



GREDO

Baidao, Somalia

Invitation to Tender (ITT)

**Reference No: GR/TN/procurement of Learning
Materials in Bardhere
/Education/Bardhere/166/GR/RQ/18935**

Date: 24th May-2026

Dear Sir/Madam,s

GREDO invites your submission of a tender to provide goods/services in accordance with the conditions detailed in the attached documents. GREDO intends to issue a contract for the following goods/services: **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**

We include the following information for your review:

- Part 1: Tender Information
- Part 2: Conditions of Tendering
- Part 3: Terms and Conditions of Purchase (**which will be signed by the successful Bidder**)
- Part 4: GREDO's Child Safeguarding Policy
- Part 5: GREDO's Anti-Bribery and Corruption Policy
- Part 6 : GREDO's Anit-Fraud Policy
- Part 7: The IAPG Code of Conduct

Your tender response must be received in the following format:

- Full completion of the "Tender Response" document in order that your tender may be regarded as compliant. Those tenders returned **not completed** may be treated as **void**.
- One hard copies of bid to be submitted on **headed paper**.
- Bids to be submitted in a **sealed envelope**, addressed to *GREDO – Procurement office* at the above address. The envelope should indicate the ITT reference number, but have no other details relating to the bid.
- *A sample of the Product With The Specification as Stipulated On BOQ Will be Required to bring Gredo Office when drooping off the Tender*

Your return tender must be received at the address below not later than **3:00 PM on 06th June-2026**. Failure to meet the Closing Date may result in the tender being void. Returned bids must remain open for consideration for a period of not less than **14 days** from the Closing Date. GREDO is under no obligation to award the contract or to award it to the lowest bidder.

Please return your completed bid in a sealed envelope at GREDO Baidoa/Bardhere and Mogadishu offices on or before the deadline as advertised. We look forward to receiving a tender from you and thank you for your interest in our account.

Yours faithfully,

Abdinasir Hassan A/rahman

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



*Procurement & Logistics Coordinator
Mogadishu, Somalia*

PART 1:TENDER INFORMATION

Introduction

Gargaar Relief and Development Organization - GREDO is national non-profit that has been working in humanitarian and development for the past 29 years plus focusing in emergency response, food security and livelihood, education, health, nutrition and WASH, protection, peace building and reconciliation.

Provisional timetable

| | <u>Date</u> |
|---|-----------------------------------|
| Issue Tender Notice and Invitation to Tender ; | 24thMay- 2026 |
| Return of tenders (Closing Date) | 06nd June- 2026 |
| Procurement Committee Meetings | In June-2026 |
| Bid clarifications as required | In June-2026 |
| Award Contract | In June-2026 |
| "Go-Live" with Supplier | In June -2026 |



Award criteria

Award of the contract will be based on the following criteria, Please attach below requirements:

1. The Essential Criteria
2. Previous Experience of procurement of Learning Materials with past signed and stamp contract as evidence
3. Lead Time Work Plane
4. The lowest evaluated financial proposal will be awarded the maximum commercial criteria score of 40%.

Interested companies are advised to collect a complete set of bid documents and instructions at GREDO Baidao/ Mogadishu Office between **10:00am to 3:00pm from 24thMay to 06ndJune-2026 (Sunday to Saturday). Sealed bid documents MUST be returned to GREDO Baidoa, Bardheres and Mogadishu offices in a sealed envelope clearly stating the company name and its contact address not later than 3:00 PM on Saturday 06th June- 2026**

For any query, please address via mail through: procurement@gredosom.org or call: 0617715039/0615431187

Canvassing will lead to automatic disqualification.

Late bids shall be rejected and no liability will be accepted for loss, late delivery or non-delivery, whatsoever. Bids shall be opened at a later date to be communicated.



PART 2: CONDITIONS OF TENDERING

1. Definitions

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

- (a) **Award Criteria** - the award criteria set out in the Invitation to Tender.
- (b) **Bidder** - a person or organisation who bids for the tender.
- (c) **Conditions** - the conditions set out in this 'Conditions of Tendering' document.
- (d) **Cover Letter** - the cover letter attached to the Tender Information Pack.
- (e) **Goods and/or Services** - everything purchased by GREDO under the contract.
- (f) **Invitation to Tender** - the Tender Information, these Conditions, and GREDO's Terms and Conditions of Purchase, GREDO's Child Safeguarding Policy, GREDO's Anti Bribery and Corruption Policy and the IAPG Code of Conduct.
- (g) GREDO IS a charitable organization by guarantee registered in Somalia **wqtdngomoifar0228/2021**
Main Office: Adada Section – Via Mogadishu road, Baidoa Somalia, Sub Office: Block A, Unit 8, Jowhara Apartments, Opposite Jowhara International Hotel, Off Afgoie Road, Hodan District, Mogadishu.
- (h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by GREDO to the Supplier, or specifically produced by the Supplier for GREDO, in connection with the tender.
- (i) **Supplier** - the party which provides Goods and/or Services to GREDO.

2. The Contract

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

3. Late tenders

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

4. Correspondence

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



5. Acceptance of tenders

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

6. Alternative offer

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

7. Prices

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

8. No reimbursement of tender expenses

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

9. Non-Disclosure and Confidentiality

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

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by GREDO by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without GREDO's prior written consent, for any purpose except that of tendering for business from GREDO;
- not disclose the Confidential Information to third parties without GREDO's prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to GREDO;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify GREDO immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

10. AWARD PROCEDURE/AWARD CRITERIA



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

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

These criteria have been especially created to help GREDO 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.

CAPABILITY CRITERIA

These are criteria will be used to evaluate the bidder's ability, skill and experience in relation to the requirements of GREDO. All bids will be evaluated against the same pre-agreed Capability Criteria, which will have been created by a committee of representatives from GREDO. Overall score of 60% will be available for these criteria.

I) The Essential Criteria 25 %

- a. 10 points Provide an Official Bank account with a proof of statement Transactions for last 6 or 24 Months
- b. 10 Points for the Updated company profile.
- c. 5 Points for the Registration Letter of Company

The maximum score required for capability criteria is 60% - broken down as below.

I) Previous experience contract of Procurement of Learning Materials – 30%

Provide past signed and stamp contracts as evidence

- a. 30 Points for 3 or more contracts/LPO of Learning materials Copies of signed and authentic contracts with official signature and stamp to be submitted
- b. 20 Points for 2 contracts/LPO of learning materials Copies of signed contracts with official signature and stamp to be submitted
- c. 10 points for 1 contract/LPO of learning materials. Copies of signed contracts with official signature and stamp to be submitted
- d. 0 Points for zero contracts of LPO of learning materials.

II) Lead time/work plan (5%)

- Provide the detailed work plan that you can deliver the goods/services to the W/House Bardhere after the issue of Purchase order from the GREDO.

I) COMMERCIAL CRITERIA

These criteria will be used to evaluate the commercial competitiveness of a bid. All bids which the Capability criteria will be evaluated against the same pre-agreed Commercial Criteria, which have been created by a committee of representatives from GREDO.

The lowest evaluated financial proposal will be awarded the maximum commercial criteria score of 40%.

The commercial criteria score for all other bidders which the Capability criteria will be calculated using the formula below:



$$\text{Commercial Score} = \left\{ \frac{100\% \times \text{Lowest bid value}}{\text{Current value bid}} \right\} \times 0.4$$

All Capability and Commercial Criteria will be weighted accordingly to reflect their importance. The Commercial Criteria will account for at least 40%. The Capability Criteria will account for up to 60% of the score.

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

12. Information and Record Keeping

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

13. Anti-Bribery and Corruption

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

14. Child Protection

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

15. Anti-fraud

All Bidders are required to comply fully with Anti-Fraud Policy (attached to these Conditions).

16. Exclusion Criteria

Any Bidder is required to confirm in writing that:

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



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

PROCUREMENT OF LEARNING MATERIALS-BARDHERE

| No | Description | Quantity | Units | Unit Price | Est. Value |
|----|--|----------|-------|------------|------------|
| 1 | EXERCISE BOOK 60 SHEET SQUARE RULED MATHEMATIS | 100 | DOZEN | | |
| 2 | EXERCISE BOOK 60 SHEET RULED | 256 | DOZEN | | |
| 3 | PENCIL (PACK OF 12) | 100 | PACK | | |
| 4 | PENCIL ERASER | 1000 | PCS | | |
| 5 | SHARPENER | 1000 | PCS | | |

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



| | | | | | |
|---|---|------|---------|--|--|
| 6 | RULER 30CM | 1000 | PCS | | |
| 7 | TEXT BOOK ALTERNATIVE BASIC EDUCATION -ABE LEVEL 'L AF SOOMAALI | 450 | PCS | | |
| 8 | "TEXT BOOK ALTERNATIVE BASIC EDUCATION -ABE LEVEL 'L XISAAB/MATHS" | 450 | PCS | | |
| 9 | TEXT BOOK ALTERNATIVE BASIC EDUCATION -ABE LEVEL 1 CARABI/ISLAMIC STUDIES | 450 | PCS | | |
| 10 | TRANSPORTATION COST FOR TLMS BARDHERE | 1 | LUMPSUM | | |
| Total cost of learning materials | | | | | |

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

| KEY INFORMATION | |
|------------------------|--|
| Company Name | |
| Website address | |

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



| Address (Physical location) | Main Address | Registered Address (if different) | Address for Payments (if different) |
|--|--------------|-----------------------------------|-------------------------------------|
| | | | |
| Company Registration Number (from Ministry of Finance SWS) | | Tax Number if available | |
| Year of Registration | | Country of Registration | |
| Type of Business | | Primary Country of Operation | |



| KEY CONTACT DETAILS | | | |
|----------------------------|------------------------|--------------------------|--------------------------|
| | Primary Contact | Secondary Contact | Emergency Contact |
| Name | | | |
| Job Title | | | |
| Phone / Mobile | | | |
| Email | | | |
| Address | | | |



1. SECTION 2 - ESSENTIAL CRITERIA

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

| Item | Question | Bidder Response | |
|-------------|--|------------------------|-------------------------------|
| | | Yes / No | Comments / Attachments |
| 1 | Bidder accepts Gargaar Relief and Development Organization (GREDO)'s 'Terms and Conditions of Purchase' included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached 'Terms and Conditions of Purchase'. | | |
| 2 | The Bidder and its staff (and any sub-contractors used) agree to comply with GREDO and the IAPG's policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded. 1) Child Safeguarding Policy 2) Anti-Fraud, Bribery & Corruption Policy 3) IAPG Code of Conduct 4) Conditions of Tendering | Yes / No | Comments |



| | | | |
|---|---|--|--------------------------------------|
| 3 | The bidder must not be a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the Federal Government of Somalia, UK, US or EU. | Yes / No | Comments |
| | | | |
| 4 | <p>The Bidder confirms it is fully qualified, licenses and registered to trade with Gargaar Relief and Development Organization (GREDO) (including compliance with all relevant Federal Government & States of Somalia legislation).</p> <p>This includes the Bidder submitting the following requirements in Envelope 1:</p> <p>1. Please attach Bank account with a proof of statement With Trasactions for last 6 or 24 Months</p> | Yes / No | Comments |
| | | | |
| | | Requirement | Bidder Response / Attachments |
| | | <i>Legitimate Business Address</i> | |
| | | <i>Tax Registration Number & Certificate</i> | |
| | | <i>Business Registration Certificate</i> | |
| | | | |



| | | | |
|--|---|--|--|
| | <p>2. Please attach Valid relevant registration/ municipality license from Federal Government or State regional administration/Governor</p> <p>3. Please attach Updated Company profile stating address locations, contacts, emails, supply/service experience delivered to which organization and how much in USD, Company organogram with Key Staff CVs Etc</p> | | |
|--|---|--|--|

2. SECTION 3 – CAPABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table (60% mark).

| Item | Question | Bidder Response | | |
|-------------|--|---------------------------|--|---|
| 1 | <p>REFERENCES Bidder to shares Three (3) examples of their experience in providing Procurement of Learning materials similar to those included within the scope of this tender.</p> <p>1. Must have relevant experience of 3 years in similar below category. Please provide three (3) previous stamped Local Purchase Orders or contracts as</p> | <p>Client Name</p> | <p>Contact Details (Name & Email)</p> | <p>Project/Service Description</p> |
| | | 1) | | |
| | | 2) | | |



| | | | | |
|--|--|--------|--|--|
| | evidence from 3 Organizations 2. Please attach separate lead time for the services 3. Please attach bank statement for 2 years | 3) | | |
| | 4. Please provide Completed Supplier profile form of Gargaar Relief and | YES/NO | | |



| | | | |
|--|---|--|--|
| | Development Organization (GREDO) International | | |
| | 5. Business site verification for potential vendors to be done after shortlisting <i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Gargaar Relief and Development Organization (GREDO))</i> | | |

Signature:

Name:

Title:

Company:



Date:

16. Conflict of Interest / Non Collusion

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of GREDO which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between GREDO, and any other GREDO 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 GREDO the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

17. Assignment and novation

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



Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



PART 3: TERMS AND CONDITIONS OF PURCHASE

[This document should be reviewed under local law and amended as necessary]

1 Definitions and Interpretation

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

2 Quality and Defects

2.1 The Goods and the Services shall, as appropriate:

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

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

3 Compliance and Ethical Standards

3.1 The Supplier, its suppliers and sub-contractors, shall (a) observe the highest ethical standards, and shall comply with all applicable laws, statutes, regulations and codes (including environmental regulations and the International Labour Organisation's international labour standards on child labour and forced labour) from time to time in force, (b) comply with the following Customer policies, which are annexed: Child Safeguarding; Fraud, Bribery and Corruption; and (together the "Mandatory Policies"), and (c) act in relation to the Contract in accordance with the principles of the Inter-Agency Procurement Group Code of Conduct.

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



3.3 The Supplier is taking reasonable steps (including but not limited to having in place adequate policies and procedures) to ensure it conducts its business (including its relationship with any contractor, employee, or other agent of the Supplier) in such a way as to comply with the Mandatory Policies, and shall upon request provide the Customer with information confirming its compliance.

3.4 The Supplier shall notify the Customer as soon as it becomes aware of any breach, or suspected or attempted breach, of the Mandatory Policies or Condition 8 (Supplier's Warranties), and shall inform the Customer of full details of any action taken in relation to the reported breach.

4 Delivery / Performance

4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order, and in either case during the Customer's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.

4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give the Customer reasonable written notice of the specified date.

4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Order.

4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms 2010 identified in the Order, or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.

4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.

4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.

5 Indemnity

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

6 Price and Payment



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

7 Termination

7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.

7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if the Supplier:

- a) becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
- b) is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer.

7.3 In the event of termination, all existing Orders must be completed.

8 Supplier's Warranties

8.1 The Supplier warrants to the Customer that:

- a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;
- b) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer;
- c) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for the Customer to expect in all the circumstances;
- d) none of its directors or officers or any of its employees have any interest in any supplier or potential supplier of the Customer or is a party to, or are otherwise interested in, any transaction or arrangement with the Customer; and
- e) information provided to the Customer are, and remain, complete and accurate in all material respects.

9 Force majeure

9.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that party's reasonable control (a



"Force Majeure Event") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.

9.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

10 **General**

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

10.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.

10.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.

10.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

10.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.

10.6 The Contract shall be governed by and construed in accordance with English law. The parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.

10.7 A person who is not a party to the Contract shall not have any rights under or in connection with it.



PART 4 GREDO'S CHILD PROTECTION POLICY

GOAL

- To protect children from all forms of abuse in the course of our work

PURPOSE

The purpose of child protection policy is to

- Provide a management strategy to prevent child abuse and protect children in the course of our work
- Protect GREDO staff and third-party from unfair practices and processes
- Provide GREDO staff and third-party with clear guideline on what do in the case of suspected child abuse.

GREDO'S COMMITMENT

GREDO 's commitment to child protection will be guided by the following

AWARENESS: we will ensure that all GREDO staff and partner as well as stakeholder involved in projects are aware of the problem of child abuse and the risks to children.

PROVENTION: we will ensure through awareness and good practice that GREDO staff and partners minimize the risk to children.

REPORTING: we will ensure that GREDO staff and partners are clear on what step to take where concerns arise regarding the safety of children

RESPONDING: we will ensure that action is taken to support and protect children where concern of abuse arise

Further to the above, GREDO will:

- Not permit a person to work with children if it has been identified that they pose an unacceptable risk to children's safety or well-being
- Take all child abuse concerns raised seriously
- Take a positive step to ensure protection of children who are the subject of any concerns
- Support children, GREDO staff or other adults who raise concerns or who are the subject of concerns
- Act appropriately and affectively investigating or cooperating with any subsequent process of investigation
- Guide through the child protection process by the principle of "best interests of child "

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



- Listen to and take seriously the view and wishes of children; and
- Work in partnership with parent/caretakers and/or other professionals to ensure the protection of children

Date of Review: 17th June,2019 Reviewed by: GREDO Team Next Review: 16th June,2021

4

INTRODUCTION CHILD PROTECTION POLICY

GREDO supports the right of children and is committed to their safety and well-being.

GREDO'S staff members and those working with GREDO share a common responsibility and commitment to the awareness prevention and reporting of and responding to child in the course of their works.

GREDO'S child protection policy sets out common values, principle and beliefs and describes the steps will be taken to meet our commitment to protect children

Scope

This policy applies to all part-time, full-time and casual GREDO employees, interns and volunteers (herein after. GREDO staff or staff) as well as associate firms and sub-contractors (hereinafter. Partners) working with GREDO on the implementation of development assistance projects.

DEFINITIONS

CHILD

For a purpose of the policy, the definition of child is "every human being below age 18 years unless under the law applicable to the child "majority is attained earlier "this is in accordance with article 1 of the united nation convention on right of a child

CHILD ABUSE

We define child abuse as all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation including commercial exploitation, sexual abuse, while in the care of parents, legal guardian(s) or any other person who has the care of the child

PRINCIPLES AND VALUES

The following principles and values reflect GREDO'S stance on child protection

ZERO TOLERANCE OF CHILD ABUSE: GREDO does not tolerate any child abuse nor does it tolerate possession or access to any material that is abusive toward children. Guidance and training on

Date of Review: 17th June,2019 Reviewed by: GREDO Team Next Review: 16th June,2021

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



5

child protection risk management is provided to GREDO staff. GREDO will not knowingly engage anyone who poses a direct risk to children.

RECOGNITION OF CHILDREN 'S INTERESTS: GREDO recognized that some children are at greater risk of abuse. Of particular vulnerability are children with disabilities ,children in conflict situation as well as children in natural or post natural disaster situations.

SHARING RESPONSIBILITY OF CHILD PROTECTION: when bidding for project in association with third- party that do not have a child protection policy. GREDO will ensure that associate thirdparty agree to adopt GREDO'S child protection policy and child protection code of conduct (Annex 1) for the duration of the project

General procedure

The following general procedures will mainstream GREDO'S child protection policy and child protection code of conduct

➤ both child protection and code of conduct are made an integral part of GREDO 's quality management system and legally binding instruction and it contains:

o Contract for person newly employed by GREDO will contain a provision foreseeing their dismissal or transfer to other duties if they breach the child protection code conduct.

o All GREDO subsidiaries will be required to adopt a child protection policy that meets the standard of GREDO's own policy in this matter

o Any agreement between GREDO and associate firms which concerns services directly to children will require assurance that appropriate child protection policies and procedure are in place

o All project offices well display contact details for reporting possible child abuse and GREDO staff will have contact details for reporting

o A reporting procedure is put in place to investigate and deal with possible child abuse

GUIDELINE FOR REPORTING SUSPECTED OR ACTUAL ABUSE OF CHILDREN

Reporting Principles

Reporting suspect or actual child abuse is mandatory for all staff, volunteers, consultants and sub-contractors,

No GREDO staff or partner will prejudice their own position or standing with GREDO by

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



responsibly reporting someone who believe is breaking the child protection code of conduct

Date of Review: 17th June,2019 Reviewed by: GREDO Team Next Review: 16th June,2021

6

Responsible reporting also means that any person making report should bear in mind that all concerns are allegations until they have been investigated, for this reason it is important for anyone raising concern to follow the specific reporting guidelines set out below in particular, confidentiality is expected within reporting chain

Reporting procedures

All staff should normally discuss their concerns with their immediate senior manager be it a project manager or Head of Department, where staff are unable or unwilling to do this , they must raise their concern with GREDO 's Senior Management Team/Compliance officer

Any information provided to the SMT/compliance officer will be handled with strict confidentiality and who will only take action if breaches of the child protection code of conduct can be proven conclusively

Discussions held with a senior manager or with the compliance officer should focus on

- The evidence that the child protection code of conduct has been broken:
- The identified risks to the child /children measures to safeguarding and minimize risks and action.
- next steps discussion should focus on
 - o an assessment of reported concerns and support needs
 - whether and at what stage the issue should be reported to external bodies
 - appropriate response e g diGREDOplinary process or urgent action if children are judged to at risk
 - senior managers should feel to consult and seek support from other colleagues as necessary

Specific Reporting Guideline

Any concerns, allegations or disclosures must be recorded in writing, signed and dated and communicated as soon as possible to GREDO'S COMPLIANCE OFFICER.

Records should be detailed and precise focusing on what was said or observed, who was present and what happened. Speculation and interpretation should be clearly distinguished from reporting. Any concern disclosure or allegation is alleged rather than proven at this point. All such records should be treated as extremely confidential. They should be passed only to the Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



persons specified in these specific reporting guidelines. It is the responsibility of each individual in possession of information to maintain confidentiality

Date of Review: 17th June,2019 Reviewed by: GREDO Team Next Review: 16th June,2021

7

However, confidentiality cannot always be guaranteed. It must be made clear that following the steps in these policy is an obligation. Explanations should be given about the possible outcomes that could result from information being reported.

In certain instance, there will be the obligation for GREDO and its staff to report concerns to the appropriate external bodies. this will usually occur as consequence of the reporting procedure.

However, if urgent action is required in order to protect children then it may be prior to the reporting procedure,

Responding to concerns

In order to protect children, it may be necessary to take immediate action to ensure that the child protection code of conduct is not broken again and /or further abuse cannot take place.

The best interests of the child and desire to secure the best outcomes for the child should always govern decisions regarding what action should be taken in response to concerns

From the date of this policy, all new GREDO staff contractors will have a provision in their employment agreement for dismissal or transfer to other duties if he/she breaches the child protection code of conduct.

GREDO'S managing director in consultation with the senior manage concerned, will ultimately decide what sanctions will be taken against breaches.

Some concerns may be so serious that they would have to be reported to local authorities and police. In these circumstances, based on local guidelines, GREDO will assess on a case-by case basis what steps to take.

If the concerns are reported to local authorities, GREDO staff will assist the authorities wherever possible but may also need to make arrangements, possibly through the appropriate diplomatic representation to seek representation for the person who has had allegations made against them.

Legislation

When handling child abuse complaints, GREDO will take into account the relevancy legislation in both the country in which the alleged incident took places and alleged person's home country.

Date of Review: 17th June,2019 Reviewed by: GREDO Team Next Review: 16th June,2021

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



8

Training

GREDO is committed to education staff and other on the child protection policy, how to reduce risks and create child safe environments. We will promote child safe practices which keep children safe in the organization and in their own community, and provide information about child protection to the children and communities in which we work. this information will include reporting child abuse if they have concerns about GREDO staff

As part of its child protection training. GREDO will:

- provide comprehensive written documents on GREDO; S child protection policy to all new staff/partners
- incorporate extensive information on company's child protection policy in the briefing procedures for new staff
- provide child protection training for staff assigned in project where they will work directly with children

ANNEX -code of conduct

While implementing emergency /development assistance activities; GREDO staff will;

- Treat children with respect regardless of regardless color, sex, language religion political or other opinion, national ethnic or social origin property, disability, birth or other status
- not use language or behavior towards children that is inappropriate, harassing, abusive sexually provocative, demeaning or culturally inappropriate;
- not engage children in any form of sexual activity or acts, including paying for sexual services or acts where under the law(s) applicable to the child, the child is below the age of consent or act s are an offence under relevant law
- wherever possible ensure that another adult is present when the working the proximity of children;
- no invite unaccompanied children into my home without permission of their parent/guardian, unless they are at immediate risk of injury or in physical damage
- not sleep close to unsupervised the child unless absolutely necessary in which case I must obtain my supervisor 's permission and ensure that other adult is present if possible;
- refrain from physical punishment or diGREDOpline of children
- refrain from hiring children for domestic or other labour which in impropriate given their age or development stage, which interferes with their time available for education and

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



recreational activities, or which places them at significant risk of injury

Date of Review: 17th June,2019 Reviewed by: GREDO Team Next Review: 16th June,2021

9

➤ comply with all relevant Government and local legislation including labour laws in relation to child labor; and

➤ immediately report concern or allegations of child abuse in accordance with appropriate use of children's images for work-related purposes

when photographing or filming a child for work-related purposes GREDO staff must;

- before photographing or filming a child assess and Endeavour to comply with local traditions restrictions for reproducing personal images

- before photographing or filming a child obtain consent from the child or parent or guardian of the child as part of this I must explain how the photograph or film will be used;

- ensure photographs, films videos and DVDs present children in dignified and respectful manner and not in a vulnerable or submissive manner children should be adequately clothed and not in poses that could be seen as sexually suggestive

- ensure images are honest representation of the context and facts and

- ensure file labels do not reveal identifying information about a child when sending images electronically

GREDO staff will use common sense to avoid action or behaviors that could be constituted as child abuse and will report any suspected cases of child abuse to GREDO when implementing development aid activities

ANNEX 2 – FORM OF CHILD ABUSE

INFORMATION SHEET – FORMS OF CHILD ABUSE

Child abuse can occur in a variety of ways be it physical abuse, emotional abuse, neglect or bullying

Physical abuse

Physical abuse can occur when the person purposefully injures or threatens to injure a child or young person this may take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures.

Emotional abuse

Emotional abuse is a persistent attack on child or young person's self-esteem. It can take the form of name calling, threatening, ridiculing, intimidating or isolating the child or young

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



person {child wise,2008}. A child may also be subject to emotional trauma or abuse if they are forced to or inadvertently become a witness to domestic violence where this occurs deliberately it is form of abuse

Date of Review: 17th June,2019 Reviewed by: GREDO Team Next Review: 16th June,2021

10

Neglect

Neglect is the failure to provide the child with the basic necessities of life such as food, clothing, shelter and supervision to the extent that the child's health and development are at risk.

Sexual abuse

Sexual abuse is the actual or likely sexual exploitation of a child. Sexual abuse includes rape incest and all forms of sexual activity involving children including exposing children to or taking, pornographic photographs or other media/materials

Child sexual abuse damages children physically, emotionally and behaviorally both its Initial effect and long-time consequences impact on the individual on their family and on the community

Initial effects of child sexual abuse may include;

- medical problems such as sexually transmitted diseases, pregnancy and physical injury;
- emotional problems such as guilt anger, hostility, anxiety, fear, shame, lowered selfesteem;
- behavioral problems such as aggression, delinquency, nightmares, phobias, eating, and sleeping disorders and
- school problems and truancy

long-term consequences may include;

- sexual dysfunction [such as flashbacks difficulty in arousal avoidance of or phobic reactions to sexual intimacy]
- promiscuity;
- prostitution;
- discomfort in intimate relationship;
- isolation;
- marital problems
- low self esteem
- depression and

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



➤ mental health problems

Date of Review: 17th June,2019 Reviewed by: GREDO Team Next Review: 16th June,2021

11

ANNEX 3 – Recognizing the signs

Information sheet – recognizing the signs

Who is most likely to abuse a child?

- Someone who is known to the child
- Someone who the child trusts
- Someone who the family trusts, i.e. not a stranger
- Someone who has access to the child
- Someone who has themselves experienced abuse as child

How to recognize abuse

Listed below are a number of indicators of abuse, however they may vary by cultural and economic context. It should be noted this list is not exhaustive but is a guideline to help establish whether some form of child abuse or exploitation has taken place.

Emotional signs of abuse;

- Sudden underachievement or lack of concentration;
- Inappropriate relationships with peers and adults
- Changes or regression in mood or behavior, particularly where a child withdraws or becomes clinging
- Depression or extreme anxiety;
- Nervousness, frozen watchfulness'
- Obsessions or phobias;
- Persistent tiredness
- Running away/stealing /lying

Indicators of possible physical abuse;

- Any injury inconsistent with explanation given to them;
- Injuries to the body in places not normally exposed to falls rough games etc.
- Reluctance to change for or participate in games
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fracture etc. which do not have a reasonable explanation;
- Infections and /or symptoms of sexually transmitted disease {STD}

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



➤ General bruises scratches or other injuries not consistent with accidental injury

Indicators of possible sexual abuse;

Date of Review: 17th June,2019 Reviewed by: GREDO Team Next Review: 16th June,2021

12

➤ Any allegations made by a child concerning abuse;

➤ Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behavior or engaging in age in-appropriate sexual play

➤ Sexually provocative or seductive with adults

➤ Sudden changes in mood or behavior

➤ Open displays of sexually;

➤ Lack of trust in familiar adults, fear of strangers

➤ General bruises scratches or other injuries not consistent with accidental with accidental injury

➤ Acting –out behavior – aggression, lying, stealing, unexplained running away, drug and alcohol abuse, suicide attempts

Indicators of possible neglect;

➤ Frequent lateness or non-attendance at school

➤ Inadequate care.

How child sex offenders choose and “groom” children

Child sexual abuse is different from other forms of abuse that children may experience, in that it is usually premeditated. Sexual offending is not a random act; it is frequently carefully thought out and well planned. Offending will take time to groom their victim. This appears to have two elements choosing a victim that appeals to the offender, and picking someone the offender believes he/she can safely victimize. What follows is a process called “grooming”. This process means that the offender will manipulate people and situations in order to gain and maintain access to their victim/s some sex offender work alone; others operate in a network. Grooming is an insidious process; it is a dual process of;

A} building a trusting relationship with the child and his/her corers; and

B} isolating the child in order to abuse them.

Grooming occurs before the sex offence in order to access the child and after the offence in order to;

a} maintain access to the child; and

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



b} ensure the child 's silence and the corers /adults continued trust.

Date of Review: 17th June,2019 Reviewed by: GREDO Team Next Review: 16th June,2021

13

What don't children tell?

Sex offenders frequently justify their behavior long after the fact by saying that the victim didn't say no. The assumption that children will resist the abuse, preferably violently is based both on ignorance about the power relationship between adult and children, and an underestimation of the skillfulness of offenders. A number of barriers to children speaking out and revealing abuse have been identified

Children do not speak out because they

- Are scared;
- Think they are to blame;
- Think they are strange in some way;
- Do not want the abuser to get into trouble;
- Feel guilty;
- Feel alone.

II: GREDO'S CODE OF CONDUCT

Introduction

The aim of the GREDO Code of Conduct is to provide clear guidance on the standards of behavior the organization requires all staff, anyone working on behalf of GREDO and any partner organization to abide by, as well as providing examples of conduct that will be considered unacceptable. The Code is designed to guide and protect all staff and programme participants. Any breach of this Code may result in diGREDOplinary action up to and including dismissal. Whilst recognizing that laws and cultures differ considerably from one country to another, the Code is based on international legal standards and principles of codes of conduct In addition, it is written to reflect the organization's core values and commitment to ensuring that staff always acts in the best interest of all programme participants This Code of Conduct applies to all staff and anyone representing GREDO. Whether signed or not, the Code shall automatically form an integral part of all GREDO's contracts of employment and conditions of service for all staff.

Purpose of the code of conduct

This Code of Conduct aims to provide clear guidance on what we expect of each other. Everyone who represents Gargaar relief and development organization including employees, trustees, volunteers, consultants, secondees, and interns – must comply with the law and uphold the highest standards of integrity. If only one of us acts in a way that is inconsistent with our values and principles, the impact on our reputation may mean we fail to achieve our objectives. In all aspects of your work you are an ambassador of GREDO and you will frequently work in positions of authority and trust. Our Code of Conduct and supporting policies are mandatory for all that represent GREDO. If you fail to meet these standards, you risk diGREDOplinary action. We will also report serious infractions to any relevant professional organizations or legal authorities. Throughout this document, the term "employed", "employee" or "employment"

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



refers to everyone who represents GREDO as defined above; employees, trustees, volunteers, consultants, secondees, and interns.

Respect and Dignity

- i i. I will respect all persons equally and without any distinction or discrimination based on nationality, race, ethnicity, tribe, gender, religious beliefs, political opinion or disability.
 - ii. I will respect local laws, customs and habits of the local culture.
- iii. I will always take into consideration the difficult experiences that IDPs, refugees and other persons of concern to GREDO have faced and survived, as well as the disadvantaged position in which they may find themselves in relation to those who hold power or influence over certain aspects of their lives.
 - iv. I will always seek to care for and protect the rights of the most vulnerable: children, including orphans and separated children, women, single parents, elderly, disabled and chronically sick and particularly vulnerable minority groups. I will act in a manner that ensures that their best interests shall be the paramount consideration.
 - v. I will keep myself informed about GREDO’s policies, objectives and activities and about displaced communities concerns. I will do my utmost to support GREDO’s protection and assistance work.

Code of Conduct Date of Review: 16th December, 2019 Next Review: 16th December, 2021



Personal and Professional Conduct

- i i. I will uphold the integrity of GREDO and my personal and professional performance will always be based on a non-racist, non-discriminatory and gender sensitive conduct.

- i ii. I undertake not to abuse the power and influence that I have by virtue of my position over the lives and well-being of IDPs, refugees, staff members and other persons. I will never request or receive any service or favor from IDPs, refugees, staff members or other persons in return for protection or assistance. I will never engage in any exploitative relationships – sexual, emotional, financial or employment-related – with IDPs, refugees, staff members or other persons.

- i iii. I will observe local laws, will meet all my legal and financial obligations, and will not seek to take personal advantage of any privileges or immunities that have been conferred on me in the interest of GREDO.

- i iv. I will uphold the highest standards of competence, efficiency and integrity in my professional life. I will demonstrate truthfulness, dedication and honesty in my actions.

- i v. I will be patient, respectful and courteous to all persons with whom I deal including colleagues, beneficiaries, local leaders and government representatives, representatives of operational and implementing partners, donors and other NGO and UN colleagues.

- ii vi. I will dress in a manner appropriate to the assignment and the cultural setting.

- i vii. I will act in conformity with all GREDO instructions and policies.

Conflict of Interest

- i i. I will safeguard and make responsible use of the information and resources to which I have access by reason of my employment with GREDO.

- i ii. I will handle GREDO's financial and material resources with the utmost care, safeguard these at all times against theft or other damage, keep and maintain them properly, and ensure that unauthorized and unethical use of GREDO funds or private misuse does not occur.

- i iii. I will not attempt to gain economic or other profit for myself, family or friends when awarding contracts, including short-term and regular employment contracts; any potential conflict of interest should be promptly and immediately disclosed to the Executive Director

- i iv. Any honoraria received by staff for participating in seminars, workshops, courses or other professional engagements should be disclosed to the Director of the GREDO.

- i v. I will not use offices, GREDO property or knowledge gained from functions with GREDO for private gain, financial or otherwise, or for the private gain of any third party, including family, friends or those they favour.

- i vi. I will exercise due care in all matters of official business, and not divulge any confidential information about IDPs, refugees, persons of concern to GREDO, colleagues and other work-related matters

- i vii. I will protect, manage and utilize GREDO human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at GREDO's disposal for the benefit of IDPs, refugees and other persons of concern to GREDO

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



Code of Conduct Date of Review: 16th December, 2019 Next Review: 16th December, 2021

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



Gifts, Entertainment and Favors

- i i. I or a member of his or her immediate family must not will not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Organization has, or is likely to have, business dealings.
- i ii. I will not accept any other preferential treatment under these circumstances because their positions with the GREDO might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.
- i iii. I will not accept gifts of more than \$50 in fair market value—or meals and social invitations that are in keeping with good business ethics.

Alcohol, Criminal and Unethical Activities

- i i. I will have no involvement in criminal and unethical activities, activities that contravene human rights, or activities that compromise the image and interest of GREDO.
- i ii. I will exercise care with alcohol and will refrain from/avoid using intoxicating substances, including alcohol while on duty.
- i iii. I will neither support nor take part in any form of illegal, exploitative or abusive activities, including, for example prostitution, child labour, trafficking of human beings, commodities and intoxicants.
- i iv. I will under no circumstances drive a vehicle under the influence of alcohol or any other illegal intoxicants. Any knowledge of staff handling any kind of motorized transportation means under such influence should be reported and will be dealt with as a breach on the Code of Conduct and security regulations, and lead to consequences for the individual's contract.

Safety, Health and Welfare

- i i. I will promote the safety, health and welfare of all GREDO staff as a necessary condition for effective and consistent performance.
- i ii. I will remain aware of and comply with instructions designed to protect my health, welfare and safety. I will always consider the safety of staff in operational decisions.
- i iii. I have made myself familiar with the GREDO security policy, and will conduct my work accordingly, bearing in mind that common sense always prevail, and each situation is dealt with individually.

Child Safeguarding

1. I will treat with respect all children, young people and vulnerable adults.
2. I will ensure that all activities with children, young people and vulnerable adults have more than one adult present or at least one that is within sight or hearing of others.
3. I will respect a young person's or vulnerable adult's right to personal privacy.
4. I am aware that physical contact with a child, young person or vulnerable adult may be misinterpreted.



5. I recognize that special caution is required when discussing sensitive issues with children, young people or vulnerable adults.

Code of Conduct Date of Review: 16th December, 2019 Next Review: 16th December, 2021



6. I understand that any physical or manual touching required should be provided openly and if this is in a sporting situation, it should be in accordance with the guidelines provided by the appropriate Sporting Governing Body.
7. I understand that feedback should be constructive rather than negative.
8. I will challenge unacceptable behavior.
9. I will report any allegations or suspicions of abuse immediately to the relevant the Designated Safeguarding Officer.
10. In all dealings with children, young people or vulnerable adults:
 - a. I will never: Play rough physical games or sexually provocative games
 - b. I will never hare a room with a child, young person or a vulnerable adult
11. I will never enter a child's, young person's or vulnerable adult's room unless it is absolutely necessary and if entering a room must do so accompanied
12. I will not allow or engage in any form of inappropriate touching
13. I will not allow children, young people or vulnerable adults to use inappropriate language without challenging it
14. I will not make sexually suggestive comments even in jest
15. I will not reduce a child or vulnerable adult to tears as a form of control
16. I will not allow allegations made by a child, young person or vulnerable adult to go unchallenged, unrecorded or not acted upon
17. I will not do personal things for a child, young person or vulnerable adult which they can do for themselves. And I understand that If a child, young person or vulnerable adult has a disability any tasks should only be performed with the full understanding and consent of the parents/guardians/carers.

Child Protection

- I will treat children with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- I will not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- I will not engage children in any form of sexual activity or acts, including paying for sexual services or acts. I understand that mistaken belief of the age of the child is not a defence
- Wherever possible, I will ensure that another adult is present when working in the proximity of children Not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- I will not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my manager's permission, and ensure that another adult is present if possible

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



- I will use any computers, mobile phone, or video and digital cameras appropriately, and never exploit or harass children or to access child pornography through any medium
 - I will refrain from physical punishment or diGREDOplines of children (excluding my own children)
 - I will refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
 - I will comply with all relevant legalization, including labour laws in relation to child labour
 - I will immediately report concerns or allegations of child abuse in accordance with appropriate procedures outlined in the GREDO safeguarding Policy
- Code of Conduct Date of Review: 16th December, 2019 Next Review: 16th December, 2021



Prohibition against Sexual Exploitation and Abuse

- i i. I will not commit any act of sexual exploitation, sexual abuse or sexual violence.

- i ii. I will not engage in any sexual activity with persons (adult or child) that benefit or look to benefit from GREDO's protection or assistance, or with any persons under the age of 18 years regardless of the age of majority or consent locally. Mistaken belief in the age of a child is not a defence.

- i iii. I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This prohibition extends to any use of sex trade workers.

- i iv. I will not produce, procure, distribute or use pornographic material in GREDO's offices or on GREDO's equipment, including reading/surfing pornographic websites or message boards or sending pornographic emails

Whistle Blowing Policy

GREDO has an open door culture and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with Executive Officer or a member of Senior Management Team or the safeguarding focal person. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations to the HR department. If the staff member or the whistle blower wants to report without exposing himself/herself, they can report through the whistle blowing email of the organization which is whistleblower@gredosom.org.

- i i. I will report in good faith (that is, without malice) any genuine suspicion that I may have of serious malpractice taking place involving GREDO's staff members or volunteers or organizations with which it contract

- i ii. I have a duty to inform beneficiaries and others with which GREDO works, of the Code of Conduct to which GREDO staff must adhere, including how and to whom they can report any misconduct or failure committed by GREDO staff or anyone representing GREDO

- i iii. I will report any information received indicating a situation where any of the above agreements are broken through one of the following reporting channels. • Through line manager or any senior manager
- ii • Through appointed focal points or Staff Representatives
- iii • Through HR officer
- iv • Through the whistle blowing email. whistleblower@gredosom.org)

v
Code of Conduct Date of Review: 16th December, 2019 Next Review: 16th December, 2021



Breaches of this Code:

3. I am aware of the fact that any breach of this Code of Conduct may lead to disciplinary action, dismissal or even legal action and that intentionally false accusations and reports are seen as a breach of the Code of Conduct and will be subject to disciplinary action.

4.

5. III: GREDO'S FRAUD, BRIBERY AND CORRUPTION POLICY

1. What does your policy cover?

1.1 This anti-bribery policy exists to set out the responsibilities of GREDO and those who work for us in regards to observing and upholding our zero-tolerance position on bribery and corruption.

1.2 It also exists to act as a source of information and guidance for those working for GREDO. It helps them recognize and deal with bribery and corruption issues, as well as understand their responsibilities.

2. Policy statement

2.1 GREDO is committed to conducting business in an ethical and honest manner, and is committed to implementing and enforcing systems that ensure bribery is prevented. [GREDO has zero-tolerance for bribery and corrupt activities. We are committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever in the country / regions we operate.

2.2 GREDO will constantly uphold all laws relating to anti-bribery and corruption in all the jurisdictions in which we operate. We are bound by the laws of Somalia, including any bill or act that is passed in the coming future, in regards to our conduct both at home and abroad.

2.3 GREDO recognizes that bribery and corruption are punishable by up to years of imprisonment and a fine. If our organization is discovered to have taken part in corrupt activities, we may be subjected to an unlimited fine, be excluded from grants and funds from our donors, and face serious damage to our reputation. It is with this in mind that we commit to preventing bribery and corruption in our business, and take our legal responsibilities seriously.

3. Who is covered by the policy.

3.1 This anti-bribery policy applies to all employees (whether temporary, fixed-term, or permanent), consultants, contractors, trainees, seconded staff, casual workers, subordinate staff, agency staff, volunteers, interns, agents, or any other person or persons associated with us (including third parties), or any of our subsidiaries or their employees, no matter where they are located (within or outside of Somalia). The policy also applies to Officers, Trustees, Board, and/or Committee members at any level.

3.2 In the context of this policy, third-party refers to any individual or organization our organization meets and works with. It refers to actual and potential clients, suppliers, distributors, business contacts, agents, advisers, and government and public bodies – this includes their advisors, representatives and officials, politicians, and public parties.

3.3 Any arrangements our organization makes with a third party is subject to clear contractual terms, including specific provisions that require the third party to comply with minimum standards and procedures relating to anti-bribery and corruption.

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



4. Definition of bribery.

4.1 Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision.

4.2 A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.

4.3 Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law.

4.4 Bribery is illegal. Employees must not engage in any form of bribery, whether it be directly, passively (as described above), or through a third party (such as an agent or distributor). They must not bribe a foreign public official anywhere in Somalia or the world. They must not accept bribes in any degree and if they are uncertain about whether something is a bribe or a gift or act of hospitality, they must seek further advice from the organization's Senior Management Team.

5. What is and what is NOT acceptable

5.1 This section of the policy refers to 3 areas:

- Gifts and hospitality.
- Facilitation payments.
- Political contributions.

5.2 Gifts and hospitality.

GREDO accepts normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- a. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favors or benefits.
- b. It is not made with the suggestion that a return favor is expected.
- c. It is in compliance with local law.
- d. It is given in the name of the organization, not in an individual's name.
- e. It does not include cash or a cash equivalent (e.g. a voucher).
- f. It is appropriate for the circumstances (e.g. giving small gifts around Eid).
- g. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift i.e. a business partner buys a staff for lunch / soft drinks.
- h. It is given/received openly, not secretly.
- i. It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- j. It is not above a certain excessive value, as pre-determined by the organization's Senior Management Team (usually in excess of \$ 10).
- k. It is not offered to, or accepted from, a government official or representative or politician or political party, without the prior approval of the organization's Senior Management Team.



5.3 Where it is inappropriate to decline the offer of a gift (i.e. when meeting with an individual of a certain religion/culture who may take offence), the gift may be accepted so long as it is declared to the Senior Management Team, who will assess the circumstances.

5.4 GREDO recognizes that the practice of giving and receiving business gifts varies between countries, regions, cultures, and religions, so definitions of what is acceptable and not acceptable will inevitably differ for each.

5.5 As good practice, gifts given and received should always be disclosed to the Senior Management Team. Gifts from suppliers should always be disclosed.

5.6 The intention behind a gift being given/received should always be considered. If there is any uncertainty, the advice of the Senior Management should be sought.

5.7 Facilitation Payments and Kickbacks

GREDO does not accept and will not make any form of facilitation payments of any nature. We recognize that facilitation payments are a form of bribery that involves expediting or facilitating the performance of business partner / third party. We recognize that they tend to be made by low level officials with the intention of securing or speeding up the performance of a certain duty or action.

5.8 GREDO does not allow kickbacks to be made or accepted. We recognize that kickbacks are typically made in exchange for a business favor or advantage.

5.9 [GREDO recognizes that, despite our strict policy on facilitation payments and kickbacks, employees may face a situation where avoiding a facilitation payment or kickback may put their/their family's personal security at risk. Under these circumstances, the following steps must be taken:

- a. Keep any amount to the minimum.
- b. Ask for a receipt, detailing the amount and reason for the payment.
- c. Create a record concerning the payment.
- d. Report this incident to your line manager.

5.10 Political Contributions.

GREDO will not make donations, whether in cash, kind, or by any other means, to support any political parties or candidates. We recognize this may be perceived as an attempt to gain an improper business advantage.

5.11 Charitable Contributions.

GREDO accepts (and indeed encourages) the act of donating to charities – whether through services, knowledge, time, or direct financial contributions (cash or otherwise) – and agrees to disclose all charitable contributions it makes.

5.12 Employees must be careful to ensure that charitable contributions are not used to facilitate and conceal acts of bribery.

5.13 We will ensure that all charitable donations made are legal and ethical under local laws and practices, and that donations are not offered/made without the approval of the Senior Management Team.

6. Employee Responsibilities.

6.1 As an employee of GREDO, you must ensure that you read, understand, and comply with the information contained within this policy, and with any training or other anti-bribery and corruption information you are given.

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



6.2 All employees and those under our control are equally responsible for the prevention, detection, and reporting of bribery and other forms of corruption. They are required to avoid any activities that could lead to, or imply, a breach of this anti-bribery policy.

6.3 If you have reason to believe or suspect that an instance of bribery or corruption has occurred or will occur in the future that breaches this policy, you must notify the Senior Management Team / the Executive Director, or the Board Chairperson.

6.4 If any employee breaches this policy, they will face disciplinary action and could face dismissal for gross misconduct. GREDO has the right to terminate a contractual relationship with an employee if they breach this anti-bribery policy.

7. What happens if I need to raise a concern?

7.1 This section of the policy covers 3 areas:

- a. How to raise a concern.
- b. What to do if you are a victim of bribery or corruption.
- c. Protection.

7.2 How to raise a concern

If you suspect that there is an instance of bribery or corrupt activities occurring in relation to [GREDO, you are encouraged to raise your concerns at as early a stage as possible. If you're uncertain about whether a certain action or behaviour can be considered bribery or corruption, you should speak to your line manager, the Senior Management, the Executive Director, or the Board Chairman.

7.3 [GREDO will familiarize all employees with its whistleblowing procedures so employees can vocalize their concerns swiftly and confidentially.

7.4 What to do if you are a victim of bribery or corruption

You must tell Senior Management Team as soon as possible if you are offered a bribe by anyone, if you are asked to make one, if you suspect that you may be bribed or asked to make a bribe in the near future, or if you have reason to believe that you are a victim of another corrupt activity.

7.5 Protection

If you refuse to accept or offer a bribe or you report a concern relating to potential act(s) of bribery or corruption, GREDO understands that you may feel worried about potential repercussions. GREDO will support anyone who raises concerns in good faith under this policy, even if investigation finds that they were mistaken.

7.6 GREDO will ensure that no one suffers any detrimental treatment as a result of refusing to accept or offer a bribe or other corrupt activities or because they reported a concern relating to potential act(s) of bribery or corruption.

7.7 Detrimental treatment refers to dismissal, disciplinary action, treats, or unfavorable treatment in relation to the concern the individual raised.

7.8 If you have reason to believe you've been subjected to unjust treatment as a result of a concern or refusal to accept a bribe, you should inform your line manager or the Senior Management Team immediately.

8. Training and communication

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



8.1 GREDO will provide training on this policy as part of the induction process for all new employees. Employees will also receive regular, relevant training on how to adhere to this policy, and will be asked to formally accept that they will comply with this policy.

8.2 GREDO 's anti-bribery and corruption policy and zero-tolerance attitude will be clearly communicated to all donors, suppliers, contractors, business partners, and any third-parties at the outset of business relations, and as appropriate thereafter.

8.3 GREDO will provide relevant anti-bribery and corruption training to employees etc. where we feel their knowledge of how to comply with the Bribery Act needs to be enhanced. As good practice, all businesses and organizations should provide their employees with anti-bribery training where there is a potential risk of facing bribery or corruption during work activities.

9. Record keeping

9.1 GREDO will keep detailed and accurate financial records, and will have appropriate internal controls in place to act as evidence for all payments made. We will declare and keep a written record of the amount and reason for hospitality or gifts accepted and given, and understand that gifts and acts of hospitality are subject to managerial review.

10. Monitoring and reviewing

10.1 GREDO 's Senior Management Team is responsible for monitoring the effectiveness of this policy and will review the implementation of it on a regular basis for every 6 months. They will assess its suitability, adequacy, and effectiveness.

10.2 Internal control systems and procedures designed to prevent bribery and corruption are subject to regular audits by GREDO BOD level Auditor to ensure that they are effective in practice.

10.3 Any need for improvements will be applied as soon as possible. Employees are encouraged to offer their feedback on this policy if they have any suggestions for how it may be improved. Feedback of this nature should be addressed to the Senior Management Team / The ED and the BOD.

10.4 This policy does not form part of an employee's contract of employment and GREDO may amend it at any time so to improve its effectiveness at combatting bribery and corruption.

GREDO ORGANIZATION ANTIFRAUD POLICY

GREDO organization implements the board's fundamental concepts for preventing and detecting fraud. Board of directors approved that this policy be adapted by all personnel of the organization board members, employees and volunteers.

General Statement

Management is responsible for establishing the cultural environment, training employees and volunteers, assessing fraud risks, implementing internal controls and monitoring activities designed to prevent and detect misappropriation of organization's assets and intentional material misrepresentation of organization's financial or other data or other actions constituting fraud. It is management's responsibility to communicate this policy to



all board members, employees and volunteers and their responsibility to comply with this policy.

Actions Constituting Fraud

It is the organization's policy that there is zero tolerance for actions constituting fraud.

These actions include but are not limited to:

- Theft of cash, securities, merchandise, equipment, supplies or other assets.
- Unauthorized use of organization employees, property, credit cards, cell phones or other resources.
- Submission of personal or fictitious employee expenses for reimbursement or fictitious or inflated vendor invoices or payroll records for payment.
- Receiving kickbacks or other unauthorized personal benefits from vendors or others.
- Forgery or fraudulent alteration of any check, bank draft, statement, billing, record, form, report, return or other financial document.
- Intentional material misclassification or misrepresentation of revenues, expenses, costs or other data in financial statements, reports, regulatory returns, applications or other communications.
- Intentional failure to disclose material related party transactions, noncompliance with lender requirements or donor/grantor restrictions or other required disclosure matters.
- Intentional improper use or disclosure of confidential donor, client/customer, employee or organization proprietary information.
- Any other illegal or unethical activity.

The policy applies to fraud or suspected fraud by board members, employees, volunteers, vendors, contractors, consultants and others doing business with the organization.

GREDO Operations Manual – February 2018 – Antifraud Policy 4

Reporting Responsibilities and Safeguards

It is the responsibility of every director, employee or volunteer to report, preferably in writing, discovered or suspected unethical or fraudulent activity immediately to the Executive Director and the Chairman of the Board.

No reporting party who in good faith reports such a matter will suffer harassment,

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



retaliation or other adverse consequences. Any director or employee who harasses or retaliates against the party who reported such a matter in good faith is subject to diGREDOplinary up to and including termination of employment. Additionally, no director, employee or volunteer will be adversely affected because they refuse to carry out a directive which constitutes fraud or is a violation of state or federal law.

Any allegation that proves to have been made maliciously or knowingly to be false will be viewed as a serious diGREDOplinary offense.

Confidentiality

Discovered or suspected matters can be reported anonymously or on a confidential basis. Anonymous allegations will be investigated, but consideration will be given to seriousness of the issue, its credibility and the likelihood of confirming the allegation from other reliable sources. In the case of allegations made on a confidential basis, every effort will be made to keep the identity of the reporting party secret, consistent with the need to conduct an adequate and fair investigation.

Allegations will not be discussed with anyone other than those who have a legitimate need to know. It is important to protect the rights of the persons accused, to avoid damaging their reputation should they be found innocent and to protect the organization from potential liability.

Investigation Procedures

The Executive Director, Chairman of the Board or their delegate will investigate all allegations on a timely basis. The investigation may include but is not limited to examining, copying and/or removing all or a portion of the contents of files, desks, cabinets and other facilities of the organization without prior knowledge or consent of any individual who may use or have custody of such items or facilities when it is within the scope of the investigation.

The reporting party must not attempt to personally conduct investigations, interviews or interrogations related to the alleged fraudulent activity.

Resolution Procedures

The results of the investigation will be reported to the Board of Directors. Actions taken against the perpetrator of alleged fraud will be determined by the Board in consultation with legal counsel



6. IV: CODE OF CONDUCT FOR IAPG AGENCIES AND SUPPLIERS



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

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

7. Code of Conduct for Suppliers

Goods and services are produced and delivered under conditions where:

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



8. 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

9. 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.

10. 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.

11. Disclaimer

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

12. V: GREDO'S PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY

1. INTRODUCTION

In coherent with GREDO's core value of respect, as well as our commitment to diversity, we endeavor to create and maintain an organizational environment that creates equality through preventing discrimination, including harassment and exploitation, and to ensure the same in all of our work with communities and partners. This is critical to our effectiveness as an organization. Members of staff and the communities with whom work with; we are obliged to give an utmost assurance that they will not be subject to any form of discrimination, harassment or exploitation. Equally, each employee must have the opportunity to contribute fully to GREDO's mission in a work environment that is free from all forms of discrimination, harassment and exploitation. To fulfill these aims, GREDO extremely prohibits and will not tolerate any form of discrimination, harassment or exploitation, be it physical, sexual or psychological. All GREDO employees, partners and beneficiaries are obliged to help create and maintain an environment that promotes the implementation of our values of respect and commitment. This policy extends to and holds accountable all staff of GREDO in all levels and consultant/contractors, interns and staff of collaborating partner NGOs.

2. SCOPE OF THE POLICY

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



This policy applies to all Gargaar relief and development organization (GREDO) staff, whether national, international, full time, part time or engaged on short-term contracts, e.g. consultants, representatives, volunteers, interns and partners.

All of the above must act in accordance with this Protocol in both their professional and their personal lives.

Breaches in the policy can lead to diGREDOplinary action including possible dismissal. For partners/contractors breaches can lead up to and including termination of relation including contractual & partnership agreement. Where relevant, the appropriate legal or other frameworks as per the national laws will be referred to.

3. PURPOSE OF THE POLICY

The purpose of the GREDO PSEA Policy is to ensure that all employees' trustees, volunteers, consultants, secondees, and interns and related personnel make ethical decisions in their professional and personal lives to ensure the protection of all against sexual exploitation and abuse. The Protection from Sexual Exploitation and Abuse policy aims to provide clear guidance on what we expect of each other. If you fail to meet these standards, you risk diGREDOplinary action. We will also report serious infractions to any relevant professional organizations or legal authorities. Throughout this document, the term "employed", "employee" or "employment" refers to everyone who represents GREDO as defined above; employees, trustees, volunteers, consultants, secondees, and interns.

Protection against sexual exploitation and abuse policy Date of Review: 16th December, 2019 Reviewed by: GREDO Team Next Review: 16th December, 2021



4. COMMITMENT

- I I. **AWARENESS:** we will ensure that all GREDO staff and partner as well as stakeholder involved in projects are aware of the problem of PSEA and risks involved.
- II II. **PROVENTION:** we will ensure through awareness and good practice that GREDO staff and partners minimize the risk to other staff.
- III III. **REPORTING:** we will ensure that GREDO staff and partners are clear on what step to take where concerns arise regarding PSEA
- IV IV. **RESPONDING:** we will ensure that action is taken to support and protect children where concern of abuse arise

Protection against sexual exploitation and abuse policy Date of Review: 16th December, 2019 Reviewed by: GREDO Team Next Review: 16th December, 2021



5. DEFINITIONS 5.1. PSEA

5.2. S_e_n_s_i_t_i_v_e_c_a_s_e_s_

5.3. S_e_x_u_a_l_A_b_u_s_e_

5.4. S_e_x_u_a_l_e_x_p_l_o_i_t_a_t_i_o_n_

5.5. S_u_s_p_i_c_i_o_n_

5.6. E_x_p_l_o_i_t_a_t_i_o_n_

This is abbreviated for means Protection from Sexual Exploitation and Abuse

These are cases where individuals or groups are harmed, discriminated against, exploited or neglected by individuals. This includes, but is not limited to: a Non-compliance with the GREDO Child safeguarding Policy and the GREDO Protection against Sexual Exploitation and Abuse Policy. Any harm caused by an individual or organization contracted by GREDO (employee, volunteer, trainee, consultant, partner, sub-grantee etc.). Harm done can be physical, sexual, emotional, and/ or discriminatory and can lead to situations of exploitation and abuse of power

This means the actual or threatened physical intrusion of a sexual nature, including inappropriate touching or harassment, which can occur by a; force; b. under unequal conditions; or c. under coercive conditions.

These are practices by which a person achieves sexual gratification, financial gain or advancement through the abuse or exploitation of a person's sexuality by abrogating that person's human right to dignity, equality, autonomy, physical and mental well-being; i.e. trafficking, prostitution, prostitution tourism, bride trade, pornography, stripping, battering, incest, rape and sexual harassment.

This is when a concern is expressed about abuse that may have taken place or concern that abuse may take place.

This is the use of a person for profit, labor, sexual gratification, or some other personal or financial advantage.

This is using one's position of authority, influence or control over resources, to pressure, force or manipulate someone to do something against their will. This includes threatening to withhold project assistance, threatening to make false claims about a person in public, or any other negative repercussions in the work place or community. Examples of exploitation include, but are not limited to:

- Offering special benefits to program participants or employees in exchange for expressed, implied or demanded favors;

- Threats or insinuations that an individual's refusal or unwillingness to submit to demands will affect the person's entitlement to project assistance and support, or terms and conditions of employment.

Protection against sexual exploitation and abuse policy Date of Review: 16th December, 2019 Reviewed by: GREDO Team Next Review: 16th December, 2021



5.7. T_r_a_f_f_i_c_k_i_n_g_ _

5.8. R_e_s_p_e_c_t_ _

5.9. D_i_v_e_r_s_i_t_y_ _

This is the recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

GREDO's core value of respect states, "We respect the dignity, potential and contribution of participants, contractors, donors, partners and staff."

GREDO conceptualizes diversity in a broad sense, going beyond regular classifications of gender, race, nationality, ethnicity, religion, age, disability among others. To include perspectives that uphold GREDO's core values, and to emphasize the importance of creating and maintaining a work environment that promotes diversity.

Understanding and appreciating diversity is a process to create these conditions; a way to engender respect for differences, talents, and perspectives; and a vital process to identify untapped potential to maintain GREDO's excellence in addressing complex development issues. GREDO values and believes in diversity because:

- To enhance and advance our relief & development work, we need a variety of perspectives to inform relevant and responsible choices about how programs or projects are designed, managed and implemented

- GREDO's success in the future is dependent upon our ability to learn and innovate. Our differences in knowledge, approach and perspective are a source of innovation and learning.

- To increase capacity within the communities with which GREDO works, we need to build collaborative relationships and partnerships with people who have both similarities and differences.

- GREDO's mission calls for affirming the dignity and worth of all people; that includes, but is not limited to, addressing discrimination in all its forms

- GREDO promotes diversity because we believe O_U_R_ _D_I_V_E_R_S_I_T_Y_ _I_S_ _O_U_R_ _

S_T_R_E_N_G_H_T

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



5.10. D i s c r i m i n a t i o n

5.11. H a r a s s m e n t

This is exclusion of treatment of, or action against an individual based on race, color, religion, sex, age, marital status, clan and disability. GREDO prohibits discrimination against applicants for employment, employees, vendors and participants in GREDO programs. Discrimination includes harassment and exploitation as defined below.

Discrimination is also the behavior, act or unequal treatment towards a person because he/she is a member of a particular social group. Usually involves determining the accessibility of goods and services as well as rights and privileges for the targeted group by the dominant group.

Indirect discrimination is equal treatment in equal circumstances, but under unequal social conditions. When one group is the norm for whom institutional rules are formulated, which are then applied to everybody else including different ethnic groups that have other norms. *Direct discrimination* is unequal treatment in equal circumstances under racially unequal social conditions implicitly or explicitly.

This means any unwelcome comment or behavior that is offensive, demeaning, humiliating, derogatory, or any other behavior that fails to respect the dignity of an individual. GREDO prohibits harassment of any employee, program participant, partner, beneficiary, vendor or other individual visiting or doing business with GREDO. Examples of harassment include, but are not limited to:

- Verbal conduct such as threats, derogatory or offensive remarks, name calling, innuendos, slurs, jokes or degrading words used to describe an individual or individual characteristics in general, or any other demeaning or inappropriate comments;
- Visual conduct such as leering, gesturing, displaying or distributing offensive objects or pictures, cartoons, graffiti, posters, or magazines;
- Offensive remarks in writing (letters, memos, emails, etc)
- Threats or insinuations that could affect a program participant's entitlement to assistance
- Actual or threatened physical abuse or conduct

Protection against sexual exploitation and abuse policy Date of Review: 16th December, 2019 Reviewed by: GREDO Team Next Review: 16th December, 2021



5.12. S_e_x_u_a_l_H_a_r_a_s_s_m_e_n_t_&_E_x_p_l_o_i_t_a_t_i_o_n_

Sexual Harassment and Exploitation is a special type of harassment based on an individual's gender. It is defined as an unwelcome sexual advance, comment, expressed or implied sexual demand, touch, joke, gesture, or any other communication or conduct of a sexual nature, whether verbal, written or visual, by any person to another within the scope of GREDO's work.

The definition includes sexual harassment that is directed at members of the opposite sex. GREDO prohibits sexual harassment of any individuals, employee or program participant, regardless of their work relationship. Attention becomes sexual harassment if: the behavior is unwelcomingly persistent, although a single incident can constitute sexual harassment; the recipient has made it clear that the behavior is considered offensive; and/or the perpetrator should have known that the behavior is regarded as unacceptable.

Examples of sexual harassment include, but are not limited to:

- Verbal conduct such as sexually derogatory remarks, graphic verbal commentaries about an individual's body or dress, sexually degrading words used to describe an individual, sexually suggestive or obscene letters, note, email or invitations, demeaning or inappropriate comments, name-calling, innuendos, slurs, jokes, sexual advances or propositions; or
- Visual conduct such as leering, sexual gestures, displaying or distributing sexually suggestive objects or pictures, cartoons, graffiti posters or magazines; or
- Actual or threatened physical contact or conduct, such as patting, pinching, blocking movements, or any other offensive touching.

Sexual exploitation means pressuring or demanding individuals to provide sexual favors against their will, with the threat of denying project assistance, withholding work support, or any other negative repercussions in the work place or community.

Examples of sexual harassment and exploitation include, but are not limited to:

- Offering special benefits (including money, employment, promotion, goods or services) to employees or program participants, partners or beneficiaries in exchange for expressed, implied or demanded sexual favors;
- Threats or insinuations that an individual's refusal or unwillingness to submit to sexual advances or demands will affect the person's entitlement to project assistance & support or affect an employee's terms or conditions of employment.

Protection against sexual exploitation and abuse policy Date of Review: 16th December, 2019 Reviewed by: GREDO Team Next Review: 16th December, 2021



5.13. R_o_m_a_n_t_i_c_R_e_l_a_t_i_o_n_s_h_i_p_s_

Consensual, social relationships in the workplace are not considered to be sexual harassment or exploitation. However, GREDO prohibits supervisors from directly or indirectly supervising an employee with whom there is a romantic relationship. It is expected that all employees will exercise discretion, professionalism and good judgment when there is a romantic relationship between GREDO employees.

GREDO strongly discourages staff from engaging in sexual or romantic relationships with members of communities or partners with whom they are directly working. This is because as employees of GREDO, each staff member has potentially greater access to goods, services and power than members of the program participant community, which could be used to pressure or exploit them. However, it is recognized that GREDO employees are often also members of the program participant community, and therefore may be married or have long-established romantic relationships in the program participant community upon disclosure.

It is expected that all employees will exercise discretion, professionalism and good judgment when there is a romantic relationship between GREDO employees and program participants.

7 Protection against sexual exploitation and abuse policy Date of Review: 16th December, 2019 Reviewed by: GREDO Team Next Review: 16th December, 2021



6. STAFF OBLIGATIONS

All staff will be individually held accountable for their knowledge and adherence to GREDO Policy against Discrimination, Harassment and Exploitation.

Supervisory and management staff play an important role in ensuring that GREDO is free of discrimination, harassment and exploitation. They are expected to:

- Set a good example by avoiding even the appearance of improper conduct

- Be aware of what is happening in their department or field station. Notice when a staff member is uncomfortable or displays changes in behavior such as reduced efficiency and productivity, increased absences, anxiety or depression. Watch for inappropriate exchanges or levels of service provided to particular groups of participants.

- Be informed about this policy and know how to deal with complaints

- Be vigilant and let others know quickly when their behavior is contrary to GREDO's values or policy

- Be willing to consult and seek help from their supervisor or members of the reporting team

- Act quickly and effectively if a violation occurs

- Provide forums for employees to discuss issues of gender and diversity, discrimination, harassment and exploitation in the workplace and areas at implementation of projects.

The GREDO Human Resources department and core management team will proactively create an environment supportive of respect and diversity and conducive to reporting violations of this policy. They will:

- Widely circulate this policy

- Ensure the policy issues are discussed at staff meetings and project and beneficiary meetings.

- Conduct training on the issues identified in this policy.

- Establish a complaint's committee.

Invitation to Tender- **PROCUREMENT OF LEARNING MATERIALS IN BARDHERE**



- Implement the findings of the complaint's committee.
- **Develop reporting and investigative mechanisms especially for sexual exploitation.**

Protection against sexual exploitation and abuse policy Date of Review: 16th December, 2019 Reviewed by: GREDO Team Next Review: 16th December, 2021



7. Reporting Discrimination, Harassment & Exploitation.

All employees have an obligation to report any form of discrimination, harassment or exploitation;

- if they believe any of these forms of abuse have occurred in the course of duty within the workplace or in program communities,
- if they observe such conduct,
- if they receive any information about such conduct.

Harassment of any form or exploitation must be reported immediately either to the employee's unit/project's most senior supervisor or to the Executive Director, Director of Operations and HR Officer. The Supervisor must in turn report it to the Executive Director, Director of Operations and HR Officer. The report may be verbal or in writing, and should provide details of what happened, including date, location and the name of the witness. The initial report and all subsequent information developed will be held in the strictest confidence and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter.

In a multicultural environment like GREDO, one must be sensitive to cultural misunderstanding or differences of opinion based on differences of culture. At the same time, cultural differences cannot be used as an excuse for discrimination, harassment or exploitation. Whether discrimination, harassment or exploitation occurred will be evaluated on the social context of the affected persons, given their social, political, religious or legal relationship. The key factor in determining special harassment or exploitation is whether the conduct is unwelcome based on the subjective reality of the person, irrespective of the perpetrators intentions. Protection against sexual exploitation and abuse policy Date of Review:

16th December, 2019 Reviewed by: GREDO Team Next Review: 16th December, 2021



8. INVESTIGATION 8.1. I_n_f_o_r_m_a_l_ _R_e_s_o_l_u_t_i_o_n_ _o_f_ _M_i_n_o_r_ _C_a_s_e_s_ _

8.2. I_n_v_e_s_t_i_g_a_t_i_o_n_ _o_f_ _C_o_m_p_l_a_i_n_t_s_ _

8.3. R_e_p_r_i_s_a_l_ _

8.4. P_e_n_a_l_t_i_e_s_ _f_o_r_ _H_a_r_a_s_s_m_e_n_t_, _E_x_p_l_o_i_t_a_t_i_o_n_ _&_ _R_e_t_a_l_i_a_t_i_o_n_ _

GREDO encourages informal efforts to settle minor cases of perceived discrimination or harassment. The parties involved are encouraged to talk directly with each other, or in the presence of a third neutral party, colleague or supervisors of each party. If informal efforts fail to resolve the issue from the victim's perspective, or if the complainant judges the case to be of a serious nature, the case should be investigated as explained below.

A confidential, thorough, impartial and prompt investigation of allegations of any form of harassment or exploitation will be conducted. The Human Resources & Administration OFFICER will develop and implement reporting and investigative mechanisms, especially for sexual exploitation.

The investigation may consist of interviews with witnesses, collection of information about the alleged conduct, gathering of documentation, or other procedures as appropriate. The individual alleged to have violated this GREDO policy would have the opportunity to present his or her view of the events in question. GREDO will hold its determination until the investigation is completed. Within a reasonable period after the investigation is completed both the complaining employee or program participant and the employee alleged to have violated this policy would be informed as to the results of the investigation. All records of the investigation will remain confidential.

GREDO will not tolerate any form of coercion, intimidation, reprisal or retaliation against any employee, program participant, partner or beneficiary who reports any form of harassment or exploitation, provides any information or other assistance in an investigation.

Any violation of this policy will be considered an act of gross misconduct, and anyone found to have harassed, coerced, intimidated or retaliated against another will be subject to prompt and appropriate diGREDOplinary action, up to and including termination as defined in GREDO's Human Resource policy and procedures manual. False claims of harassment, exploitation or retaliation in respect to this policy will also be considered to be harassment or exploitation in itself and be treated accordingly under GREDO's policies Protection against sexual exploitation and abuse policy Date of Review: 16th December, 2019 Reviewed by: GREDO Team Next Review: 16th December, 2021



9. GREDO Staff as Role Models

GREDO would like the communities we serve to regard our staff as positive role models; because of this, their personal behavior outside of the workplace has a significant impact on the achievement of GREDO's vision, mission and values.

Although GREDO will not enforce, employees are expected to meet certain standards of behavior in their private lives. Examples include but are not limited to:

- Providing education to the best of their ability to their female and male children without discrimination.

 - Discouraging and not engaging in romantic, sexual or marital relationships with minors (below the age of 18 years OR age considered adult in country's law).
 - Not physically or sexually abusing dependents.

 - Discouraging early marriage of girls and forcing their own children into marriages with minors.

 - Condemning and not participating in violence or hate campaigns against women or minority groups.

 - Discouraging Female Genital Mutilation (FGM)

 - Not employing children as domestic staff unless this is the only means the child to survive and is treated with respect, care and free of fear and abuses.
- Protection against sexual exploitation and abuse policy Date of Review: 16th December, 2019 Reviewed by: GREDO Team Next Review: 16th December, 2021



ANNEX

Agreement to Abide by GREDO Policy against Discrimination, Harassment and Exploitation

I the undersigned..... have read, understood and agree to abide by the contents of GREDO's Policy against Discrimination, Harassment, and Exploitation.

Signature: _____

Date: _____

Printed Name: _____

Employee Number: _____

Annex 3: Referral Form Name of facility: Referral Form original / copy

Referred by: GREDO

Name: Position:

Initiating Facility Name and

Date of referral:

Address:

Telephone arrangements YES

NO

Mobile Number:

made:

Referred to Facility Name and Address:

Victim's Name

Identity Number

Age:

Sex:

M

F

Victim's address

Clinical history

Findings

Treatment given

Reason for referral

Documents accompanying referral

Print name, sign & date

Name:

Signature:

Date:

Note to receiving facility: On completion of client management, please fill in and detach the referral back slip below and send with patient or send by fax or mail.