

Date: September 21st 2016
ITT reference number: ITT/SIN/ESD2/2016/0001

Dear Sir / Madam,

Save the Children invites your submission of a request for proposal to provide services in accordance with the conditions detailed in the attached documents. Save the Children intends to issue a research consultancy contract for the following service: Research: Impacts on Household Safety

We include the following information for your review:

- Part 1: Proposal and Research Information
- Part 2: Conditions of Proposal
- Part 3: Terms and Conditions of Purchase (which will be signed by the successful Bidder)
- Part 4: Save the Children's Child Safeguarding Policy
- Part 5: Save the Children's Anti-Bribery and Corruption Policy
- Part 6: The IAPG Code of Conduct

Your Expression of interest response must be received in the following format:

- Cover letter stating interest and qualifications
- CV(s) and/or introduction of institute, company and primary investigators
- Links to 1 or 2 sample research work products
- 1-page top-line proposal
- If you apply as a company then the bidder response document needs to be completed as well.
- Expression of interest to be addressed to the Save the Children email address on this page below. The subject email should indicate the ITT reference number (e.g. invitation to proposal document reference number), but have no other details relating to the bid.

Application deadline to return your expression of interest must be received at the email address below not later than **October 12th, 2016** ("the Closing Date"). Failure to meet the Closing Date may result in the proposal being void. Returned proposals must remain open for consideration for a period of not less than 60 days from the Closing Date. Save the Children is under no obligation to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the proposal requirements, please contact *Maurits Meijndert* in writing at the following email address: **[esdresearch@savethechildren.org]**

We look forward to receiving a proposal from you and thank you for your interest in our account.

Yours faithfully,

Maurits Meijndert
Regional Roving Logistics Manager, Asia

PART 1: PROPOSAL AND RESEARCH INFORMATION

Introduction

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. We have over two million supporters worldwide and raised 1.6 billion dollars in 2011 to reach more children than ever before, through programmes in health, nutrition, education, protection and child rights, also in times of humanitarian crises.

Provisional timetable

<u>Activity</u>	<u>Date</u>
Issue Proposal Notice	<i>20 September 2016</i>
Invitation to Proposal	<i>7th October 2016</i>
Return Expression of Interest (Closing Date)	<i>20th October 2016</i>
Proposal Review Committee	<i>21st -31st October 2016</i>
Bid clarifications as required	<i>31st October 2016</i>
Award Contract	<i>31st October – 15th November 2016</i>
"Go-Live" with Supplier	<i>15th November 2016</i>

1. PURPOSE

The purpose of this research is to understand and identify the potential for child-centered disaster risk reduction approaches to have measurable impact on household risk reduction and resilience. Disaster risk reduction advocates promote education initiatives that engage children, parents, and teachers in understanding the hazards around them, learning and implementing risk reduction measures, and learning and practicing measures to improve safety during and after disasters. Education administrators often expect or assume that learning from formal or informal educational activities will be transmitted from children to household members, and/or from communities to parents and children. However, there is very little research on how learning is shared and what effect shared learning has on household preparedness.

We want to learn what the research literature has to teach us about child-parent transmission of safety knowledge and behaviour, and what kinds of approaches have the best prospects of long-term and positive impacts. We want to learn the effectiveness of specific intervention approaches and to measure impact by looking at behaviour change at the household level. Finally, we'd like to develop a stronger vision for how to both maximize and scale-up effective approaches.

"While we have preliminary data on the general effectiveness of disaster preparedness education programs, we do not know which specific ingredients are responsible for producing which benefits" (Ronan, K. et. al. 2015. p.3)

2. RESEARCH TITLE

Child-Centered Disaster Risk Reduction: Impacts on Household Safety

3. PROJECT SUMMARY

The research will use a theory-based evaluation framework (Johnson et al., 2016)¹ to study how children's educational programming can foster child-to-parent engagement that results in household disaster preparedness and risk reduction. The research will investigate three child-centered DRR education programs with demonstrated positive results implemented within the past 2 years. It will seek to identify common variables in the content and delivery of the program activities that instigated shared learning and preparedness activities within children's households. This research will be important because although there is an established evidence base on how children learn, there is very little research on how disaster risk reduction learning can be effectively transmitted from children to their households. This research should add new knowledge and inform the development of educational initiatives for children that aim to have a broad community impact.

4. BACKGROUND

Our starting point is the understanding that the greatest protective benefits for children will accrue from social and behaviour changes where they spend the most time and have the most agency – their own households. Furthermore, research has shown that children are often harmed during and following disasters due to ineffective planning and decision making by their parents and guardians (Haynes et al., 2010; Haynes et al., 2016). Therefore, to effectively reduce risks, programs that positively influence household decision-making and behaviour are needed.

Research has shown that children and youth are highly interested in learning about risk reduction and resilience, and this learning typically promotes confidence and positive self-esteem, rather than fear. Research has also found that children's reactions after disasters generally reflect those of their parents/caregivers, who can be the source of both positive coping and confidence as well as fear and avoidance (Ronan, 2015).

¹ Johnson, V. A., Ronan, K. R., Johnston, D. M., & Peace, R. (2016). Improving the Impact and Implementation of Disaster Education: Programs for Children Through Theory- Based Evaluation. *Risk analysis*.

Preliminary findings from research on child-centered risk reduction programs fits with theory about ingredients that are important:

- Increasing children's knowledge of disaster risk reduction
- Encouraging children to interact with others (each other, teachers, caregivers) about their learning
- Promoting experiential and interactive activities at home, school and in communities
- Doing this more than once (UNESCO/UNICEF 2013, 2014).

There are many descriptive case examples of disaster preparedness programs for children and families, developed by academic researchers, government agencies, non-governmental organizations and schools, and some limited empirical research. Most of what has been reported about the effectiveness of these programs centers around children's responses to knowledge-based questions about disaster risks, protective actions, and preparedness measures. The extent to which any of this knowledge translates into action, in the domain most relevant to children - their own homes - has not been systematically investigated (Johnson et. al., 2014).

Since 2000, more than 37 evaluations of children's disaster education programs have been published in refereed and gray literature (Johnson et. al. 2014, Ronan et. al. 2015). The basic questions revolve around: What specific outcomes are associated with being 'prepared for disasters?' 'Do child-centered risk reduction education programs help children and families to prepare more effectively?' and 'Can these programs actually reduce risk and increase resilience when disaster strikes?' The rationale behind these programs is that people require motivation, knowledge skills and focused behaviours to reduce exposure and vulnerability to hazards impacts and to speed recovery. Most of the research to date has focused on measuring changes in students' knowledge, attitudes and short-term behaviours. Quasi-experimental designs and pre-tests and post-tests have been used. Most of the findings have been generally positive. However, most studies have used knowledge-based indicators, and children's self-report. Only a couple of studies have included parents as informants of home-based indicators. To date no studies have measured impacts post-disaster.

Three studies (Ronan & Johnston, 2001, 2003; Ronan, Crellin & Johnston 2010) to date have attempted to empirically identify the 'active ingredients' of preparedness education programs. The factors associated with increased child-reported home preparedness activities were:

- (1) the child's knowledge of response-related protective behaviours
- (2) involvement in a greater number of DRR education programs.
- (3) more recent program involvement
- (4) an increased perception of injury caused by a hazard, and
- (5) guided encouragement to talk with parents about what was learned in a disaster

preparedness education program.

A recent study included a focused very participatory preparedness program with 11-17 year-olds in a lower-socio-economic, urban area in Australia (Webb & Ronan, 2014). The program included experiential, participatory, and interactive elements with content focused on knowledge, attitudes and behaviour. The methods included information-searching, social-based learning and support, friendly competition, and encouragement to do home-based DRR activities with parents. This program demonstrated significant increases in child- and parent-reported action-oriented indicators, e.g. an average increase of approximately 6 home-based activities from pre-test to post-test.

Household risk reduction and resilience have been well-studied (Petal, 2008, 2009) and recent research has identified wide consensus around Public Awareness and Public Education: Key Messages (IFRC, 2013). These core messages, organized around assessment & planning, physical protection (or risk mitigation), and response skills and provisions are also based on research literature (Kirschenbaum, 2002). Thus a broad, core set of target actions and behaviours can be drawn from a simple family disaster plan checklist that can be contextualized based on hazards faced (Risk RED, 2012).

5. RATIONALE

There is significant scope for improvement in the design of child-centered risk reduction education programs which are typically designed for formal curriculum integration and informal learning as part of school and after-school programs. Theory and evidence-based approaches will ideally differentiate approaches for different age groups, and make use of both child-to-parent and parent-to-child transmission of interest, knowledge, and skills, and will leverage care-taker-child interaction to spur the kinds of behavioural changes needed to ensure individual safety and enhance household resilience to hazard impacts. We expect that this can also shed light on the role of sibling and adult interactions in the household as well. Those involved in both the design and funding of disaster risk reduction education programs will be able to better identify the elements of sound programming approaches, and conceive of means for scaling these up to maximize effectiveness. A literature review designed as a 'research-into-practice' brief, specifically for these audiences will provide background. Evidence will be sought from recent theory-based approaches in at least three different countries will provide insights into specific program design and content elements associated with household safety impacts.

6. AIM, OBJECTIVES & RESEARCH QUESTIONS

Aim:

To identify and recommend learning and behaviour change communication theories, and range of implementation approaches and activities, and the types of content, that will enhance the effectiveness of scalable child-centered risk reduction education programs, with focus on maximizing the transition from knowledge to action for improved household risk reduction and resilience.

Objective:

- To understand the critical factors in parent-child learning and action for household safety.
- To differentiate gender-specific and developmentally (age)-specific effective interventions.
- To learn most promising approaches from current practices in school-to-home, child-to-parent, and parent-to-child practices for both pre-school and school-aged children.

Research Questions:

- What *do theories* of learning and behaviour change *teach us* about teaching/learning approaches, and educational content for risk reduction education for children of pre-school, and primary school?
- What *program design elements* are critical to *child-caretaker and parent-caretaker-child engagement* as well as sibling and adult interactions, to strengthen household risk reduction and resilience activities?
- What kinds of *educational content* for disaster risk reduction are most highly associated with retention and action at the household level?
- What kinds of *teaching/learning approaches* for disaster risk reduction education are most highly associated with retention and action at the household level?
- What are the *genders or age-specific differences* in effective interventions?

7. SCOPE of WORK and DELIVERABLES

Applicants please note: The full Scope of Work will be agreed upon following submission of successful Research Proposal.

Scope of Work:

The study shall be conducted in urban and peri-urban areas in selected countries in Asia. The exact locations and programmes best fit for this study are open to discussion with selected researcher or research service provider.

Ethical statement regarding human subjects (Note that any results that are to be published in a peer-reviewed academic journal will require approval by academic institutional human subjects or ethics board)

Deliverables:

- Full Research Report (20 pages + appendices) (for technical practitioner audience)
- Research Summary Report (4-6 pages) (for public stakeholder audience)

- Research-into-Practice Brief (2,000 words) (This is a literature review for general practitioner audience)
- PowerPoint presentation of findings for general practitioner and stakeholder workshop
- Full data set (where applicable).

Format of **Full Research Report** for example, should cover:

Acknowledgements

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Executive Summary

Introduction

Project Background

Purpose

Methodology

Research Questions

Research Design (sample, data collection, data analysis, limitations)

Results

Discussion

Recommendations (must include: research dissemination and utilisation)

References

Appendices:

Research Instruments (survey, focus group discussion questions, etc.)

Summary data

8.APPLICATIONS

Application deadline to return your expression of interest must be received at the email address below not later than October 12th, 2016 ("the Closing Date")

Your proposal should link the proposed research with the work of others and demonstrate familiarity with relevant discourses and approaches. Where possible it should establish a particular theoretical orientation to and guiding model for the topic. It should establish your design and methodological approach, and show that you have thought about the ethical issues and implications.

Full Proposal should include:

1. Brief review of relevant literature (This is not meant to be extensive or definitive. However, it should indicate awareness of significant contributions in the field from both relevant scientific and academic texts as well as gray literature. It should indicate careful consideration of critical inquiry into carefully selected issues, clarify the 'gap' that the research should focus on, and create a space for the theoretical orientation and guiding model for the research. It can also indicate further areas of review that will be included in the course of the project).

2. Discussion of research questions.

3. Research Design (Include and justify proposed methods to ensure rigorous, generalizable results. Describe wherever possible: participant selection and rationale, sampling approach, data collection process, assumptions, limitations, analysis, and models. Where applicable, include procedures to ensure ethical research practice, such as gaining Informed Consent, and protecting participant confidentiality, and protecting children. Where applicable indicate to which organization ethical review will be submitted.

3. Research Team (Role, and credentials and training, if not previously provided)

Review, Interviews, Notification: [1-8 November 2016]

9. TIMELINES & MILESTONES

Duration: November 15th, 2016 – June 15th, 2017 (Open to discussion)

Milestones

1. Brief inception report on initial planning & finalization of methods. November 30, 2016

1.a. Acceptance by December 15, 2016

2. Data collection. December 16 2016 – March 15, 2017

3. Data analysis and write-ups. March 16 – April 15, 2017

3.a. Draft Research Reports due: April 16, 2017 (feedback within 14 days)

3.b. Final Research Report, and Research Summary Report due: May 15, 2017

4. Presentation of findings and recommendations (may be via remote webinar): May16 – June 15, 2017

10. BUDGET

Budget range: EUR \$ 30,000 - \$50,000

- Payment will be made in 2 tranches: 50% upon receipt of approved inception report and 50% upon receipt of approved final reports.
- The researcher is responsible for all of own travel arrangements, travel, accommodation, per diem and incidental expenses, and related health insurance coverage.
- The researcher is also responsible for payment of all of local transportation costs, materials, refreshments, supplies and translation services that may be required.
- Researcher should budget for and arrange for required translation of Research Summary Report into target language
- Research proposal should include all anticipated costs.

N.B. It is expected that at least one senior researcher will spend a minimum of X days in Y location(s). (TBD in project proposal and scope of work)

11. OVERSIGHT & ACCOUNTABILITY

Contractor will report to the Research and Learning Program Manager (Xiaowen Fan, supported by Marla Petal), and will be guided by a *Research Project Guidance Team*, represented by an assigned Save the Children TA Lead (Christophe Belperron), as well as an independent Academic Research Advisor (Kat Haynes, supported by Kevin Ronan and David Johnston). The team will function as resource persons, to support the primary researcher (and team, where applicable), to produce quality outputs and guide effective research dissemination and next steps in implementation.

Save the Children will arrange for professional layout of Research Summary Report.

12. PUBLICATION & DISSEMINATION OF RESULTS:

This research is a 'work for hire', and as such, Save the Children reserves the right to retain the data collected and to publish research report. *Primary Investigator* and *Research Project Support Team* are encouraged to consider submission of appropriate publications to both peer-reviewed journal, and relevant and national regional publications. Any such submission requires prior approval from Save the Children.

13. REFERENCES

These are the key reference consulted thus far, that appear to be useful (especially pivotal reports and Save the Children or partner reports that researcher may not otherwise be aware of).

REVIEW ARTICLES:

Codreanu T.A., Celenza A., Jacobs I. Does disaster education of teenagers translate into better survival knowledge, knowledge of skills and adaptive behavioural changes? A systematic literature review

Prehosp DisasterMed. 2014; 29(6):1–14

Johnson V., Peace R., Ronan K.R., Johnston D.M. Improving the impact and implementation of disaster education programs through theory-based evaluations. In Press (Risk Analysis); 2015

Johnson V.A., Ronan K.R., Johnston D.M., Peace R. Evaluations of disaster education programs for children: a methodological review. *Int J Dis Risk Reduct.* 2014;9:107–23

Lindell, M.K. and Perry, R.W. Household adjustment to earthquake hazard: A review of research, *Env Beh* 2000;32(4): 461-501

Ronan, K. et. al. (2016) [Child-centred disaster risk reduction: Can disaster resilience programs reduce risk and increase resilience of children and households?](#) *Australia Journal of Emergency Management*, Vol 31, V3

Ronan, K. et. al. Disaster Preparedness for Children and Families: a Critical Review, *Curr Psychiatry Rep* 2015;17:58. 9pp.

RESEARCH ARTICLES:

Kirschenbaum, A. Disaster Preparedness: A Conceptual and Empirical Reevaluation, *International Journal of Mass Emergencies and Disasters*, 2002;20(1): 5-28.

Ronan K.R., Johnston D.M. Correlates of hazard education programs for youth. *Risk Anal.* 2001; 21:1055–63.

Ronan K.R., Johnston D.M. Hazards education for youth: a quasi-experimental investigation. *Risk Anal.* 2003;23:1009–20.

Ronan K.R., Crellin K, Johnston D.M. Community readiness for a new tsunami warning system: quasi-experimental and benchmarking evaluation of a school education component. *Nat Hazards.* 2012;61(3):1411–25.

Ronan K.R., Crellin K, Johnston D.M. Correlates of hazards education for youth: a replication study. *Nat Hazards.* 2010;53(3):503–26.

Towers B. Child-centred disaster risk reduction: Framework for evaluating education program content and delivery mechanisms. Manuscript in preparation; 2015.

Webb M, Ronan KR. Interactive hazards education program in a low SES community: a quasi-experimental pilot study. *Risk Anal.* 2014. doi:[10.1111/risa.12217](https://doi.org/10.1111/risa.12217).

OTHER REFERENCES:

International Federation of Red Cross and Red Crescent Societies. Public awareness and public education for disaster risk reduction: key messages. Geneva: IFRC; 2013.

Haynes, K., Coates, L., Dimer de Oliveira, F., Gissing, A., Bird, D., Radford, D., D'Arcy, R., Smith, C. Van den Honert, R., (2016) An analysis of human fatalities from floods in Australia 1900-2015. Report for the Bushfire and Natural Hazard Cooperative Research Centre.

- Haynes, K., Handmer, J., McAneney, J., Tibbits, A., Coates, L. (2010). Australian bushfire fatalities 1900 – 2008: exploring trends in relation to the “Prepare, stay and defend or leave early” policy. *Environmental Science and Policy* 13: 185-194.

Petal, M. Ch. 1. Disaster Risk Reduction Education: Material Development, Organization, and Evaluation in Kelman, I. ed. *Regional Development Dialogue Journal*, 2008. Kobe, Japan.

Petal, M. Ch 19. Education in Disaster Risk Reduction in Shaw, R. and Krishnamurty, R.R. Eds. *Disaster Management: Global Challenges and Local Solutions*, 2009. Universities Press. India.

Risk RED 2010. Family Disaster Plan. www.riskred.org

Towers, et. al. (2016). [Disaster resilience education: A practice framework for Australian emergency management agencies](#), Bushfire and Natural Hazards CRC.

United Nations Educational, Scientific and Cultural Organization/ United Nations Children's Fund. *Towards a learning culture of safety and resilience: Technical guidance for integrating disaster risk reduction in the school curriculum*. Geneva: UNESCO/ UNICEF; 2015

United Nations Educational, Scientific and Cultural Organization/ United Nations Children's Fund. *Disaster risk reduction in school curricula: Case studies from thirty countries*. Geneva: UNESCO/ UNICEF; 2012.

Award criteria

Award of the contract will be based on the following criteria:

a) ESSENTIAL CRITERIA:

Bidders must meet the following criteria:

- Masters or Doctoral degree of primary investigator(s)
- Professional experience in education sector policy research and analysis.
- Proven track record in designing and implementing social science research
- Research proposal should include all anticipated costs.
- Bidder's confirmation of compliance with the attached Conditions of proposal, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy, Child Safeguarding Policy and IAPG Code of Conduct
- Where research involves human subjects add the sentence below:
All human subjects researchers will be required to provide certificate of completion of NIH Office of [Extramural Research Online Course on Protecting Human Research Participants](#) or similar.

b) PREFERRED CRITERIA

The following criteria are considered very important in the evaluation of this proposal:

- Subject-matter expertise in education sector and/or disaster/disaster management research preferred
- Bidder provides satisfactory client references
- The financial sustainability of Bidder

c) DESIRABLE CRITERIA

The following criteria are considered quite important in the evaluation of this proposal:

- Commitment to research dissemination and interest in implementation science highly desirable

PART 2: CONDITIONS OF Proposal

1. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

- (a) **Award Criteria** - the award criteria set out in the Invitation to Proposal.
- (b) **Bidder** - a person or organisation who bids for the Proposal.
- (c) **Conditions** - the conditions set out in this 'Conditions of Proposal' document.
- (d) **Cover Letter** - the cover letter attached to the Proposal Information Pack.
- (e) **Goods and/or Services** - everything purchased by SCI under the contract.
- (f) **Invitation to Proposal** - the Proposal Information, these Conditions, SCI's Terms and Conditions of Purchase, SCI's Child Safeguarding Policy, SCI's Anti Bribery and Corruption Policy and the IAPG Code of Conduct.
- (g) **SCI** - Save the Children International (formerly known as The International Save the Children Alliance Charity), a charitable company limited by guarantee registered in England and Wales (company number 03732267; charity number 1076822) whose registered office is at St Vincent House, 30 Orange Street, London, WC2H 7HH.
- (h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCI to the Supplier, or specifically produced by the Supplier for SCI, in connection with the Proposal.
- (i) **Supplier** - the party which provides Goods and/or Services to SCI.

2. The Contract

The contract awarded shall be for the supply of goods and/or services, subject to SCI's Terms and Conditions of Purchase (attached to these Conditions). SCI reserves the right to undertake a formal review of the contract after twelve (12) months.

3. Late Proposals

Proposals received after the Closing Date will not be considered, unless there are in SCI's sole discretion exceptional circumstances which have caused the delay.

4. Correspondence

All communications from Bidders to SCI relating to the Proposal must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received at least 5 days before the Closing Date, as defined in the Invitation to Proposal. Responses to questions submitted by any Bidder will be circulated by SCI to all Bidders to ensure fairness in the process.

5. Acceptance of Proposals

SCI may, unless the Bidder expressly stipulates to the contrary in the Proposal, accept whatever part of a Proposal that SCI so wishes. SCI is under no obligation to accept the lowest or any Proposal.

6. Alternative offer

If the Bidder wishes to propose modifications to the Proposal (which may provide a better way to achieve SCI's Specification) these may, at SCI's discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the Proposal. SCI is under no obligation to accept Alternative Offers.

7. Prices

Proposed prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

8. No reimbursement of Proposal expenses

Expenses incurred in the preparation and dispatch of the Proposal will not be reimbursed.

9. Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Proposal, contract and all associated documentation (including the Specification) and any other information relating to SCI's employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by SCI by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCI's prior written consent, for any purpose except that of Proposaling for business from SCI;
- not disclose the Confidential Information to third parties without SCI's prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCI;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;

- notify SCI immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

10. Award Procedure

SCI's Proposal Review Committee will review the Bidders and their Proposals to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

11. Information and Record Keeping

SCI shall consider any reasonable request from any unsuccessful Bidder for feedback on its Proposal and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why its Proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCI receives the request.

12. Anti-Bribery and Corruption

All Bidders are required to comply fully with SCI's Anti-Bribery and Corruption Policy (attached to these Conditions).

13. Child Protection

All Bidders are required to comply fully with SCI's Child Safeguarding Policy (attached to these Conditions).

14. Exclusion Criteria

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the Proposal process if it is found that they are guilty of misrepresentation in supplying the required information within their Proposal bid or fail to supply the required information.

15. Conflict of Interest / Non Collusion

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCI which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between SCI, and any other Save the Children entity, and it and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than SCI the amount or approximate amount of the Proposal.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the Proposal process.

16. Assignment and novation

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCI or any other Save the Children entity if so required.

PART 3: TERMS AND CONDITIONS OF PURCHASE

1 Definitions and Interpretation

These terms and conditions ("Conditions") provide the basis of the contract between the supplier ("Supplier") and Save the Children International (the "Customer"), in relation to the purchase order ("Order") (the Order and the Conditions are together referred to as the "Contract"). All references in these terms and conditions to defined terms - Goods, Services, Prices and Delivery - refer to the relevant provisions of the Order.

2 Quality and Defects

2.1 The Goods and the Services shall, as appropriate:

- a) correspond with their description in the Order and any applicable specification;
- b) comply with all applicable statutory and regulatory requirements;
- c) be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer;
- d) be free from defects in design, material, workmanship and installation; and
- e) be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.

2.2 The Customer (including its representatives or agents) reserves the right at any time to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.

3 Ethical Standards

3.1 The Supplier shall observe the highest ethical standards during the performance of its obligations under this Contract including international labour standards promoted by the International Labour Organisation specifically in the areas of child labour and forced labour.

3.2 The Supplier, its suppliers and sub-contractors shall comply with all environmental statutory and regulatory requirements and shall not in any way be involved in (a) the manufacture or sale of arms or have any business relations with armed groups or governments for any war related purpose; or (b) terrorism, including checking its staff, suppliers and sub-contractors against the following sanctions lists: UK Treasury List, EC List, OFAC List and US Treasury List.

3.3 The Supplier shall comply with the following Customer Policies, which are available upon request: Child Safeguarding; and Anti-Bribery and Corruption.

4 Delivery / Performance

- 4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order, and in either case during the Customer's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.
- 4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give the Customer reasonable written notice of the specified date.
- 4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Order.
- 4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms rules as in force at the date the Contract is made or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.
- 4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.
- 4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.

5 Indemnity

The Supplier shall indemnify the Customer in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Customer as a result of or in connection with any act or omission of the Supplier or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against the Customer by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services.

6 Price and Payment

Payment in arrears will be made as set out in the Order and the Customer shall be entitled to off-set against the price set out in the Order all sums owed to the Customer by the Supplier.

7 Termination

- 7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.
- 7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if the Supplier:
- a) becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
 - b) is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer.
- 7.3 In the event of termination, all existing purchase orders must be completed.

8 Supplier's Warranties

- 8.1 The Supplier warrants to the Customer that:
- a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;
 - b) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer; and
 - c) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for the Customer to expect in all the circumstances.

9 Force majeure

- 9.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that party's reasonable control (a "Force Majeure Event") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.
- 9.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

10 General

- 10.1 The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorisation.

- 10.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.
- 10.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.
- 10.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.
- 10.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.
- 10.6 The Contract shall be governed by and construed in accordance with Singaporean law. The parties irrevocably submit to the exclusive jurisdiction of the courts of Singapore to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.
- 10.7 A person who is not a party to the Contract shall not have any rights under or in connection with it.

PART 4: SAVE THE CHILDREN'S CHILD SAFEGUARDING POLICY

Our values and principles

Child abuse is when anyone under 18 years of age is being harmed or isn't being looked after properly. The abuse can be physical, sexual, emotional or neglect. The abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable.

It is expected that all who work with Save the Children are committed to safeguard children whom they are in contact with.

What we do

Save the Children is committed to safeguard children through the following means:

Awareness: Ensuring that all staff and those who work with Save the Children are aware of the problem of child abuse and the risks to children.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks to children.

Reporting: Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.

Responding: Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To help you clarify our safeguarding approach, we list here examples of the behaviour by a representative of Save the Children which are prohibited. These include but are not limited to:

1. Hitting or otherwise physically assaulting or physically abusing children.
2. Engaging in sexual activity or having a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Developing relationships with children which could in any way be deemed exploitative or abusive.
4. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
5. Using language, making suggestions or offering advice which is inappropriate, offensive or abusive.
6. Behaving physically in a manner which is inappropriate or sexually provocative.
7. Sleeping in the same bed or same room as a child, or having a child/children with whom one is working to stay overnight at a home unsupervised.
8. Doing things for children of a personal nature that they can do themselves.
9. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.

10. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.

11. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.

12. Spending excessive time alone with children away from others.

13. Placing oneself in a position where one is made vulnerable to allegations of misconduct.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

If you are worried that a child or young person is being abused or neglected, (such as in points 1, 2, 3, 4, 6, 8, 9 and 10 above for example) or you are concerned about the inappropriate behaviour of an employee, or someone working with Save the Children, towards a child or young person, then you are obliged to:

- act quickly and get help
- support and respect the child
- where possible, ensure that the child is safe
- contact your Save the Children manager with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

If you want to know more about the Child Safeguarding Policy then please contact your Save the Children manager.

PART 5: SAVE THE CHILDREN'S ANTI-BRIBERY AND CORRUPTION POLICY

Our values and principles

Save the Children does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Save the Children to behave in a corrupt manner while carrying out Save the Children's work.

What we do

Save the Children is committed to preventing acts of bribery and corruption through the following means:

Awareness: Ensuring that all staff and those who work with Save the Children are aware of the problem of bribery and corruption.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of bribery and corruption.

Reporting: Ensuring that all staff and those who work with Save the Children are clear on what steps to take where concerns arise regarding allegations of bribery and corruption.

Responding: Ensuring that action is taken to support and protect assets and identifying cases of bribery and corruption.

To help you identify cases of bribery and corruption, behaviour which amounts to corruption includes but is not limited to:

- a) Paying or Offering a Bribe – where a person improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another in order to influence their conduct in any way.
- b) Receiving or Requesting a Bribe – where a person improperly requests, agrees to receive or accepts any form of material benefit or other advantage, whether in cash or in kind, which influences or is designed to influence the individual's conduct in any way.
- c) Receiving or Paying a so-called 'Grease' or 'Facilitation' payment – where a person improperly receives something of value from another party for performing a service or other action that they were required by their employment to do anyway.
- d) Nepotism or Patronage – where a person improperly uses their employment to favour or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts or other material advantages.
- e) Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organisation or individual.
- f) Receiving a so-called 'Kickback' Payment – where a person improperly receives a share of funds, a commission, material benefit or other advantage from a supplier as a result of their involvement in a corrupt bid or Proposal process.

g) Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.

h) Abuse of a Position of Trust – where a person improperly uses their position within their organisation to materially benefit themselves or any other party.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

You have a duty to protect the assets of Save the Children from any form of corruption. Furthermore, you must immediately report any suspicion of bribery or corruption to the Save the Children senior management team or Country Director and not to anyone else. Failure to report will be treated as serious and may result in termination of any agreement with Save the Children.

You are obliged to:-

- act quickly and get help
- encourage your own staff to report on bribery and corruption
- contact the Save the Children senior management team or Country Director with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

Attempted corruption is as serious as the actual acts and will be treated in the same way under this policy.

If you want to know more about the Anti-Bribery and Corruption Policy then please contact your Save the Children representative.



PART 6: CODE OF CONDUCT FOR IAPG AGENCIES AND SUPPLIERS

Suppliers and manufacturers to Non-Governmental Organisations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) supports. This information is to advise you, our suppliers, of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment

Code of Conduct for Suppliers:

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

Environmental Standards:

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Business Behaviour:

IAPG members will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable timeframe.

IAPG members will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Qualifications to the statement

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

Disclaimer

This Code of Conduct does not supersede IAPG Members' individual Codes of Conduct. Suppliers are recommended to check the Agencies' own websites.