



INTERNATIONAL RESCUE COMMITTEE (IRC)

BID NOTICE

IRC Somalia – Mogadishu Office

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. With the funding of different donors, IRC has been working in Somalia since 2007, providing essential services to conflict and disaster affected communities in Mudug, Banadir, Nugal Galgadud and Bay regions.

The intent of this Request for Quotation (RFQ) is to secure competitive bids and proposals to select a baseline consultancy firms, for the IRC Somalia Program in Mogadishu office to provide the following services:

ITEM REFERENCE	SERVICE DESCRIPTION
2SOM/SOMOG/ES293/001/2025	CONDUCTING A BASELINE KAP SURVEY ON SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS (SRHR), GENDER DYNAMICS, AND HARMFUL SOCIAL NORMS IN GALGADUD, BAY, LOWER-SHABELLE AND BANADIR REGIONS IN SOMALIA.

Interested and suitably qualified consultancy firms can access and download the Bid documents from advert website www.somalijobs.org. Duly filled and completed Technical and Financial Bid documents shall be submitted in one email to SO-procurement@rescue.org.

Deadline for submission of bids is **26th March 2025 by 11.30pm East African Time**. Late submission of bids will not be accepted.

For any clarification of any part of the Bidding Process shall be sought from: The tender committee, IRC, at the email address SO-procurement@rescue.org.

***IRC is not bound to accept the lowest priced bid or any bid that is submitted.
Any form of canvassing will lead to automatic disqualification.***



**International Rescue Committee
(SOMALIA COUNTRY PROGRAMME)**

Request for Quotation (RFQ)

**CONDUCTING A BASELINE KAP SURVEY ON SEXUAL AND REPRODUCTIVE
HEALTH AND RIGHTS (SRHR), GENDER DYNAMICS, AND HARMFUL SOCIAL
NORMS IN GALGADUD, BAY, LOWER-SHABELLE AND BANADIR REGIONS IN
SOMALIA.**

(Reference No. 2SOM/SOMOG/ES293/001/2025)

Planned Timetable	
Issue Request for Proposal	13th March 2025
Questions from Suppliers due date	19th March 2025
Answers to Suppliers questions due date	21st March 2025
Bid submission due date	26th March 2025– 11:30pm East Africa Time
Bid Opening and Evaluation date	27th – 31st March 2025
Suppliers visit if applicable	3rd April 2025
Award of Business	TBD
Contract start	TBD

1. Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

Eligibility documents that will be checked before technical evaluation (Preliminary Evaluation)

- A Certificate of Business Registration Somalia Federal Government Ministry of Commerce and state level
- Certificate of Tax clearance/payment
- Bank statements of the company covering the last 12 months.
- Financial Proposal, complete and stamped without alteration (**Annex 2**).
- Vendor Information form completed and signed (**Annex 4**).

Technical (Folder)

- Bidder's Key Personnel with CVs
- Terms of Reference (TOR) comprehensive coverage (**Annex 1**)
- Three (3) References from current or past clients (at least in the last one year) and the same clients should appear on the Vendor information form **Annex 4**.
- Comprehensive workplan as per the Terms of Reference in **Annex 3**.

Financial (Folder)

- **Annex 2:** Bidder's Basic Price, Rates and Total amount
- Other important documents bidder needs to be attached to support his/her bid.

2. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 1 above will be considered and evaluated by the IRC Procurement Committee, with the below scoring criteria.

EVALUATION CRITERIA	Description	Weight (%)
Eligibility	<p>Refers to Bidder's ability to demonstrate that they have:</p> <p>I. Valid business registration, tax certificate, and all registration as required by the laws of Somalia Federal Government and state level.</p> <p>II. Bank statements of the company covering the last 12 months.</p> <p>III. Financial Proposal, complete and stamped without alteration (Annex 2).</p> <p>IV. Vendor Information form completed and signed (Annex 4).</p> <p>Eligibility criteria will be scored YES / NO. Yes, will proceed to full technical and financial evaluation and NO will be excluded from the next step.</p>	Preliminary to pass to the next stage

Technical analysis and quality approach proposal presentation and Narrations	Refers to bidders' understanding of the task and interpretation of the terms of reference (Annex 1) and approach tailored on the understanding of the goal is to KAP survey on sexual and reproductive health and rights (SRHR), gender dynamics, and harmful social norms in Galgadud, Bay, lower-Shabelle and Banadir regions in Somalia. further reference is made to the detailed TOR – Annex 1.	25%
Team knowledge and experience	Refers to bidder's ability to demonstrate relevant experience, qualifications, skills, and technical knowledge of the services required for at least 3-5 years, experience working with IRC and other INGOs providing similar services. Provide at least three Certificates of Completion or recommendations or links to previous work from past INGO, Government or UN clients for provision of project evaluation services. Provide IRC Certificate of Completion if available. CVs of the proposed team of consultants are no more than three pages for each CV. Team composition considering gender, equality, diversity, and inclusion. Further reference see the detail in the ToR for the technical team leader of the consultancy firm. (Annex-1)	30%
Delivery lead-time	Refers to Bidder providing the most advantageous delivery schedule. Refers to ability to deliver services within the shortest lead time (Max one week lead time to mobilize to start the work)	5%
Financial Proposal	Refers to the offer price, including taxes, duties, delivery charges. The best price quality ratio shall be prioritized. Annex 4	35%
Payment terms	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of completion of the services and receipt of invoice.	5%
		100%

ANNEXES:

- Annex 1:** Terms of Reference
- Annex 2:** Financial proposal
- Annex 3:** *Comprehensive workplan as per the Terms of Reference*
- Annex 4:** Vendor Information form



TERMS OF REFERENCE

KAP SURVEY ON SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS (SRHR), GENDER DYNAMICS, AND HARMFUL SOCIAL NORMS IN GALGADUD, BAY, LOWER-SHABELLE AND BANADIR REGIONS IN SOMALIA.

March 2025

Baseline KAP Survey

1. Project Summary

Project Title	CONDUCTING A BASELINE KAP SURVEY ON SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS (SRHR), GENDER DYNAMICS, AND HARMFUL SOCIAL NORMS IN GALGADUD, BAY, LOWER-SHABELLE AND BANADIR REGIONS IN SOMALIA.
Project Type	SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS (SRHR),
Project Duration	5 YEARS
Type of study	PROJECT BASELINE KAP SURVEY
Study location	GALGADUD, BAY, LOWER-SHABELLE AND BANADIR REGIONS IN SOMALIA.
Estimated number of beneficiaries/Catchment population	279,761
Donor	SIDA
Duration of the assignment	20 days
Expected start of assignment	3rd April,2025

B. Contents

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C.

1. Background Information

The International Rescue Committee's (IRC) mission is to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover and gain control of their future. The IRC first began programming in Somalia in the 1980s, assisting people in the aftermath of the Somalia-Ethiopia conflict. After a brief suspension during the civil war, the IRC returned fully to Somalia in 2007. In Somalia, the IRC implements programs across Banadir, Galmudug, Southwest, Hirshabelle, and Puntland regions. Currently, it implements programs in Banadir, Galmudug, Hirshabelle, Puntland and South-West states, to help people survive, recover, and develop. IRC programs cover Health/Nutrition, Women's Protection and Empowerment (WPE), Economic Recovery and Development (ERD), Environmental Health (EH), Cash, Governance/Protection and Rule of Law.

Somalia faces significant and interconnected challenges in addressing Sexual and Reproductive Health and Rights (SRHR). These challenges are intensified by the ongoing humanitarian crisis, which disproportionately affects women and girls, amplifying existing gender inequalities and vulnerabilities. Conflict and displacement have heightened the risk of gender-based violence (GBV), with women and girls bearing the brunt of systemic discrimination and entrenched traditional gender roles. This violence not only violates their rights but also undermines their ability to live safe, productive lives.

Current healthcare challenges in Somalia result in inadequate coverage and limited access to essential services, especially in SRHR. The Somalia Health Demographic Survey in 2020 showed low rates of skilled healthcare-assisted births (32%) and critically low vaccination rates (10.7% of children aged 12-23 months). Efforts to address these issues are ongoing, but challenges persist due to limited resources, insecurity, and socio-cultural barriers. As a result, infant, child, and maternal mortality rates are among the highest in the world at 76.6, 121.5, and 692 deaths per 1000 live births, respectively.

Gender and age significantly shape SRHR needs in Somalia. Women and adolescent girls face unique challenges, including an increased risk of GBV and limited access to reproductive health services. Early marriage and female genital mutilation (FGM) remain widespread, with over 98% of women aged 15–49 having undergone FGM. Similarly, despite legal restrictions, a significant proportion of girls are married before the age of 18, with some even wedded off as young as 10 or 11 years old. The prevalence of early child marriage is exacerbated by poverty, lack of educational opportunities, and traditional beliefs that prioritize

girls' roles as wives and mothers over their rights to education and self-determination. Such marriages often result in the interruption of girls' education, early pregnancy, and increased vulnerability to maternal and infant mortality.

Adolescent sexual and reproductive health (ASRH) in Somalia faces multifaceted challenges due to a combination of cultural, social, and economic factors. Limited access to comprehensive sexuality education, contraception, and reproductive health services contributes to high rates of unintended pregnancies, sexually transmitted infections (STIs), and unsafe abortions among adolescents. Traditional gender norms often restrict girls' autonomy in making decisions about their sexual and reproductive health.

Considering the above challenges, IRC started implementing a project named "Bridging the Gap: Enhancing SRHR Access and Justice in Somali Communities" in November 2024. Under this project, IRC is planning to conduct a baseline Knowledge, Attitudes, and Practices (KAP) survey focusing on SRHR, gender dynamics, and harmful social norms in Galgadud, Bay, Lower-Shabelle and Banadir regions. The target districts and communities are in the table below.

Region	District	Community/village
Banadir	Karan	Jabuti
	Howlwadag	Sayidka
	Hamarjajab	Via Londra
	Kahda	Kamil IDP
Bay	Baidoa	Kulmis
		Bulajima
Lowershabelle	Barawe	Saqaawadiin
Galgadud	Dhusamareb	Waberi

2. The purpose of the KAP survey

The IRC is planning to conduct a baseline KAP survey focusing on SRHR, gender dynamics, and harmful social norms. The survey aims to assess and establish baseline measurements for outcome indicators, while identifying gaps in knowledge and practices in the project's intervention areas. This analysis will enable the adaptive management of project interventions and approaches to align with the specific needs of beneficiaries. The findings from this baseline study will inform the development and refinement of the project's knowledge management and learning plan, ensuring its relevance and effectiveness.

3. The Specific Objective(s) of the Survey

- The primary objective of this survey is to measure the proportion of community members who demonstrate gender-equitable attitudes, as defined by specific, culturally relevant benchmarks.
- Secondly, the survey will seek to assess the percentage of SRH services delivered to clients below 20 years (adolescent clients).

4. Available Data and Documents

The IRC is implementing a project, "Bridging the Gap: Enhancing SRHR Access and Justice in Somali Communities", that takes a comprehensive approach to strengthening local health systems and transforming social norms to ensure the sustainable delivery of resilient sexual and reproductive health and rights (SRHR) services in the Somali context. The project started in November 2024 and has three main results.

- Outcome 1: Women and girls in fragile contexts have improved awareness of and protection from gender-based violence (GBV) and improved access to sexual and reproductive health and rights services.
- Outcome 2: Communities in project target locations embrace gender equality and SRHR rights, leading to reduced harmful gender norms through dialogue and behavior change.
- Outcome 3: More resilient and inclusive health system, with sustainable SRHR services for adolescents supported by robust policy frameworks.

The IRC partners with Rural Education and Agriculture Development Organization (READO) and AYUUB NGO in the implementation of the project. IRC and its implementing partners will achieve program outcomes through a combination of evidence-based strategies and innovation to address context-specific challenges. The project proposal and log frame are available and will be the main documents that will be used as a reference.

Outcome1	Outcome1 indicators
Women and girls in fragile contexts have improved protection from gender-based violence	1.1 Number of health facilities providing comprehensive SRHR services (e.g., family planning, maternal health, STI treatment, PAC, CMR)
	1.2 Percentage of SRH services delivered to clients below 20 years (adolescent clients).

(GBV) and better access to sexual and reproductive health services (SRHR)	1.3 Percentage of clients interviewed who report being very satisfied with SRHR services received
Outcome2	Outcome2 indicator
Communities in the project target locations embrace gender equality and SRHR rights, leading to reduced harmful gender norms through dialogue and behavior change.	2.1 Percentage of community members interviewed who report gender-equitable attitudes
Outcome3	Outcome3 indicators
More resilient and inclusive health system, with sustainable SRHR services supported by robust policy frameworks	3.1 Somalia's FP2030 targets are signed and include targets on emergency preparedness, adolescents and people with disabilities
	3.2 Demonstrated improvement in national MISP readiness as measured by number of action plan items completed

The following table provides the outcomes and the indicators under each outcome. The survey should focus on indicators 1.2 and 2.1. The other indicators will be measured through program data, facility registers, and the annual client satisfaction survey.

5. The Scope of the Survey

The implementation of the project depends on the successful completion of the survey, therefore, the IRC plans to finalize the survey 31st March 2025 and will be conducted in Galgadud, Bay, Lower-Shabelle and Banadir regions.

6. The Approach and Methodology

The baseline study is expected to utilize mixed approach methods collecting both quantitative and qualitative data from a representative sample. Study is expected to gather data from ordinary community members (men, women and adolescent boys and girls), community leaders and local administration officials to achieve a comprehensive understanding of the community needs, accessibility to existing services and the gaps to be addressed.

Consequently, IRC will engage a consultant firm which is expected to suggest a robust study design and methodology to guide the collection and management of high-quality data to sufficiently address the study objectives. The proposed study design and methodology should address the data needs of the project at outcome level. The consultant firm is required to suggest appropriate sampling approaches, survey tools,

data collection methods, and field data collection plan aligned with the expected deliverables and ensure timely completion of the exercise.

The consultant firm will be fully responsible for field data collection across all locations including the local partners. Supported by the IRC MEAL team, the consultant firm will be required to ensure proper planning, enumerator training and field work coordination is achieved for optimum data quality. IRC MEAL team will closely work with the consultant firm to ensure fieldwork is harmonized across survey locations and lessons and best practices from previous projects are adopted to further improve data quality.

7. Guiding Principles and Values

The survey will be guided by the core principles of transparency, inclusivity, confidentiality, and cultural sensitivity, ensuring the highest standards of data quality at every stage. The data collection techniques and overall data quality must not be compromised, and every effort should be made to avoid or minimize errors throughout the process. The following techniques, among others, will be applied:

- Pilot testing of data collection tools is required to verify their reliability and validity. This includes both face-to-face and remote approaches to ensure the tools are effective and appropriate.
- Surveys will use electronic questionnaires to enable real-time data entry. Enumerators will be closely monitored to ensure accuracy during interviews and data capture. Daily reviews of completed responses will be conducted to identify and correct any mistakes or inconsistencies promptly, thereby enhancing the overall data quality.
- The MEAL team will hold regular meetings with the consultant to review and confirm survey progress, verify the relevance of collected information, and address data quality issues.

8. Professional Qualifications

- Masters in Gender Studies, Development Studies, Public Health, or Sociology with demonstrable experience in GBV and CP Humanitarian projects or gender equality. Alternatively, a master's degree in development studies, social sciences with statistics and economics background will also be accepted.
- Applicants should be consultancy firms registered in Somalia with a strong field presence.
- Demonstrable experience in working with children preferably in conflict prone countries such as Somalia.

- Advanced capacity in data analysis preferably regression and econometric analyses using STATA or R
- Considerable record of accomplishment and proven experience in quantitative and qualitative methods of data analysis and data management.
- Previous experience with (donor) funded development and or humanitarian projects.
- Sufficient local presence in Somalia with no access limitations in moving from region to another. The consultancy firm is required to demonstrate a well-built survey team that has experience in collecting quantitative and qualitative data. Either the lead consultant or co-consultant is expected to speak in Somali.
- The team members of the consultancy firm are expected to meet the terms and work conditions stipulated in their contract.
- Profound experience and technical knowledge in gender equality and women's empowerment.

9. Deliverables and Schedule

The selected firm will be responsible for three key deliveries:

i. **Inception Report:**

The Inception Report should outline the study's objectives, scope, and methodology, including detailed research questions and data collection tools. It must cover:

- Data collection methods, sampling strategies, data sources, and plans for data analysis and reporting.
- Identification of potential limitations and proposed mitigation strategies.
- Ethical considerations, including participant recruitment, informed consent, confidentiality, data security, and protocols for engaging vulnerable groups, if applicable.
- A detailed timeline, resource requirements, key deliverables, and assigned responsibilities.

Both the Inception Report and data collection tools must be reviewed and approved by the IRC Technical Coordinators (TCs) before the commencement of data collection. The report must be submitted in English.

ii. **Draft Report:**

The Draft Report should include the following sections.

- Executive Summary: A concise overview of the key findings and recommendations.
- Background: Contextual information, including a description of the project(s) and the purpose/objectives of the study.

- Scope: An outline of the study's scope and focus.
- Methodology: A summary of the study design, sampling, and data collection methods.
- Findings: Organized by each study question.
- Caveats and Limitations: Specific methodological limitations and their implications.
- Conclusions: Implications of the findings and key lessons learned.
- Recommendations: Practical actions based on the findings.
- Annexes: ToR, Inception Report, sampling strategy, data collection tools, and photos.

iii. Final Report:

The Final Report, limited to a maximum of 35 pages (excluding references and annexes), must be submitted within one week of receiving consolidated feedback from IRC MEAL and program staff. It should include:

- Encrypted raw data, databases, and analysis outputs.
- Appendices, such as detailed data collection tools, a list of interviewees, terms of reference, and relevant photographs.
- The Final Report will serve as the comprehensive record of findings and deliverables for the study.

10. Budget and Payment

The consultancy firm should come up with a detailed budget breakdown of the exercise including daily rates for personnel, and costs related to data collection. Any items described in the technical proposal that are not explicitly priced shall be assumed to be included in the prices of other items or covered at the consultant firm's own cost. Payments will be made upon final acceptance of the deliverables specified in the Terms of Reference (ToR) and will be contingent upon certification of satisfactory work according to the agreed-upon work plan. Additionally, the consultancy will require extensive travel to various project sites across Somalia, and these travel costs must be accurately reflected in the consultant firm's budget.

11. Structure of the Proposal and Submission Guidelines

The Terms of Reference (ToR) for this consultancy invite proposals from potential firms as part of a competitive process, and proposals must adhere to the following guidelines:

Bidders should include a firm profile detailing relevant previous project experiences, survey methodology, and outline a fieldwork and analysis plan explaining how the work will be conducted. The budget must include costs for travel, accommodation, research tools, enumerator training, data collection, and other logistical expenses. Bidders must provide at least three (3) examples of past performance in implementing similar



projects from the last three (3) years, including references with the name, title, phone number, and email address for each example.

Additionally, bidders should include a summary of up to three team members, detailing their names, relevant qualifications, similar experience, and proposed roles, along with the CVs of key staff members involved in the task, including the team lead and up to two other team members (such as a deputy/assistant researcher or analyst). A timeline of the deliverables required to carry out this project should also be included.

Bidder shall submit their bids to (SO-procurement@rescue.org), by **(26th March 2025 – 11:30pm East Africa Time)**. Bids submitted after the deadline will not be accepted.



ANNEX 2: Financial Proposal

CONSULTANCY FOR KAP SURVEY ON SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS (SRHR), GENDER DYNAMICS, AND HARMFUL SOCIAL NORMS IN GALGADUD, BAY, LOWER-SHABELLE AND BANADIR REGIONS IN SOMALIA.

No.	Description	Qty/Unit	Unit rate (USD) inclusive of tax	Total Amount (USD) inclusive of tax
1	Professional consultancy cost (LOE) (Technical team leader, Analyst, and data collectors)			
2	Other operation/travel costs (Hotel, Flights, Vehicles, Visa including stationery and training of enumerators/data collectors)			
	Total amount			

The budget breakdown must reflect all relevant costs. Clear survey criteria, including experience, methodology, and cost-effectiveness, will be provided along with a timeline for judging proposals.

All unit rates should have applicable taxes as IRC will not pay for any tax not included in the unit rate.

Signed and stamped this price schedules.

You are requested to:

- 1-Break your pricing for each of the services you will offer.
- 2-Attach the detailed list of individual items adding up to the total in the above table.
- 3-Provide information regarding any discounts.
- 4-Provide clear specifications of service.



Annex 3: Work Plan (Activity Schedule)

#	Activity Name	Duration in Weeks											
		1	2	3	4	5	6	7	8	
1													
2													
3													
4													
5													
6													
7													
6													
7													
8													
9													
10													

The bidder may use extra pages to furnish additional information or may use other acceptable formats to illustrate the work schedule.

The bidder authorized signature and stamp.



Annex 4: Vendor information form

INTERNATIONAL RESCUE COMMITTEE Vendor Information Form

**The information provided will be used to evaluate the Company before contracting with the IRC.
Please complete all fields.**

Fields marked (*) are mandatory.

Vendor Information

*Company\Organization Name *For individual consultants, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Address	
*Website	
*Phone/Fax Numbers	Phone: _____ Fax: _____
*Primary Contact	First Name: _____ Last Name: _____ Phone Number: _____ Email: _____ Address: _____
*Email address of Accounts Receivable person or team	
*Email address to which Purchase orders should be sent	
*Number of Staff	
Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	



*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

Vendor's Initials

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Financial Information

*Bank Name and Address	<u>Please include the full bank address, must include the country.</u>			
*Name under which company is registered at bank	<u>Also called Account Title. Example: International Rescue Committee (IRC)</u>			
*Specify Standard Payment Terms (Net, 15, 30 days etc)				
*Payment Method (select all that applies)	Payment by:	<u>Check:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Wire</u> Yes <input type="checkbox"/> <u>Transfer:</u> No <input type="checkbox"/>	<u>Cash:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>
Vendor preferred Currency				
*Bank account number	<u>This field is to be completed upon notification of awarding of order/contract.</u>			
*Routing Number (Branch code/ Sort code if applicable)	<u>This field is to be completed upon notification of awarding of order/contract.</u>			
IBAN number (if applicable)	<u>This field is mandatory if payment requires an international wire transfer.</u>			
BIC/Swift code (if applicable)	<u>This field is mandatory if payment requires an international wire transfer.</u>			

Intermediary Banking Information *(to be filled ONLY if vendor payment requires an international wire transiting through an intermediary bank. The vendor can obtain this information from their corresponding bank.)*

*Bank Name and Address	<u>Please include the full bank address, must include the country.</u>
*Bank Branch code	<u>This field is mandatory if international wire transfer transits through an intermediary bank.</u>
*Bank account number	<u>This field is mandatory if international wire transfer transits through an intermediary bank.</u>
BIC/Swift code (if applicable)	<u>This field is mandatory if international wire transfer transits through an intermediary bank.</u>

Product/Service Information



List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

Vendor's Initials

Documentations as applicable:

*Registration	Provided: <input type="checkbox"/>	Reasons:
	Not provided: <input type="checkbox"/>	
*Tax ID (US W9, tax exempt certificate. etc.) or country specific required tax forms	Provided:	
US Vendors only *Do you require a Form 1099?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

References (optional)

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

Financial definitions:

- BIC/SWIFT code: consists of 8-11 characters used to identify the vendors bank during an international transaction
- IBAN number: is used to identify the vendors bank account involved in the international transaction
- The intermediary/correspondent bank is a third-party bank used by the vendor's bank to facilitate international transfers. The vendor can obtain this information from their corresponding bank.

Vendor Self-Certification of Eligibility

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are 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.

3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

Vendor's Initials _____

6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
 - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
 - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
 - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
 - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

IRC Conflict of Interest and Vendor Code of Conduct

Vendor hereby agrees that Vendor and Vendor's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rnpxg3vczbqxjtboye1>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.



Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, coworkers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.

Vendor's Initials | _____

- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

Service - At IRC, our primary responsibility is to the people we serve.

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve



Conflict of Interest and Legal Compliance

- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Vendor's business activities.
- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the vendor's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.
- Vendor hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

Vendor's Initials | _____

Vendor hereby agrees to maintain high ethical and social standards:

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: GSCQA@rescue.org.

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the vendor with such a conflict shall be prohibited from participating in the transaction.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethics point, irc.ethicspoint.com or call Ethics point toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or failure to report conduct that is known to violate these standards may result in disciplinary action.



By signing this statement the vendor acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.



Vendor Name:	
Signature:	
Title:	
Print Name:	
Date:	

