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| **Name of Tender:**  National Consultant for E*nd-line/Final Evaluation for Emergency Food Security Program* (*(RISING II) Project*  **Bid No: CRS-RFP-53/2021**  **Deadline Submission date:**  **11 /September 2021 – 12 :00 PM**  **Please submit your bid to this email only.** [tenders.sudan@crs.org](mailto:tenders.sudan@crs.org)  **For further information please contact:**  [procurement.sudan@crs.org](mailto:procurement.sudan@crs.org) | **اسم العطاء :** مستشار وطنى للتقييم النهائي لمشروع RISING II  **رقم العطاء : CRS-RFP-53/2021**  **تاريخ انتهاء التقديم:**  **11 / سبتمبر / 2021 – 12:00 بعد الظهر**    **الرجاء ارسال عرضكم فقط على العنوان** [tenders.sudan@crs.org](mailto:tenders.sudan@crs.org)  **لمزيد من المعلومات يرجى التواصل مع:**  [procurement.sudan@crs.org](mailto:procurement.sudan@crs.org) |

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| **Dear Sir / Madam,**  **CRS Sudan is looking for individual consultant or a firm to provide consultancy detailed in Attachment 1.**  **General Requirements**   1. Must be registered to conduct business and in compliance with federal government tax regulations in Sudan or in country where business is established. 2. Past Experience with International Organizations, Non-Governmental Organizations, or large private companies will be an advantage. 3. CRS retains the right to reject, cancel, negotiate, amend, split and accept any offer, without consideration of the lowest offer. 4. This is an invitation to consultants and is not a promise or obligation that CRS will contract with bidders through the submitted offers. | **سيدي / سيدتي العزيز(ة)**  **هيئة الإغاثة الكاثوليكية برامج السودان تبحث عن شركات او افراد من المختصين في تقديم الاستشارات المشار إليها أدناه في الملحق رقم 1.**  **متطلبات عامة:**   1. يجب أن يكون مسجلا لإجراء الأعمال التجارية مع ما يتوافق ولوائح الضرائب الحكومية في السودان او حيث تم تسجيل اسم العمل. 2. الخبرة في تزويد المنظمات الدولية، المنظمات الغير حكومية، أو الشركات الكبيرة الخاصة ستكون ميزة. 3. تحتفظ هيئة الاغاثة الكاثوليكية بالحق في رفض، إلغاء، التفاوض، تعديل، تجزئة وقبول أي عرض، دون النظر الى أدنى عرض. . 4. هذه دعوة للمستشارين وليس وعد أو التزام من هيئة الإغاثة الكاثوليكية للتعاقد مع من خلال العروض المقدمة |

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| **Payment Terms**   1. **Offer should remain valid for a period of at least ninety (30) days from the submission closing date.** 2. Payment shall be made via bank cheque or wire transfer within 15 working days from the date of receiving the correct invoice. 3. Payment shall be made upon verification and acceptance of services according to contract. | **شروط الدفع**   1. يجب ان يكون العرض نافذ لمدة لا تقل عن تسعين (30) يوما من تاريخ إغلاق العطاء 2. سوف يتم الدفع عن طريق شيك او التحويل البنكى خلال خمسة عشر يوم عمل من تاريخ استلام الفاتورة الصحيحة. 3. سيتم دفع المبلغ بعد التحقق والموافقة على الخدمات وفقا للعقد. |

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| **Acceptance of Payment Terms**  **Do you accept the above payment terms?**   * **Yes** * **No** | **الموافقة على شروط الدفع:**  **هل توافق على شروط الدفع اعلاه:**   * **اوافق** * **لا اوافق** |
| **Requested Information**  **The submission must include:**   * **Full legal address and contact details of the company / individual.** * **Name of company’s official owner and copy of his/her ID & passport (if available)** * **Copy of company registration certificate** * **Copy of Tax Registration Certificate** * **Reference from previous similar business experience with reference contact information.** * **Bank account information.** * **The consultant must read, sign & stamp the Attachment (2) related to CRS SUPPLIER CODE OF CONDUCT** | ***يجب تقديم ما يلي:***  ***يجب ان يتضمن التقديم ما يلي :***   * ***العنوان الكامل الصحيح وعنوان الاتصال للشركة/ المستشار.*** * ***اسم صاحب الشركة الرسمي مع نسخة من البطاقة القومية او جواز السفر.*** * ***صورة عن شهادة تسجيل الشركة*** * ***صورة عن شهادة التسجيل الضريبي*** * ***المرجع من الخبرة في الاعمال السابقة المماثلة و معلومات الاتصال للمرجع*** * ***تفاصيل معلومات الحساب المصرفي*** * ***يجب على المقاول قراءة و توقيع و ختم الملحق(2) و الخاص بالقواعد السلوكية التي تنتهجها هيئة الإغاثة الكاثوليكية.*** |

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| **Bid Requirements**  **Offers that do not meet the following will be automatically rejected regardless of price:**   1. **Offers must be received before the stated deadline.** 2. **Offers must include all information requested above.** 3. **Bids must be submitted through the email address for receiving bids or through CRS tender box in Khartoum office, Al Taif, SQ23, Res.No.593.** 4. **Offers must be clean & clear. The consultant should sign and stamp next to handwritten corrections or corrections made with whiteout.** 5. **Offers must be complete, signed in a clear date and stamped on all pages.** | **معلومات ملء العطاء**  **سوف يتم رفض أي عطاء لا يلتزم بالشروط أدناه بغض النظر عن السعر:**   1. **سيتم رفض أي طلب يقدم بعد التاريخ والوقت المحدد لقبول العطاءات.** 2. **يجب أن تتضمن العروض جميع المعلومات المطلوبة أعلاه.** 3. **يجب تقديم العروض من خلال البريد الإلكتروني المخصص لاستلام العطاءات او عن طريق صندوق العطاءات بمينى المنظمة بحي الطائف، مربع 23، منزل رقم 593.** 4. **العروض يجب أن تكون نظيفة وواضحة، يجب التوقيع والختم في مكان أي تصحيح يدوي أو باستخدام قلم التصحيح الابيض.** 5. **يجب أن تكون العروض كاملة من جميع الجوانب، موقعة بتاريخ واضح ومختومة على جميع الصفحات** |

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| **Delivery Instructions:**  **Complete, stamped, and signed offers can be submitted by email to** [tenders.sudan@crs.org](mailto:tenders.sudan@crs.org)  Please note, this email address only receives offers, and does not reply to any questions or email.  For any inquires or information requests, please send your message to  [Procurement.Sudan@crs.org](mailto:Procurement.Sudan@crs.org).   1. **As PDF file. Email must indicate the number of tender which is (CRS-RFP-53/2021) or the offer will be excluded. The file should not exceed 15 MBs and the company biography should not exceed 10 pages.**   **OR**   1. **Complete and stamped and signed offer must be delivered in sealed envelope with tender number on it to CRS Sudan office located in Al Taif, SQ23, House No.593.** | **تعليمات التسليم:**  **يجب تقديم العطاء الكامل والمختوم و الموقع عن طريق عنوان البريد الالكتروني** [tenders.sudan@crs.org](mailto:tenders.sudan@crs.org)  هذا البريد الإلكتروني مخصص فقط لاستلام العروض ولا يمكنه الرد على اسئلتكم او رسائلكم.  . في حاله وجود أسئلة او استفسارات الرجاء مراسلتنا على العنوان التالي:  [Procurement.sudan@crs.org](mailto:Procurement.sudan@crs.org)   1. **من خلال تقديم الملف المختوم كاملا" بصيغة PDF . يجب ان يذكر البريد الالكتروني المرسل على رقم العطاء وهو (CRS-RFP-53/2021) وإلا سيتم استبعاد العطاء. يجب ان لا يتجاوز حجم المرفق 15 ميجابايت على ان لا تتجاوز السيرة الذاتية للشركة اكثر من 10 صفحات.**   **او**   1. **يجب تقديم العطاء الكامل والمختوم و الموقع مع كافة الوثائق المطلوبة في ظرف مغلق يكتب عليه رقم العطاء ويسلم الى مقر المنظمة في بحى الطائف، مربع 23، منول رقم 593.** |

**Past Experience Reference List**

**قائمة مراجع الاعمال السابقة**

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|  | **Name of Organization**  **أسم**  **المنظمة** | **Name of Person**  **أسم الشخص** | **Name of Project أسم المشروع** | **Project Start Date تاريخ المباشرة بالمشروع** | **Project duration مدة تنفيذ المشروع** | **Phone Number رقم الموبايل** | **Email Address البريد الالكتروني** |
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| **Company / Individual name:**  **أسم الشركة :** |  |
| **Legal address:**  **العنوان الثابت:** |  |
| **Telephone Number:**  **رقم الهاتف:** |  |
| **Email:**  **عنوان البريد الإلكتروني:** |  |
| **Representative Name**  **اسم الممثل:** |  |
| **Business Certificate Registration Number:**  **رقم تسجيل شهادة العمل:** |  |
| **Tax registration Number:**  **رقم التسجيل الضريبي:** |  |
| **Contract duration:**  **مدة العقد :** |  |
| **Do you have partnerships with any other companies (such as shared management / staff / office / bank account)?  Do you cooperate with any other companies in preparing offers or providing of goods or services?**  **هل لديك شراكات مع أي من الشركات الأخرى ( مثل إدارة / الموظفين / المكتب حساب مشترك / البنك) ؟ هل تتعاون مع أي من الشركات الأخرى في إعداد العروض أو توفير السلع أو الخدمات؟** |  |
| **If the answer for previous question is yes, please provide details here including the names of partner companies.**  **إذا كان الجواب عن السؤال السابق نعم ، يرجى تقديم التفاصيل هنا بما في ذلك أسماء الشركات الشريكة** |  |
| **Other comments:**  **ملاحظات اخرى:** |  |
| **Experience / references for the related work of experience (Please attached any related contract, purchase order, certificate, etc.) that does not exceed 10 pages. References MUST include contact information.**  **يجب ان يحتوي على عناوين الاتصال من مراجع الخبرة**  **المرجع من الخبرة ( الرجاء ارفاق دليل من الاعمال السابقة ذات الصلة من عقود , اوراق شراء , ورقة اتمام عمل , اخرى ) لا تتجاوز عشرة اوراق.** |  |

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| **Signature**  **التوقيع** |  |
| **Date**  **التاريخ** |  |

**Attachment 1**

## Scope of Work (SOW) for end-line/Final Evaluation for Emergency Food Security Program in Sudan”

## Recovery in Sudan for Improved Nutrition and Growth (RISING II) Project

**National Consultant**

**INTRODUCTION**

*Recovery in Sudan for Improved Nutrition and Growth II (RISING II)* is being implementing to improve livelihood and nutritional needs of 28,060 households in 92 communities across all five states of Darfur, using mixed modalities and complementary activities to assist households to transition from emergency assistance to longer-term recovery programs. RISING II was designed to build on and leverage results from RISING (phase 1) while expanding from three states (West, Central and South Darfur) to include North and East Darfur. The expansion aligns RISING with *Taadoud* implementation areas, allowing RISING II to reach vulnerable households in two states that are experiencing food insecurity rates equal to or higher than the current project areas. RISING II program activities leverage the livelihoods, nutrition and conflict mitigation components of *Taadoud*. The goals and strategic objectives of both programs are aligned, and approaches are designed to be complementary. The critical assumption to successfully achieving the project’s goal and objectives are i) Sudan’s leadership transition is peacefuland consortium partners are not prevented from working due to climatic, security, political, economic, or physical constraints, ii) Private sector partners remain engaged despite economic uncertainty and iii) The three strategic objectives of RISING II are: i) Communities have inclusive institutions and governance of natural resources, II) Livelihoods of food insecure people are improved, and iii) Households have improved nutrition behaviors.

*RISING II* focuses on mitigating the impact of shocks, preventing erosion of household assets and accelerating recovery for vulnerable returnee and resident households in the targeted communities. CRS leads a consortium including World Vision International (WVI), Norwegian Church Aid (NCA) and the Catholic Agency for Overseas Development (CAFOD). The consortium is complemented by private sector partners; Haggar & SAY Groups, DAL Innovative Agriculture Company (DIAC), a learning partner, Tufts University and seven local implementing partners. *RISING II* shares management, partners, and project structures with *Taadoud*.

*RISING II* employs tailored interventions designed to help households move from crisis to recovery. Communities throughout Darfur have relied on humanitarian interventions for decades. Services, practices and resources ebb and flow with project cycles and donor interests. Based on CRS and consortium partners’ global experience in transformational programming, all activities, including the most critical life-saving interventions, engages community members to promote local ownership and continuation of practices after the project ends. *RISING II* engages communities to lay the groundwork necessary to begin building ownership for eventual sustainability. Aligned with the Government of Sudan’s (GoS) Darfur Recovery Strategy, this holistic community-based approach promotes transition from humanitarian response to recovery and sustainable practices. RISING II project included a robust baseline, Accountabiity, learning and evaluation component, which seeks to improve understanding and analysis of resilience in the Darfur context.

**RISING II FINAL EVALUATION**

The overall qualitative purpose of the final evaluation is t**o understand and measure below qualitative changes, effective strategies, lessons learned and recommendation of the program.**

**The specific objectives are;**

* Evaluate the achievements of the activity in relation to the goal, objectives, results, and targets.
* Evaluate the activity’s effects on local markets, and how it affected certain groups of interest (women and men; the youth population; boys and girls, etc.).
* Evaluate the effectiveness and relevance of the modalities, transfers, and complementary interventions to achieve activity outcomes.
* Identify best practices, lessons learned, strengths, and challenges in the activity design, including the LogFrame, and implementation for achieving project achievements.
* Generate & provide draft Theory of Changes considering the existing key problems explored from the findings that are needed to be addressed through future programming
* assess the efficiency, effectiveness, relevance, impact, and coherence of RISING II implementation
* Answer key questions related to lessons learned, best practices, sustainability, and recommendations for future programming; and
* Analyze what extent the communities have inclusive institution and governance of natural resources-including household’s adoption of improved agriculture practices, access to financial and business services

To address these purposes following are the specific evaluation questions or topics that need to be addressed through the final evaluation:

1. **Relevance: is the intervention doing the right thing?**
2. To what extent does the intervention’s objectives and design respond to beneficiaries’, states, country, and partner/institution needs, policies, and priorities, and continue to do so if circumstances change?
3. To what extent does the objectives and design of the intervention sensitive to the economic, environmental, equity, social, political economy, and capacity conditions in which it takes place?
4. To what extent can the intervention be (or has been) adapted to remain relevant?
5. Are interventions appropriate for the target group based on the nature of their vulnerabilities?
6. **Achievements:**
7. To what extent have the activity’s interventions adhered to planned implementation - schedules, participant targeting, resource transfer composition and quantities, inputs and service delivery, and outputs - and achieved intended goals, purposes, and outcomes?
8. Did interventions reach the appropriate target groups and individuals within the target areas?
9. How effective was the targeting approach in achieving the project goal?
10. What factors promoted or inhibited adherence to plans and targets?
11. What problems and challenges did face to implement and achieve the project’s target & objectives effectively and how were problems and challenges managed?
12. What lessons were learned?

1. **Effectiveness and Efficiency of Interventions and Intervention Implementation**:
2. To what extent did the activity consider gender equity, protection, age, physical and emotional challenges of the participants, and risks to participation in various interventions in project design and implementation?
3. How has management adapted the project design or implementation based on monitoring information and feedback from the target population?
4. What lessons were learned regarding program design and implementation?
5. What was the level of efficiency with regards to cost-per-project participant, timely delivery of the goods or services, and adjusting the transfer amount based on price and need changes?
6. Are interventions effective for the target group based on the nature of their vulnerabilities?
7. **Unintended Consequences, Impact and Lessons Learned**:
8. What changes—expected and unexpected, positive, and negative—did targeted participants, community members and other stakeholders associate with the activity’s interventions?
9. What factors appear to facilitate or inhibit these changes?
10. Which interventions appear to be more or less influential to activity outcomes? How do these changes correspond to those hypothesized by the activity’s LogFrame?
11. **Linkages, Layering, and Exit Strategies:**
12. To what extent did the project take advantage of other USG and non-USG investments in the same space to facilitate linkages with complementary services, layering with earlier investments, and implementing an exit strategy/ies to minimize the dependency on external support.
13. To what extent did the project align and integrate with host government social protection strategy/policy/service delivery?

#### Sustainability: will the benefits last?

To what extent does the net benefits of the intervention continue or are likely to continue (focusing on assessing the financial, economic, social, environmental, and institutional capacities of the systems needed to sustain net benefits over time. Involves analysis of resilience, risks and potential trade-offs)

#### Coherence: how well does the intervention fit?

#### What extent other interventions (particularly policies) support or undermine the intervention, and vice versa. Includes internal coherence and external coherence? This includes are following.

* What extent the RISING II project’s interventions have internal coherence that addressed the synergies and interlinkages under the project’s three strategic objectives and between other project’s intervention carried out by CRS or other institutes/government following the relevant international norms and standards.
* What extent the project has considered the consistency of the intervention with other actors’ interventions in the same context including maintaining harmonization and co-ordination with others to avoid duplication of efforts and adding value

Based on the key evaluation questions, two levels of qualitative data collection processes are proposed, and these are:

**System level:**

At the system level, TANGO International evaluation team leader and evaluator, each will make field observation in program implementations sites. It also includes conducting FGD, KII and mini workshop with the RISING II consortium, program managers, respective Government officials (HAC), donors (USAID/BHA) and key stakeholders.

**Due to the constraint of time and inaccessibility of the TANGO evaluators in all program states, CRS assisted by TANGO seeks to hire local consultants who have prior experience of similar project evaluations.** The team leader will conduct a conceptual workshop with evaluation team, including local consultants to start simultaneous work in all 5 states of Darfur. The team leader will have regular evening sessions with all evaluation team members through skype/telephone/email (if possible) during the field observation. Topical outlines will be developed for each of the agency level qualitative data collection topics. After the field work, the team leader will work with the evaluation team to summarize the field findings followed by one day ground-truthing workshop.

**Beneficiary Level:**

The qualitative data at the beneficiary level will be used mainly to triangulate the quantitative results from baseline for better interpretation and clear understanding. Qualitative findings will also be useful for in-depth analysis and interpretation of different issues which is not feasible thru quantitative analysis. The lead qualitative evaluator will be trained qualitative researcher to conduct FGDs and KIIs and some other qualitative tools and methods with the beneficiaries, community people and different stakeholders in the RISING project areas.

**Methods**

The RISING II project implementation strategy documents, reports and the study Proposalare the key documents that present the scope and research questions in detail. Each consultant should thoroughly familiarize herself/himself with these documents, as well as with country-specific documents. The consultant will use the methods and research questions outlined in the two documents.

**Consultant Tasks**

**Preparatory Tasks for Field Work**

1. The country team consists of four International Consultants, plus one National Consultant at each state level. The Team Leader (from TANGO International) is responsible for overall supervision of other country-level consultants, and for determining the division of labor between consultants.
2. The National Consultants will review the project documents, evaluation proposal, country documents, and topical outlines, as indicated by the Team Leader.
3. The National Consultants will help to facilitate the training to local qualitative researchers based in Darfur (RISING II project staff), during training session
4. The National Consultant will be responsible for conducting interviews with key informants in Khartoum and in project areas in Darfur, as well as facilitating focus group discussions within project communities.
5. The National Consultants will be responsible to manage the local qualitative researchers based in Darfur. This will include daily debriefs and reviews of the field activities and notes of all researchers under their direction to discuss preliminary findings and to monitor quality of field notes and summaries. Each National Consultant will have 3 to 4 qualitative researchers under their direction.
6. The National Consultants will be responsible to prepare notes from all interviews conducted by themselves directly plus all other qualitative researchers under their direction. These notes will be entered into a template format provided to the National Consultants at the beginning of the study. The National Consultants will receive orientation on how to fill out these templates during the initial training of the qualitative field team. As frequently as is possible, the National Consultants will share notes and summary tables with TANGO and will participate in frequent (daily of possible) calls with TANGO staff to discuss progress and challenges of the field work.
7. The consultant will participate in regular teleconferences with the entire study team, and in country-specific calls between the consultants and TANGO.
8. The RISING Chief of Party is the focal point with the support from MEAL Coordinator for this review from RISING II consortium. The consultant is responsible for assisting the Team Leader in making local contacts, setting up appointments and field visit dates, assist with field logistics (travel, accommodation, recruiting local facilitators), assisting with interviewing local stakeholders and other tasks as directed by the Team Leader in consultation with the project director and relevant project staff.

**Field Interviews**

The consultant will use mixed methods to gather information:

1. With the guidance of the Team Leader, the National Consultants will directly conduct qualitative key informant interviews with key stakeholders, Implementing Partner (IP) project staff, and other actors; subject matter experts, and other implementing partners of RISING II. The National Consultants will also supervise interviews undertaken by other qualitative researchers under their direction.
2. If instructed to do so, the consultant will also conduct a secondary data review using RISING project reports and conduct a meta-analysis of data and data quality from project’s baselines and final evaluations where available. This may require obtaining primary documents from implementing partners in the field.

**Deliverables: if instructed to do so by the Team Leader:**

1. After the field work and document review (if required), the consultant will submit a report with responses to research questions outlined in the proposal, with analysis and individual case studies to the Team Leader. The structure of the report should follow the research questions in the proposal. TANGO will provide a report outline and table template to summarize findings from interviews to help ensure consistency.
2. In addition, the Consultant will provide TANGO with written notes from all interviews and observations conducted by the Consultant.

**Level of Effort**

1. The Consultant will receive a at least 17 days for the work described in this SOW. The Team Leader will work with the Consultant to determine how those days are allocated among the tasks. ​

**Timeline**

| **Activity** | **Responsible** | **Dates** | **Consultant Days** |
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| 1. **QUALITATIVE EVALUATION** |  |  |  |
| 1. Inception and preparation for training | TANGO & NC | 29 August | *1* |
| 1. Qualitative Training | TANGO, NC, LS | 30 August-2 Sept | *4* |
| 1. Travel to the field | NC | 5 Sept | *1* |
| 1. Field work (interviews and preparation of notes) | TANGO, NC, LS | 6-13 Sept | *8* |
| 1. Travel back from field | National Consultant | 14 Sept | *1* |
| 1. Interviews in Khartoum | National Consultant | 15-16 Sept | *2* |
| **Total working days for National Consultant** | | | ***17*** |

*NC = National Consultants, LS = Local staff*

**Compensation**

1. RISING II project will provide accommodation and local transport. The Consultant will receive per diem (CRS standard rate) to cover for meals during field study as applicable. The Consultant will not receive per diem for days spent in the Consultant’s city of residence.
2. The consultant will receive **$XXX** per day for consultancy fees. **RISING II will make the payment to the Consultant via bank transfer once the Team Leader verifies that the work has been completed in a satisfactory manner.**
3. The Consultant must collect receipts for all local expenses and submit a trip expense report to CRS/TANGO, verified by the Team Leader, at the end of the work in order to verify expense or to receive reimbursement.

**Attachment 2**

**EXHIBIT B:** **SUPPLIER/ SERVICE PROVIDER CODE OF CONDUCT**

[Catholic Relief Services (CRS)](http://www.crs.org/) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the [United Nations Global](http://www.unglobalcompact.org/) [Compact initiative,](http://www.unglobalcompact.org/) the [United Nations Guiding Principles and Human Rights](https://www.unglobalcompact.org/library/2), the [International Labour](https://www.ilo.org/declaration/lang--en/index.htm) [Organization's Declaration on Fundamental Principles and Rights at Work,](https://www.ilo.org/declaration/lang--en/index.htm) [ETI Base Code](https://www.ethicaltrade.org/sites/default/files/shared_resources/ETI%20Base%20Code%20%28English%29.pdf), and applicable

[CRS’ Policies, Procedures and Standards.](https://www.crs.org/about/compliance)

1. SOCIAL
   * Prohibit all forms of harassment, sexual harassment, [exploitation and abuse,](https://www.crs.org/sites/default/files/tools-research/safeguarding_policy_.pdf) including sexual exploitation and abuse, and [trafficking in persons](https://www.crs.org/sites/default/files/tools-research/safeguarding_policy_.pdf).1 All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
   * Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
   * Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
   * Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
   * Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
   * Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
   * Commit to protecting reporters or whistleblowers from retaliation.
   * Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
   * Ensure wages and working hours meet national legal standards.
2. GOVERNANCE
   * Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
   * Consider business integrity as the basis of business relationships.
   * Prohibit all types of bribery, corruption, money laundering and terrorism financing
   * Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
   * Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
   * Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per [CRS Responsible Data Values and Principles](https://www.crs.org/about/compliance/crs-responsible-data-values-principles)
   * Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

1 Refer to pages 6 and 7 of CRS’ Policy on Safeguarding for further details on prohibited exploitative conduct, including procurement of commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive.

1. ENVIRONMENT
   * Follow all applicable environmental, health and safety regulations.
   * Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
   * Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
   * Protect your employees’ and neighbors’ life and health, as well as the public at large against

hazards inherent in your processes and products.

* + Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the above mention requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS’ Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

* + CRS Management
  + CRS Whistleblower site: <http://bit.ly/crshotline>
  + Email: [alert@crs.org](mailto:alert@crs.org)
  + Phone/Skype: 1-866-295-2632
  + Mail: (mark “Confidential") Attention: General Counsel Catholic Relief Services

228 W. Lexington Street Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization’s roles and responsibilities outlined in this document.

***“****CRS’ Safeguarding Policy is available at* [*https://bit.ly/crs-safeguarding-policy*](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbit.ly%2Fcrs-safeguarding-policy&data=04%7C01%7Cesther.likicho%40crs.org%7Ccce1525643354e981b6308d8742e4a6c%7Cb80c308cd08d4b07915c11a92d9cc6bd%7C0%7C0%7C637387089510654211%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=j6vY9IB1GfBdkPNa9ESXNE8Mbh%2F0Hd7wZJRUt1JZRMY%3D&reserved=0)

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| --- | --- | --- |
|  |  |  |
| **Supplier’s Legal Name** | **Representative’s Name, Signature, Stamp** | **Date** |

CRS Sudan Program

Supply Chain