

Evidence review: safeguarding in international development research

Request for proposal

UKCDR are seeking to commission a supplier to undertake an evidence review, draft overarching principles and best practice guidance on safeguarding in the international development research context. The evidence review will likely comprise a literature review and consultations with key stakeholders to: i) frame the nature and the scale of the problem; ii) identify existing guidance and experience of implementation; and iii) map safeguarding activities of UK international development research funders.

The evidence review will be the first step towards iterative and consultative development of practical and relevant safeguarding principles and guidance to support key stakeholders in raising safeguarding standards in the international development research context, to promote cultural and institutional change and to provide assurance on UK ODA research funding.

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 research councils, 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

Background: Safeguarding in international development research

Safeguarding is defined as taking all reasonable means to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.¹

The allegations of sexual misconduct during Oxfam's humanitarian response to the 2010 Haiti earthquake brought to light in February 2018 shone a spotlight on sexual exploitation and abuse in the aid sector. In March 2018, the Department for International Development (DFID) brought the

¹ DFID definition of safeguarding

issue of safeguarding, specifically in the context of international development research, to the attention of UKCDR's SCOR Board.

With support from UKCDR, UK funders of international development research released [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 in October 2018.

This commitment by major UK funders of international development research focused specifically on the research sector and was published alongside a set of sectoral commitments, including commitments by donors, UK non-governmental organisations, UK private sector organisations, the United Nations and international financial institutions.

The nature of the scientific endeavour in any context, in which research teams may be working with individuals or communities facing systematic vulnerabilities, and where junior research staff may be dependent on senior staff for mentorship and support, presents situations in which abuses of power may occur.

However, there is a limited evidence base on safeguarding issues and practice in the specific context of international development research. As such, there is a need 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, with the long-term aim of developing relevant and useful safeguarding principles to ensure high standards and guidance across the sector.

Scope and objectives of work

The scope for this activity was developed through consultations with UKCDR's safeguarding expert advisory group, safeguarding funders group and with guidance from the Department for International Development's (DFID's) Chief Scientific Advisor.

The safeguarding funders group convened by UKCDR comprises representatives from UKCDR's core contributing members (**Annex 1**), and is responsible for providing guidance, input and oversight of this activity.

The scope of this safeguarding activity, as agreed by UKCDR's safeguarding funders group covers:

Any sexual exploitation, abuse and harassment of research participants, communities and research staff, plus any broader forms of violence, exploitation and abuse relevant to research such as:

1. *Bullying*
2. *Psychological abuse*
3. *Physical violence*

To build the evidence base required to understand the specific issues related to 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](#)), UKCDR is seeking a supplier to undertake an evidence review.

More detail about the questions to be answered by the evidence review can be found in **Annex 2**.

Expected deliverables

The supplier is expected to:

1. Conduct an evidence review, including:
 - Literature review of academic and grey literature.
 - Review of newspaper/ media reports highlighting safeguarding issues in the context of international development research.
 - Consultations with key stakeholders (**listed in Annex 3**) to identify case studies or examples of safeguarding practice in the context of international development research and review of existing guidelines and policies currently in use.

2. Deliver a draft report detailing:
 - Methodology used to undertake the evidence review.
 - The key safeguarding issues in the context of international development research using literature review, media and newspaper reports.
 - Highlighted case studies of safeguarding practices in international development research – including identification of good safeguarding practice in this context.
 - Mapping of current stakeholder activity in safeguarding in the international development research context.
 - Overview of existing guidelines and policies currently in use by key stakeholders (**see Annex 3**), including experiences of implementation of identified guidelines, existing reporting mechanisms, barriers to reporting and investigation procedures.
 - Draft overarching principles and best practice guidance based on findings of evidence review to guide subsequent consultations with key stakeholders. These consultations are outside the scope of this activity and will take place after delivery.
 - Recommendations and clear consultation plan on the further consultations required to finalise principles to ensure they are relevant, useful and effectively implementable to support systemic and cultural change in safeguarding practices in international development research.
 - Recommendations on how funders and organisations could assess the impact of applying principles or guidelines in this area, including a recommended timescale.

3. Deliver a final report on evidence review based on feedback from draft.

The report produced should be in plain English in a simple layout and able to be understood by non-experts in this field.

Payment will be made upon receipt of the deliverables numbered in the timeline below. 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.

Deliverables timeline:

Project Phase	Deliverable Dates	Responsibility
1. Evidence review	4 th March-12 th April 2019	Supplier
2. Development of draft report	15 th -26 th April 2019 ²	Supplier
Feedback on draft report provided by UKCDR	29 th April-3 rd May 2019	UKCDR

² Note exclusion of 19th and 22nd April public holidays

3. Development of final report	6 th -10 th May 2019	Supplier
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Payment schedule

Deliverable	Invoice submission	Payment %
Evidence review	12 th April 2019	40%
Draft report	26 th April 2019	20%
Final report	10 th May 2019	20%
Project completion	17 th May 2019	20%

The supplier should include in their commercial proposal an hourly/daily consultant rate card. Invoice payment terms are 22 business days from receipt of invoice.

Intended audiences

Although this evidence review will be produced under guidance of UKCDR and the safeguarding funders group, the expected audiences of the evidence review will include key stakeholders who would either be utilising or potentially impacted by the draft principles and guidance developed. This will be used to engage key stakeholders in *further iterative consultations* to provide feedback on the evidence review report to facilitate development of a final set of inclusive, relevant and implementable principles and guidance **by October 2019**.

Future consultations (outside the scope of this tender)

The subsequent consultations described above are the next phase of this work and outside the scope of this tender. The supplier may however have the opportunity to bid for this second phase of work in a subsequent tender.

The supplier for the present tender will be expected to provide recommendations and a plan for future consultations, detailing stakeholders to engage and how to effectively undertake inclusive consultations which are representative of diverse stakeholder perspectives in the development of the final set of principles.

The recommendations and consultation plan should include how funders and organisations could assess the impact of principles or guidelines in this area. It should also specify a recommended timescale and an estimated budget for their implementation and monitoring.

These stakeholders will likely include research funders, research offices, research institutions, academics, research participants, communities where research is undertaken, human rights professionals, NGO's involved in research conducted in ODA recipient countries, research ethics committee representatives and victims and survivors.

It will be particularly important for the supplier to consider how to ensure that the voices of victims and survivors are effectively and meaningfully included in these consultations, to ensure that they are well represented in the final principles and guidance.

Skills required

- Experience in delivering high quality, relevant and appropriate literature reviews.
- Experience in undertaking qualitative consultative research processes to produce guidance principles for generalist audiences.
- Experience in development and identification of case studies on sensitive topics.

- Expertise in issues such as safeguarding, sexual abuse, harassment and exploitation, bullying and harassment, human rights or ethics – preferably in the context of international development or research. *The successful supplier does not have to demonstrate expertise in all of these areas.*
- Good understanding of international development programmes and research.
- Excellent ability to communicate research findings to a generalist audience.

Timeline for identification of supplier

Activity	Date
Issue tender to suppliers	14 th January 2019
Calls with suppliers to discuss queries <i>During this period, suppliers can contact UKCDR for clarification of any issues outlined in the tender.</i>	21 st –25 th January 2019
Circulation of relevant information raised in individual calls to all suppliers	28 th January 2019
Proposal submitted by suppliers	8 th February 2019 (by 22.00 GMT)
Interviews held with shortlisted suppliers	19 th -21 st February 2019
Notification of contract award	25 th February 2019
Contract clarifications and negotiations	25 th -1 st March
Start date	4 th March 2019

Project management

The project is commissioned by UKCDR and the selected supplier will be accountable to UKCDR. The supplier will report to: Olivia Berthon, Policy and Programme Officer, O.Berthon@ukcdr.org.uk.

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

- Proposed approach to undertaking the evidence review, including any recommendations or changes to the proposed work specification.
- Clear delivery plan with timelines outlined, including details of regular updates to UKCDR on progress, and any risks associated with the timelines set out.
- Budget with realistic 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.

Proposals should be no longer than 10 pages. Suppliers may arrange a phone call on the **21st-25th January 2019** with UKCDR to seek clarification on the request for proposal.

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 Friday 8th February 2019.**

Olivia Berthon
Policy and Programme Officer
O.Berthon@ukcdr.org.uk
+44 (0)20 7611 8815

Annexes

Annex 1: UKCDR core contributing members

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). ***All of UKCDR's contributing members are represented on the safeguarding funders group.***

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](#). 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](#).

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 the world's 2nd largest charitable foundation, 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. Wellcome will provide up to £5 billion on research between 2015 and 2020, with roughly 20% of this funding currently spent in international settings. Substantial funding is devoted to global health research, both in the UK and in developing countries.

Annex 2: Key questions to be answered by the evidence review

1. FRAMING THE PROBLEM

- Who are the vulnerable individuals in the context of international development research, and which conditions put them at risk of harm or exploitation?
- What is the nature and scale of the problem?
- What are the power imbalances unique to the international development research context and how do they impact safeguarding?
- What issues are specific to safeguarding in the context of international development research?
- How does the international development research context affect safeguarding challenges?
- What examples/case studies of safeguarding incidences are reported and investigated in the international development research context?

2. IDENTIFYING EXISTING GUIDANCE

- What guidance currently exists for safeguarding in the context of international development research and what are the gaps?
- What guidance and measures are in place to prevent safeguarding issues from arising?
- How are safeguarding issues recorded?
- What reporting mechanisms currently exist and how well are these reporting mechanisms implemented and utilised?
 - What are the barriers to reporting specific to this context?
 - How well are reports handled when received, and what processes are in place to ensure all complaints are effectively investigated?
- What are the consequences for perpetrators of safeguarding breaches?

3. MAPPING OTHER STAKEHOLDER SAFEGUARDING ACTIVITIES

A mapping of planned or ongoing safeguarding activities of UK funders of international development research and research institutions.

Annex 3: Key stakeholders to engage in the evidence review process

This list is not exhaustive, and part of the evidence review will include identifying relevant stakeholders to engage.

- *UK international development research funders and delivery funders*
- *LMIC research funders*
- *Research offices (UK and LMIC)*
- *Safeguarding officers in UK and LMIC institutions*
- *UK and LMIC academics*
- *Association of commonwealth universities*
- *Research ethics committees*
- *Research staff – LMIC and UK*
- *NGO's involved in research conducted in ODA recipient countries*
- *Charity Commission*
- *Research management associations ([e.g. ARMA](#))*
- *Universities UK International*
- *Grant award holders*