

## **CALL-DOWN CONTRACT**

**PO 6914**

# **ZIMBABWE LIVELIHOODS AND FOOD SECURITY PROGRAMME MONITORING & EVALUATION COMPONENT**

**(“THE START DATE”) - 30<sup>th</sup> January 2015  
AND THE SERVICES SHALL BE COMPLETED BY  
 (“THE END DATE”) - 31<sup>st</sup> July 2017  
Plus option to extend for a possibility of 2 years.**

**Framework Agreement Purchase Order Number: PO 5859**

**Contract Purchase Order Number: PO 6914**

## CALLDOWN CONTRACT

Framework Agreement with:

Framework Agreement for: **Global Evaluation Framework Agreement**

Framework Agreement Purchase Order Number: **PO 5859**

Call-down Contract For: **Zimbabwe – Livelihoods and food security programme Monitoring & Evaluation component.**

Contract Purchase Order Number: **PO 6914**

I refer to the following:

1. The above mentioned Framework Agreement dated **28th February 2012**
2. Your proposal of **5<sup>th</sup> November 2015**.

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 **30<sup>th</sup> January 2015** (“the Start Date”) and the Services shall be completed by **31<sup>st</sup> July 2015** (“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 **DFID Zimbabwe** (“the Recipient”).

### **3. Financial Limit**

- 3.1 Payments under this Call-down Contract shall not, exceed £ **£3,399,950** (“the Financial Limit”) and is exclusive of any government tax, if applicable as detailed in Annex B. **OR**

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 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 , Programme Manager, DFID Zimbabwe.

4.2 The Contract Officer is , Procurement Specialist , DFID Abercrombie House.

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

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

##### CORE TEAM

#### **6. Reports**

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

- The contractor will consolidate reports from the MOs and produce standard quarterly, bi-annual and annual reports.
- The reports must include both results and processes of the IPs, MOs and those of the contractor.
- The contractor will also be required to produce ad hoc reports as and when requested by DFID, co-funding donors and key stakeholders.
- The contractor shall be responsible for reporting to the LFSP governance structures during monthly, quarterly, bi-monthly and ad hoc meetings.

#### **7. Scale Up/Down**

The Supplier shall commit to being fully prepared in the event any decision is made to scale up (increase) or scale down (decrease) the scope of the Programme (i.e. in relation to the Programme's inputs, outputs, deliverables, outcomes and prize fund element) during the course of the contract.

#### **8. Key performance Indicators**

These should reflect the following key areas with measures/indicators agreed during

inception:

- Strong project performance demonstrated as well as efficiency of implementation and adherence to annual work plans.
- Monitoring and evaluation produces robust data (both quantitative and qualitative) in line with milestones
- Annual reviews indicate innovative and effective approaches that reflect best practice that is replicable, scalable and potentially sustainable for the longer term
- Effective working relationships with all stakeholders at national and state and district level that helps supplier.

Annex D attached provides a list of additional performance indicators and score card that will be used to measure performance throughout the contract.

## 9. Duty of Care

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

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

## 10. Break Points

Due to the nature and duration of the Programme, the Contract must have adequate provision for variation to adapt to changes that occur during the life of the Programme. DFID shall, as a condition of proceeding from the inception phase to implementation,



have the right to request changes to the Contract, including the Services, the Terms of Reference and the Contract Price to reflect lessons learned, or changes in circumstances, policies or objectives relating to or affecting the Programme.

10.1.1 The key review points for the Programme and Contract are at stages as described in the Section 3, Terms of Reference.

1. After the inception phase and at the
2. Mid-term review points as detailed in TOR.

10.1.2

DFID reserves the right to terminate the contract if not satisfied with the proposed implementation strategy produced after the inception phase.

## 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 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: 12 February 2015

For and on behalf of

Name:

Position:

Signature:

Date: