

INVITATION TO EOI FOR SAVE THE CHILDREN INTERNATIONAL

Rwanda

16th March 2023

ITT/SCI/RW/EOI/2023/001

CALL FOR EXPRESSION OF INTEREST (EOI) FOR PRE-QUALIFICATION.

SUBMISSION DEADLINE: 18:00 PM ON 15th April 2023

QUESTIONS / CLARIFICATIONS : rwanda.logistics@savethechildren.org

FORMAT FOR SUBMISSION: [BIDDER RESPONSE DOCUMENT](#)

PART 1 : INVITATION TO CALL FOR EXPRESSION OF INTEREST

- Introduction to SCI
- Project Overview and Requirements
- Award Criteria
- Instructions & Key Information

PART 2 : CORE REQUIREMENTS AND SPECIFICATION

- Detailed description of SCI's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

PART 3 : BIDDER RESPONSE DOCUMENT

- Template to be used to submit response to this Invitation to call for expression of interest.
- Includes the Terms & Conditions of Bidding.

PART 4 : APPENDICES

- Appendix 1 – Terms & Conditions of Purchase
- Appendix 2 – Child Safeguarding Policy
- Appendix 3 – Save the Children Anti-Bribery and Corruption Policy
- Appendix 4 – Save the Children's Human Trafficking and Modern Slavery Policy
- Appendix 5 – The IAPG Code of Conduct

INVITATION LETTER

CALL FOR EXPRESSION OF INTEREST (EOI) FOR PRE-QUALIFICATION.

Save the Children (SC) 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.

SCI Rwanda Office invites all eligible qualified and reputable companies, firms, to submit their expression of Interest (EOI) for inclusion in the **SCI Rwanda database or for possible framework agreement** with SCI Rwanda for the provision or supply of the following goods, services or support in various categories.

1. Supply of beverages, snacks and food stuff e.g, lunch and tea break including outside catering services, drinking water, and office consumables.
2. Provisional conferences facilities and accommodation inside of Kigali and outside of Kigali.
3. Design, media, branding and promotional materials
4. Supply of vehicle fuel, lubricants and related
5. Supply of office consumables (cartridge, office stationery)
6. Provision of telecommunication service e.g., Airtime and CUG
7. Supply and fitting of vehicle and motorcycle tires
8. Provision of online advertisement services
9. Provision of service, repairs and maintenance of ICT equipment
10. Supply and installation of electronic and electrical Equipment
11. Supply and refilling of fire extinguishers
12. Supply of all ICT equipment- including computers, printers, copies, communication Equipment, surveillance and the accessories.
13. Supply of building materials, electrical and plumbing materials and construction.
14. Supply, repair and maintenance of office furniture & fittings
15. Supply of vehicle and motorcycle spare parts
16. Provision of internet services
17. Provision of professional videography/Photography services (recording, editing, documentary)
18. Provision of audit and or financial advisory services
19. Provision media engagement and documentation
20. Provision transport service inside of Kigali and out of Kigali (Van, Pick-up, Land cruisers, trucks, etc.).
21. Provision service of accommodation in Guest house or apartments in Kigali
22. Provision carwash services

23. Supply fresh food and Gaz cooking

24. General supply

EOI Document; Available on request through; Email address: rwanda.logistics@savethechildren.org

NB: All applicants should participate and submitted their bids through e-tenders to Save the Children Rwanda not later than 15th April 2023 by 1700hrs via SAP Supplier's Ariba Network. Those who are having trouble logging in system to submit their bids, please send them to this email address addressed to SCI Supply Chain Rwanda at Rwanda.Bid@savethechildren.org

Any bids received after the indicated time system will be rejected.

PART I – INVITATION TO EOI

I. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world's leading independent organisation for children. 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.

Our Vision – a world in which every child attains the right to survival, protection, development and participation.

Our Mission – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies and emotional support for children caught up in disasters like floods, famine and wars.
- Campaign for long term change to improve children's lives.
- Improve children's access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world's most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our website at www.savethechildren.net



2. AWARD CRITERIA

SCI is committed to running a fair and transparent EOI process, and ensuring that all bidders are treated and assessed equally during this EOI process.

Bidder responses will be evaluated against four categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

These criteria have been especially created to help SCI determine which bidder is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.

3.1 ESSENTIAL CRITERIA

These are criteria, which bidders **must** meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the EOI process. These criteria is scored as Pass or Fail and will not be evaluated against capability, quality and commercial criteria. (See Part 3 Section 2 - Essential Criteria)

3.2 CAPABILITY CRITERIA (90%)

These are criteria will used to evaluate the bidders' ability, skill and experience in relation to the requirements of SCI. All bids which pass the Essential Criteria will be evaluated against the same pre-agreed Capability Criteria, which will have been created by a committee of representatives from SCI. (See Part 3 Section 4 – Capability Questions)

3.3 SUSTAINABILITY CRITERIA (10%)

These criteria will be used to evaluate the sustainable competitiveness of a bid. All bids which pass the Essential criteria will be evaluated against the same pre-agreed Sustainability Criteria, which have been created by a committee of representatives from SCI. (See Part 3 Section 6 – Sustainability Questions)

All Capability, and Sustainable Criteria will be weighted accordingly to reflect their importance. The Capability Criteria will account for 90%, the Sustainable Criteria will account for 10%.

3. BIDDER RESPONSE DOCUMENT

To ensure bidders provide all the required information in order for SCI to be able to effectively evaluate bidders' bids against the Evaluation Criteria, a Bidder Response Document has been created. Bidders must complete the Bidder Response Document and provide various pieces of information as part of their submission.

A copy of the Bidder Response is provided in Part 3 of this EOI Pack.

4. VETTING

Prior to a bidder supplying any goods / services they must first be vetted and cleared to work with Save the Children. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision has been made. If any information provided by the Bidder throughout the EOI process is proved to be incorrect during the vetting process (or at any other point), SCI may reverse their award decision.

5. BIDDER INSTRUCTIONS

7.1 TIMESCALES

The below table indicates the key dates for this EOI process. The issuing of this Invitation to EOI and EOI Pack represents the start of the EOI process.

Activity	Date
Issue Invitation to EOI	16 th March 2023
Deadline for Return of Bids	15 th April 2023
Bid Opening held on	20 th April 2023
Negotiation Period	24 th -28 th April 2023
Award Contact	1 st -4 th May 2023

The above dates are for indicative purposes only and are subject to change.

7.2 DOCUMENTATION FOR SUBMISSION

Bidders wishing to submit a proposal to this Invitation to EOI **must** use the Bidder Response Document template in Part 3 of this EOI Pack. Any bids received using different formats will not be accepted.

This document has been created specifically for this EOI and allows Bidders to demonstrate their ability to deliver the required goods and / or services. The Bidder Response document is linked to the Essential, and Capability, which will be used to evaluate the quality of the bids received.

Within the Bidder Response Document instructions are provided on how to complete the document and specific guidance is provided on what information / supporting documentation is required.

The Bidder is expected to sign the statement in Section 3 of the Bidder Response Document to confirm that the bidder response is accurate and can be relied upon

7.3 SUBMISSION OF BIDS

Responses will only be accepted in the requested format. **Any incomplete responses or responses not in the format of the provide templates may be treated as void.**

Bids can be submitted electronically only:

Electronic Submission via Email

➤ Email should be addressed to **SCI Supply Chain Rwanda** at Rwanda.Bid@savethechildren.org

Note – this is a sealed EOI box which will not be opened until the EOI has closed. Therefore, do not send EOI related questions to this email address as they will not be answered. The subject of the email should be

ITT/SCI/RW/EOI/2023/001

- **Bidder Response – ‘Bidder Name’, ‘Date’.**
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

7.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **18:00PM & 15th April 2023**

Bids must remain valid and open for consideration for a period of no less than 60 days.

7.5 KEY CONTACTS

All questions relating to the EOI should be sent via email to:

Name	Email Address
Supply Chain Team	rwanda.logistics@savethechildren.org

Please be advised local working hours are **8:00AM to 17:30PM** from Monday To Thursday and **8:00AM to 2:00PM** on Friday's. Please allow up to **24 hours** for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

I. SPECIFIC REQUIREMENTS

SCI Rwanda Office invites all eligible qualified and reputable companies, firms, to submit their expression of Interest (EOI) for inclusion in the **SCI Rwanda database or for possible framework agreement** with SCI Rwanda for the provision or supply of the following goods, services or support in various categories.

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3. Design, media, branding and promotional materials
4. Supply of vehicle fuel, lubricants and related
5. Supply of office consumables (cartridge, office stationery)
6. Provision of telecommunication service e.g., Airtime and CUG
7. Supply and fitting of vehicle and motorcycle tires
8. Provision of online advertisement services
9. Provision of service, repairs and maintenance of ICT equipment
10. Supply and installation of electronic and electrical Equipment
11. Supply and refilling of fire extinguishers
12. Supply of all ICT equipment- including computers, printers, copies, communication Equipment, surveillance and the accessories.
13. Supply of building materials, electrical and plumbing materials and construction.
14. Supply, repair and maintenance of office furniture & fittings
15. Supply of vehicle and motorcycle spare parts
16. Provision of internet services
17. Provision of professional videography/Photography services (recording, editing, documentary)
18. Provision of audit and or financial advisory services
19. Provision media engagement and documentation
20. Provision transport service inside of Kigali and out of Kigali (Van, Pick-up, Land cruisers, trucks, etc.).
21. Provision service of accommodation in Guest house or apartments in Kigali
22. Provision carwash services
23. Supply fresh food and Gaz cooking
24. General supply

PART 3 – BIDDER RESPONSE DOCUMENT

I. INTRODUCTION

This Schedule is to be used by Bidders wishing to submit a response to this EOI Process. The Bidder Response is split into the 5 sections detailed below (including hyperlinks), all of which correspond to the Evaluation



Criteria referenced in the Invitation to EOI. This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 - Key information](#)
- [Section 2 – Essential Criteria](#)
- [Section 3 – Capability Questions](#)
- [Section 4 – Sustainability Questions](#)
- [Section 5 – Bidder Submission Checklist](#)
- [Schedule 1 – Terms & Conditions of Bidding](#)

At the end of the Bidder Response Document is a checklist. This should be completed by the Bidder prior to submitting their response to ensure all the relevant information and supporting documents have been included in the response.

The Bidder is required to sign a copy of the Check list as part of their submission.

SECTION I – KEY INFORMATION

Instructions – Bidders are required to complete all sections of the below table.

KEY INFORMATION			
Organisation Name			
Please provide details of the primary products/services supplied by your organisation			
Please explain your experience of providing the goods or services requested in this EOI document.			
Website address			
Address	Main Address	Registered Address (if different)	Address for Payments (if different)
Company Registration Number		Tax Number	
Year of Registration		Country of Registration	
Type of Business (e.g. Started year business)		Primary Country of Operation	
Total Annual Revenue <i>(please state the currency)</i>	2022	2021	2020
Annual Revenue (from goods and services requested in this EOI)			
Have you supplied goods or services to SCI previously? If so, please provide a brief summary.			

KEY CONTACT DETAILS			
	Primary Contact	Secondary Contact	Emergency Contact
Name			
Job Title			
Phone / Mobile			
Email			
Address			
OTHER KEY INFORMATION			
Provide details of what insurance cover you have and what the maximum value is			
KEY ROLES & PERSONNEL			
Which employees will be responsible for providing goods and services to SCI? Please list names, and job titles and contact details (e.g. account managers).	Job Title	Role	E-mail Address

SECTION 2 - ESSENTIAL CRITERIA

Instructions – Bidders are required to complete all sections of the below table.

Item	Question (Pass/Fail)	Bidder Response	
2.1	Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ included within Appendix I of the ITT, and that any work awarded from this EOI process will be completed under the attached ‘Terms and Conditions of Purchase’.	Yes / No	Comments / Attachments
2.2	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed below, throughout this EOI process and during the term of any contract awarded. <ol style="list-style-type: none"> 1) Child Safeguarding Policy 2) Anti-Fraud, Bribery & Corruption Policy 3) Slavery & Human Trafficking Policy 4) IAPG Code of Conduct 5) Conditions of EOI 	Yes / No	Comments
2.3	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
2.4	The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation). This includes the Bidder submitting the following requirements (where applicable):	Yes / No	Comments
		Requirement	Bidder Response / Attachments
2.4.1	- Company profile with full address, it is legal name, location area, Physical address, Phone number, contact personal, PO. Box, Email and website if any.	Yes / No	Comments / Attachments
2.4.2	- Bid letter duly signed, stamped and dated	Yes / No	Comments / Attachments
2.4.3	- RDB Business registration certificate	Yes / No	Comments / Attachments
2.4.4	- VAT/TIN Registration Certificate	Yes / No	Comments / Attachments
2.4.5	- Valid RSSB Clearance Certificate	Yes / No	Comments / Attachments

		Yes / No	Comments / Attachments
2.4.6	- Valid RRA Tax Clearance certificate	Yes / No	Comments / Attachments
2.4.7	- Any application license depending on category where your firm/company has expressed interest e.g RURA certifications or license, Rwanda Standards Boards certifications or license, ISO quality certifications etc.	Yes / No	Comments / Attachments

SECTION 3 – CAPABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response		
4.1	<p>REFERENCES</p> <p>Bidder shares at least four (4) names of business's or NGO's actors that your organisation have supplied the similar service or goods within the last 6 to 12 months.</p> <p>Examples provided must be for similar service to that in which Save the Children operates, and within the last two (2) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i></p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
		4)		
4.2	<p>Bidder shares at least four (4) good completion letters from Business or NGO's actors that your organisation have supplied similar services or goods to within the last 6 to 12 months</p>	Name of organisation, attach the documents		
		1.		
		2.		
		3.		
		4.		
4.3	<p>Able to demonstrate that, your service or goods has quality certified issued by an authorized agency if any.</p>	Bidder Response		

SECTION 4 – SUSTAINABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response
4.1	The bidder support and demonstrates a policy of diversity & inclusion with recruitment of staff to ensure equal opportunity for staff of different gender and/or ethnic background	
4.2	The bidder participates in activities to reduce carbon emissions.	

SECTION 6 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:

No	Section	Please Tick
1.	Section 1 – Key Information	
2.	Section 2 – Essential Criteria	
3.	Section 3 – Capability Questions	
5	Section 4 – Sustainability Questions	

We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:

Section	Required Document / Evidence	Please Tick
	- Company profile with full address, it is legal name, location area, Physical address, Phone number, contact personal, PO. Box, Email and website if any.	
Essential Criteria Evidence	- Bid letter duly signed, stamped and dated	
	- RDB Business registration certificate	
	- VAT/TIN Registration Certificate	
	- Valid RSSB Clearance Certificate	
	- Valid RRA Tax Clearance certificate	
	- Any application license depending on category where your firm/company has expressed interest e.g RURA certifications or license, Rwanda Standards Boards certifications or license, ISO quality certifications etc.	
Capability Criteria Evidence	Bidder shares at least four (4) names of business's or NGO's actors that your organisation have provided similar service or product within the last 6 to 12 months. Examples provided must be for similar service to that in which Save the Children operates, and within the last two (2) years.	
	Bidder shares at least four (4) good completion letters from Business or NGO's actors that your organisation have supplied solar system panel to within the last 6 to 12 months	
Sustainability Criteria Evidence	The bidder support and demonstrates a policy of diversity & inclusion with recruitment of staff to ensure equal opportunity for staff of different gender and/or ethnic background.	
	The bidder participates in activities to reduce carbon emissions.	

We, the Bidder, hereby confirm we compliance with the following policies and requirements:	
Policy	Signature
Conditions of EOI	
Terms & Conditions of Purchase	
Child Safeguarding Policy	
Anti-Bribery & Corruption Policy	
Human Trafficking & Modern Slavery Policy	
IAPG Code of Conduct	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature

.....

Name

.....

Job Title

.....

Company

.....

Date

.....

SCHEDULE I – TERMS & CONDITIONS OF BIDDING

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 EOI.
- (b) **Potential supplier** - a person or organisation who bids for the EOI.
- (c) **Conditions** - the conditions set out in this 'Conditions of EOI' document.
- (d) **Cover Letter** - the cover letter attached to the EOI Information Pack.
- (e) **Goods and/or Services** - everything purchased by SCI under the contract.
- (f) **Invitation to EOI** - the EOI 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 EOI.
- (i) **Supplier** - the party which provides Goods and/or Services to SCI.

1. 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.

2. Late EOIs

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

3. Correspondence

All communications from Potential suppliers to SCI relating to the EOI must be in writing and addressed to the person identified in this Invitation to EOI. Any request for information should be received at least 5 days before the Closing Date, as defined in the Invitation to EOI. Where appropriate responses to questions submitted by any Potential supplier will be circulated by SCI to all Potential suppliers to ensure fairness in the process.

4. Acceptance of EOIs

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

5. Alternative offer

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

6. Prices

EOI prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable). Prices must be clearly identified as price per unit of measure.

7. No reimbursement of EOI expenses

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

8. Non-Disclosure and Confidentiality

Potential suppliers must treat the Invitation to EOI, 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 Potential suppliers shall:

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Potential supplier 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 EOing 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.

9. Award Procedure

SCI's Procurement Committee will review the Potential suppliers and their EOIs to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

10. Information and Record Keeping

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

11. Anti-Bribery and Corruption

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

12. Child Protection

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

13. Human Trafficking and Modern Slavery

All Potential suppliers are required to comply fully with SCI's Human Trafficking and Modern Slavery Policy (attached to these Conditions).

14. Exclusion Criteria

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

15. Conflict of Interest / Non Collusion

Any Potential supplier 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 Potential supplier 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 EOI.
- 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 EOI process.

16. Assignment and novation

All Potential suppliers 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 4 - APPENDICES

Appendix 1 – Save the Childrens Safeguarding Policy

Appendix 2 – Save the Childrens Anti-Bribery and Corruption Policy

Appendix 3 – Save the Childrens Human Trafficking and Modern Slavery Policy

Appendix 4 – Code of Conduct for IAPG Agencies and Suppliers

APPENDIX I – SAVE THE CHILDRENS 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.

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:

14. Hitting or otherwise physically assaulting or physically abusing children.
15. 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.
16. Developing relationships with children which could in any way be deemed exploitative or abusive.
17. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
18. Using language, making suggestions or offering advice which is inappropriate, offensive or abusive.
19. Behaving physically in a manner which is inappropriate or sexually provocative.
20. 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.
21. Doing things for children of a personal nature that they can do themselves.
22. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.
23. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
24. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.
25. Spending excessive time alone with children away from others.
26. 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.

APPENDIX 2 - SAVE THE CHILDRENS ANTI BRIBERY & 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 EOI 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.

APPENDIX 3 – SAVE THE CHILDRENS HUMAN TRAFFICKING & MODERN SLAVERY POLICY

I. 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 engage in human trafficking or modern slavery.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.

2. What is human trafficking and modern slavery?

The Modern Slavery Act (MSA) 2015 covers four activities:

Slavery	Exercising powers of ownership over a person
Servitude	The obligation to provide services is imposed by the use of coercion
Forced or compulsory labour	Work or services are exacted from a person under the menace of any penalty and for which the person has not offered themselves voluntarily
Human trafficking	Arranging or facilitating the travel of another person with a view to their exploitation

Modern slavery, including human trafficking, is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our national and international disclosure obligations, and shall comply with all applicable laws, statutes, regulations and codes from time to time in force, including:

- UK Modern Slavery Act 2015 (see above);
- US Trafficking Victims Protection Act 2000;
- USAID ADS 303 Mandatory Standard Provision, Trafficking in Persons (July 2015); and
- International Labour Standards on Child Labour and Forced Labour.

3. Our approach to preventing human trafficking and modern slavery

Save the Children is committed to preventing human trafficking and modern slavery, including through the following means:

Awareness: Ensuring that all staff and those who work with Save the Children are aware of the problem of human trafficking and modern slavery.

Prevention: Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of human trafficking and modern slavery.

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 human trafficking and modern slavery.

Responding: Ensuring that action is taken to identify and address cases of human trafficking and modern slavery.

To help you identify cases of human trafficking and modern slavery, the following are examples of prohibited categories of behaviour:

- a. '**Chattel slavery**', in which one person owns another person.
- b. '**Bonded labour**' or '**debt bondage**', which is when a person's work is the security for a debt – effectively the person is on 'a long lease' which they cannot bring to an end, and so cannot leave their 'employer'. Often the conditions of employment can be such that the labourer can't pay off their debt and is stuck for life, because of low wages, deductions for food and lodging, and high interest rates.
- c. '**Serfdom**', which is when a person has to live and work for another on the other's land.
- d. '**Other forms of forced labour**', such as when passports are confiscated (sometimes by unscrupulous recruitment agencies) from migrant workers to keep them in bondage, or when a worker is 'kept in captivity' as a domestic servant. If a supplier or contractor appears to impose excessively harsh working conditions, or excessively poor wages, then you should always be alive to the possibility that a form of forced labour is occurring, and take care with your due diligence.
- e. 'Child Slavery', which is the transfer of a young person (under 18) to another person so that the young person can be exploited. Child labour may, in fact, be a form of child slavery, and should not be tolerated. See the Save the Children Child Safeguarding Policy for further details.
- f. 'Marital and sexual slavery', including forced marriage, the purchase of women for marriage, forced prostitution, or other sexual exploitation of individuals through the use or threat of force or other penalty.

4. The Commitment we expect from commercial partners

We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we may include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

Please contact your Save the Children representative if you have further questions.

APPENDIX 4 – CODE OF CONDUCT FOR IAPG AGENCIES & 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 practiced
- 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.