

## Tender for supplier: Safeguarding in international development research consultation phase

### Request for proposal

UKCDR are seeking to commission a supplier to conduct wide-reaching and inclusive consultations with stakeholders on a draft set of principles and best practice guidance on safeguarding in the international development research context, with a view to producing a final deliverable by February 2020.

### About UKCDR

The UK Collaborative on Development Research (UKCDR) is a group of research funders interested in international development; including Government departments with Official Development Assistance (ODA) research funds, UK Research and Innovation, the devolved administrations and the Wellcome Trust.

UKCDR is governed by Her Majesty's Government's Strategic Coherence of ODA-funded Research (SCOR) Board independently chaired by Professor Peter Piot and brings together the Chief Scientific Advisors and Directors of UKCDR's core members; the Department for International Development (DFID), the Department of Health and Social Care (DHSC), the Department of Business, Energy and Industrial Strategy (BEIS), UK Research and Innovation (UKRI) and the Wellcome Trust.

The SCOR Board aims to build high-level coherence across all Government ODA-funded science and research and to maximise the impact and relevance of the UK's ODA research investments. More details of the members are available in **Annex 1**.

As UK funders of ODA research, the SCOR Board are committed to playing a leadership role in working with partners to have absolute assurance that the moral leadership, the systems, the culture and the transparency that are needed to fully protect vulnerable people are in place.

Further information on UKCDR can be found at our website: [www.ukcdr.org.uk](http://www.ukcdr.org.uk)

### Background

Following an increased focus on preventing sexual exploitation, abuse and harassment in the aid sector in 2018, UKCDR was requested by the SCOR Board to look specifically at the issue of safeguarding in the context of international development research.

In October 2018, with guidance from a dedicated [expert group](#), UKCDR supported UK funders of international development research in the publication of [a joint statement](#) on their commitment to safeguarding on the occasion of the *Putting People First: Tackling Sexual Exploitation and Abuse and Sexual Harassment in the Aid Sector* Summit hosted by DFID.

To guide UK research funders and other stakeholders in the implementation of this joint commitment, [UKCDR commissioned an evidence review](#) to characterise the nature of specific safeguarding issues and challenges that may arise in the international development research context, identify existing guidance and review its implementation, and to draft practical and relevant safeguarding principles and guidance to raise safeguarding standards across the sector. This comprised literature, media and policy reviews and key stakeholder interviews.

The outputs of this work can be found on UKCDR's website:

- [Safeguarding in international development research: briefing paper](#)
- [Safeguarding in international development research: evidence review](#)

Thorough and inclusive consultations in the UK and in low- and middle-income countries (LMICs) are now required to finalise the draft principles and best practice guidance proposed in the evidence review.

### Core principles

This phase of work, and the final deliverable, must be led by the following principles:

- **Transparency:** must be open, accessible and widely shared<sup>1</sup>;
- **Inclusive and thorough:** participatory approach and involvement of wide stakeholder base across sectors/regions;
- **Complementary:** must refer to other guidance and not duplicate work in other sectors, including humanitarian and international development e.g. NGO/private/UN, and non-development international research;
- **Implementable:** must be feasible and realistic for all relevant stakeholders (see **Annex 2**).

It is essential that the supplier ensures consultations are representative of diverse stakeholder perspectives, including how the voices of affected communities and victims/survivors are appropriately and meaningfully represented in the final deliverable.

### Scope

The scope for this activity was developed with a safeguarding funders group comprising representatives from UKCDR's core members and responsible for providing guidance, input and oversight of this activity.

As varying definitions of safeguarding exist, the scope of safeguarding in the international development research context, which includes UK-funded research undertaken in ODA-recipient countries (low- and middle-income countries (LMICs) as defined by the [OECD DAC list](#)), has been defined for this work as follows:

*'any sexual exploitation, abuse or harassment of research participants, communities and research staff, plus any broader forms of violence, exploitation and abuse relevant to research, such as bullying, psychological abuse and physical violence.'*

### Objectives

The overall objective is to finalise the draft safeguarding principles and best practice guidance proposed in the briefing paper and evidence review, to ensure they are relevant, appropriate, feasible and effectively implementable to support systemic and cultural change in safeguarding practices in international development research.

This will be achieved through in-depth online and face-to-face consultation with a wide and inclusive stakeholder base in the UK and in selected appropriate LMIC contexts. The structure of face-to-face consultation in the UK and in selected LMICs and online consultation should be iterative to allow for mutual feedback and learning.

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<sup>1</sup> UKCDR will own the intellectual property for any reports/outputs

The final safeguarding principles and guidance developed should support stakeholders in raising safeguarding standards in the international development research context to promote long-lasting cultural and institutional change in policy and practice.

### Deliverables

To reach this objective, the supplier is expected to:

1. Develop a methodology and framework for (a) online/written feedback, to gather targeted feedback from specific stakeholders, (b) online/written feedback via open submissions to include a wider audience, and (c) face-to-face consultations via workshops/focus groups, in the UK and selected appropriate LMIC contexts, drawing on existing UKCDR networks and the suppliers' own networks and recommended individuals/organisations.
2. Launch outreach and conduct online and face-to-face consultations using deliverables 1. (a), (b) and (c), based on a timeframe proposed by the supplier.
3. Based on feedback from (2), to deliver:
  - a. High level summary of final principles and best practice guidance;
  - b. A finalised set of principles and best practice guidance that are relevant, useful and effectively implementable to support systemic and cultural change in safeguarding practices in international development research;
  - c. Updated recommendations on how to assess the impact of principles and guidance and evaluate change, including timescale and framework for how to assess potential budget implications.

Deliverables must be clear, concise, engaging and accessible to diverse audiences, in plain English (translations may be developed at a later stage) and able to be understood by non-experts in this field.

The final deliverable (3) should be produced by 14<sup>th</sup> February 2020, in order for UKCDR to launch the final principles and best practice guidance on March 2020. We expect the supplier to propose a workplan and timeline to meet this deadline.

### Deliverables timeline

Project phase	Proposed timeframe	Responsibility
<b>1. Development of methodology</b>	October 2019	Supplier
<b>2. Stakeholder outreach and consultations</b>	November 2019-January 2020	Supplier
<b>3. Development of final deliverable</b>	14 <sup>th</sup> February 2020	Supplier

### Payment schedule

<b>Deliverable</b>	<b>Payment %</b>
Methodology	20%
Consultations (1 <sup>st</sup> payment)	20%
Consultations (2 <sup>nd</sup> payment)	20%
Final deliverable	20%
Project completion	20%

Payment will be made once each deliverable has been achieved, following a timeline proposed by the supplier and agreed with UKCDR. Payment will only be made, and the next phase of work undertaken, when UKCDR has confirmed that each deliverable received is of an acceptable standard.

The supplier should include in their commercial proposal an hourly/daily consultant rate card. Invoice payment terms are 30 days from receipt of invoice.

#### Requirements

- Experience in undertaking qualitative consultations to produce principles/best practice guidance for targeted audiences.
- Expertise in issues such as safeguarding, sexual abuse, exploitation, and harassment (SEAH), bullying and harassment, human rights and research ethics. *The successful supplier does not have to demonstrate expertise in **all** the of these areas*
- Knowledge of international standards and best practice (e.g. [IASC](#), [new OECD legal instrument on ending SEAH in development cooperation and humanitarian assistance](#))
- Strong understanding of the international development research sector in the UK and LMICs.
- Able to demonstrate established networks with key stakeholders.
- Excellent writing skills and ability to tailor and communicate final output to diverse audiences.

#### Timeline for identification of supplier

Activity	Date
Issue tender to suppliers	3 September 2019
Calls with suppliers to discuss queries	12-13 September 2019
Circulation of relevant information raised in individual calls to all suppliers	13 September 2019
Proposals submitted by suppliers	20 September 2019
Interviews held with shortlisted suppliers	1-2 October 2019
Notification of contract award	4 October 2019
Contract clarification and negotiation	7-11 October 2019
Start date	14 October 2019

#### Project management

The project is commissioned by UKCDR and the selected supplier will be accountable to UKCDR. The supplier will report to: Sheila Mburu, Research and Policy Officer, [s.mburu@ukcdr.org.uk](mailto:s.mburu@ukcdr.org.uk)

#### Proposals submitted in response to this request should include the following:

- Proposed methodology to undertaking online and face-to-face consultations, including any recommendations or changes to the proposed work specification and details of the timeline for ethical review at supplier's institution.
- Clear delivery plan with timelines outlined, including details of regular updates to UKCDR on progress, any risks associated with the timelines set out and mitigation strategy in the case of delays to delivery.
- Realistic budget with detailed breakdown for proposed work.
- Details of the team that will be involved in the work, including profiles and CVs, team structure, individual responsibilities and proportion of time each team member will commit.

Please note that the General Terms and Conditions attached to this tender are non-negotiable.

UKCDR welcomes joint proposals and may consider inviting suppliers to collaborate in a partnership or consortium once proposals have been received and reviewed.

#### Non-Disclosure and Confidentiality

Any information subsequently made available to prospective suppliers is deemed confidential and must not be disclosed without the prior written consent of UKCDR unless required by law.

#### Independent Proposal

By submission of a proposal, prospective suppliers warrant that the prices in the proposal have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other potential supplier or with any competitor.

#### Costs Incurred by Prospective Suppliers

It should be noted that this document does not relate to a firm commitment from UKCDR to enter into a contractual agreement. UKCDR will not be held responsible for any costs associated with the production of a response to this Request for Proposal.

#### Contact Details

The single point of contact for all communications is as indicated below. **Electronic copies of your proposal should be submitted no later than 10pm (22.00 BST) on 20 September 2019.**

Sheila Mburu  
Research and Policy Officer  
[s.mburu@ukcdr.org.uk](mailto:s.mburu@ukcdr.org.uk)  
020 7611 8349

## Annexes

### *Annex 1: UKCDR core members (all represented on the safeguarding funders group)*

UKCDR's core contributing members are the Department for International Development (DFID), The Department for Health and Social Care (DHSC), UK Research and Innovation (UKRI), The Wellcome Trust and the Department for Business, Energy and Industrial Strategy (BEIS).

#### **The Department for International Development (DFID)**

The Department for International Development (DFID) leads the UK's work to end extreme poverty. They are tackling the global challenges of our time including poverty and disease, mass migration, insecurity and conflict. Their work is building a safer, healthier, more prosperous world for people in developing countries and in the UK too. DFID is a ministerial department, supported by 3 agencies and public bodies<sup>2</sup>. DFID works in the UK and in 150 countries around the world to help meet the Millennium Development Goals (MDGs).

#### **The Department for Business Energy, and Industrial Strategy (BEIS)**

The Department for Business, Energy & Industrial Strategy (BEIS) brings together responsibilities for business, industrial strategy, science, innovation, energy, and climate change. BEIS uses its overseas development assistant (ODA) to support and delivery 4 strategic objectives of the 2015 UK aid strategy, and the two policy interventions to deliver this are the Global Challenges Research Fund and the Newton Fund<sup>3</sup>.

#### **UK Research and Innovation (UKRI)**

UK Research and Innovation (UKRI) is a new body established in 2018, which brings together the UK research councils (Arts and Humanities Research Council (AHRC), Biotechnology and Biological Sciences Research Council (BBSRC), Economic and Social Research Council (ESRC), Engineering and Physical Sciences Research Council (EPSRC), Medical Research Council (MRC), Natural Environment Research Council (NERC), Science and Technology Facilities Council (STFC), as well as Innovate UK and the newly formed Research England.

#### **The Department for Health and Social Care (DHSC)**

The Department of Health & Social Care (DHSC) support ministers in leading the nation's health and social care to help people live more independent, healthier lives for longer. Following the UK government's 2015 comprehensive spending review, DHSC received ODA funding to support international development research including the National Institute for Health Research (NIHR) Global Health Research Programme and the Global AMR Innovation Fund (GAMRIF).

#### **The Wellcome Trust**

The Wellcome Trust is one of the world's largest charitable foundations and exists to improve health by helping great ideas to thrive. They support researchers, take on big health challenges, campaign for better science, and help everyone get involved with science and health research. They are a politically and financially independent foundation. Substantial funding is devoted to global health research, both in the UK and in developing countries.

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<sup>2</sup> <https://www.gov.uk/government/organisations#department-for-international-development>

<sup>3</sup> <https://www.gov.uk/government/publications/beis-official-development-assistance-research-and-innovation/beis-official-development-assistance-oda-research-and-innovation-what-we-are-doing>

## Annex 2: Key stakeholders to engage in consultation process

(Note that this not in order of priority and is a non-exhaustive list for suppliers to consider and expand upon.)

- UK international development research funders and delivery partners;
- LMIC research funders;
- UK and LMIC universities and research institutions (including Human Resources, Research Support Services, Safeguarding Leads, Research Ethics Committee Chairs);
- UK and LMIC academics and grant award holders;
- UK and LMIC research networks and management associations (e.g. ARMA);
- UK and LMIC academic association networks e.g. Development Studies Association, British International Studies Association, South African Development Studies Association, Indian Association for Women's Studies;
- Relevant networks and bodies e.g. Universities UK International, Association of Commonwealth Universities, Charity Commission;
- NGOs and private sector actors involved in research conducted in ODA-recipient countries;
- Non-development actors engaged in international research e.g. UK academics conducting research overseas funded from non-ODA sources;
- Human rights professionals and experts in relevant issues e.g. child protection, gender-based violence, PSEAH, research ethics etc.;
- Appropriate representatives of research participants and communities in which research is undertaken;
- Appropriate representatives of victims/survivors of safeguarding allegations and incidents.

### Annex 3: URL links cited

UKCDR Safeguarding Expert Group: <https://www.ukcdr.org.uk/what-we-do/our-work/safeguarding/safeguarding-expert-advisory-group/>

International Development Research Funders Statement on Safeguarding: <https://www.ukcdr.org.uk/resource/international-development-research-funders-statement-on-safeguarding/>

Tender for UKCDR commission of evidence review on safeguarding in international development research: <https://www.ukcdr.org.uk/news-article/ukcdr-launch-tender-to-conduct-evidence-review-on-safeguarding-in-international-development-research/>

Safeguarding in international development research: briefing paper: <https://www.ukcdr.org.uk/resource/safeguarding-in-international-development-research-briefing-paper/>

Safeguarding in international development research: evidence review <https://www.ukcdr.org.uk/resource/safeguarding-in-international-development-evidence-review/>

OECD DAC list: [http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC\\_List\\_ODA\\_Recipients2014to2017\\_flows\\_En.pdf](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC_List_ODA_Recipients2014to2017_flows_En.pdf)