

Section 4
SPECIAL CONDITIONS

1. DFID Officials

1.1 The Contract Officer is:
Redacted
Department for International Development
Telephone: Redacted

1.2 The Project Officer is:
Redacted
Department for International Development
Abercrombie House
Eaglesham Road
East Kilbride
Telephone: Redacted

2. Additional Documents to be included in this Contract

The following documents are included in and form part of the Contract in addition to Sections 1-5 inclusive:

- Your technical proposal dated 16th February 2010
- Your response to the technical elements of Post Tender Clarification as enclosed in your email of 21st July 2010
- Budget amendment notes 4th September 2015
- Your extension proposal from 1st February 2017 to 14th May 2018

3. Key Personnel

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

- Redacted, RPC Director
- Redacted, Research Programme Manager

4. Sub-Contractors

The Supplier has DFID's consent to appoint the following sub-contractors:

- University of Stellenbosch, South Africa
- Christian Medical College Vellore, India
- Chongqing Medical University, China
- Cochrane Infectious Diseases Group, Liverpool School of Tropical Medicine, UK
- Norwegian Knowledge Centre for the Health Services, Norway

And all other subcontractors referred to in the technical proposal dated 16th February 2010 and the Extension Proposal from 1st February 2017 to 14th May 2018. .

5. Reports

The Supplier is required to produce an inception report by the end of the six month inception phase. For subsequent years DFID will require annual progress reports. Any other project reports will be submitted to the Project Officer at the address shown in Clause 1.3 of Section 4 in accordance with the Terms of Reference at Section 3.

Guidance on the format of the required reports will be provided by the DFID project officer.

6. Virement of funds

“DFID permits that a virement of funds up to a limit of 10% within the expenses budget lines is approved as long as the overall financial limit is not exceeded”

7. Additional Definitions

As defined in Clause 5 above, the supplier is required to submit an inception report at the end of the six month inception phase. Progress from the inception phase to the delivery phase of the contract is contingent upon DFID and the CAG approving this report. DFID also reserve the right to cancel the contract at this point.

Continuation of the programme for all subsequent years will be dependent on DFID's approval of annual progress reports. DFID shall, as a condition of continuing with the contract have the right to request changes to Contract, including the Services, Terms of Reference and Contract Price, to reflect any changes in the work to be done.

The key review points for the Contract are following the completion of the Inception Report and the annual reports as defined in Clause 5 above.

8. Medical Insurance

The Supplier is responsible for ensuring adequate and appropriate medical insurance cover before beginning work overseas under a DFID contract for services. The Supplier's fee is deemed to include an element to cover the cost of medical insurance.

It is not the responsibility of the local DFID office, British Embassy or High Commission to meet the cost of the Supplier's medical care nor to make arrangements for evacuation in a medical emergency, although they will provide assistance if they can. On arrival, the Supplier should report to the DFID local office, British Embassy or High Commission with details of medical insurance arrangements in case of a medical emergency.

9. Branding

9.1 The Supplier will collaborate with DFID and proactively look for ways to build support for development and raise awareness of DFID's funding. The Partner will explicitly acknowledge DFID's funding, in written and verbal communications about activities related to the funding, to the public or third parties, including in announcements, and through use, where appropriate, of DFID's "UK aid – from the British people" logo ('UK aid logo') in accordance with DFID standards for use of the UK aid logo, unless otherwise agreed in advance by DFID and in all cases subject to security and safety considerations of the Partner.

9.2 The Supplier will provide a visibility statement of how and when they will acknowledge funding from DFID and where they will use the UK aid logo, which should be approved by DFID. The Supplier will include reference to this in its progress reports and annual reviews.

9.3 Suppliers may use the UK aid logo in conjunction with other donor logos, and where the number of donors to a programme or project is such as to make co-branding impractical,

acknowledgement of funding from DFID should be equal to that of other co-donors making contributions of equivalent amounts to the programme or project.

Appendix A

DFID Statement of Priorities and Expectations for Suppliers

This Statement sets out the expectations that DFID has of external organisations with which it works, alongside standard elements of good practice. It outlines the activities and behaviours we expect organisations we work with which include policies and practices relevant to DFID and wider HMG priorities. DFID is committed to acting responsibly and with integrity, being transparent and accountable, focusing on poverty and development impact and continually improving value for money.

Partner organisations should demonstrate commitment to poverty reduction and to DFID's priorities including work undertaken in fragile or conflict affected states, for girls and women, youth engagement, climate change and wealth creation.

DFID expects partner organisations to:

1. Act responsibly and with integrity by:
 - a. making available a statement of compliance with key legislation and international principles on labour, social and environmental matters;
 - b. demonstrating commitment through actively seeking and making a positive contribution to development, social and environmental sustainability through its business activities;
 - c. pursuing and adhering to anti-discrimination policies, with particular attention to girls and women;
 - d. applying risk management processes that assure a zero tolerance approach to tax avoidance, corruption, bribery and fraud throughout the supply chain;
 - e. engaging supply chain partners in a way that is consistent with DFID's treatment of its suppliers or partners (when pricing, in subsequent service delivery, or in partnership agreements), and demonstrating this to DFID where required;
 - f. building local capacity by proactively seeking ways to develop local markets and institutions;
 - g. safeguarding the integrity and security of their systems, for example, as per the HM Government Cyber Essentials Scheme¹;
 - h. ensuring that UK Government funding provided is not used in any way that contravenes the provisions of applicable terrorism legislation.
2. Be transparent – in relation to organisational practices and the use of government funding by:
 - a. publishing a statement of how delivery on social and environmental values are articulated;
 - b. making available a list of relevant policies together with a description of measures of how these are put into practice (e.g. supplier codes on fraud & corruption, due diligence);
 - c. demonstrating commitment to ethical codes of conduct, for example through membership/signatory of codes, both directly and within the supply chain, e.g. conventions, standards or certification bodies (such as ETI, UNGC, Global Reporting Initiative, Extractive Industries Transparency Initiative), as appropriate;
 - d. publishing reports as a minimum on an annual basis, on environmental, social and governance performance (including but not limited to improving the lives of girls and women, Environmental, or Sustainability Reports).
 - e. Publishing DFID funding data in accordance with the International Aid Transparency Initiative (IATI) standard
3. Be Accountable - whether in every day and exceptional situations by:

¹ as per the HM Government Cyber Essentials Scheme
<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>;

- a. developing and implementing policies that address the need for remedy and redress if things go wrong, in line with the UN Guiding Principles on Business and Human Rights² ;
 - b. actively seeking to promote the involvement of people in the business decisions that affect their lives.
4. Support DFID priorities and objectives by:
- a. sharing innovation and knowledge to maximise overall development impact in ways that do not adversely impact competitive advantage;
 - b. supporting wider HM Government Policy initiatives including the support of SMEs, prompt payment, Human Rights and modern slavery issues and the support of economic growth in developing countries.
5. Improve Value for Money – demonstrate and continually strive to improve value for money in all that they do by:
- a. actively seeking to maximise international Aid or Development results whilst maintaining or reducing costs throughout the life of the programme;
 - b. budgeting and pricing realistically and appropriately to reflect programme requirements and risk levels over the life of the programme;
 - c. being honest and realistic about capacity and capability;
 - d. accepting that DFID works in challenging environments, acting to manage uncertainty and change in ways that protects value with government funding;
 - e. proactively pursuing continuous improvement to reduce waste and improve efficiency in internal operations and within the supply/delivery chain;
 - f. incorporating fair but not excessive rewards;
 - g. implementing a transparent, open book approach which enables scrutiny on value for money choices;
 - h. avoiding the use of restrictive exclusivity agreements;
 - i. providing assurance that the policies and practices of supply/delivery chain partners and affiliates are aligned to the expectations outlined in this statement;
 - j. applying pricing structures that align payments to results and reflect an appropriate balance of performance risk;
 - k. Accepting accountability and responsibility for performance, with timely identification and resolution of issues ensuring lessons learned are shared.

² https://www.unglobalcompact.org/issues/human_rights/The_UN_SRSG_and_the_UN_Global_Compact