaching BE2's objectives of improving the quality of education research through harmonisation of evidence-related principles and practices across funders

² Meetings can be in-person or virtual and are hosted by a member organisation, based on Steering Committee decisions taking into account travel restrictions. The next meeting is scheduled to take place in October 2020 (either virtually or partially virtual/in-person). Future dates to be determined.

- Coordination of logistics with meeting host (such as: meeting space, food, AV support and other related event activities (these will vary depending on the meeting length and format – e.g., virtual or in-person));
- In addition to Secretariat lead, providing at least one additional person to support on-site registrations, and/or support virtual participation;
- Preparation of slides/presentations for members;
- Preparing short meeting summary.

Organise regular Global Education Evidence Advisory Panel (GEEAP) meetings including supporting the invitation and (virtual or in-person) gathering of the Panel, which includes; registrations, meeting location and/or AV support. Maximum three in-person gatherings throughout this contract.

Propose, organise and manage panels and workshops for CIES and UKFIET: submitting at least one proposal per event, and if accepted, provide the appropriate support before, during and after the event. (This assumes that UKFIET will take place in the autumn of 2021, and that CIES will take place every year in spring).

Representing BE2 at CIES and UKFIET.

Support travel, lodging and related expenses for experts speaking at annual meetings and/or CIES and UKFIET: maximum of four experts per year. Experts are selected by the SC.

Component 2: Product development and dissemination:

Continue disseminating the existing four BE2 guidance notes³, including on social media.

Support the development, editing, production and dissemination of up to three new guidance notes. Guidance note topics are selected by the Steering Committee.

Component 3: Member management:

Coordinate with Special Interest Groups (SIGs)

- Organise updates from SIGs for SC at least twice a year
- Supporting SIGs in the development of potential proposals to CIES or UKFIET

Ensure regular communications with of members and share updates about the group (e.g., through email, brief news flashes)

Manage new member applications and getting approvals from SC;

Component 4: Digital platform:

External website: The supplier is expected to negotiate and maintain the continues access to the World Bank hosted external website

Members-only website/internal platform: Update the members-only website/internal platform as needed, for example:

³Generating Evidence in Education: <https://bit.ly/2Aeb5cO>

Assessing Evidence in Education: <https://bit.ly/3h6TWMi>

Cost Measurement Guidance Note: <https://bit.ly/2AcSf5r>

Guidance Note on Qualitative Research in Education: <https://bit.ly/3datUMA>

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Further detail on each of these activities is outlined in the table below.

| | KEY ACTIVITIES AND DEADLINES | | 2021 | 2021 | 2022 | 2022 | 2023 |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------|---------|---------|---------|---------|
| | Activities | Deliverables | Feb-Jun | Jul-Dec | Jan-Jun | Jul-Dec | Jan-Mar |
| 1 | Organising/facilitating regular SC calls/virtual meetings (including summaries and action items) – approximately once a month; minimum ten per year. | 10 SC calls in 2021 12 SC calls in 2022 2 calls in 2023 | x | x | x | x | x |
| 2 | Organising/facilitating the periodic invitation-only BE2 members and external meetings (maximum one per year, and estimated three over the period of the contract). Meetings are hosted by a member organization. Future dates to be determined. Meetings will be organized in person or virtual, based on Steering Committee decisions taking into account travel conditions. The work includes: | 2 meeting in 2021 1 meeting in 2022 | x | x | | x | |
| | o Meeting preparation | | x | x | | x | |
| | o On-site or virtual meeting support | | x | x | | x | |
| | o Meeting summary and follow-up | | x | x | | x | |
| 3 | Proposing, organising, managing and facilitating panels and workshops for CIES, UKFIET and EWF: submitting at least one proposal per event (This assumes that UKFIET will take place in the autumn of 2021, and that CIES will take place every year in spring). | 1 CIES proposal, Spring 2021 UKFIET proposal spring 2021 1 CIES proposal, autumn 2021 1 CIES proposal, autumn 2022 | x | x | x | x | |

| | KEY ACTIVITIES AND DEADLINES | | 2021 | 2021 | 2022 | 2022 | 2023 |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|------|------|
| 4 | Representing BE2 at CIES, UKFIET and EWF | 1 CIES meeting attendance (including panel/workshop support) spring 2021 1 UKFIET meeting attendance (including panel/workshop support, autumn 2021 1 CIES meeting attendance (including panel/workshop support) spring 2022 1 EWF meeting attendance (including panel/workshop support) winter 2021 | x | x | x | x | x |
| 5 | Continue disseminating the existing four BE2 guidance notes, including social media, and supporting the development, editing, production and dissemination of up to three new guidance notes. Guidance note topics are selected by the Steering Committee. Develop a report that traces the impacts and achievements of BE2 | 1 guidance note, 2021 1 guidance note, 2022 possibly one additional note, 2022 1 report to trace the impacts and achievements of BE2 Secretariat (5 case studies), first half of 2022 and at the end of the contract | x | x | x | x | x |
| 6 | Regular communications with and updating of members (e.g., through email, brief news flashes); managing new member applications and getting approvals from SC; | At least one email/news flash per quarter; New members as requested and approved by SC; representative changes are needed; | x | x | x | x | x |

| | KEY ACTIVITIES AND DEADLINES | | 2021 | 2021 | 2022 | 2022 | 2023 |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|------|------|
| 7 | Maintaining accurate information and updates on the external website (in collaboration with the World Bank) Maintaining accurate information and updates on members-only website/internal platform | Updates after every member meeting or whenever membership changes; Updates after every new guidance note is released; Other updates as needed Members-only website/internal platform: Maintain regular updates about the work of the Special Interest Groups (SIGs). Maintain and update the archive of logos, graphics and photographs to illustrate the work of BE2. Maintain and update the content information of BE2 badged products. Maintain and update links to the websites of the members of BE2 | x | x | x | x | x |
| 8 | Coordinating with Special Interest Groups (SIGs): organizing updates from SIGs for SC at least twice a year and supporting them in potential proposals to CIES or UKFIET, and EWF | SIG updates in spring 2021 SIG updates at next member meeting, 2021 SIG updates in spring 2022 SIG updates at member meeting, 2022 | x | x | x | x | x |
| 9 | Supporting the invitation and (virtual or in-person) gathering of the Global Education Evidence Advisory Panel (GEEAP), including; registrations, meeting location and/or AV support. Maximum three gatherings throughout this contract. | Education Evidence Advisory Panel gathering twice a year (estimated in second half of 2021 and 2022) | x | x | x | x | |

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| | KEY ACTIVITIES AND DEADLINES | | 2021 | 2021 | 2022 | 2022 | 2023 |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------|------|------|------|------|
| 10 | Supporting travel, lodging and related expenses for experts speaking at annual meetings and/or CIES,UKFIET and EWF: maximum of four experts per year. Experts are selected by the SC. | Deliverables are connected with the BE2 member meetings, CIES and UKFIET | x | x | | x | |

8. Geographical Location

Currently the majority of activities are expected to take place remotely, however, the proposal should include the global travel costs for the following face-to-face meetings (should travel be permitted):

- The Global Education Evidence Advisory Panel (GEEAP) – Two meetings per year
- The annual members meeting – One meeting per year
- CIES and UKFIET conferences – a total of two conference in 2021, two in 2022 and one in 2023
- Education World Forum – One meeting per year (2021-2022-2023)

9. Stakeholders

The Supplier will be required to engage with FCDO, the members of BE2 Steering Committee, the members of the Global Education Evidence Advisory Panel (GEEAP), BE2 member organisations as outlined in Annex 3, and any other organisations and groups deemed important for the delivery of the objectives of this contract.

10. Timeframe and Formal Review Points

This Contract is split into two phases: Inception (4 months) and Implementation (21 months). The contract shall commence on 22 February 2021 with a fixed end date of 31 March 2023.

The contract will be subject to formal reviews where the performance of the supplier will be assessed against the agreed work plan, the quality of reports and key working principles:

- at the end of the Inception Phase (4 months)
- at the Implementation phase, a mid-term review June 2022

11. Scaling up/down

Following FCDO reviews, FCDO reserves the right to scale the requirement up or down over its lifetime to include potential changes to programme scope, geographical and country reach (if necessary). Any such changes will be fully communicated to the supplier and implemented in accordance with the terms and conditions and procurement regulations.

FCDO reserves the right terminate the contract in line with the FCDO T&Cs. In the event if FCDO decides to terminate the main GEEP programme, the Secretariat support contract will be scaled down and/or terminated. Any such changes will be fully communicated to the Supplier and implemented in accordance with the terms and conditions and procurement regulations.

REQUIREMENTS

12. Skills and Competency Requirements

The Supplier is afforded flexibility in the composition of the team it assembles. However, it should reflect the Secretariat structure Annex 4 and is expected to have a single point of contact –a Team Lead (Secretariat Leader) responsible for managing and overseeing the contract deliverables. Therefore, the overall achievement of the Secretariat's core delivery objectives lies with the Team Lead (Secretariat Leader). The team may represent a mix of international and national/regional experts with considerations to a gender balance within the proposed team.

The Supplier is expected to meet the following requirements:

- The programme leadership team must possess strong leadership and management skills
- Expertise and capacity to operate effectively within a large consortium of stakeholders
- knowledge and expertise in organising and coordinating regular and large-scale multi-stakeholder events
- knowledge and expertise in managing panels and workshops at large conferences
- Capacity and skills to represent the interests of the group in various international fora (education conferences, etc)
- knowledge and expertise in managing membership consortia
- knowledge and expertise in communication and dissemination strategies in order to ensure visibility of BE2 products and events

The proposed Team Lead (Secretariat Leader) must:

Have an advanced level of expertise in leading communities of practice or similar working groups in the education sector; knowledge and understanding of BE2 group activities is essential

Have a track-record in the coordination of global stakeholders and an expert knowledge of the donor community and private foundations working in the field of education

Have an advanced level of expertise in knowledge management and communications including experience in Setting up web events, leading editorial skills, website development and online communications

The proposed staff for Events support must have:

Expertise in organising in-person and virtual events

The supplier will be responsible for all logistic arrangements for themselves and members of the core team as well as the logistical and planning arrangements for all face-to-face meetings as outline under Paragraph 8 (Geographic Locations). All relevant expenses must be built into the cost of proposal.

13. Reporting Requirements

The Supplier will report to the programme Senior Responsible Owner (SRO) and is expected to deliver the following:

The submission of each report will include a full technical report as well as a short (less than 10 pages) briefing note summarising the contents and pulling out headline findings and recommendations. All reports must be rigorous and thorough, be quality assured by the supplier, and pay especially careful attention to the presentation and interpretation of data, the strength of the evidence being presented and associated claims around causality, correlation or fact. At the same time the reports should be clear, simple and short and refrain from using jargon, paying close attention to visualisation of data, presentation of text and overall aesthetics of the document.

Reports can be in any format which the supplier believes is adequate, provided they comprise the following sections:

- Name and organisation of all participants
- Meeting/conference Agenda
- Summary of meeting/conference including key highlights and follow up actions
- Updates on the BE2 Digital Platform
- Updates on the development of BE2 products
- GEEAP update note

14. Stakeholder engagement and communications

The supplier will be expected to develop a detailed communications and uptake strategy for all activities as part of the inception phase, adhering to FCDO's Open Access Policy. The supplier will need to maintain regular contact with FCDO, The Steering Committee, the members of the Global Education Evidence Advisory Panel (GEEAP), BE2 member organisations, and other key partners to ensure the activities are delivering expected outputs within the agreed timelines.

Access to data and technical resources

The nominated Supplier will have access to documents that will primarily be provided by FCDO. The following is not an exhaustive list. Further documentation will be provided during the inception phase.

- GEEP Business Case
- Samples of past reports
- The published Guidance Notes
- The draft guidance notes under development

15. Governance Arrangements

The supplier will report directly to FCDO. The supplier will report to the Lead Adviser on technical issues and, if necessary, to the Senior Responsible Owner (SRO) on strategic and management issues. The supplier will work closely with the Programme Manager and report to the Programme Manager on contract/ compliance requirements and finances.

FCDO and the supplier will agree on formal governance arrangements during the inception phase.

Contract Management and performance Requirements

16. Payment Mechanism:

All payments will be output-based and linked to the successful delivery and acceptance of all the listed Deliverables/Outputs (as per section 7) within each Milestone as stated in the table below. Report summarising activities undertaken during the period of the milestone should be provided for approval of payment, report should follow the criteria's mentioned under section 13, reporting requirements. All the expenses shall be paid on actuals. The deliverables/outputs will become eligible for inclusion in invoice upon FCDO's acceptance and approval. All costs shall be invoiced on a quarterly basis.

The value of payment for each deliverable should be based on the realistic requirement of staff input and associated expenses in line with the payment tab 4. of cost ProFormas.

The Table below shows the anticipated payment breakdown by Milestone. Each Milestone has a due date and comprises multiple deliverables/outputs.

The cost of each milestone is as per tab 4 Payment of the Cost ProFormas:

| Milestone | Deliverables | Milestone Due Date |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1 | <ul style="list-style-type: none"> Organising/facilitating monthly steering committee calls Organising the Global Education Evidence Advisory Panel (GEEAP) meeting Summary reports of calls and events organised during this payment period. Reports should meet the criteria set out in the reporting requirements | February 2021 |
| 2 | <ul style="list-style-type: none"> 1 CIES proposal, Spring 2021 Organising/facilitating monthly steering committee calls in 2021 Summary reports of calls and events organised during this payment period. Reports should meet the criteria set out in the reporting requirements | March 2021 |
| 3 | <ul style="list-style-type: none"> Organising/facilitating Monthly SC calls 1 UKFIET proposal spring 2021 1 guidance note, 2021 1 CIES meeting attendance (including panel/workshop support) spring 2021 Organising/facilitating the Global Education Evidence Advisory Panel (GEEAP) gathering once a year (estimated in June/July 2021) Summary reports of calls and events organised during this payment period. Reports should meet the criteria set out in the reporting requirements | July 2021 |
| 4 | <ul style="list-style-type: none"> Organising/facilitating Monthly SC calls 1 UKFIET meeting attendance (including panel/workshop support, autumn 2021 1 CIES proposal, autumn 2021 | December 2021 |

| | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| | <ul style="list-style-type: none"> • 1 meeting in 2021 • Process evaluation of the BE2 Group • Summary reports of calls and events organised during this payment period. Reports should meet the criteria set out in the reporting requirements | |
| 5 | <ul style="list-style-type: none"> • Organising/facilitating Monthly SC calls • 1 CIES meeting attendance (including panel/workshop support) spring 2022 • SIG updates in spring 2022 • SIG updates at member meeting, 2022 • Education Evidence Advisory Panel gathering once a year (estimated in June/July 2022) • Summary reports of calls and events organised during this payment period. Reports should meet the criteria set out in the reporting requirements | July 2022 |
| 6 | <ul style="list-style-type: none"> • Organising/facilitating Monthly SC calls • 1 meeting in 2022 • 1 CIES proposal, autumn 2022 • 1 guidance note, 2022 • Possibly one additional note, 2022 • Summary reports of calls and events organised during this payment period. Reports should meet the criteria set out in the reporting requirements | March 2023 |

17. Do No Harm

FCDO requires assurances regarding protection from violence, exploitation and abuse through involvement, directly or indirectly, with FCDO suppliers and programmes. This includes sexual exploitation and abuse but should also be understood as all forms of physical or emotional violence or abuse and financial exploitation.

The supplier will have duty of care to informants, other programme stakeholders and their own staff, and will have to comply with the ethics principles in all programme activities. The adherence to this duty of care, including reporting and addressing incidences, should be included in both regular and annual reporting to FCDO.

FCDO does not envisage at this stage the necessity to conduct any environmental impact assessment for the implementation activities. However, it is important to adhere to principles of “Do No Harm” to the environment.

OTHER REQUIREMENTS

18. Transparency

Transparency, value for money, and results are top priorities for the UK Government. FCDO has a duty to show UK taxpayers where their money is being spent, its impact,

and the results achieved. FCDO has guidance on the use of its logos, which will be shared with the supplier(s) as necessary.

FCDO has transformed its approach to transparency, reshaping our own working practices and pressuring others across the world to do the same. 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 require this level of information from immediate sub-contractors, sub-agencies and partners. It is a contractual requirement for all Suppliers to comply with this, and to ensure they have the appropriate tools to enable routine financial reporting, publishing of accurate data and providing evidence of this FCDO – further IATI information is available from: <http://www.aidtransparency.net/>

If any press releases on work which arises wholly or mainly from the project are planned, this should be in collaboration with FCDO's Communications Department. Country-facing and UK-facing branding guidelines will be provided by the respective FCDO Programme Teams.

19. UK Aid Branding

Partners that receive funding from FCDO must use the UK aid logo on their development and humanitarian programmes to be transparent and acknowledge that they are funded by UK taxpayers. Partners should also acknowledge funding from the UK government in broader communications, but no publicity is to be given to this Contract without the prior written consent of FCDO.

Not all deliverables will be explicitly UK Aid branded, however for published items such as research and analysis products this will be determined on a case-by-case basis. As a working group for the donor community, the publications of the secretariat should include the logos of all the donors that contribute to the publications. Workshops and larger conferences organised through the programme will likely have UK Aid branding.

20. Digital Spending Policy

Any expenditure on digital services will fall under FCDO's Digital Spending Policy. Expenditure plans for such item(s) must first be reviewed and approved at the earliest possible stage in the planning process by FCDO's Digital Service Team via the Senior Responsible Owner (SRO) of the Building Evidence in Education (BE2) Secretariat.

The review and prior approval are necessary to ensure that the best digital tools are selected to deliver the biggest impact and offer the best value for money for the programme.

21. Delivery Chain mapping

Delivery Chain Mapping is part of FCDO's Due Diligence Framework and FCDO's programme cycle management. However, the Supplier will identify and directly manage implementing partners.

Delivery chain mapping is a process that identifies and captures, usually in visual form, the names of all partners involved in delivering a specific good, service or charge, ideally down to the end beneficiary. Addressing this is the actions/activities required to manage regular and exceptional risk throughout the network to reduce exposure and vulnerability.

The supplier shall provide and maintain an up to date and accurate record (map of supply chain) of named downstream delivery partners in receipt of FCDO funds and/or FCDO funded inventory or assets. This record must demonstrate how funds/assets flow from the initial source to end beneficiaries. This record needs to be updated regularly by the Supplier and when there are material changes to the delivery chain. Delivery Chain Mapping should be included as a standing agenda item in the regularly scheduled (no less than quarterly) progress meetings, for discussion and review.

22. Duty of Care

The supplier is responsible for the safety and wellbeing of their personnel and third parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property. The respective DFID Programme Offices will share available information with the Supplier on security status and developments in-country where appropriate.

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

Mannion Daniels developed their proposals on the basis of being fully responsible for Duty of Care for the duration of the Contract, in line with the details provided above and confirmed in the Tender that:

- They fully accept responsibility for Security and Duty of Care.
- They understand the potential risks and have the knowledge and experience to develop an effective risk plan.
- They have capability to manage their Duty of Care responsibilities throughout the life of the contract.

23. General Data Protection Regulations (GDPR)

General Data Protection Regulations (GDPR) - Please refer to the details of the GDPR relationship status and personal data (where applicable) for this project as detailed in Appendix A and the standard clause 33 in section 2 of the contract.

24. Modern Slavery

The HMG Modern Slavery Statement sets out how UK Government departments must take action to ensure modern slavery risks are identified and managed in government supply chains

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The FCDO Supply Partner Code of Conduct sets out the expectation for all supply partners to have full awareness of the International Labour Organisation (ILO) principles. The successful Supplier will be subject to compliance checks which will involve reviewing good practice examples that reflect these principles. Our Code sets out requirements for UN Global Compact sign up and further encourages Ethical Trading Initiative (ETI) membership for our Supply Partners and their delivery chain partners (at compliance level 1).

The successful Supplier will also be encouraged to participate in the HMG modern slavery self-assessment process which in turn will support assurance of their compliance standard.

Additional Information Documents:

[Annex 1 – Theory of Change](#)

[Annex 2 – Business Case \(GEEP\)](#)

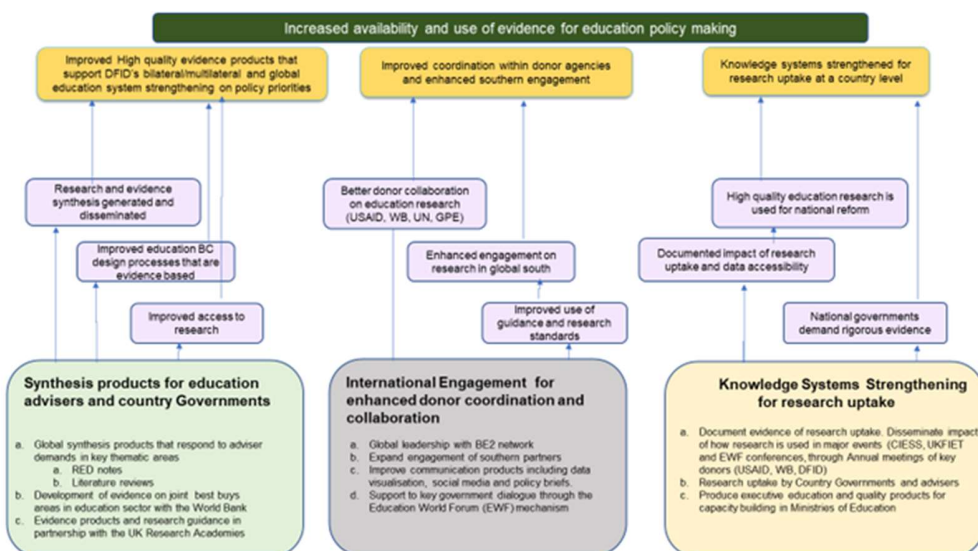
[Annex 3 – Member Organisations](#)

[Annex 4 – The structure of the Secretariat](#)

[Appendix A - Schedule of Processing, Personal Data and Data Subjects](#)

Annex 1 – Theory of Change

BE2's work, especially the work over the next two and a half years, is based on the following theory of change:



If education evidence (especially related to COVID-19) is available and accessible, and **if** the evidence is used and more and better research is generated to fill evidence gaps, **then** education gaps due to COVID-19 can be more quickly caught-up with or reduced, program interventions will be better contextualized and more successful, leading to improved education outcomes, and impacting poverty reduction and increased quality of life.

Annex 2 – Business Case (GEEP)

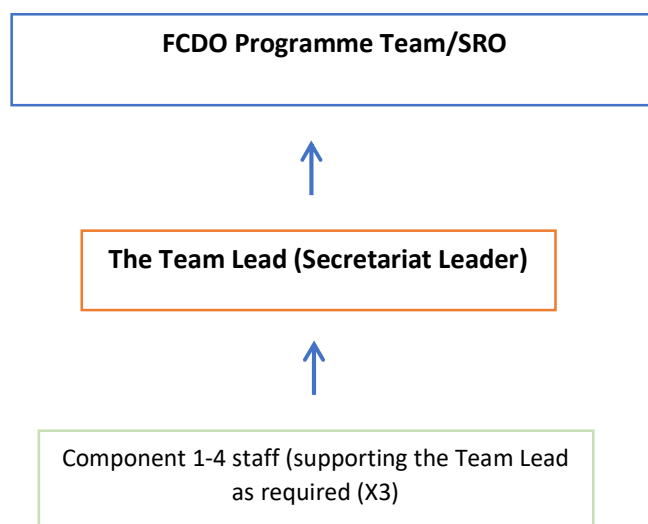
The business case can be found at <https://devtracker.fcdo.gov.uk/projects/GB-GOV-1-300849/documents>

Annex 3 – Member Organisations

1. Aga Khan Foundation
2. L'Agence Française de Développement
3. Austrian Development Agency
4. Belgian Development Agency (BTC)
5. Gesellschaft für Internationale Zusammenarbeit, Bundesministerium für wirtschaftliche Zusammenarbeit
6. Center for International Cooperation in Education Development (CICED)
7. Danish International Development Agency (DANIDA)
8. Department of Foreign Affairs and Trade (DFAT), Australia
9. Dubai Cares
10. Education Commission
11. European Commission

12. EuropeAid Swiss Agency for Development and Cooperation
13. Federal Department of Foreign Affairs Foreign Affairs
14. Foreign, Commonwealth and Development Office (FCDO)
15. Trade and Development, Canada
16. Global Education Monitoring Report (GEM Report)
17. Global Partnership for Education (GPE)
18. Inter-agency Network for Education in Emergencies (INEE)
19. Inter-American Development Bank (IADB)
20. Irish Aid Japan International Cooperation Agency (JICA)
21. John D. and Catherine T. MacArthur Foundation
22. Korean Educational Development Institute (KEDI)
23. Norwegian Agency for Development Cooperation (Norad)
24. Organisation for Economic Co-operation and Development (OECD)
25. Swedish International Development Cooperation Agency (Sida)
26. The Bill and Melinda Gates Foundation
27. The Children's Investment Fund Foundation (CIFF)
28. The LEGO Foundation
29. The MasterCard Foundation
30. United Nations Educational, Scientific and Cultural Organization (UNESCO)
31. UNESCO International Institute for Educational Planning (IIEP)
32. UNESCO Institute for Statistics (UIS)
33. United Nations High Commissioner for Refugees (UNHCR)
34. United Nations Children's Fund (UNICEF)
35. UNICEF Office of Research, Innocenti
36. United States Agency for International Development (USAID)
37. William and Flora Hewlett Foundation
38. World Bank Group
39. Youth Employment Funders Group (YEFG)

Annex 4 – The structure and governance arrangements of the Secretariat



Appendix A: of Contract Section 3 (Terms of Reference) 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 contract:</p> <p>The Parties acknowledge that Clause 33.2 Protection of Personal Data 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"> Contracted consultant's personal data such as names, email addresses, phone numbers, employment history, address, data of birth, bank details, etc) of project staff and consultants for recruitment purposes. Circumstances where FCDO contracts a supplier to carry out activities such as surveys, focus groups, communications and events but which the supplier designs and implements and where FCDO does not stipulate to the supplier what personal data they should gather and use in order to carry out the activities, and the supplier is responsible for determining what data it requires to carry out the activities such as: <ol style="list-style-type: none"> where the supplier intends to gather and use personal data (including names and email addresses) for any programme workshops, training and other events) and the supplier is responsible for determining what data to collect for such purposes. where the supplier intends to gather and use personal data from citizens participating in surveys, studies, focus groups or through programme activities and the supplier is responsible for determining what data to collect for which purpose, how they will use, store, and disseminate it, etc. |

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| | (3) where the supplier intends to gather and use personal data from individuals engaged through communication and knowledge management activities, e.g. interviewees and the supplier is responsible for determining what data to collect and for which purpose |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|