

TENDER DOSSIER.

Contents

About Johanniter International Assistance.....	2
1 Supply / Service Requirement.....	2
2 Terms of Tendering Process.....	3
3 Clarification of Tender Documents.....	4
4 Amendment of Tender Document.....	4
5 Geographical Scope.....	4
6. Submission of Bids.....	4
7. Eligibility, Evaluation Process & Award Criteria.....	5
8. Technical L Specifications / Terms of Reference (ToR).....	7
9. Financial Offer.....	11
9. Declaration of Supplier.....	12

TENDER DOSSIER.
CONSULTANCY SERVICES - BASELINE SURVEY on the Maternal and Mental Health Access and Psychosocial and Livelihood Support to improve Social well-being (MAMA PLUS) Project.

TENDER DOSSIER REF No: TD / CONSULT / BASELINE / 2024 / 001.

Johanniter International Assistance is completely against fraud, bribery, and corruption. We do not ask money for bids. If approached for money, other favours or if you have any suspicions of attempted fraud, bribery or corruption please report immediately to email:

feedback.hq@johanniter.de

ABOUT JOHANNITER INTERNATIONAL ASSISTANCE.

Johanniter is a German Christian Not for profit non-governmental Organisation with Federal Headquarters (HQ) based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting projects in Health, Nutrition, WASH as well as Food Security & Income Generation worldwide. (www.thejohanniter.org) In Uganda, Johanniter implements through its partners in West Nile Sub region and Northern region.

Timelines Subject to Changes.

S/n	Item	Date, year, time, and time-zone
1.	Bid Notice – through Relief Web.	10 th of June, 2024, (8:00 am EAT Time Zone.)
2.	Request for Tender Dossier and Clarifications.	10 th of June, 2024 to 15 th of June, 2024, (8:00 am – 5:00 Pm EAT Time Zone.)
3.	Closing date	21st of June 2024 , (5:00 pm EAT Time Zone.)
4.	Opening of Offers and Evaluation (Internal Procedure).	25 th of June, 2024, (8:00 am EAT Time Zone.)

1 SUPPLY / SERVICE REQUIREMENT

Johanniter International Assistance invites prospective bidders to reply to this Tender Dossier and submit their responsive bids for **CONSULTANCY SERVICES - BASELINE SURVEY on the Maternal and Mental Health Access and Psychosocial and Livelihood Support to improve Social well-being (MAMA PLUS) Project**. The technical parameters must meet our Terms of Reference (ToR) / Requirements.

2 TERMS OF TENDERING PROCESS.

Johanniter International Assistance acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate in this tender process for **CONSULTANCY SERVICES - BASELINE SURVEY on the Maternal and Mental Health Access and Psychosocial and Livelihood Support to improve Social well-being (MAMA PLUS) Project**. This process is being conducted under Johanniter International Assistance's Procurement guidelines.

Conditions of Tender Document SUBMISSION

All interested vendors must respond to all requirements set out in this document and failure to adhere to the conditions set out will result into rejection of their bid.

1. This tender process shall follow Johanniter's Procurement guidelines and policy and reserves the right to deal with any offer of its choice or any or all parts of the offer.
2. Johanniter International Assistance is not bound to accept the lowest, or any bid submitted and can terminate this competition at any stage.
3. This invitation to tender is not a contract or an offer to contract, but an invitation to tender for the selection of one.
4. Johanniter reserves the right to alter the dates of the timetable.
5. Canvassing of Johanniter staff in relation to this tender will result in disqualification of that individual or company.
6. Opening of offers is not open to the public and Johanniter will inform each respondent of the results of the decision of their offer upon request.
7. Johanniter is not obliged to justify or explain the selection to any applicant.
8. Bids submitted in another manner other than that specified in the tender document shall be rejected.
9. Johanniter is not obliged to justify or explain selection to any respondent.
10. All documentation must be submitted in English.
11. All bids must be accompanied by a signed declaration of suppliers provided by Johanniter.
12. Johanniter will perform reference checks to validate information provided by selected suppliers during the evaluation process before awarding the contract. Submission or falsification of information that could mislead Johanniter in its decision making will lead to automatic disqualification.
13. In the event of an Arithmetical error in Prices, the evaluation committee will consider the Unit Price multiplied by the quantity to obtain the total price in the financial offer.
14. Any conflicts of interest involving a bidder must be fully disclosed to Johanniter International Assistance particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the bidders.
15. Unsuccessful bidders will be notified.
16. Johanniter International Assistance's standard payment terms are by bank transfer or cheque within 30 days after satisfactory implementation and receipt of documents in order.
17. This document is not construed in any way as an offer to contract.
18. Johanniter International Assistance and all contracted suppliers, and their subcontractors, associates or partners must act in all its procurement and other activities in full compliance with donor requirements and the highest ethical standards.
19. All prices shall be quoted in **UGX (Uganda Shilling)**.
20. Johanniter shall carry out visit suppliers during the evaluation process in order to ensure quality of services meet the end-user requirements.
21. The tenderer shall bear all costs associated with the preparation and submission of the tender. Johanniter will not be responsible or liable for those costs, regardless of the conduct and/ or outcome of the tendering process.

3 CLARIFICATION OF TENDER DOCUMENTS.

- Johanniter has taken great care to be as clear as possible in the language used to compile this tender document. In case, any confusion arises out of the meaning or interpretation of any words used in this document, Johanniter will not accept responsibility for any misunderstanding or misinterpretation.

Additional information or clarification can be obtained in writing by e-mail to Lydia.Nanono@thejohanniter.org and copy Angeline.Mumbo@thejohanniter.org with the subject line CLARIFICATION REQUEST – “CONSULTANCY SERVICES - BASELINE SURVEY (MAMA PLUS PROJECT)”. A response will be shared through email to all prospective suppliers and any request should be received earlier than 5 days before the deadline of submission of applications.

4 AMENDMENT OF TENDER DOCUMENT.

- At any time prior to the deadline for submission of the bids, Johanniter may, for any reason (s), whether at its initiative or in response to a clarification requested by a prospective applicant, Johanniter International assistance may amend the tender document. The addendum thus issued shall be part of the tender documents and shall be communicated in writing to all prospective bidders. Prospective bidders shall promptly acknowledge receipt of each addendum in writing. In order to afford prospective applicants reasonable time to take an addendum into account in preparing their applications, the organization may at its discretion, extend the deadline for the submission of bids.

5 GEOGRAPHICAL SCOPE.

The geographic scope of the baseline survey will be in Rhino Camp (Olujubo II and Ocea II Health Centres in Rhino Camp settlement). West Nile Sun Region, Uganda.

6. SUBMISSION OF BIDS.

Interested Service providers should submit their bids online to Johanniter by **21st of June 2024** through the following address: hr.uganda@thejohanniter.org.

Kindly specify the Consultancy Firm / Consultant Name in the email subject

Important:

- Offers received after the deadline date and time will not be considered.
- The Johanniter International Assistance Evaluation Committee will open all responses, and all Bidders will be notified of the results.

By submitting an offer under this Tender Dossier, the Tenderer hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform Johanniter International Assistance of any changes in status of these matters.

1. The bidder is not bankrupt or is being wound up, neither are its affairs being administered by the court nor has entered an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.

2. The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.
3. Neither the bidder, a director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct during their business.
4. The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Ireland or any other state or country in which the bidder is located or doing business.
5. Neither the bidder, a director or Partner has been found guilty of fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agency
6. The tenderer has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

7. ELIGIBILITY, EVALUATION PROCESS & AWARD CRITERIA

Tenderers will be considered for participation in the Contract subject to the following qualification process:

Evaluation Criteria.	
A	Administrative Evaluation
A1	Administrative Criteria. (The first phase of evaluation of the Responses will determine whether the tender has been submitted in line with the administrative instructions and meets the essential criteria. Only those tenders meeting the essential criteria will go forward to the second phase of the evaluation.)
	1. Closing Date: Proposals must have met the deadline stated or such revised deadline as may be notified to Tenderers by Johanniter International Assistance. Tenderers must note that Johanniter International Assistance is prohibited from accepting any proposals after submission deadline. 2. Submission Method: Bids must be delivered in a method specified under Section 6 – Submission of Bids. Johanniter International Assistant will not accept responsibility for tenders delivered by any other method. Responses delivered in any other method may be rejected. 3. 30 days tender validity.
A2	Essential Criteria (Minimum mandatory requirements of specifications of the tender.)
	• The Ugandan legal Company Registration documents for consultancy firms (Registration Certificates, Memorandum and Articles of Association, clearly showing the company shareholders, valid trading license) • Profile of the consultancy firm if not an individual. • Tax registration and clearance certificates including exemption certificates where applicable.

	• Technical proposal • Financial proposal • At least Three (3) traceable contactable references in evaluation of Maternal and Child Health, MHPSS, Gender, Livelihood projects in Humanitarian settings in the last five (5) years. • Certified Bank Statement for at least the last six months and Audited Accounts for the past 12 months. (for companies) • Banking details. • Duly signed and stamped copy of the declaration of suppliers. • Duly signed and stamped copy of TOR.
B	Technical Evaluation – Phase 1 (20%)
B1	Proposed personnel for the assignment. Lead Consultant(s)/ Team of Consultants have qualifications (PhD or Master's degree) aligned to thematic sectors of the project or any relevant qualification (Health, MHPSS, Gender studies, Community Development, or developmental studies, Social Sciences) or any other relevant academic qualification. <i>(Service providers should provide Team / Lead consultant(s)' Academic Certificates)</i> = 5%.
B2	Demonstrated / similar experience in the last 5 years with INGOs, International Organisations, Governments or the UN Humanitarian Response and development work in Uganda Context. <i>(Service Providers should dully signed contracts for previous consultancy works conducted.)</i> = 5%.
B3	Samples of previous works demonstrating expertise in designing and writing documents for publication (where the publications cannot be shared. <i>(Service providers should share a list or samples of consultancy works and the organizations worked for, with a contact person)</i> = 5%.
B4	Consultant Teams have demonstrated ability to complete the assignment. <i>(Please attach authentic completion certificates in the most recent five (5) years in similar practical work experience. (Service Providers should attach authentic completion certificates for previous works done)</i> = 5%
C	Technical Evaluation (Interviews) – Phase 2 (50%)
C1	Appropriate methodology - Candidates should clearly outline the technical approach to achieve the assignment and mitigate project risks (qualitative and/or quantitative approaches) = 25%.
C2	Demonstrated clarity and understanding of the assignment/interpretation of the ToR = 25%
D	Financial (30%)
D1	Based on the details in the TOR, the consultant will develop a detailed itemized financial proposal aligned with the proposed work plan. All prices must be quoted in Uganda Shillings (UGX). The validity period for the financial proposal should be indicated, and consultants' professional fees and logistics costs should be quoted in separate lines and not as a lump sum. The overall consultancy fees must include all relevant taxes.

8. Technical L Specifications / Terms of Reference (ToR).

Background Rationale

Johanniter International Assistance implements and manages humanitarian and development projects throughout the country and regional offices worldwide. Johanniter International Assistance has been active in Uganda since 2017 and operates a Country Office (Kampala), which implements humanitarian projects and Programs with focus on health, livelihood, WASH among others, together with partner organizations.

Programme Background

Johanniter-Unfall Hilfe (Johanniter International Assistance - Johanniter) implements projects in 4 settlements in Uganda namely Adjumani, Palabek, Palorinya and Rhino Camp with the partners, Community Empowerment for Rural Development (CEFORD) and Agency for Cooperation and Research in Development (ACORD)-Uganda. In partnership with CEFORD, Johanniter has been supporting nutrition activities, MHPSS including gender-based violence identification and referrals in three zones in Rhino Camp. In addition, Johanniter has established a complementary field office in Arua, the nearest city to Rhino Camp settlement. Johanniter has entered into partnership with The Transcultural Psychosocial Organization (TPO), a national organization with over 30 years' experience in providing holistic services to families and communities affected by conflict, HIV and AIDS, poverty and natural disasters around the thematic areas of mental health and psychosocial support; child care and protection; HIV/AIDS Care and Support, GBV prevention and mitigation, disaster risk reduction and livelihood support through integrated and community participative approaches that enable families and communities to regain their agency, get empowered and become self-reliant. TPO has presence in Rhino Camp and is the UNHCR's community MHPSS implementing partner. Additionally, TPO Uganda is an active member of the inter-agency working committee, the MHPSS Working Group and the livelihood working group.

Johanniter and TPO Uganda will implement the ***Maternal and Mental Health Access and Psychosocial and Livelihood support to improve Social well-being (MAMA PLUS) project*** funded by **Aktion Deutschland Hilft (ADH)** to increase access to maternal and mental health and psychosocial support services and livelihood support to teenage and young mothers, women of reproductive age, women living with disabilities and other vulnerable women and female survivors of Gender Based Violence. The project will ensure that women access not only maternal and newborn services, but provide support their social-well-being through mental health and livelihood support that improve their coping mechanisms and address their daily stressors thus ensuring a healthy mother and a healthy baby.

Expected Project Result

Result 1.0: Increased access to and utilization of quality maternal-child health care services.

Result 2.0: Enhanced mental and psychosocial well-being of mothers.

Result 3.0: Improved project management

Purpose of the Baseline Survey.

The main purpose of the baseline is to examine the context in which the project will be implemented and establish baseline values on all project indicators accordingly. The assessment seeks to collect data (quantitatively and qualitatively) on the main elements of the project (access to and utilization of quality maternal-child health care services, mental and psychosocial support services and livelihood assistance) which will be analysed to inform baseline. The survey will collect data from the refugees and members of the host community as our target groups.

Scope/ area & population of the Baseline Survey

The baseline studies will cover 3 project results and 3 thematic areas namely; maternal-child health care, mental and psychosocial support and economic empowerment components. The geographic scope of the baseline surveys will be in Rhino Camp (Olujubo II and Ocea II Health Centres in Rhino Camp settlement). A purposive sampling technique will be used to target pregnant women and those attending antenatal care and women of reproductive age from the above targeted communities and health facilities. The baseline survey will help establish the baseline values of the indicators listed in the table below.

Expected results	Indicators	Evaluation Question
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R1: Increased access to and utilization of quality maternal-child health care services.	• Proportion of mothers reporting improved overall well-being. • Percentage of mothers attending 8 antenatal care visits. • Reduction in perinatal mortality rate. • Percentage of skilled birth attendance. • Percentage of women who report that they received safe, accessible, accountable, participatory, and safe maternity and child health services.	What is the proportion of mothers attending 8 antenatal care visits? What proportion of women received safe, accessible, accountable, participatory, and safe maternity and child health services?
IR. 2: Enhanced mental and psychosocial well-being of mothers.	• Percentage of mothers who received mental health support and showed improvement in their psychological symptoms as per their post assessment scores. • Percentage of mothers reporting positive coping mechanisms. • Percentage of women reporting engagement in livelihood activities. • Number of mothers experiencing perinatal deaths supported with MHPSS • Number of staffs trained on Cognitive Behavioural Therapy (CBT). • Number of women supported on Problem (PM+). • Number of psychoeducation-Awareness sessions conducted. • Number of women receiving PFA. • Number of women trained on Livelihood. • Number of mothers supported with cash assistance. • Number of groups supported with cash assistance.	What proportion of mothers received mental health support and showed improvement in their psychological symptoms as per their post assessment scores? What proportion of women are engaging in livelihood activities? How many mothers have been supported with cash assistance?
IR. 3: Improved project management.	• Number of leaders sensitized disaggregated by age and gender. • Number of awareness sessions on Safeguarding, PSEAH and the Code of conduct held. • Number of focus Groups Discussions held. • Number of dialogues conducted. • Number of quarterly review meetings held. • Number of community members disaggregated by age and gender attending community dialogues.	How many leaders have been sensitized on Safeguarding, PSEAH and the Code of conduct?

Methodology: The consultant will employ a mixed-methods approach, combining qualitative and quantitative methods. This may include document reviews, interviews with potential project participants and stakeholders, on-site inspections, and data analysis.

a) **Key Evaluation Questions:** The consultant should address the following key questions:

No	DAC criteria	Evaluation questions
1	Relevance:	1. To what extent is the project's objectives aligned with the maternal-child health care, mental and psychosocial support and livelihood needs of the of the vulnerable population in the refugee settlement and surrounding communities? 2. How well has the project responded to the specific needs and priorities of the target group, considering cultural and contextual factors?

2	Effectiveness:	3. How effective will the project be in achieving its intended outcomes related to improving? 4. Are there any alternative cost-effective measures or approaches that can improve the efficiency of project implementation?
3	Efficiency:	5. How efficiently can the project resources, including time and budget, be utilized in delivering the planned activities?
4	Impact:	6. To what extent will the project outputs contribute directly to the achievement of outcomes if implemented as planned? 7. What notable changes can occur in maternal-child health care services, mental and psychosocial support services and livelihood assistance of the target population as a result of the project? 8. How can the project contribute to broader social, economic, or environmental impacts in the project area?
5	Sustainability	9. To what extent are the project outcomes likely to be sustained after the project's conclusion? 10. What local capacities can be enhanced to ensure the continued positive impact of project interventions beyond its duration? 11. What factors can contribute to or hinder the sustainability of project outcomes?
6	Coherence:	12. How can the project coordinate with local authorities, community leaders, and partner organizations to ensure a coherent and collaborative approach? 13. Are there any conflicting interventions or duplications of efforts within the project area by other organizations?

EVALUATION OUTPUTS/DELIVERABLES

The consultant is expected to produce and submit the following deliverables:

- **An inception report** detailing a study methodology, implementation plan and data collection tools approved to be approved by Johanniter International Assistance: **to be submitted one week upon signing the contract.**
- **Refined evaluation questions:** Upon review of the available documents and an initial discussion, the evaluator will develop a detailed analytical framework of questions and sub-questions, based on the evaluation questions defined in this ToR, and consistent with Results-Based monitoring framework.
- **A draft baseline project evaluation report** for review by Johanniter International Assistance Staff.
- **A final baseline project evaluation report** to be approved by Johanniter International Assistance: incorporating feedback and recommendations. The main evaluation report should be concise and not exceed 30 pages, excluding annexes (supporting data and details can be included in annexes).
- A clean data set and transcriptions shared by the consultant
- **A Power-Point presentation** with the preliminary findings and recommendations to be presented to Johanniter and key stakeholder group.
- **Final report printed on art paper** with high resolution photos and quality design (hard copy)

COMPOSITION OF THE EVALUATION TEAM

The consulting firm/team should identify the team leader, and the other key team members. The Team Leader shall provide CVs and a description of each team members' roles and responsibilities and their corresponding qualifications, such as highest level of education attained, discipline of study, the number of years of relevant experience, language and skills, etc. A team leader with multi discipline background, expertise and skills shall be an added advantage.

REPORTING AND SUPERVISORY ARRANGEMENT

The consulting team will be directly supervised by the Monitoring and Evaluation Manager from Johanniter International Assistance and TPO Uganda. The Monitoring and Evaluation Managers will also furnish the Consultant(s) with all the information required to undertake and complete the assignment.

REQUIRED COMPETENCES AND EXPERIENCE

The ideal consultant or consulting firm must consist of a Team / Lead consultant who:

- The consulting team / lead consultant must have at least five years' experience in qualitative and quantitative research/evaluation.
- The consulting team must have experience in Maternal health, SRHR, Mental health, GBV, Women protection interventions, child rights and community engagement and planning experience.
- Have excellent knowledge in qualitative and quantitative data analysis using Microsoft Excel, Minitab, SPSS, CSIRO, STATA and other statistical software.
- Experience in mobile data collection and conversant with mobile data collection such as, Survey ODK, Kobo collect, etc.
- Fluency in English (spoken and written).
- Ability to produce high quality work (info-graphics) and reports under tight timeframes.
- Ability to work with children and least educated people.
- Ability to produce well-written reports, in a plain text, demonstrating excellent analytical and communication skills.

SUBMISSION OF PROPOSAL;

Interested Consultants can submit a letter of expression of interest, together with a technical proposal to undertake the evaluation. The technical proposal MUST include the consultant's understanding of the assignment, CVs of technical staff to undertake the assignment and a detail evaluation cost.

Time frame for the Assignment

The evaluation will be carried out between **1st July to 7th August 2024**, with a final report submission done by **10th August 2024**. The schedule is as follows

Est. # of Days	Description
5 days	This must define the scope of the work with a proposed work plan and evaluation questionnaires/tools to be submitted 5 days following the official commencement of the evaluation. The inception report will provide Johanniter Team TPO, and other key stakeholders the opportunity to ascertain that the evaluator(s) share the same understanding about the evaluation objectives . The inception report should detail the evaluators' understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods; proposed sources of data; and data collection tools and procedures . The inception report should include a proposed schedule of tasks, activities and deliverables, designating a team member with the lead responsibility for each task or product. Before accepted to become the guide for the evaluation, the inception report must be discussed and agreed with the Johanniter Team Member.

3 days	Inception Report Presentation and feedback amendment: The consultant will conduct a presentation of the inception report and utilize two days to amend the corrections given the feedback from the team
2 days	Fieldwork Preparation: Recruitment, training and deployment of research assistants testing of tools and final validation
5 days	Data collection: Briefing, deployment of enumerators, data collection and post field work debriefing
5 days	Data Analysis: Lead Consultant and team analyse collected data and if need be allowed for review, questioning and field follow up and cross validation of collected data before writing draft report.
4 days	Draft report: The evaluator(s) must submit draft report for review and comments by all parties involved after analysis of the field data. The draft evaluation report to ensure that the evaluation meets the required quality criteria.
1 day	Presentation of the preliminary findings to Johanniter and TPO
3 days	Final Report: This will be submitted within 3 days after receiving comments from Johanniter Team. The content and structure of the final analytical report with findings, recommendations and lessons learnt covering the scope of the evaluation should meet the agreed requirements, and must include the following: • Executive summary (1-2 pages), • Introduction (1 page), • Description of the evaluation methodology (6 pages), • Situational analysis with regard to the outcome, outputs, and partnership strategy (6-7 pages), • Analysis of opportunities to provide guidance for future programming (3-4 pages), • Key findings, including best practices and lessons learned (4-5 pages), • Conclusions and recommendations (4-5 pages). Appendices: Charts, terms of reference, field visits, people interviewed, documents reviewed
28 days	Total estimated time for deliverables.

9. FINANCIAL OFFER

The format for the overall consultancy cost must be summarized as indicated below:

No.	Item Description	Units	Unit Price (UGX)	Total Amount (UGX)	Remark/Description
1	Consultant's fees (including data enumerators' costs)				
2	Transport cost				

3	Subsistence costs (including accommodation, communication, meals, etc.)				
4	Any other costs that are critical but not provided for by Johanniter.				
	Sub Total				
	Add VAT (0.18%)				
	Total				

9. DECLARATION OF SUPPLIER.

DECLARATION OF SUPPLIERS

We _____ [company name] _____ herewith declare that

- a) we do respect basic social rights and working conditions based on international labour standards and condemn the exploitation of child labour;
- b) we are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- c) we have not been convicted of an offence concerning our professional conduct by a judgment which has the force of res judicata;
- d) we have not been guilty of grave professional misconduct;
- e) we have fulfilled all obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with the Federal Republic of Germany or those of the country where the contract is to be performed;
- f) we have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to Johanniter's financial interests;
- g) following another procurement procedure carried out by Johanniter or another contracting authority, we have not been declared to be in serious breach of contract for failure to comply with our contractual obligations;

- h) we are not subject to a conflict of interest with regard to this tender. We declare that the price on the bid attached is a market competitive offer from my organization, and we are submitting to this procurement process without any conflict of interest, or the provision / receipt of any commission, gift, bribe, gratuity or remuneration of any kind.
- i) we are not guilty of misrepresentation in supplying the information required by JOHANNITER as a condition of participation in the contract procedure.
- j) we do not perform any act or omit to perform any act, including any misrepresentation, in order to knowingly mislead, or attempt to knowingly mislead JOHANNITER and/or any other party to obtain a financial or other benefit or to avoid any obligation ("Fraudulent Practice");
- k) we do not offer, give, receive or solicit, directly or indirectly, or attempt to offer, give, receive or solicit, directly or indirectly, anything of value to improperly influence the actions of JOHANNITER and/or any other party ("Corrupt Practice");
- l) we do not enter into any arrangements with any other party or parties that are designed to achieve an improper purpose, including but not limited to improperly influencing the actions of JOHANNITER and/or any other party or engaging in price fixing ("Collusive Practice", and together with "Fraudulent Practices and Corrupt Practices", "Prohibited Practices").
- m) we do not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, whether in cash or in kind, directly or indirectly.
- n) we verify that no support or resources are provided to individuals or entities associated with terrorism as designated on the „Consolidated list of persons, groups and entities subject to EU financial sanctions" maintained by the European Commission or by any other similar sanction list of individuals and entities that may be established by the United Nations Security Council or the United States of America.
- o) we do not engage in acts that directly support or advance trafficking in persons, including the following acts:
 - i destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
 - ii. failing to provide return transportation or pay for return transportation costs to an employee from a country to the country from which the employee was recruited upon the end of employment if requested by the employee.
 - iii. soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretences, representations, or promises regarding that employment.
- p) we do respect applicable law relating to anti-money laundering in the execution of our contracts.

General statements:

- 1.1 The contractor shall communicate these fundamentals of JOHANNITER's Policy to its management, employees, subcontractors and agents and shall take all reasonable measures to ensure that such persons do not engage in prohibited practices.
- 1.2 The contractor shall immediately disclose to JOHANNITER any actual, apparent, potential or attempted prohibited practice that the contractor becomes aware of. To that end, the contractor shall fully cooperate, and shall take all reasonable steps to ensure that its management, employees, subcontractors and agents fully cooperate with any investigation of prohibited practices by JOHANNITER, including by complying with all reasonable requests from JOHANNITER to gain access to and inspect any records, documents and other relevant information.
- 1.3 JOHANNITER is committed to the protection of vulnerable populations in humanitarian crisis, including from sexual exploitation and abuse. By entering into a contract with JOHANNITER, the contractor undertakes to ensure that its personnel, agents and subcontractors conform to the highest standards of moral and ethical conduct.

The contractor expressly acknowledges and agrees that:

- a) Any breach of this policy by the contractor or by any of its management, employees, subcontractors or agents constitutes a material breach of the contracts, which entitles JOHANNITER to immediately terminate a contract without incurring any liability to the contractor; and
- b) In the event that JOHANNITER were to determine through an investigation or otherwise that a prohibited practice occurred, JOHANNITER shall have, in addition to its right to immediately terminate the contract, the rights to:
 - i. Apply and enforce the relevant sanctions in accordance with its internal regulations, rules, procedures, practices, policies and guidelines, including referral of the matter to national authorities when appropriate; and
 - ii. Recover all losses, financial or otherwise, suffered by JOHANNITER in connection with such prohibited practices.

Signed:

Print name:

Position:

Company Name:

Date & Stamp

Address:

END.