**بسم الله الرحمن الرحيم**

**منظمـــــة برا كتكـــــال آكشــــن – الســــــــودان**

**التاريخ: 3 يوليو 2025**

**رقم العطاء: SDN- QU10900 – PR047**

**عطاء تقديم خدمة التدقيق المالي والإداري لمنظمة براكتيكال أكشن – السودان لعام 2024/25**

**Tender for the Provision of Financial and Administrative Audit Services for Practical Action – Sudan for the Year 2024/25**

**براكتكال آكشن منظمة دولية متفردة بإستخدامها أفكارا خلاقة ومبتكرة لتحويل واقع الإنسان في الدول النامية إلى الأفضل، نعمل فى مكاتب إقليمية فى المملكة المتحدة، أفريقيا، آسيا، و أمريكا الاتينية.**

**بدأت منظمة براكتكال آكشن العمل فى السودان و تم تسجيلها بصفة مستقلة كمنظمة دولية غير حكومية في العام ١٩٩٢، للمنظمة مكاتب وبرامج في ولايات شمال دارفور، كسلا و النيل الازرق.**

**تعلن منظمة براكتيكال أكشن – سودان، عن رغبتها في استقطاب شركة تدقيق ذات خبرة وكفاءة لإجراء تدقيق مالي وإداري مستقل للسنة المالية 2024/25، وفقًا للشروط المرجعية التالية:**

**.1 الهدف من التدقيق:**

**تقديم رأي مستقل ومعتمد حول دقة واكتمال وعدالة البيانات المالية للسنة المنتهية في 31 مارس 2025، وفقًا للمعايير الدولية للتدقيق (ISA). بالإضافة إلى تقييم الضوابط الداخلية والامتثال للسياسات، واللوائح السودانية، والمتطلبات الخاصة بالجهات المانحة.**

The primary objective of the audit is to provide an independent opinion on the accuracy, completeness, and fairness of the financial statements of Practical Action Sudan for the year ending March 31, 2025, in accordance with International Standards on Auditing (ISA). Additionally, the audit aims to assess the organization’s internal controls, compliance with applicable laws, regulations, donor requirements, and operational policies.

**.2 نطاق العمل:**

**يشمل على سبيل المثال لا الحصر:**

**- فحص البيانات المالية (قائمة المركز المالي، الدخل، التدفقات النقدية).**

**- التحقق من وجود ودقة المعاملات والأرصدة.**

**- تقييم فعالية الضوابط الداخلية.**

**- مراجعة الالتزام بالقوانين واللوائح ذات الصلة.**

**- تقييم الأصول والالتزامات.**

**- إعداد تقرير تدقيق يتضمن النتائج والتوصيات.**

The audit shall cover, but not be limited to, the following:

* Examination of the organization’s financial statements (statement of financial position, statement of activities, cash flow statement, notes, and disclosures).
* Verification of the existence, accuracy, and completeness of financial transactions and balances.
* Evaluation of internal control systems and procedures.
* Review of compliance with donor guidelines, legal requirements, and organizational policies.
* Assessment of the organization’s assets and liabilities.
* Confirmation of the implementation and effectiveness of corrective actions from previous audits (if applicable).
* Preparation of an audit report with findings, recommendations, and an expressed opinion on the financial statements.

**.3 المخرجات المطلوبة:**

**- تقرير افتتاحي خلال أسبوع من بدء التدقيق.**

**- مسودة تقرير للمراجعة والتعليقات.**

**- تقرير نهائي خلال أسبوعين بعد الانتهاء من العمل الميداني.**

**- رسالة إدارية تتعلق بنقاط الضعف والتوصيات.**

The audit firm shall provide the following:

* An **Inception Report** within one weeks of commencement detailing the audit plan and methodology.
* A **Draft Audit Report** for review and feedback, including preliminary findings.
* A **Final Audit Report** within two weeks after completing fieldwork, incorporating comments and agreed-upon adjustments.
* A management letter highlighting internal control weaknesses and recommendations for improvement.

**.4 المدة والتوقيت:**

**- التحضير والتخطيط: يوليو 2025.**

**- التنفيذ الميداني: يوليو 2025.**

**- التسليم النهائي: يوليو 2025.**

* Audit Planning and Preparation: July 2025
* Fieldwork and Data Collection: July 2025
* Draft Report Submission: July 2025
* Final Report Submission: July 2025

**.5 المؤهلات والخبرة:**

**- خبرة مثبتة في تدقيق المنظمات غير الحكومية، ويفضل في السودان أو بيئات مماثلة.**

**- إلمام كامل بالمعايير الدولية واللوائح السودانية ذات الصلة.**

**- معرفة بمشاريع التمويل المماثلة والتزام الجهات المانحة.**

**- محاسبون قانونيون معتمدون أو ما يعادلها.**

**- قدرة على تقييم الضوابط الداخلية وتحليل العمليات.**

The audit firm should demonstrate:

* + Proven experience in auditing NGOs, preferably in Sudan or similar contexts.
  + Familiarity with Sudanese legal and regulatory frameworks.
  + Experience with donor-funded projects, including compliance with donor guidelines (e.g., DFID, SIDA, USAID, etc.).
  + Certified public accountants or equivalent qualifications.

Strong understanding of internal controls and financial management systems

**6. شروط عامة:**

**على المتقدمين للعطاء ارفاق المستندات الموضحة ادناه:**

**1/ الســيرة الذاتية للشركة**

**2/ صورة من شهادة خلو طرف من الضرائب بتاريخ السنة المالية, ومن يرسو عليه العطاء ملزم باحضار الاصل**

**3/. شهادة تسجيل**

**4/. شهادة تسجيل ضريبة على القيمة المضافة**

**5/. خطاب مروس من الجهة المتقدمة للعطاء معنون لمنظمة براكتيكال اكشن يحتوى على (تاكيد نوع وكميات الخدمة المطلوبة / المبلغ الكلى للعطاء شامل القيمة المضافة/الزمن المقرر لاكتمال تقديم الخدمة / اسم وعنوان وتلفون وتوقيع الشخص المفوض من قبل الجهة المتقدمة للعطاء).**

**6/. تقدم المستندات اعلاه فى ظرف مغلق بالشمع الاحمر ومكتوب عليه (مرفق استيكر- هذه البيانات و يجب ان يلصق على ظرف العطاء). رقم العطاء/اسم العطاء / اسم مقدم العطاء و عنوانه و ارقام الهواتف.**

**7/ المستندات المقدمة للعطاء لاترد.**

**8/ اى متقدم غير مستوفى للمتطلبات اعلاه يستبعد من المنافسة.**

**9/ للحصول على كراسة العطاء (مجاناً) يرجى تنزيله من الموقع نفسه ((Sudan bid**

**10.المنظمة غير مقيدة بقبول أعلى أواقل عطاء.**

**11. الالتزام بسرية المعلومات وحفظ خصوصية البيانات.**

**.12 سيتم خصم 10% من جملة المبلغ للمكتب الذي يرسو له العطاء عبارة عن ضريبة دخل تورد بواسطة المنظمة لديوان الضرائب .**

**تقديم العروض قبل موعد أقصاه 9 يوليو 2025، الساعة الثانية ظهرًا، بمقر المنظمــــة بكسلا – حى الدرجة مربع 12 مبنى رقم 910 (شـــارع الدرجة لفة الهيكل المؤدى للسعودى) وشرق جامعة كسلا (التربية) تلفونات: 0912142938 - 0912140393 المنظمة بكلا من حي الدرجة وشرق جامعة كسلا، أو عبر البريد الإلكتروني: Sudan.tender@practicalactionsd.org**

**- تقديم العروض في ظرف مغلق، ومكتوب عليه "عرض تدقيق مالي وإداري – السودان 2025"، مع إرفاق كافة المستندات المطلوبة.**

**التكاليف وزمن تسليم الخدمة :**

**المبلغ الكلي بالارقام بالارقام بالدولار الامريكي :.........................................................................................**

**المبلغ الكلى بالارقام بالدولار الامريكي بالحروف...................................................**

**الزمن المقدر لأنجاز واكمال وتسليم الخدمة: ......................................................................................**

**اسم الشركة / د:..........................................................................................................................**

**العنوان:..........................................................................................................................................**

**اسم من ينوب عن الشركة:....................................................................................................................**

**الوظيفة:.........................................................................................................................................**

**التوقيع:..........................................................................................................................................**

**الختم:............................................................................................................................................**

**البريد الالكترونى:..............................................................................................................................**

**الهاتف:..........................................................................................................................................**

**سياسات المنظمة الملزمة للطرفين:**

**Annex: 1**

**Practical Action Terms and Conditions for Supply, Service and Works Contracts**

1. **LEGAL STATUS**

The Vendor shall be considered as having the legal status of an independent contractor vis-à-vis PA.

The Vendor, its personnel and sub-contractors shall not be considered in any respect as being the employees of PA.

The Vendor shall be fully responsible for all work and services performed by its employees, and for all acts and omissions of such employees.

1. **SUB-CONTRACTING**

In the event the Vendor requires the services of a sub-contractor, the Vendor shall obtain the prior written approval of PA for all sub-contractors. The Vendor shall be fully responsible for all work and services performed by its sub-contractors and vendors, and for all acts and omissions of such sub-contractors and vendors. The approval of PA of a sub-contractor shall not relieve the Vendor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

1. **OBLIGATIONS**

The Vendor shall neither seek nor accept instructions from any authority external to PA. Vendors may not communicate at any time to any other person, government or authority external to PA any information known to them by reason of their association with PA which has not been made public, except in the course of their duties or by authorization of the PA: nor shall Vendors at any time use such information to private advantage. These obligations do not lapse upon termination/expiration of their agreement with PA.

1. **ACCEPTANCE AND ACKNOWLEDGEMENT**

Initiation of performance under this contract by the vendor shall constitute acceptance of the contract, including all terms and conditions herein contained or otherwise incorporated by reference.

1. **WARRANTY**

The Vendor warrants the goods furnished under this Contract to conform to the specifications and to be free from damage and defects in workmanship or materials. This warranty is without prejudice to

Any further guarantees that the Vendor provides to purchasers. Such guarantees shall apply to the goods subject to this Contract.

1. **INSPECTION**

The duly accredited representatives of PA shall have the right to inspect the goods called for under this Contract at Vendor’s stores, during manufacture, in the ports or places of shipment, and the Vendor shall provide all facilitates for such inspection. PA may issue a written waiver of inspection at its discretion. Any inspection carried out by representatives of PA or any waiver thereof shall not prejudice the implementation of the other relevant provisions of this Contract concerning obligations subscribed by the Vendor, such as warranty or specifications.

1. **EXPORT LICENCE**

The Contract is subject to the obtaining of any governmental authorization that may be required. It shall be the responsibility of the Vendor to obtain such license or authorization. PA may, at its discretion, use its best endeavors to assist.

1. **OFFICIALS NOT TO BENEFIT**

The Vendor represents and warrants that no official of PA has been, or shall be, offered by the Vendor any direct or indirect benefit arising from this Contract or the award thereof. The Vendor agrees that breach of this provision is breach of an essential term of this Contract.

1. **DEFAULT**

In case of default by the Vendor, including, but not limited to, failure or refusal to make deliveries within the limit specified, PA may procure the goods or services from other sources, and hold the Vendor responsible for any excess cost occasioned thereby. Furthermore, PA may, by written notice, terminate the right of the Vendor to proceed with deliveries or such part or parts thereof as to which there has been default.

1. **REJECTION**

In the case of goods or services purchased based on specifications or scope of works, PA shall have the right to reject the goods or services or any part thereof if they do not conform to specifications or the scope of works.

1. **AMENDMENTS**

No change in or modification of this Contract shall be made except by prior agreement between the Responsible Buyer in PA in Sudan and the Vendor.

1. **ASSIGNMENTS**

The Vendor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Vendor’s rights, claims or obligations under this Contract except with the prior written consent of PA.

**ADDENDUM TO PARTNER AGREEMENT**

1. **PURPOSE**
   1. This is an Addendum to Agreement No. \_\_\_\_\_\_\_\_\_\_\_\_ concluded between Practical Action and [NAME OF ORGANISATION], the Partner, which came into force on [date of start of agreement].
   2. This Addendum forms an integral part of the Agreement, including all its other terms and conditions
   3. By signing this Addendum, the Partner agrees to ensure that all its staff, consultants, partners, volunteers and trustee comply with all the terms and conditions included herein and which form part of the original Agreement between Practical Action and the donor and are an integral part of Practical Action’s policies and code of conduct.
2. **PROTECTION OF CHILDREN AND VULNERABLE ADULTS**

Practical Action firmly believes that no person, including children and vulnerable adults, should be subjected to exploitation or abuse at any time. We are committed to ensuring that all our staff, partners, consultants, volunteers and trustees fully abide by our Policy on the Protection of Children and Vulnerable Adults at all times. Within the Partner, this policy applies to all staff, volunteers, consultants, or sub-partners who are involved with this project in any way.

The Partner commits to:

* 1. Fully integrate the Policy within your organisation ensuring that the policy is adopted and procedures and capabilities are developed to prevent the abuse or exploitation of children and vulnerable adults in your work, implement a clear and effective reporting system for any concerns

or incidents of exploitation or abuse and define robust management processes for handling any concerns or incidents, OR

* 1. Confirm to Practical Action that you have your own robust policy on the Protection of Children and Vulnerable Adults, AND
  2. Ensure that any concerns or incidents of exploitation and abuse of children and vulnerable adults related to the project funded by this Agreement are reported to Practical Action within 24 hours of your organisation becoming aware of them and that Practical Action, as the primary recipient of the award, is regularly informed of all actions taken in the response.

The Partner agrees that it will work with Practical Action to take disciplinary actions and to inform authorities, where appropriate. Depending on the outcomes of investigation, the Partner acknowledges that Practical Action will inform the donor and its regulatory body.

1. **COMPLIANCE WITH THE LAW AND REPORTING OBLIGATIONS**

Practical Action is committed to complying with all relevant laws in the UK and in all the countries where it works as well as with meeting its reporting obligations to relevant national and international bodies, including the Charity Commission for England and Wales.

By signing this Addendum, the Partner also commits to compliance with all laws in the country/ies where the work related to this Agreement is being implemented and to meeting its reporting obligations to relevant national and international bodies, including providing Practical Action with all accurate and timely information that enables Practical Action to meet all its reporting obligations.

1. **CONFLICT OF INTEREST**

Neither the Partner, nor any individual employed or contracted by the Partner, shall engage in any business, personal or professional activity which conflicts or could conflict with any of their obligations in relation to this Agreement.

1. **FRAUD, CORRUPTION, BRIBERY, THEFT, TERRORIST FINANCING AND OTHER MISUSE OF FUNDS**
   1. Practical Action and the Partner have a zero tolerance approach towards fraud and fraudulent behaviour that may lead to the misuse of funds and will fully co-operate with investigation into

Such events, whether led by Practical Action or the Partner. Practical Action, may, at any time during the term of this arrangement and up to five years after the end of the programme, arrange for additional audits, on-the spot checks and / or inspections to be carried out. These may be carried out by Practical Action, or any of its duly authorised representatives.

* 1. The Partner will comply with Practical Action’s Fraud Detection Policy OR confirm that they will comply with their own Fraud Detection Policy, of similar standard. The Partner commits to investigate suspected fraud and to do so with the utmost confidentiality.
  2. The Partner will immediately and without undue delay inform Practical Action of any event which interferes or threatens to materially interfere with the successful implementation of the project, whether financed in full or in part by this Agreement, including credible suspicion of or actual fraud, bribery, corruption or any other financial irregularity or impropriety.
  3. Practical Action reserves the ability to recover funds that have been subject to a proven fraud and will work with the Partner to do so. The Partner shall not be obliged to cover such funds unless such fraud is proven to be caused by gross negligence or wilful misconduct of the Partner or its staff members. Where serious fraudulent or unethical activity is proven which would significantly affect the successful completion of the Project, Practical Action reserve the ability to suspend or terminate funding with immediate effect in whole or partial, in preference to the standard notice period and irrespective of any contractual requirements.
  4. Consistent with local and international legislations and applicable United Nations Security Council resolutions both Practical Action and the Partner are firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of Practical Action to seek to ensure that none of its funds, including funds that are provided by donors, are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, Practical Action and the Partner make themselves aware of, and comply with obligations under the relevant counter terrorist financing legislations.

**ACKNOWLEDGMENT**

This to confirmed that I received the Practical Action Safe Guarding Policy Arabic version and by Signing this acknowledgment I confirmed that I read it, understand it, and aware of any consequences resulting in breaching the mentioned Policy.

I also received the Terms and conditions of Practical action read it and understand it, I also receive the DD Assessment tool and will fill and return it back to PA being donor HQ requirements.

ارجو ان افيدكم باستلامى لسياسة المنظمة النسخة العربية وبالتوقيع ادناه اقر باننى قد قرات محتواها وفهمت ما يترتب على مخالفة هذه السياسة من اجراءات. كما افيدكم باستلامى لشروط المنظمة وقرات محتواها وفهمت ما فيه. كما اقر باستلامى لاستمارة تقييم الشركاء والموردين ومقدمى الخدمات وساقوم بملء الاستمارة وارجاعها للمنظمة باعتبارها مطلوبات مانحين.

**Name**:**……………………………………………..…........................…………… …………الاسم**

**Signature:………......…………………..…………...............……………….……………….التوقيع**

**Company**:**…………………………………………......................…...................……………..الشركة**

**Stamp**: **الختم.........................................................................................................**

**Date**:**…………………………………………….....................……......................……………..التاريخ**

**Practical Action Partner**

**Due Diligence Questionnaire**

Practical Action is committed to upholding the highest possible standards and ethics when delivering our work. This includes protecting staff members and the people living in the communities where we work from exploitation and abuse, protecting ourselves and our donors from financial crime, and ensuring compliance with all donor regulations and local / national laws. We expect the organizations and individuals we work with to uphold the same values and commitments.

In order to work with Practical Action, an organization must demonstrate that it has the technical capacity, experience, and ability to perform the assigned work, as well as having sufficient processes and procedures in place to ensure it can deliver the work according to the regulations imposed by both Practical Action and the Source Donor.

As part of Practical Action’s due diligence assessment, we need to ensure that your organization:

* is properly registered with the relevant authorities in your country of operation, and is compliant with national tax requirements;
* has suitable control mechanisms and operational protocols in place to deliver the project activities in line with donor regulations;
* is able to meet Duty of Care obligations to staff, consultants, and people living in the areas where we will work;
* is financially robust and has the necessary policies in place to prevent fraud, financial crime, and terrorist financing

The due diligence assessment is a self-declaration made by you, the potential partner, to provide information regarding your current organizational policies, procedures, registrations, and resources.

It is important that the pre award assessment is completed accurately and truthfully - your organization will not be automatically disqualified from working with Practical Action if you do not have everything in place. Instead, it allows us to identify areas where we may have to share resources in order to comply with the requirements of major institutional donors - while also providing Practical Action with the assurance that your organization is compliant with all applicable laws, rules, and regulations, and acts in accordance with the highest standards of ethics.

In the event that Practical Action issues a subaward to your organization, this declaration should be completed and resubmitted annually ahead of further payments.

When completed, this assessment should be returned to the Practical Action contact point with the relevant supporting documentation. **Please note, failure to complete the assessment will prevent the formation of any bidding agreement and/or may delay the payment of a subaward.**

***FOR DFID CONTRACTS ONLY (delete if not applicable)*** To ascertain the level of compliancy required by your organisation please provide us with the following information

|  |  |  |
| --- | --- | --- |
| Current number of contracts with the UK Government and the total value (in GBP) | *Number* |  |
| *Value (GBP)* |  |

**Part 1: Organisation Details**

|  |  |
| --- | --- |
| **1A: Contact Details for all queries relating to this assessment questionnaire** | |
| Name: |  |
| Email: |  |
| Phone: |  |

|  |  |
| --- | --- |
| **1B: Registration** | |
| Registered Company Name |  |
| Registered Company Number |  |
| Country of Registration |  |
| Date of Registration |  |
| Head Office DUNS number *(if applicable)* |  |
| Registered VAT number *(if applicable)* |  |
| Registered Office Address |  |
| Please indicate your type of organisation |  |
| Ultimate / Parent Company *(if applicable)* |  |
| Name of subsidiary companies *(if applicable)* |  |

|  |  |
| --- | --- |
| **1C: Governance and Control**  *Please provide the following information for your organisation.* | |
| Name of Managing Director / Chief Executive Officer |  |
| Names of Company Board Member(s) |  |
| Names of Senior Leadership / Management team |  |
| Name of shareholders and percentage of shareholding *(if applicable)* |  |
| Names of Affiliated Organisation(s) (if any) |  |
| Does your organisation have an accounting system in place that will enable Practical Action to readily identify the assets, expenses, cost of goods, and use of funds for any subaward we may provide. | Yes  No |
| Does your organisation have a Quality Assurance (Contract Management) manual, policies, certification and/or systems in place? | Yes  No |
| Does your organisation maintain a formal risk register and monitor mitigation plans? | Yes  No |

|  |  |  |
| --- | --- | --- |
| **1D: Insurance** | | |
| Please confirm whether you have the following insurance cover in place | Professional Indemnity: | Yes  No |
| Public Liability: | Yes  No |
| Employer’s Liability: | Yes  No |
| Travel Insurance: | Yes  No |

|  |  |
| --- | --- |
| **1E: Duty of Care**  *As the lead partner, Practical Action are responsible for ensuring our partners and subcontractors have adequate duty of care provisions in place. Please confirm the following stating ‘Yes’ or ‘No’ with any relevant explanations.* | |
| Does your organisation have travel policy, risk assessment, and emergency procedure in place | Yes  No |
|  |
| Has your organisation got appropriate systems in place to manage an emergency / incident if one arises? | Yes  No |
| *Please provide details below* |
|  | |

|  |  |
| --- | --- |
| **1F: International Aid Transparency Initiative (IATI) -** *delete section for Partners under level 1*  *DFID require organisations receiving funding to comply with the International Aid Transparency Initiative (IATI) standards of transparency for their disbursement of UK aid.* | |
| Is your organisation registered on IATI? | Yes  No |
| *If Yes, please provide reference number* |  |

|  |  |
| --- | --- |
| **1G: Ethical Training** | |
| Do your staff undergo ethical training and annual staff updates (including awareness of modern day slavery and human rights abuses). | Yes  No |
| *If No, please confirm that you will be willing to follow and implement Practical Actions ethical training procedures* | Yes  No |

|  |  |
| --- | --- |
| **1H: Cyber Essentials Scheme -** *delete section for Partners based outside the UK and/or under level 2* | |
| Do you have a system to safeguard the integrity and security of your IT and mobile communication systems in line with the [HMG Cyber Essential Scheme](https://www.cyberessentials.ncsc.gov.uk/) | Yes  No |

**Part 2: Disclosures**

Please complete the below disclosure form with a ‘Yes’ or ‘No’ in the right hand column

|  |  |
| --- | --- |
| **Your organisation must disclose:**  *a) If the organisation or any affiliated companies* | |
| …are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing. | Yes  No |
| …have been convicted of any offence concerning professional misconduct. | Yes  No |
| …has not fulfilled any obligations relating to the payment of social security contributions. | Yes  No |
| …have had any media coverage (including online or print) that could impact the reputation of Practical Action or its clients | Yes  No |
| *If you have replied Yes to any of the above please provide details below:* | |
| *b) If your organisation, affiliated companies or an employee (past and present within the last 10 years) has been convicted of, or are the subject of any proceedings, relating to…* | |
| …participation in criminal organisation. | Yes  No |
| ...corruption including the offence of bribery | Yes  No |
| …fraud including theft, and not fulfilling any obligations relating to payment of taxes. | Yes  No |
| …terrorist offences or offences linked to terrorist activities | Yes  No |
| …money laundering and terrorist financing | Yes  No |
| …child labour and other forms of trafficking in human beings | Yes  No |
| …breach of environmental obligations | Yes  No |
| …breach of social obligations | Yes  No |
| …breach of labour law obligations | Yes  No |
| … are subject of any proceedings, that may be listed by the World Bank in its ‘Listings of Ineligible Firms” or “Listings of Firms, Letters of Reprimand’ posted at or on any similar list maintained by any other donor of development funding, or any contracting authority. | Yes  No |
| *If you have replied Yes to any of the above please provide details below:* | |
| *b) Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 and UN Global Compact Requirements for active participation.* | |
| Are you a relevant commercial organisation as defined by [Section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")](http://www.legislation.gov.uk/ukpga/2015/30/section/54/enacted)? | Yes  No |
| **If yes**, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?  *Please provide link to URL:* | Yes  No |
|  |
| Is your organisation an active participant of the UN Global Compact?  ***If yes****, please provide link to URL:* | Yes  No |
|  |

**Part 3: Please indicate ‘Yes’ or ‘No’ as to whether your organisation has documented policies and procedures for the following matters.**

|  |  |
| --- | --- |
| Recruitment policy, procedures and/or organisational HR manual incorporating the following:   * Fair recruitment practices * Due diligence and reference assessment * Equal opportunities | Yes  No |
| Quality Assurance policy, procedures and/or certification | Yes  No |
| Duty of Care policy and procedures | Yes  No |
| Finance manual / Protection from Financial Crime policy or equivalent | Yes  No |
| Gifts and hospitality | Yes  No |
| Procurement policy | Yes  No |
| Workforce whistleblowing policy | Yes  No |
| Safeguarding policy | Yes  No |
| Anti-bribery/corruption policy | Yes  No |
| Anti-trafficking/modern day slavery policy | Yes  No |
| Data protection policy | Yes  No |
| Duty of Care/Security policy | Yes  No |
| Environmental policy | Yes  No |
| Identification and management of conflicts of interest | Yes  No |
| Health and Safety | Yes  No |
| Information technology/ data security | Yes  No |
| Risk management | Yes  No |
| Code of conduct | Yes  No |
| If you have answered ‘no’ to any of the above, please provide confirmation that you will comply with Practical Actions applicable policies and procedures. | Yes  No |

**Part 4: Declarations**

This section is to be completed by the CEO or relevant senior member of your management team.

By signing below I confirm that I (*insert name) as the (job title* ) of (*insert organisation name*)

* consents to Practical Action running the names of the organisations and individuals listed in section 1C above against international databases as part of our anti-terrorist financing checks
* Confirm that we have adequate processes and systems in place to examine the suitability of sub-contractors to operate on our behalf, and we ensure sufficient oversight of them and their activities to fulfil our contractual obligations.
* Confirm that we are able to provide evidence of due diligence undertaken on our subcontractors if requested, and that we understand Practical Action may conduct spot checks.

FOR DFID FUNDED CONTRACTS ONLY (please delete as appropriate)

* I declare that I have read, understood and accept the DFID supply partner Code of Conduct and that appropriate procedures have been put in place to ensure adherence to the Code by all employees, partners and subcontractors within our supply chain.

(<https://www.gov.uk/government/publications/dfids-supplier-review>)

* confirm that my staff and subcontractors have been made aware that any instances of conflict of interest, fraud, unethical behavior or misconduct should be reported to the DFID reporting concerns mailbox [reportingconcerns@dfid.gov.uk](mailto:reportingconcerns@dfid.gov.uk)

I hereby certify that all information contained within this document is true, correct and not misleading in anyway. I understand that the information will be used in the process to assess my organisations suitability to be selected as a partner and I am signing on behalf of my organisation.

Signature: Date:

Name Job Title

**Please provide a copy of the following documents when returning your assessment questionnaire to us**

* Company registration certificate
* Proof of tax registration
* Copy of Audited Accounts for the past 3 years
* Copy of all insurance certificates as listed in section 1D
* Copy of project risk register template
* Cyber essentials certificate (if applicable)
* 2 Past performance certificates / statements of recommendations from previous donors / clients within the past three years
* Copy of the policies/documents listed in Part 3 of this form