



Section 4 Appendix A

CALLDOWN CONTRACT

Framework Agreement with: Integrity Research and Consultancy Limited

Framework Agreement for: Global Evaluation Framework Agreement

Framework Agreement Purchase Order Number: PO 7448

Call-down Contract For: Monitoring, Evaluation and Learning (MEL) Of Multi Year Humanitarian Programme (MYHP)

Contract Purchase Order Number: PO 10081

I refer to the following:

1. The above-mentioned Framework Agreement dated 12th September 2016
2. Your proposal of 2nd July 2021

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 1st November 2021 ("the Start Date") and the Services shall be completed by 31st March 2022 ("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 FCDO (the "Recipient").

3. Financial Limit

- 3.1 Payments under this Call-down Contract shall not, exceed £682,278 ("the Financial Limit") and is inclusive of any government tax, if applicable as detailed in Annex B.

4. FCDO Officials

- 4.1 The Project Officer is: *REDACTED*

- 4.2 The Contract Officer is: *REDACTED*

5. Key Personnel

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



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6. Reports

- 6.1 The Supplier shall submit project reports in accordance with the Terms of Reference 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 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.
- 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

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

No payment will be made to the Supplier under this Call-down Contract until a copy of the Call-down Contract, signed on behalf of the Supplier, returned to the FCDO Contract Officer.

Signed by an authorised signatory
for and on behalf of
Secretary of State for Foreign, Commonwealth
and Development Affairs

Name:

Position:

Signature:



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& Development Office



Date:

Signed by an authorised signatory
for and on behalf of Integrity Research and Consultancy Limited

Name:

Position:

Signature:

Date:

Section 4, Annex A

Call-down Contract

Terms of Reference

Monitoring, Evaluation and Learning (MEL) Of Multi Year Humanitarian Programme (MYHP)

1. Introduction

The UK's Foreign, Commonwealth and Development Department in Pakistan (FCDO-P) is looking to engage an independent supplier to design and implement monitoring and evaluation activities for the final year of the Multi Year Humanitarian Programme (MYHP)¹. This MEL contract is expected to last for a period of 5 months (November 2021 – end of March 2022).

MYHP is a £120 million programme over 8 years (Dec 2014 - Dec 2022), and aims to reach the most vulnerable with emergency assistance and early recovery support whilst also enabling stronger humanitarian systems with greater coordination among the humanitarian community. The overall impact of the programme is "Reduced impact from humanitarian disasters in Pakistan". Over the years the MYHP has responded to multiple complex emergencies providing a mix of interventions including non-food items (NFIs), food security and livelihood interventions, cash grants, shelter and protection assistance.

The programme was due to end in December 2020 but given the deterioration of the humanitarian context in Pakistan over the past year, due to COVID-19, desert locust infestation (the worst in 25 years) and severe monsoon rains, the programme received a time and cost extension of £20 million to assist an additional 500,000 vulnerable people by December 2021. The programme theory of change stresses that people affected by disasters have access to timely, appropriate and good value humanitarian assistance to recover which leads to reduced vulnerability to future shocks (outcome), and this is being achieved by the following outputs:

- a) Timely delivery of appropriate relief in the aftermath of disasters;
- b) Relief and recovery which is integrated, reducing vulnerability to future shocks;
- c) More effective systems which help people gain access to services; and
- d) Improved coordination and targeting of humanitarian projects.

2. Context

Pakistan is among the most disaster-prone countries in South Asia, having suffered an estimated \$18bn in damages and losses during the past decade. The country is highly vulnerable to natural disasters – including recurrent floods, earthquakes, drought and urban shocks such as heatwaves and dengue. There are roughly two humanitarian emergencies every year in Pakistan, affecting millions of people. In addition, Pakistan is home to around 2.16 million refugees and internally displaced people. The country faces significant problems of chronic food insecurity and malnutrition; around 6.6 million people

¹ <https://devtracker.fcdo.gov.uk/projects/GB-1-204603>



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in Pakistan are currently in humanitarian need, of which 3 million face severe food insecurity. COVID-19 has exacerbated the already precarious food security situation.

According to the Multi-Dimensional Poverty Index (MPI) for vulnerability to food insecurity, coupled with long-term data on natural hazards (flood, drought), overall an estimated 36.43 million people are persistent and chronically vulnerable and are highly exposed to natural hazards and shocks in Pakistan.

3. MYHP Programme Overview

Summary Information	
Programme Time Frame	Dec 2014 – Dec 2022
Approved Budget	£120 million
Geographical Scope	National – across Pakistan

The MYHP provides support to those in need of humanitarian assistance through immediate relief and early recovery, depending on the extent of humanitarian needs. Funding is contingent on the scale of the natural disaster, conflict-driven humanitarian needs and overlapping emergencies. The programme also supports reform - enabling humanitarian responses to be more locally owned, innovative and effective in future. In addition, the MYHP team also works cross-mission to strengthen coordination and relationships with Government and development partners, to ensure effective and timely delivery of response in the event of an emergency. The programme has four main pillars, illustrated in Figure 1:

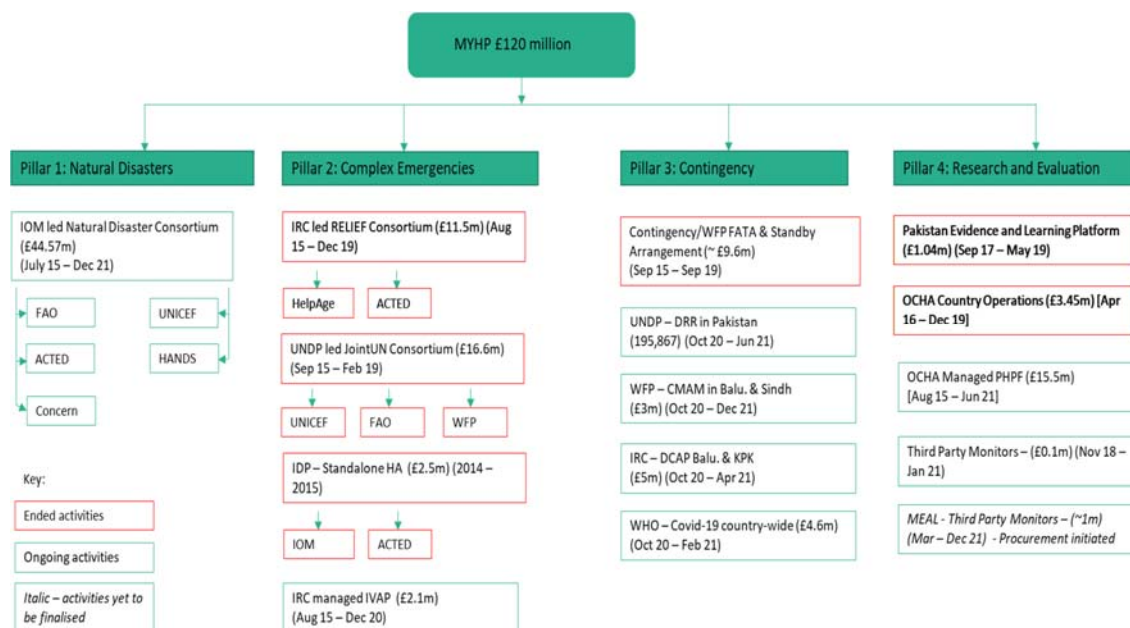


Figure 1: MYHP Programme Structure

Pillar I - Natural disasters: The first pillar aims to address recurrent emergencies brought about by natural disasters. This pillar has strong emphasis on response and the recovery phase of recurrent responses to disasters related to climate change including monsoon floods, extreme snowfall and droughts.



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Pillar II - Complex emergencies: The second pillar provides for protracted needs brought about by the conflict in border areas.

Pillar III - Contingency: The third pillar of the programme was based on a contingency fund to enable a funding surge in the event of a larger-scale unpredictable emergency. This allowed for extra response capacity, if sudden and unforeseen spikes in needs exceed the “regular” response levels provided for by the programme’s first two pillars. FCDO has used this pillar to programme our response to COVID-19 through WFP, IRC and WHO.

Pillar IV - Reform and evaluation: The fourth pillar of the programme is designed to support humanitarian reform with three sub-objectives:

- Encouraging better targeting of vulnerable people;
- A higher performing UN central pooled fund;
- Monitoring and evaluation function to ensure consistent quality and management.

This contract will sit within Pillar IV of the programme.

The programme aligns with the UK Humanitarian Reform Policy and supports UK commitments to the World Humanitarian Summit and the Grand Bargain². The programme complies with the UK International Development (Gender Equality 2014) Act and ensures inclusion of people with special needs.

3 (a). Interventions:

The response and recovery interventions cover the following strands:

Shelter:

The provision of safe shelters significantly reduces vulnerability to disasters, enabling the most vulnerable households to avoid the loss of homes during disasters. The programme provides shelter recovery support to the most vulnerable families who have been affected by previous natural disasters.

Water Sanitation and Hygiene (WASH):

Water, basic sanitation and hygiene are identified as a critical priority after all disasters, in particularly floods and recently under COVID-19 response. MYHP provides emergency WASH interventions such as the provision of safe drinking water, rehabilitation or construction of basic sanitation services, hygiene promotion, soap and menstrual hygiene items.

Food Security and Livelihoods (including cash transfers):

Food Security assistance, including cash and in-kind, are provided to support immediate needs. Disaster resilient farming and livelihood protection are also promoted by partners implementing recovery activities. MYHP provides food security (unconditional cash/food) and livelihoods recovery (agriculture/inputs) through several implementing partners under Pillar 1 and Pillar 3. Existing MYHP lead delivery partners are channeling resources through both UN agencies and non-government organizations to target districts across Pakistan affected by multiple hazards.

Emergency health:

² MYHP seeks to contribute to all of the UK’s Grand Bargain Commitments but focuses particularly on localisation, coordination of cash-based programming and impartial needs assessment thematic areas.



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In response to the immediate health needs created by COVID-19, MYHP is working through WHO on a) infection prevention and control for the safe resumption of essential health services; b) disease surveillance systems with renewed attention on integration of COVID-19 surveillance systems with Integrated Data Management System, sentinel surveillance, and the transition from the use of polio surveillance infrastructure; and c) safety and protection of frontline health care workers.

Emergency nutrition:

Over 5 million children under the age of five are wasted in Pakistan and are at significantly increased risk of mortality and morbidity. MYHP is delivering life-saving nutrition for children and pregnant and lactating women (PLW) through community-based management of acute malnutrition (CMAM) in Baluchistan and Sindh provinces.

Gender & Disability:

Women and girls are amongst the most vulnerable to natural disasters. Other vulnerable groups include those living with disability and the elderly. MYHP has been designed to address the needs of the most vulnerable, and where needed special interventions have been developed. The programme is committed to ensure that people with disabilities are targeted by all project initiatives (including WASH, Nutrition, Health and the cash-based programming) and that all rehabilitation of community infrastructure is completed with a view to accessibility. While all activities are not directly aimed at the PWDs, inclusion of the disabled is ensured by prioritising them through the beneficiary selection criteria (as is also the case with gender).

Protection & Do No Harm:

A more cohesive and inclusive approach ensuring age, gender and diversity are factored into programming and a 'do no harm' approach is achieved with all interventions. The design of this programme and all delivery pillars strongly focusses on reducing gender inequality with an aim to target women and female headed households who are amongst the most vulnerable to natural disasters and conflict. For all programme results, the impact on women and girls is a key criterion and all results are disaggregated by sex, where feasible.

3 (b). Programme Key Results:

By December 2021, the programme aims to reach at least 2.5 million people with immediate emergency response and 4-5 million people through recovery assistance. MYHP has already reached approximately 6 million people with emergency assistance and recovery through a mix of interventions including: water and sanitation, livelihoods support, protection mechanisms and shelter till Dec 2019. This figure includes around 2.8 million people who were reached through the Natural Disaster Consortium (NDC's) emergency drought response in Sindh and Baluchistan. In addition to responding to natural disasters, MYHP has provided emergency support to internally displaced persons (IDPs) from the conflict in the Newly Merged Districts (NMDs) and the wider Khyber Pakhtunkhwa (KP) Province.

In 2019, the programme helped to reach more than 22,700 Persons with Disabilities (PWDs) through water, sanitation and livelihoods support. In 2020, 9,200 Persons with Disabilities (PWDs) were supported by the programme.

At present, the MYHP is providing protection to the most vulnerable communities from the impacts of COVID-19 alongside responding to ongoing crises. By December 2021, the programme is expected to assist a further 500,000 people with emergency and recovery interventions as part of the MYHP £20



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million uplift to respond to COVID-19 and seasonal floods, specifically around the following output areas:

- Minimum of 100,000 vulnerable people reached with unconditional cash/food assistance in urban and rural areas to increase the purchasing power and food consumption of the most food poor and labour constrained members of the population;
- Minimum of 350,000 people have improved access to information and essential water, sanitation and hygiene (WASH) services in vulnerable communities;
- Prevent, anticipate and address risks of violence, discrimination and marginalisation towards at least 10,000 vulnerable people by enhancing awareness and understanding of the Covid-19 pandemic at community level; and
- Minimum of 70,000 individuals (children under 5 years and pregnant and lactating women) reached with life-saving nutrition assistance through community-based management of acute malnutrition (CMAM).

Monitoring and evaluation on MYHP to date

MYHP has been using independent third-party monitoring suppliers since May 2016³. The last TPM contract managed by GLOW under a local contract ended on 31 January 2021. The TPM have provided FCDO with 36 monitoring reports. These were prepared after visiting MYHP programme activities across Pakistan including NMDs and document progress made and reported on programme activities related to protection, WASH, shelter, food security and livelihoods. TPM also assessed the quality and effectiveness of partners' feedback mechanisms and completed asset verification, as part of their monitoring visits.

Future programming

2020 was supposed to be MYHP's final year of delivery, with FCDO in the process of designing an integrated humanitarian and resilience programme named 'Building Resilience and Addressing Vulnerability to Emergencies in Pakistan (BRAVE)' Programme. With the COVID-19 pandemic, BRAVE was put on pause and the MYHP extended to provide the FCDO a vehicle to respond to COVID-19 and more recently Afghanistan Crisis. BRAVE is currently undergoing a period of revision based on the change in context (COVID-19, locust etc.) and developments in Pakistan on shock-responsive social protection and disaster management that came about due to COVID-19. BRAVE will be informed by lessons learnt under the MYHP programme and the recently closed FCDO Building Resilience to Disasters in Pakistan (BDRP) programme. This MEL contract will be particularly important for informing the MYHP completion report and inception period of the new programme - BRAVE.

4. The Objective

These terms of reference and tender relate to the Pillar IV: independent monitoring, evaluation and learning (MEL) and cuts across all other pillars. The objective of the contract will be two- fold, covering both accountability and learning:

- To provide independent monitoring and verification of programme activities included in the MYHP extension in order to ensure that FCDO and implementing partners have sufficient oversight on the quality of implementation and enable course corrections where necessary.
- To evaluate the performance of key interventions within the MYHP and synthesise learning on what works, for who and in what context in order to assess the effectiveness of key

³ To date MYHP has procured TPM services from: GLOW (May 2016- May 2017), VTT Global (December 2017 – July 2018) and GLOW (November 2018 – January 2021)



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interventions in the programme and inform future humanitarian and resilience programming for FCDO Pakistan.

5. Scope of Work

The primary deliverables for this contract will be regular monitoring of MYHP programme interventions during its last year (April 21 – March 22) and a performance evaluation focussed on key intervention areas across the programme. Further detail on the scope of each of these deliverables and an indicative estimate of the balance between monitoring, evaluation and learning activities are outlined below.

Ongoing monitoring of programme interventions (40%): Monitoring of field activities of the MYHP programme, and physical verification of the milestones/results achieved by lead MYHP partners and respective downstream partners. In this respect, four field visits should be conducted throughout the duration of the contract, in consultation with FCDO, consortium leads and partners, unless specified otherwise by FCDO Pakistan. This will provide a deeper understanding of the quality of implementation, provide lesson learning and feed into MYHP's programme completion review.

Programme activities that are within the Monitoring scope of this contract are summarised in the table below:

S. #	Organisation	Timeframe	Budget	Details	Target Province/District
1	Natural Disaster Consortium - NDC	9 months (Mar - Dec 21)	-	Budget and nature of interventions depend on the scale of response in case of any humanitarian emergency in 2021.	Geographical locations may vary.
2	WHO – Phase I & II	18 months (April 20 - Sept 21)	£4,647,676	Support the Government of Pakistan to respond to and maintain the gain in responding to the ongoing outbreak of COVID-19 disease in Pakistan.	National level response
3	UNOCHA - PHPF	15 months (Apr 20 - Jun 21) <i>(subject to time extension of this component)</i>	£4,500,000	Three PHPF Reserve Allocation for COVID-19 and Flood Response	Baluchistan, KP and Sindh
4	WFP	15 months (Oct 20 - Dec 21)	£3,000,000	Nutrition assistance for children and women through community-based management of acute malnutrition (CMAM) in Baluchistan and Sindh	Baluchistan - Quetta, Sindh - Umerkot



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6	UNDP – NDMA	9 months (Oct 20 - Jun 21) <i>(subject to time extension of this component)</i>	£195,867	Continuity of BDRP intervention under NDMA	National level response

The specific focus of each monitoring report will vary however, FCDO expect the Supplier to, but will not be limited to:

- assess partners' progress against detailed work plans, deliverables and targets
- assess the quality of implementation including assessment of any challenges;
- meet with beneficiaries to ascertain their perception of the changes and immediate impact resulting from the interventions, highlighting any delivery issues (specifically from safeguarding perspective);
- visit relevant local government offices to obtain their views on partner interventions, performance and their wider engagement with future development plans for the sectors;
- sample checks on expenditures and monitoring of cash or in-kind disbursements made (reconciliation of cash transfers);
- Conduct asset spot checks for the projects when requested and share its findings with the monitoring report.

The supplier will liaise with and maintain regular contact with FCDO and implementing partners/consortiums on sharing experiences, lessons learned and specially bringing information into knowledge. MEL team will need to review the narrative progress reports from partners, as required. Where possible, team will also verify the information provided based on their knowledge of the project and the findings of the most recent field monitoring visit.

Evaluation & Learning (60%): In addition to monitoring programme activities, the supplier will also produce a performance evaluation, focused on key thematic intervention areas of the programme. This will draw on secondary data sources, including TPM reports and data collected on the programme to date, partner monitoring, progress and survey reports and annual reviews conducted by FCDO (see Section 8 for more details on the data available). Secondary data will be complemented by primary data collected by the supplier through field visits, beneficiary feedback and key informant interviews with key stakeholders involved in the programme.

Given the timeframe of this contract we do not expect the performance evaluation to cover the entire programme. Key intervention areas for inclusion in the evaluation are, but not exclusive to

- 1) *Cash-based activities:* MYHP has delivered cash-based activities to respond to multiple disasters and for early and residual recovery activities. Most recently in response to the secondary impacts of COVID-19 and 2020 monsoon floods by NDC, PHPF and IRC. Global evidence finds that cash transfers are a cost efficient (cheaper than commodity-based operations), more equitable and efficient means of assisting communities (giving choice to



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affected beneficiaries to utilise cash in an efficient manner). Cash-based activities in MYHP have been designed based on a situational analysis, communities' demand and in consultation with the cash working group and district governments. Indicative evaluation questions may include:

- To what extent have cash-based activities been used for their intended purpose? *[OECD DAC criteria: Effectiveness]*
- What have been the positive, negative, intended and unintended consequences of cash-based activities *[OECD DAC Criteria: Impact]*
- To what extent have cash-based activities created a multiplier effect on markets and demand for services? *[OECD DAC Criteria: Impact]*
- How suitable is the selection processes used to identify beneficiaries (inclusion/exclusion errors), target areas and to what extent has the selection theory translated into field practice? A particular focus will be on the impact of activities on the most vulnerable groups including but not limited to women and girls, elderly and disabled *[OECD DAC criteria: Relevance, Equity, Effectiveness]*

2) *Recovery Activities*. Over the duration of the programme the MYHP has supported early and residual recovery activities to support households affected by the 2014, 2015 and 2019 floods. Over 600,000 individuals have been assisted since 2015. Early Recovery (ER) is an approach that addresses recovery needs that arise during the humanitarian phase of an emergency; using humanitarian mechanisms that align with development principles. It enables people to use the benefits of humanitarian action to seize development opportunities, build resilience, and establish a sustainable process of recovery from crisis. It is a vital element of an effective humanitarian response. It should be an integrated, inclusive and coordinated approach to gradually turn the dividends of humanitarian action into sustainable crisis recovery, resilience building and development opportunities. Recovery activities have been designed based on UN and partner needs and recovery assessments in agreement with FCDO and local Government officials. Indicative evaluation questions may include:

- How does the project's output reflect objectives for Early Recovery such as sustainable recovery, resilience and a return to longer term development? *[OECD DAC Criteria: Relevance]*
- Do the projects planning, and implementation process follow best practice Early Recovery Guidance and Approaches? *[OECD DAC Criteria: Efficiency]*
- What have been the observed changes at the outcome level? How has the project contributed to outcome level changes? *[OECD DAC Criteria: Effectiveness]*
- What factors have contributed to achieving, or not achieving intended outputs and contributions to outcomes and outputs? *[OECD DAC Criteria: Effectiveness]*
- What were the positive or negative, intended or unintended, changes brought about by the project? *[OECD DAC Criteria: Impact]*
- Were the project's positive outputs maintained and expanded? *[OECD DAC Criteria: Sustainability]*
- Do the communities have a high degree of ownership over the initiatives? *[OECD DAC Criteria: Sustainability]*

In addition to these interventions, the supplier will also focus on the following cross-cutting issues:



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- Assess if VFM considerations are being factored into key interventions, including determining the extent to which the efficiency, economy, effectiveness and equity is being achieved with appropriate examples. *[OECD DAC criteria: Efficiency]*
- Examine the process used to identify beneficiaries and the extent to which selection theory is translated into field practice. *[OECD DAC criteria: Effectiveness]*
- Examine the beneficiary feedback mechanism under the MYHP programme and its effectiveness, *[OECD DAC criteria: Effectiveness]*
- Assess the overall impact on the most vulnerable groups including but not limited to women and girls, elderly and disabled. *[OECD DAC criteria: Impact]*

The scope of the evaluation will be discussed further and finalised in consultation with the successful supplier during the inception period. Prior to conducting the evaluation and finalising the methodology, the supplier should consult and agree with FCDO team on:

- the key evaluation questions;
- sub-questions that explore in more detail what FCDO wants to learn from the evaluation;
- assessment criteria that will be used to evaluate the performance of the programme against each of the questions; and
- the most appropriate sources of data/ evidence and research methods for collecting the data.

Further detail on the scope of the work in the inception phase is provided below.

Inception Phase

During the inception phase, the Supplier, in consultation and agreement with FCDO Pakistan, will be expected to finalise the scope of work, developing a detailed methodology and implementation plan. The inception phase will start from 01 November 2021 for a period of four weeks (including time for report preparation as per FCDO's agreement).

- The key deliverable for the inception phase will be a short Inception Report, which should outline in detail the approach to be used for a) on-going monitoring of programme interventions (40%) and b) evaluation and learning (60%) This should include: Outline of the methodological approach for all MEL activities including detail on the proposed sampling approach and data collection (including a method for quality control). Bidders should consider details in Section 6 of the ToR which outlines considerations for the methodological approach;
- A detailed workplan and timelines for all MEL activities, including deliverables to be achieved during the inception phase and at the performance evaluation. See details in Section 10 on timeframe and deliverables;
- An overview of the team, their relevant expertise and the governance structure for managing MEL activities;
- A review of the main risks and challenges for the MEL activities and how these will be managed;
- Confirmation of complying with ethics principles prior conducting fieldwork in Pakistan and a discussion on how the design and application of methods will be ethically sound and will meet relevant ethical standards.

Upon approval of the Inception Report by FCDO, the implementation phase will start and will last for four months (till 31 March 2022).

Progress on the Implementation Phase will be tracked against the agreed work plan deliverables, prepared during the Inception Phase.



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6. Methodological considerations

Suppliers should propose a robust and well-justified methodological approach, based on the nature of the programme, the timeframe of the contract and the overall purpose, objectives and evaluation questions.

While FCDO does not specify an evaluation methodology, initial thinking on the programme suggests that a theory-based, realist approach might be most suited to measure the performance of key interventions outlined above. Suppliers can however suggest other recognised evaluation approaches as long as they provide a good rationale for their choice. It is expected that any method proposed would follow a mixed method approach, drawing on existing and new primary data, both qualitative and quantitative. The evaluation design will be refined in the inception report and any proposed changes to the approach after inception will need to be agreed with FCDO.

The supplier must make available an appropriate management, quality control (editors, proof readers, etc.) and backstopping mechanism, secretariat and any other support staff necessary to undertake the programmes and projects. The supplier will be required to agree a work plan and will submit quarterly progress reports to identify financial and project risks and mitigation actions.

Details of the proposed approach should be outlined in the technical bid by potential suppliers and include a draft methodology and evaluation framework. The Monitoring and Evaluation Framework for the performance evaluation should guide the data collection and analysis of primary and secondary data.

7. Recipient

The primary recipient of the deliverables will be the FCDO and implementing partners (as outlined in Figure 1). The information from the monitoring, spot checks and beneficiary feedback will provide FCDO with sufficient oversight and assurances on remaining programme activities, as well as ensure course corrections can be made to activities. Evaluation and learning deliverables will be used by FCDO to assess what works in key intervention areas of the programme and inform FCDO's future humanitarian programming in Pakistan. Reports may also be provided to other stakeholders working in the humanitarian and social protection space in Pakistan (e.g. development partners involved in the Good Humanitarian Donor Group, UN partners and National Humanitarian Network) on a need basis.

8. Data availability

The supplier will have access to secondary data along with qualitative and quantitative monitoring data from the implementing partner, and previous TPM reports of the programme. Key programme documents including the Business Case, Logical frameworks and partners' progress reports will also be shared.

The supplier will need to undertake primary data gathering (qualitative and quantitative) aimed at understanding whether specific interventions and approaches that support outcomes and outputs might have the intended and unintended impact. The supplier will ensure that appropriate arrangements, processes and procedures are in place for considering the sensitive cultural issues that women and other marginalised groups face in the Pakistani context and ensure Do No Harm risks are minimised. Data should be disaggregated and where applicable a gender analysis of differences in perspectives should be analysed and presented.



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9. Supporting documentation

In order to provide bidders with additional information on the MYHP, the following documents on the programme are available to bidders through Devtracker:

<https://devtracker.fcdo.gov.uk/projects/GB-1-204603>

- MYHP Business Case and Theory of Change
- MYHP Annual Reviews
- MYHP Logframe

Once the winning bidder has been selected, they will also be provided with all relevant documentation on the programme, including previous TPM reports, progress reports from partners and lists of beneficiaries.

10. Timeframe and deliverables

The contract duration will be from 1 November 2021 to 31 March 2022 with a schedule of input agreed with FCDO at the contract signing stage.

The indicative timeline of deliverables is outlined below:

Deliverable	Indicative timeline	Expected delivery date
Inception report	4 weeks	26 November 2021 (first draft)
Four monitoring reports to cover multiple projects under MYHP (projects/ interventions/ areas to be decided with FCDO team prior conducting these visits)	4-5 weeks for each monitoring report	Every 4-5 weeks
Draft performance evaluation report		15 March 2022
Final evaluation report	End of the contract	31 March 2022

11. Budget

The budget for this contract is up to £682,278k GBP, including travel, expenses and relevant taxes.

12. Governance and Management Arrangements

The supplier will report directly to FCDO Pakistan. The MEL reports and invoices should be addressed to the Programme Officer, Climate, Humanitarian and Resilience Team (CHART), FCDO Pakistan, and, if necessary, to the Senior Responsible Owner on strategic and management issues. The supplier will work closely with the Programme Officer (CHART) and report to him/her on contract/ compliance requirements and finances.

To implement the programme, the supplier will be responsible for the financial, administrative and logistical arrangements for the monitoring, evaluation and learning component. This will include all activities including:

- Managing the disbursement of and accountability for FCDO funds, including through financial reporting and annual audits; and
- Development of close and effective working relationships with other MYHP component implementers.



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The supplier will appoint a Team Leader with overall responsibility for delivering on these ToR that has the requisite leadership and technical experience and credentials.

13. Performance Management

The supplier will be responsible for managing all performance and tackling poor performances. They will be required to demonstrate strong commitment towards transparency, financial accountability, due diligence of partners and zero tolerance to corruption and fraud.

FCDO will manage performance of the supplier through outputs. Payment will be linked to the delivery of time-bound quality outputs. The criteria for quality outputs will be finalised in consultation with the supplier, during the inception period. Outputs will not be allowed to be deferred unless under exceptional circumstances agreed with FCDO. The proposed outputs are listed below:

Outputs	Method of Measurement
Submission of Inception Report	On time submission of the Inception Report. Report has elements as specified in Paragraph 5 of the TOR.
Submission of 4 monthly monitoring reports	On time submission of the reports. A field visit monitoring report for each visit must be submitted to FCDO no later than 10 days after each field visit. Reports have elements as specified in Paragraph 5 of the TOR and as agreed by both supplier and FCDO in the inception period.
Performance Evaluation	On time submission of the report. Reports have elements as specified in Paragraph 5 of the TOR and as agreed by both supplier and FCDO in the inception period. The quality of the output will also be measured against how well the supplier address the evaluation questions outlined in the TOR.

The supplier will be responsible for any sub-contracting of organisations to implement the specified components. The supplier will be responsible for its performance and for managing the performance of its sub-contractors in line with the FCDO supply partner Code of Conduct. Performance of the supplier and its contractors will be managed through clear contracts with robust and appropriate implementation plans, including agreed outputs and payments based on performance.

14. Timeframe

This MEL contract is expected to last for a period of 5 months (1 November 2021 – 31 March 2022). A possible 3-month extension to the MEL contract is subject to FCDOs discretion and would be contingent on an extension of the MHYP contract and supplier performance. An extension would be up to the value of £300k.

15. Payment Model

This will be a payment by results contract i.e. payments would be triggered on approval of MEL Reports. Key milestones against which payments will be made, are mentioned above under point 13. Payments



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will be made against these milestones once the FCDO team is content and approves the deliverable. In total, there will be 6 payments, including one against each four monitoring reports, the inception report and the performance evaluation report

16. Break Clause

FCDO will have the option to invoke a break clause after three months into contract signing (on receiving one inception and one monitoring report) contingent on the performance of the supplier. The break clause is the opportunity to respond to performance; monitoring quality; quality of reports; financial performance; safeguarding and or fraudulent/corruption issues.

17. Accounting/Auditing

Payments to the supplier will be made in arrears by FCDO based on approved work plans and budgets and agreed milestones. Given the short duration of this contract, supplier must set out on monthly basis the progress made towards achieving agreed milestones with recommendations for corrective action, if required.

To ensure financial forecasting is highly accurate for this contract, the supplier should clearly set out in their work plan when they expect deliverables to be submitted in line with ToRs, and an updated work plan will be agreed on a quarterly basis and continuously updated to ensure it takes into account any programmatic changes.

The supplier will appoint a State Bank of Pakistan approved international audit firm acceptable to FCDO to conduct annual audits of its accounts and those of downstream partners. The supplier will share all audit reports with FCDO within 2 weeks of receiving a completed audit report.

18. Risks and challenges

The supplier may need to work in areas that have been affected by conflict in the past and/or are insecure. Travel to many zones within the regions may be subject to obtaining No Objection Certificates from the Ministry of Foreign Affairs and/or relevant provincial authority in advance. The supplier will be responsible for obtaining the NoCs and should consider this factor in developing activity plans. The security situation in some locations may be prohibitive at times, requiring arrangements for duty of care and precautionary measures. The supplier should be comfortable working in such an environment and should be capable of deploying to any areas required within the regions in order to deliver the contract (subject to NoC being granted and security advice).

Suppliers should include in their bids the key risks that they perceive and how they plan to manage and mitigate them. These risks should be presented in a risk matrix, including the level of risk and how partners plan to identify, monitor and respond to these challenges. Some of the key risks and challenges that FCDO has already identified, and which suppliers are expected to address in addition to other risks, include methodological, coordination, delivery (given COVID situation) and data challenges.

19. Conflict of Interest

Suppliers bidding for this contract should have no conflict of interest with the main service providers or any downstream partner firms delivering interventions for the MYHP programme. Selected suppliers will be required to declare any conflicts of interest, both for the organisation as a whole, and individuals assigned to this work. And also outline how these risks will be mitigated, to ensure no conflict in the delivery of this role.



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20. Registration

The supplier, whether a for-profit or not-for-profit organization i.e. private sector/ INGO/NGO/CSO (or its local affiliate in Pakistan) or in any other form recognized by law, must be registered under the relevant department as laid out by rules of the government of Pakistan. The organization must be in full compliance with the rules and regulations specified by the body under which it is required to be registered.

21. Fraud and Corruption

Safeguarding taxpayers' monies from fraud and corruption are of utmost importance. The supplier will ensure not only its staff, but the staff of downstream partner organisations in the case of a consortium are fully aware of and compliant to FCDO's policies related to fraud and corruption.

22. Safeguarding

FCDO's aim across all its programming is to avoid doing harm by ensuring that our 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. We seek to ensure our interventions do not displace/undermine local capacity or impose long-term financial burdens on partner governments. We therefore require partners to lead and robustly consider environmental and social safeguards through their own processes and to live up to the high standards in safeguarding and protection which FCDO requires.

Only partners with proven safeguarding policies and procedures will be selected. This includes policies, which expressly prohibit sexual exploitation and abuse and a commitment to address reports of such acts. The supplier will be required to produce a robust risk analysis ahead of implementation, including setting out mitigating safeguarding measures. A clear reporting and whistle blowing procedure to ensure reporting of any cases of misconduct to FCDO should be put in place.

The supplier will ensure that proper safeguarding measures are in place, including but not limited to the following:

- a. That the supplier (and its consortium partners) provide a safe and trusted environment which safeguards anyone who the organisation has contact with, including beneficiaries, staff and volunteers.
- b. That the supplier (and its consortium partners) sets an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward, and to report incidents and concerns with the assurance they will be handled sensitively and properly.
- c. That the supplier (and its consortium partners) has adequate safeguarding policies, procedures and measures to protect people and these are shared and understood.

23. 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 programme at times target highly sensitive areas of work. The supplier must demonstrate a sound understanding of the ethics in working in such areas and applying these principles throughout the



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lifetime of the programme to avoid doing harm to beneficiaries. In particular, the design of interventions including research and programme evaluations should recognise and mitigate the risk of negative consequence for women, children and other vulnerable groups. The supplier will be required to include a statement that they have duty of care to informants, other programme stakeholders and their own staff, and that they will comply with the ethics principles in all programme activities. Their adherence to this duty of care, including reporting and addressing incidences, should be included in regular reporting to FCDO.

A commitment 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.

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

24. UK Aid Branding

Partners that receive funding from FCDO must use the UKaid 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.

25. Transparency

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/>

26. Digital Principles for Partners and Suppliers

FCDO expects all partners and suppliers who manage aid programmes with a digital element to adhere to the global [Principles for Digital Development](#). If any proposal contains a digital element this must be costed separately within the proformas and are subject to approval by FCDO's digital team.

27. Ethical Principles

It is a requirement that all partners FCDO commissions and funds, comply with the Ethics Principles. Partners will be required to include consideration of ethical issues and a statement that they will comply with the ethics principles.

28. 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 Framework Agreement.

29. Duty of Care



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The supplier is responsible for the safety and well-being of its personnel and Third Parties affected by the supplier's activities under this contract, including appropriate security and safeguarding arrangements. It will also be responsible for the provision of suitable security arrangements for its domestic and business property.

FCDO will share available information with the supplier on security status and developments in-country where appropriate. FCDO will provide the following:

- a. Supplier will be offered a copy of the latest British High Commission Security awareness document on arrival.
- b. All such personnel must register with their respective High Commissions/Embassies to ensure that they are included in emergency procedures.

The supplier is responsible for ensuring appropriate safety and security briefings for all of its personnel working under this contract and ensuring that the personnel receive briefing as outlined above and a personnel register is kept. Travel advice is also available on the FCDO website and the supplier must ensure all its personnel are up to date with the latest position.

The supplier should be comfortable working in such an environment and should be capable of deploying to any areas required within the region in order to deliver the contract (subject to travel clearance being granted).

The supplier is responsible for ensuring that appropriate arrangements, processes and procedures are in place for their personnel, taking into account 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 supplier must ensure their Personnel receive the required level of training.

Bidders must develop their tender based on being fully responsible for duty of care in line with the details provided above and the initial risk assessment matrix developed by FCDO (see page 18). They must confirm in their 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 the capability to manage their duty of care responsibilities throughout the life of the contract.

If you are unwilling or unable to accept responsibility for security and duty of care as detailed above, your tender will be viewed as non-compliant and excluded from further evaluation. Acceptance of responsibility must be supported with evidence of capability and FCDO reserves the right to clarify any aspect of this evidence.

In providing evidence bidders should consider the following questions (**taking into account all provinces**):

- a. Have you completed an initial assessment of potential risks that demonstrates your knowledge and understanding, and are you satisfied that you understand the risk management implications (not solely relying on information provided by FCDO)?
- b. Have you prepared an outline plan that you consider appropriate to manage these risks at this stage (or will you do so if you are awarded the contract) and are you confident/comfortable that you can implement this effectively?



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- c. Have you ensured or will you ensure that your staff are appropriately trained (including specialist training where required) before they are deployed, and will you ensure that on- going training is provided where necessary?
- d. Have you an appropriate mechanism in place to monitor risk on a live / on-going basis (or will you put one in place if you are awarded the contract)?
- e. Have you ensured or will you ensure that your staff are provided with and have access to suitable equipment, and will you ensure that this is reviewed and provided on an on- going basis?
- f. Have your appropriate systems in place to manage an emergency / incident if one arises?



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FCDO Overall Project/Intervention Summary Risk Assessment Matrix

Theme	FCDO Risk Score	FCDO Risk Score	FCDO Risk Score	FCDO Risk Score	FCDO Risk Score	FCDO Risk Score	FCDO Risk Score	FCDO Risk Score	FCDO Risk Score	FCDO Risk Score
Province	Islamabad Capital Territory & Rawalpindi	Punjab (north) including Lahore	Punjab (south)	Sindh (north)	Sindh (south) including Karachi	Baluchistan	Khyber Pakhtunkhwa (south) including Peshawar	Khyber Pakhtunkhwa (north and east)	Karakorum Highway (KKH)	Gilgit-Baltistan (except KKH)
Overall Rating*	2	3	3	4	4	5	4	3	3	2
FCO Travel Advice	2	2	2	3	2	4	4	3	4	2
Host Nation Travel Advice	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Transportation	3	3	4	4	4	4	4	4	4	4
Security	2	3	3	4	4	5	4	4	4	3
Civil Unrest	4	4	3	3	4	2	4	3	2	3
Violence/crime	3	3	4	4	5	4	4	3	3	2
Terrorism	3	3	3	3	4	5	5	3	3	3
Conflict (war)	2	2	2	2	2	4	3	2	2	2
Hurricane	2	2	2	2	2	2	2	2	2	2
Earthquake	3	3	3	3	3	4	4	4	4	4
Flood / Tsunami	2	4	4	4	4	3	2	2	2	2
Medical Services	1	2	3	3	2	4	3	3	4	4
Nature of Project Intervention										

1	2	3	4	5
Very Low Risk	Low Risk	Medium Risk	High Risk	Very High Risk
Low		Medium	High	

*As assessed by FCDO Risk Manager and security Threat Analyst



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Appendix A: 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> <ol style="list-style-type: none"> 1. The Parties acknowledge that Clause 33.2 and 33.4 (Section 4 Appendix A 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 Personal Data necessary for the administration and / or fulfilment of this contract. 2. 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 Personal Data necessary for the administration and / or fulfilment of this contract.