

AFRICIAN CITIES PHASE 1 SUBCONTRACT ("Subcontract")

BETWEEN

- (1) **THE UNIVERSITY OF MANCHESTER** whose registered office is at Oxford Road, Manchester M13 9PL, United Kingdom (hereinafter referred to as the "Lead") in this instance acting through Professor Diana Mitlin of the School of Environment, Education and Development;
- (2) **OVERSEAS DEVELOPMENT INSTITUTE (ODI)** whose administrative address is: 203 Blackfriars Rd, London SE1 8NJ to be addressed to: Sarah Parker s.parker@odi.org.uk (hereinafter referred to as the "Partner");

Each a "Party" and together the "Parties"

- A The University of Manchester as the Lead Party, has entered into an agreement ('Main Agreement') with The Secretary of State for International Development at the Foreign Commonwealth and Development Office, Abercrombie House, East Kilbride, G75 8EA, United Kingdom ("FCDO"); to undertake the project "African Cities" ('Project'). A copy of the Main Agreement is attached at Schedule 1.
- B The Project is divided into a number of phases, this Subcontract is to cover the work to be carried under Phase 1 only as more fully detailed in Schedule 2.
- C At the end of Phase 1, a further agreement will be put into place to formalise the arrangements for the remainder of the Project.
- D The Lead has pleasure in offering the Partner a Subcontract for the Phase 1 activities as set out in Schedule 2, subject to the terms and conditions set out in this Subcontract.

The terms and conditions of the Subcontract are as follows:

1 TERMS OF REFERENCE AND SERVICES TO BE SUPPLIED

1.1 The Partner shall provide the Phase 1 activities in connection with the Project as set out in Schedule 2 and subject to the terms and conditions of the Main Agreement, including working with the Lead on this Project as specifically outlined using all due diligence, skill and care.

1.2 The Partner shall furnish the Lead with such information relating to the achievement of the Project milestones and financial reporting as the Lead may reasonably request and in good time to report the same to FCDO in compliance with the Main Agreement. All reports and information to be provided by the Partner shall comply with provisions of the Main Agreement.

1.3 This Subcontract shall be regarded as though it were a complementary agreement to the Main Agreement. Nothing contained herein shall be so construed or interpreted in any way as to diminish or alter the rights of FCDO as set out in the Main Agreement.

2 CONDITIONS

2.1 This Subcontract is to be construed for all purposes as a contract for the supply of services and not as a contract of service. The Partner will not be the servant of the Lead or otherwise in the Lead's employment.

2.2 The Partner will be responsible for ensuring all insurance is in place appropriate and sufficient for the Partner's role on the Project.

2.3 Nothing in this Agreement shall create, imply or evidence any partnership or joint venture between the Lead and the Partner or the relationship between them of principal and agent.

3 DURATION

This Subcontract shall take effect from 1 October 2020 for a period of six months and shall terminate on 31 March 2021, unless prematurely terminated in accordance with Clause 8 below.

4 INTELLECTUAL PROPERTY OWNERSHIP

4.1 "Background Intellectual Property" means any Intellectual Property made available by either Party for use in the Project or necessary to exploit the Foreground Intellectual Property, but not (in either case) directly arising from and developed in the course of the Project and belonging to such Party or to which such Party has rights which permits its use in the Project and to exploit the Foreground Intellectual Property. "Intellectual Property" means all intellectual and industrial property rights including without limitation patents, know-how, trade marks, registered designs, applications for and rights to apply for any of the foregoing, unregistered design rights, unregistered trade marks and copyright (including, without limitation, copyright in drawings, plans, specifications, designs and computer software), database rights, topography rights, any rights in any invention, discovery or process, in each case in the United Kingdom and all other countries in the world. "Foreground Intellectual Property" means any Intellectual Property arising from and developed in the course of the Project.

4.2 Each Party shall own and continue to own the Background Intellectual Property vested in it at the commencement of this Subcontract, and nothing in this Subcontract shall transfer those rights to another party under this Subcontract.

4.3 It is not anticipated that any Foreground Intellectual Property will arise as part of the Phase 1 Project activities, in the event that any Foreground Intellectual Property is generated, it will remain with or belong to the Lead, and Partner will execute all formal documents necessary or desirable in order to assign to the Lead all rights in Foreground Intellectual Property which may otherwise vest or have vested in Partner. The Lead has reserved the sole right to determine whether any patent or similar protection shall be applied for or whether the results of the work shall be published.

4.4 The Lead shall grant the Partner, a non-exclusive, non-transferrable, royalty-free licence to use the Foreground Intellectual Property for the sole purpose of the Partners research and teaching purposes.

5 CONFIDENTIALITY

5.1 "Confidential Information" means all secret or not generally known information or information which is not easily accessible to others or of a commercially sensitive nature disclosed or made available in any way by one Party to the other for use in connection with the Project and marked or labelled by the Discloser as "Proprietary", "Confidential" or "Sensitive" at the time of disclosure.

5.2 The Partner agrees to use all reasonable endeavours to keep confidential and not to disclose to any third party except for its professional advisers or as required by law any Confidential Information, any information, know-how or intellectual property acquired in connection with this Subcontract, the results of and any information relating to the work undertaken as part of this Subcontract.

5.3 The obligations in this Clause 5 shall survive the termination of this Subcontract but will not apply to any information which:

- a) was known to Partner prior to disclosure; or
- b) was or becomes part of the public domain through no fault of Partner; or
- c) becomes available to Partner by an unconnected third party with the lawful right to make such disclosure; or
- d) it is required to be disclosed by law.

5.4 Neither Party shall use the name or logo of the other in any press release or product advertising, or for any other commercial purpose, without the prior written consent of the other. Provided however, that reports to FCDO on the Project shall not be regarded as a breach of this Subcontract.

6 PAYMENT

The Lead shall pay to Partner in consideration of the work to be carried out on the Phase 1 Project under this Subcontract the sum as set out in Schedule 3 inclusive of any applicable VAT. Payment hereunder shall be made within 30 days of receipt of an invoice, submitted in accordance with Schedule 3 and subject always to compliance with the FCDO Main Agreement.

7 INDEMNITY

7.1 In respect of the work carried out under this Subcontract, the Partner shall indemnify the Lead and its servants and agents against all damages, losses, claims, costs and expenses for which it becomes legally liable as a result of bodily injuries to persons and/or damage to material property to the extent that this shall arise out of any negligent act or omission committed by or on behalf of Partner during the course of the work provided that notice in writing shall be given to Partner as soon as practicable of any such action or claim brought made or threatened against the Lead and the Lead shall not settle, adjust or compromise such action or claim without consultation with Partner.

7.2 The Partner shall be responsible for and reimburse the Lead for all reasonable payments or additional payments by the Lead to FCDO which have become necessary as a direct consequence of delay in the performance of the Subcontract by the Partner and which the Partner had failed to remedy after being given reasonable notice thereof by the Lead, provided always that the Lead shall take all reasonable steps to minimise the need to make such payments. This does not include any delay caused by Force Majeure events or Covid-19 related events. If the Partner should become aware of a delay which will affect compliance with this

Subcontract or the Main Agreement, the Partner shall promptly notify the Lead which shall give due consideration to any request made for an extension of time.

7.3 The liability of either Party for any breach of this Subcontract or arising in any other way out of the subject matter of this Subcontract, including any indemnity will not extend to any punitive, exemplary, incidental or consequential damages or other indirect losses including (without limitation) loss of profits.

7.4 The aggregate liability of each party (whether in contract or for negligence or breach of statutory duty or otherwise howsoever) to the other party for any loss or damage of whatsoever nature and howsoever caused including any indemnity shall be limited to the maximum sum of funding for the Partners activities under this Subcontract as set out in Schedule 3.

8 TERMINATION

8.1 This Subcontract is terminable by either party upon the giving of 1 (one) months' notice in writing and otherwise be terminated upon occurrence of the following events:

- a) The termination of the Main Agreement by FCDO;
- b) If for any reason the Partner shall be unable or unwilling to carry out the Phase 1 activities as set out in this Subcontract to the satisfaction of the Lead, in which event the dispute resolution provisions set out in clause 13.1 will apply. If the Partner fails to carry out the Phase 1 activities without justification, the Lead shall be entitled to terminate this Subcontract with immediate effect.
- c) If either Party shall commit any breach or default in any terms or conditions of the Subcontract and fails to remedy or begin to remedy such breach or default within 30 (thirty) days after receipt of written notice thereof from the other Party, the Party giving notice may terminate this Subcontract by sending written notice of termination in writing to the other Party to such effect, and such termination shall be effective as of the date of receipt of such termination notice.

9 ASSIGNMENT AND SUBCONTRACTING

The Partner may not assign or subcontract any obligation, benefit or interest herein without the prior written consent of the Lead and FCDO.

10 AMENDMENTS

Amendments or changes to this Subcontract shall be made in writing and signed by the duly authorised representatives of the Parties.

11 CONTRADICTION

If there is any contradiction between this Subcontract and the Main Agreement, the terms and conditions of the Main Agreement shall take precedence.

12 RIGHTS OF THIRD PARTIES

Nothing in this Subcontract is intended to confer on any person any right to enforce any term of this Subcontract which that person would not have but for the Contracts (Rights of Third Parties) Act 1999.

13 DISPUTES AND GOVERNING LAW

13.1 If any dispute arises out of this Subcontract the Parties will first attempt to resolve the matter informally through their respective Project representatives. If the dispute can still not be resolved, the matter will be escalated to a representative from each Party with authority to resolve such a dispute. If the dispute can be resolved within a reasonable time not exceeding two (2) months from the date the informal process is requested by notice in writing, the Parties will attempt to settle it by mediation in accordance with the Centre for Effective Dispute Resolution (CEDR) Model Mediation Procedure.

13.2 This Subcontract shall be governed by the laws of England and Wales, both Parties agree to submit to the non-exclusive jurisdiction of the English Courts.

This Subcontract may be executed and exchanged electronically by pdf and will constitute an original binding agreement.

AS WITNESS the hands of authorised signatories for the Parties on the date first mentioned above.

For and on behalf of The University of Manchester (“Lead”)

Name: Dr Andrew Walsh.....

Title: Director of Research & Business Engagement

Signature: 

Date: 17 March 2021.....

For and on behalf of Overseas Development Institute (“Partner”)

Name:JON MITCHELL.....

Title:MANAGING DIRECTOR.....

Signature: 

Date:12/03/2021.....

Schedule 1

The Main Agreement



African Cities
Research Centre...

Schedule 2

Terms of Reference

ODI are one of eight partners in the African Cities Research Consortium (ACRC) led by The University of Manchester, UK. This is a 6 year programme funded by the UK Government's Foreign, Commonwealth and Development Office (FCDO) with a £32.1 million grant. The initial phase of this partnership is an inception phase from 1 October 2020 to 31 March 2021, in which significant planning and background work will be undertaken. This will lay the foundation for an agreed future programme of work and a Collaboration Agreement between partners.

In the Inception Phase, ODI will:

- Allocate 55 days for Dr Tim Kelsall to fulfill his role as Co-Research Director, ACRC
- Allocate 27 days of other staff time to contribute to planning activities, including sending representative(s) to the three partnership-wide meetings planned during the Inception, sending a senior representative to the (virtual) Strategic Alignment Group meetings (maximum 3 x 1.5 hours) and a representative to participate in the Operations Group planning meetings (maximum 2 x 2 hours)
- Write a City Scoping Study on Dar es Salaam and support ICLEI in the Lilongwe study as outlined in the attached terms of reference, by 15 February 2021, and revise following review by 5 March 2021 (10 days)
- Review the ACRC's strategies on how to work in fragile situations (2 days) and uptake strategy (2 days)

Total time commitment 96 days, for which a total payment of £71,068 will be paid on submission of an invoice following the full signature of this subcontract.

This work will be completed by 31 March 2021.

ACRC City Scoping studies: Terms of Reference

Objective:

City-level scoping studies to raise awareness of the programme among potential stakeholders (including DFID) and research partners and to get an initial sense of potentially tractable priority complex problems.

Who? We are aiming to have a general document that looks good and which provides a general introduction to what we are doing. It should work for those who don't know the city ie. want some basic information. And it should work for those in the city who know the basic stuff but who want an insight into our interests and value added.

What c. four pages of text – c.2,000 words. Then we aim to print at eight pages with map, and photos. Please use diagrams, figures and maps where relevant and please also identify any good photographs that we might be able to use here.

What – specific sections

Summary – 200 words

Urban context (300 words)

- History about the city
- City in relation to the other cities in the county
- Demography – size, population growth, reasons for change (NI, migration), anything else relevant
- Physical expansion of the city, borders and relation to other cities in the area,
- Geography and relation to natural features
- Economy and its basis (formal, informal)

Political context (300 words)

- National political context (PS, stability, redistribution, etc.)
- History of relations between city and national govt/elite
- Current significance of the city to the country
- City-level governance, including links to multi-levelled/decentralised governance systems, within and beyond the city

Urban challenges, with reference to ACRC’s main systems and domains where relevant (500 words)

- Spatial challenges: lack of infrastructure, colonial planning processes, spread/compact
- Redevelopment challenges: contested visions, displacement, evictions
- Economic challenges: (repression of) informal economy, lack of employment options, low productivity, lack of access to investment capital
- Social challenges: poverty, inequality, lack of access to services and assets (housing), discrimination and disadvantage, ineffective policy responses
- Political contestation: representation, exclusion, local violence (*or in next section*)
- Environmental challenges: climate change, drought, flooding, fire, lack of natural resources such as water, pollution

Political factors shaping whether urban challenges are being addressed or not (250 words)

- NB: this can include both negative and positive factors, where there is evidence that there are ongoing or imminent reform efforts that are driven by specific aspects of the political context (e.g. a reformist mayor, bottom-up demands)
- National political context – including relationship between the national govt. and the city, including the electoral significance of the city to the ruling party
- Local political context – including internal contestation, state-business relations, level of authority
- Representation of different social and economic groups
- Political exclusion – gender, age, ethnicity

ACRC – potential added value in the city (250 words)

The hardest to write!

You have 250 words to provide text about the knowledge that you hope ACRC will develop to address potential PCP in this city. Please also say something about:

- Convening relevant expertise
- Bringing together those interested in urban reform

ACRC – general (half page 200 words) – to be developed by SMT

What ACRC is – objective, cities, themes, six year framework, vision, partner

Schedule 3

Schedule of Payment

The Lead shall pay to Partner in consideration of the work to be carried out under this Subcontract the gross sum up to a maximum as set out below over the period of the Project as detailed below.

Maximum Total Subcontract Funding:	Up to a maximum of £71,068 (seventy one thousand and sixty eight pounds sterling)
Details of payment schedule:	Invoice to be submitted on full signature of the contract by both parties, detailing the work completed and in line with FCDO requirements as set out in the Main Agreement. All payments made on satisfactory progress and successful completion of the work as set out in Schedule 2.
Period of work:	1 October 2020 to 31 March 2021

Invoices should quote Ref. No. R125419 and a Purchase Order Number that will be issued by The University of Manchester – requested from Julie Rafferty. Partner should consider that an invoice that does not contain purchase order number, or detail the expenditure as requested by the Lead will not be paid.

Invoices should be raised and sent to the following address:

The University of Manchester
Accounts Payable LG15
John Owens Building, Oxford Road
Manchester, M13 9PL
United Kingdom

A copy of the invoice should be sent to the following address:

FAO: Julie Rafferty
Arthur Lewis Building, 2nd Floor
The University of Manchester
M13 9PL
julie.rafferty@manchester.ac.uk

ODI-UofM Contract African Cities_final






11Mar2021

Final Audit Report

2021-03-12

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