

## Section 4 Appendix A

### CALLDOWN CONTRACT

**Framework Agreement with:** Oxford Policy Management

**Framework Agreement for:** Wealth Creation Framework

**Framework Agreement Purchase Order Number:** 5929

**Call-down Contract For:** Social Protection Programme Phase 2 Kenya: Technical Assistance Team to the National Safety Net Programme (NSNP)

**Contract Purchase Order Number:** PO 7983

I refer to the following:

1. The above mentioned Framework Agreement 13 January 2013
2. Your Technical and Commercial proposal of 17 August 2017

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

#### **1. Commencement and Duration of the Services**

- 1.1 The Supplier shall start the Services no later than 1<sup>st</sup> July 2018 ("the Start Date") and the Services shall be completed by 31<sup>st</sup> December 2019 ("the End Date") unless the Call-down Contract is terminated earlier in accordance with the Terms and Conditions of the Framework Agreement.

#### **2. Recipient**

- 2.1 DFID requires the Supplier to provide the Services to the Government of Kenya through the Social Assistance Unit and Social Protection Secretariat (SPS) under the Ministry of Labour and Social Protection (L&SP), on behalf of the National Safety Net Programme (NSNP) and where required TAT will work with the Hunger Safety Net Programme (HSNP) Programme Implementation and Learning Unit (PILU) under the National Drought Management Authority (NDMA). ("the Recipients").

#### **3. Financial Limit**

- 3.1 Payments under this Call-down Contract shall not, exceed £1,429,600 ("the Financial Limit") and is exclusive of any government tax, if applicable as detailed in Annex B.

When Payments shall be made on a 'Milestone Payment Basis' the following Clause 28.1 shall be substituted for Clause 28.1 of the Framework Agreement.

#### **28. Milestone Payment Basis**

- 28.1 A Hybrid Payment Mechanism shall apply to this contract. All expenses will be based on actual costs and invoiced monthly in arrears. Payment will only be made upon verification and agreement on the invoiced costs provided.
- 28.2 Where the applicable payment mechanism is "Milestone Payment", invoice(s) shall be submitted for the amount(s) indicated in Annex B and payments will be made on satisfactory performance of the services, at the payment points defined as per schedule of payments. At each payment point set criteria will be defined as part of the payments. Payment will be made if the criteria are met to the satisfaction of DFID.

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

#### **4. DFID Officials**

- 4.1 The Project Officer is:  
E-mail:  
Telephone:

- 4.2 The Contract Officer is:  
E-mail:  
Telephone:

The Senior Responsible Officer:  
E-mail:  
Telephone:

#### **5. Key Personnel**

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

Short term personnel should be procured "on demand" at implementation phase through the responsive fund in consultation with DFID and the Ministry of Labour & Social Protection

## **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**

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:

1. 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.
2. The Supplier will be responsible for taking out insurance in respect of death or personal injury, damage to or loss of property, and will indemnify and keep indemnified DFID in respect of:
  - 2.1. 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;
  - 2.2. 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.
3. 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.
4. 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.

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

## **8. Inception & Implementation Phase Costs**

During the inception phase period Oxford Policy Management will liaise with the DFID Kenya team to finalise and agree the proposed expenses, including but not limited to:

- Number of International Flights required
- Team Leader Housing Costs
- Team Leader Relocation costs

## **9. DFID Standard Terms & Conditions**

- 9.1 DFID Terms & Conditions Services Contract v5 and Appendix A of Terms and Conditions – Data Processing Schedule DFID Programme Contracts, 3 months will apply to this contract to include clause 32 Protection of Personal Data (attached).

**8. Call-down Contract Signature**

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

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

Name:

Position:

Signature:

Date:

For and on behalf of

Name:

Position:

Signature:

Date: