

Date 13 September ,2016
ITT reference number FWA/SCI/COI/2016/0020

Dear Sir / Madam,

Save the Children invites your submission of a tender to provide goods/services in accordance with the conditions detailed in the attached documents. Save the Children intends to issue a contract for the following goods/services:

Provision of Comprehensive Core Relief Item Kits, Light Core Relief Item Kits, and stoves could potentially take place in Duhok, Erbil, Kirkuk, Salah ah din, Ninewa, and Baghdad.

The aim of the tender process is to select one or multiple suppliers with whom to sign a Framework Agreement (FWA) for the duration of 1 years for the provision of above mentioned service or the reached to amount agreed in FWA, whichever comes first.

We include the following information for your review:

- Part 1: Tender Information
- Part 2: Conditions of Tendering
- 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 tender response must be received in the following format:

- Full completion of the "Tender Response" document in order that your tender may be regarded as compliant. Those tenders returned not completed may be treated as void.
- Two hard copies of bid to be submitted on headed paper.

Bids to be submitted in a sealed envelope, addressed to Procurement Department at the below address. The envelope should indicate the ITT reference number, but have no other details relating to the bid. Your return tender must be received at the address "**Ankawa Road, Erbil, Former Guest Land Hotel, 11-250/1/119**" not later than **30 September 2016**. Failure to meet the Closing Date may result in the tender being void. Returned bids 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 tender requirements, please contact *Save the Children International Country Office, Iraq* email procurement.iraq@savethechildren.org

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

Yours faithfully,

Logistics Department

PART 1: TENDER INFORMATION

Introduction

Save the Children is the world's leading independent organisation for children. We work in around 120 countries. We save children's lives; we fight for their rights; we help them fulfil their potential.

We work to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. Across all of our work, we pursue several core values: accountability, ambition, collaboration, creativity and integrity.

In 2014, SCI has reached over 55 million individuals directly and through our partners' programmes in education, child protection and child rights, WASH, and NFI also in times of humanitarian crises.

Provisional timetable

<u>Activity</u>	<u>Date</u>
Issue Tender Notice and Invitation to Tender	13 September 2016
Return of tenders (Closing Date)	30 September ,2016
Tender Review Committee	4 th October ,2016
Bid clarifications as required	7 th October ,2016
Award Contract	9 th October ,2016
"Go-Live" with Supplier	11 October ,2016

Indicative information

These quantities are for information purposes only and are under no circumstances a guaranteed level of purchase by Save the Children under this contract.

1. Specification of requirement

Description

Description of Goods / Services	Technical Specifications	Unit	Quantity	Unit Price in IQD	Unit Price in USD	Exchange rate from USD to IQD
وصف البضائع / الخدمات		الوحدة	الكمية			
Plastic Sheet		No	1			
Mattress for One person (90 cm X 190 cm), Foam, Standard quality, 10 cm thick		No	3			
Blanket, min 50% wool, 150x200 cmx 5mm, TOG 2-2.5		PCS	1			
Cooking pot with lid: Stainless steel, with 2 steel handles, 6 litre capacity		PCS	1			
Kitchen knife: Stainless steel, wooden handle, length 27cm		PCS	1			
Serving spoon/ ladle : Stainless steel, length 33cm, capacity 250ml		PCS	1			
Soup plate: Stainless steel, diameter 22cm (half dozen)		Set	6			
Soup spoon: Stainless steel, length 22cm(half Dozen)		Set	6			
Mug: Stainless steel, 8cm diameter, 400mL capacity		PCS	6			
Shampoo 700 ml		Bottle	1			
Laundry powder 2 kg		Pkt	1			
Soap Bar 185		No	1			
Toothpaste 100 mg		No	1			
Tooth brush pack of 6		Pkt	1			
Dishwashing Liquid 700 ml		Bottle	1			
Sanitary pads pack 9 or 10		Pkt	1			

Disinfectant cleaning liquid 500ml		Bottle	1			
Garbage bags roll of 20 PCS		Roll	1			
Shaving razor Pack of 5		Pack	1			
Comb		PCS	1			
Nail Clipper		PCS	1			
EWER Water Jug for ablutions		PCS	1			
Basin (20L)		PCS	1			
Bucket (10L)		PCS	1			
Jerry cans (20 L for Water Use)		PCS	1			
Hand Crank Torch	Mechanically powered torch, dynamo system and led light. Minimum of 80-100 lumens and water resistant.	PCS	1			
Solar Lantern	Rechargeable LED lantern. Dimension of 137x137x236 mm. AC 220-240v 50/60 hz. Rechargeable with solar panel, power cord, usb outlet. Operating time of about 12 hours.	PCS	1			
Box/bag for all above items	Should contain all items excepting plastic sheet, mattresses, bucket, and basin.	PCS	1			

CRI Light kit (small kit)

Description of Goods / Services		Unit	Quantity	Unit Price In IQD	Unit in USD	Rate from USD to IQD
وصف البضائع / الخدمات		الوحدة	الكمية			USD to IQD
Plastic Sheet	Non-Shelter grade, reinforced 4x5m sized plastic sheet. Thickness .25 microns. Temperature resistant - 40C~80C	No	1			
Blanket, min 50% wool, 150x200 cmx 5mm, TOG 2-2.5		PCS	1			
Soup plate: Stainless steel, diameter 22cm (half dozen)		Set	6			
Soup spoon: Stainless steel, length 22cm(half Dozen)		Set	6			
Mug: Stainless steel, 8cm diameter, 400mL capacity		PCS	6			
Soap Bar 185		No	1			
Sanitary pads pack 9 or 10		Pkt	1			
Garbage bags roll of 20 PCS		Roll	1			
Jerry cans (20 L for Water Use)	Collapsible	PCS	1			
Box/bag for items from line 1 to 13		PCS	1			
Hand Crank Torch	Mechanically powered torch, dynamo system and led light. Minimum of 80-100 lumens and water resistant.	PCS	1			
Solar Lantern	Rechargeable LED lantern. Dimension of 137x137x236 mm. AC 220-240v 50/60 hz. Rechargeable with solar panel,	PCS	1			

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	power cord, usb outlet. Operating time of about 12 hours.					
Rope	Material: PP split film. Size: 3 mm or 5/16" diameter. Structure: 3 strand & twisted. Length: 10 meters. Colour: dark (black or blue)	pce	1			
Duct Tape	Extra heavy duty tape, 48mm x 54.8m	pce	1			
Box/Bag for all above items	All items with the exception of the plastic sheet should fit very easily into a bag that is easy to carry such as a back pack or duffle bag.					

Kerosene Stove

Description of Goods / Services		Unit	Quantity	Unit Price In IQD	Unit Price in USD	Exchange Rate from USD to IQD
وصف البضائع / الخدمات	Description	الوحدة	الكمية			
Kerosene Stove	Stainless Steel.	No	1			
	Fuel Containing Capacity:- 3 Liter.					
	Number Of Wicks:- 10 Wicks (Cotton)					
	Kerosene Consumption Rate:- 151 - 165 gms/hr					
	Useful Heat Output:- 940 - 950 K.Cals/hr					
	Thermal Efficiency:- 60%					
	Quality Standard:- IS:2980 (ISI)					
	Net Weight Of Stove:- 2.930 Kilograms					
	Master Cartoon CTN:- Corrugated Box					

Contents Per CTN:- 6 Pieces in 1 CTN				
Dimension mm CTN:- 850 x 560 x 200				
Gross Weight/CTN:- 21.120 Kilograms				
Net Weight /CTN:- 17.580 Kilograms.				

Minimum Quantities: 1000

Award criteria

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

a) ESSENTIAL CRITERIA:

- General Information: Profile Presentation, Filling of Application Form, Flagging and comprehensiveness (including documents)
- Bidder's registration and legally operate in Iraq.
- Bidder's confirmation of compliance with the following documents: BoQ with details and Technical Quality Standards by SCI, Conditions of Tendering, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy, Child Safeguarding Policy, IAPG Code of Conduct
- Bidder's responsiveness in emergency situations - how quickly you can provide the service (**Total Completion Period including Delivery of Supplies/Material**)
- Bidder will ensure Quality and certification of Bidder's products/Services and Bidder's ability to provide warranties and guarantees as part of the contract
- Past working experience of 2-3 years with silent clients (INGO/NGO/UN Agencies/Government etc).
- Bidder provides satisfactory client references proving experience in implementation of the similar and big scale infrastructure works. **Minimum 3 References**
- Prices should be valid for at least 60 days
- Prices should be inclusive of all kind of taxes, custom duties, freight, inland transportation for mentioned areas. Suppliers will be responsible for all the defect/losses before handing over the shipment at designated address.
- Supplier should be able to deliver items directly to SC Warehouses in locations such as Salah ah Din, Ninewa, Tikirit, Dohuk, Erbil, Kirkuk, or Baghdad. This includes all paperwork necessary in order to pass through any potential checkpoints.
- Supplier/service provider should accept the cheque payment as agreed in payment schedules
- Final Price will be given 80% Score (**Lowest Bidder**)
- Delivery Lead time will be given 20% Score (**Lowest Lead Time**)

2. b) PREFERRED CRITERIA

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

- Successful working Experience with Save the Children (**No Guarantee for Final Selection**)
- Type of Business of the Company (Manufacturer / Authorized Distributer/Whole Sale /NGOs/ Retailer / General order supplier / Govt Agency/ Others)
- Financial Turn Over During last 5 years (I Million to 40 Million), Bank Statement Maybe Requested
- Bidder's prices demonstrate an economically advantageous position for SCI programmes and emergency response.

- Bidder's ability to fix prices as the maximum to be charged throughout the period of the contract.
- Bidder's delivery lead times
- Bidders capacity to hold volumes of stocks in multiple locations
- Bidder's ability to handle emergency situations with a quick turnaround of these stocks
- Bidder's ability to evidence a strong safety record and ethical working practices in manufacture.
- Bidder is able to demonstrate well maintained production facilities and adheres to recognised quality standards.
- Physical site visit may be carried out as part of due diligence.

3. c) DESIRABLE CRITERIA

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

- Presence in Iraq would be advantage along with knowledge of local context including security issues, dealing with Government regarding clearance of material etc.

PART 2: CONDITIONS OF TENDERING

1. Definitions

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

- Award Criteria** - the award criteria set out in the Invitation to Tender.
- Bidder** - a person or organisation who bids for the tender.
- Conditions** - the conditions set out in this 'Conditions of Tendering 'document.
- Cover Letter** - the cover letter attached to the Tender Information Pack.
- Goods and/or Services** - everything purchased by SCI under the contract.
- Invitation to Tender** - the Tender 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.
- 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.
- 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 tender.

- (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 tenders/ Disqualifications:

Following are disqualifications terms and conditions:

- Litigation / Black Listed Companies (Any case with NGO and black listed by NGOs, Local government or any other Country)
- Supplier not complying with SCI policy of conflict of interest and compliance check will also disqualified irrespective of their marks obtained
- Minimum total score need to be qualified
- The firms engaged in hiring/employment of workers under age of 18
- Suppliers providing false information regarding any point in qualification documents. The Firms whose reference will be negative.
- Tenders 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 tender 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 Tender. Responses to questions submitted by any Bidder will be circulated by SCI to all Bidders to ensure fairness in the process.

5. Acceptance of tenders

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

6. Alternative offer

If the Bidder wishes to propose modifications to the tender (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 Tender. SCI is under no obligation to accept Alternative Offers.

7. Prices

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

Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Tender, 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 tendering 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.

8. Award Procedure

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

9. Information and Record Keeping

SCI shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why its tender 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.

10. Anti-Bribery and Corruption

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

11. Child Protection

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

12. 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 tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

13. 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 tender.
- 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 tender process.

14. 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 PACKING AND PACKAGING

The goods must be suitably packed and packaged for sea freight or airfreight depending on the applicable transport mode in accordance with New Aviation's specifications and/or standard trade practices and/or mandatory requirements.

The Supplier is liable for damages resulting from inadequate packing and packaging.

8 Termination

8.1 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.

The Supplier/Service provider may terminate the Contract any time by giving the Customer at least one month's written notice.

8.2 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.

8.3 In the event of termination, all existing purchase orders must be completed.

9 Supplier's Warranties

9.1 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.

d) SCI will issue purchase order against this contract and will pay according to the PO, not based upon FWA (framework Agreement), SCI has right to impose penalty for late deliveries as set in the PO.

10 Force majeure

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10.1 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.

10.2 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.

11 General

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

11.2 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.

11.3 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.

11.4 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.

11.5 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.

11.6 The Contract shall be governed by and construed in accordance with Local Law. The parties irrevocably submit to the exclusive jurisdiction of the courts of KRG and IRAQ to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.

11.7 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:**

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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 tender 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) support. 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.