

REQUEST Call FOR PROPOSAL – Endline Study Assessment

The Request for Proposal reference: RFP-PS-1037

SUMMARY

NRC is looking for a Consultant for Endline Study Assessment

Deadline for application is 19th of March 2025 @ 16:00 (GMT +2)

The consultant is/are envisaged to be contracted for three months.

PROCESS FOR APPLICATION

We are opened to provide further information (background of the research, generic terms & conditions, information on award process) upon request.

- Deadline for submission: **19th of March , 2025 @ 16:00 (GMT +2)**

Complete **Proposal documents must be submitted by EMAILS** Email for submission:

SD.procurement@nrc.no

CONTENT OF REQUEST FOR PROPOSAL

- Terms of reference
- How to Apply
- Annex 1: Applicant checklist



NORWEGIAN
REFUGEE COUNCIL

BASED: SUDAN, SOUTH KORDOFAN, NORTH DARFUR, CENTRAL DARFUR, GEDARIF AND WEST DARFUR

TARGETED COMMUNITY: IDP CAMPS, HOST COMMUNITIES AND HARD-TO-REACH COMMUNITIES

Terms of Reference

Endline Study Assessment

PROJECT SUMMARY

Type of evaluation	Endline Study
Name of the project	Enhancing Protection for Conflict-affected Communities in Sudan (82605734)
Project Start and End dates	Start date: 06 September 2023 End date: 31st March 2025
Project duration	19 months
Project locations:	Sudan: South Kordofan, North Darfur, Central Darfur and West Darfur
Thematic areas	Child Protection, General Protection, Gender-Based Violence, House, Land and Property
Donor	UK Foreign, Commonwealth and Development Office (FCDO)
Key stakeholders	Government officials Civil societies Community-based child protection networks /Community Based Protection Networks (CBPNs), CFS animators, caseworkers Humanitarian community (national and international) Relevant authority staff at locality and state level
Estimated beneficiaries	80,000 direct and indirect beneficiaries
Overall objective of the project	Identify protection concerns (risks before violations happen, to try to mitigate) and rights violations (to be able to respond appropriately) across the areas of the intervention

I. Background

Context information

Sudan's prolonged crises, marked by civil unrest, intercommunal conflicts, and crimes against humanity, have led to widespread displacement and humanitarian challenges. Despite a 2020 peace agreement and the withdrawal of AU-UN forces, violence has escalated, worsened by deteriorating economic and political conditions. The conflict intensified on 15 April 2023 with clashes between the Sudanese Armed Forces (SAF) and the Rapid Support Forces (RSF) in Khartoum, spreading to Darfur and other regions, exacerbating the humanitarian situation. The current conflict has displaced over 3.6 million people across Sudan, adding to the pre-existing 3.8 million IDPs, predominantly in Darfur, requiring urgent assistance. The fighting has also driven over 1 million people to seek refuge in neighboring countries. Civilians, trapped and endangered by conflict, face obstacles fleeing violence, while humanitarian efforts are significantly hindered by security, logistical, and bureaucratic challenges.

The Danish Refugee Council (DRC), Norwegian Refugee Council (NRC), and Save the Children are three pivotal organizations operating within a consortium to address the humanitarian crisis in Sudan. Each brings unique strengths and operational footprints to their collective efforts. DRC has been active in Sudan since 2004, primarily focusing on humanitarian and early recovery assistance in Central Darfur, South Kordofan, Gedaref, and Khartoum. DRC's efforts span protection, food security, livelihoods, emergency assistance, and community-driven recovery. NRC, re-entering Sudan in 2020, has established a robust presence through five Area Offices covering six states. NRC's multifaceted programs include camp management, education, livelihoods, protection, and WASH. The onset of conflict in April prompted a strategic reorganization to adapt to evolving needs, including the suspension of operations in Khartoum and Darfur due to security concerns. The organization is also deeply involved in humanitarian coordination and advocacy. Save the Children has been serving Sudan since 1984, operating across ten states with a focus on health, nutrition, WASH, child protection, education, and humanitarian assistance. Despite suspending operations in Khartoum and West Darfur due to the current crisis, Save the Children continues to work towards meeting the needs of children and communities in affected areas.

II. Background of the FCDO project

The FCDO intervention will target those who are facing heightened protection risk or are exposed to rights violations because of protracted crises and the ongoing conflict. Criteria for intervention will be clearly established, and response will aim to reduce protection risk through the mitigation of threat, reduction of vulnerability, and response to rights violations/protection incidents. The consortium (DRC, NRC and SCI) will achieve this through provision of relevant and appropriate support, tailored to each situation, informed by protection analysis, in response to alerts. The support will leverage the collective protection expertise of the consortium partners (inclusive of Child Protection (CP), General Protection, Gender-based violence (GBV) and HLP sub-sectors) as well as multisector expertise where other assistance is needed to reach the desired protection outcomes, by referring to their other sector teams. Providing support to the coordination of protection response through the sector will further bolster protection outcomes and ensure improved inter-sector coordination and referral

III. Purpose of the rapid assessment and baseline study

An endline assessment will be conducted to evaluate the impact and effectiveness of protection interventions implemented in response to the needs, vulnerabilities, and capacities of conflict-affected populations and communities in South Kordofan, North Darfur, Central Darfur, and West Darfur. The assessment aims to measure progress in mitigating protection threats and risks while identifying lessons learned to inform future programming.

The specific objectives of the endline assessment:

- Assess changes in the types and prevalence of protection concerns experienced by women, men, boys and girls in project areas.
- Evaluate improvements in access to essential services (healthcare, psychosocial support, legal aid) for community members including children exposed to protection risks.
- Analyze shifts in vulnerabilities that influence protection risks faced by conflict-affected children and communities.
- Identify remaining gaps and areas for enhancement in relation to protection risk reduction programs targeting children and adults.
- Measure progress in community preparedness and resilience against external threats and internal vulnerabilities.

The specific objectives of the endline study is to collect, analyse and present data that measures the following indicators:

- Impact Indicator 1: Percentage of Vulnerable Displaced Population Reporting Increased Protection and Safety Through Mitigated Threats, Vulnerability Risk Reduction, And Enhanced Communities' Capacity to Respond to Rights Violations/ Protection Incidents.
- Outcome Indicator 1:
 - Percentage of Communities Reporting the Incidence of Cases of Abuse, Violence or Exploitation in Need of Assistance Receiving Support
 - Number of Communities Reporting the Incidence of Cases of Abuse, Violence or Exploitation in Need of Assistance Receiving Support
- Outcome indicator 2:
 - Percentage Surveyed Community Members Who Are Able to Articulate Strategies to Prevent Physical Violence and Other Harmful Practices
 - Number Surveyed Community Members Who Are Able to Articulate Strategies to Prevent Physical Violence and Other Harmful Practices
- Outcome indicator 3:
 - Percentage Of Beneficiaries Reporting That Humanitarian Assistance Is Delivered In A Safe, Accessible, Accountable And Participatory Manner

The baseline assessment was conducted to provide crucial data that guided targeted interventions and established a foundation for measuring their impact.

IV. Study Methodology

Study Design

The endline assessment will utilize a quantitative and qualitative approach. Household survey will be held in target communities. Qualitative approaches will utilize focus group discussions and key informant interviews with community members, local leaders, and government/local officials. The consultant is expected to analyze all collected data/data sets and produce a comprehensive report.

Data Sources and Data Collection Methods / Tools

Pre-developed data collection tools were used for the assessment. The consultant will be provided with the data collected in its raw form for analysis.

Sampling

The table below outlines the roles of data collection by each organization in data collection across the targeted locations

Data Collection Methods	North Darfur	South Kordofan	West Darfur	Gedarif*	Central Darfur
-------------------------	--------------	----------------	-------------	----------	----------------

Questionnaire/Household survey	SCI	SCI/DRC	NRC	NRC	DRC
Key Informant Interviews	SCI	SCI/DRC	NRC	NRC	DRC
In-depth interviews/Project Staff	SCI	SCI/DRC	NRC	NRC	DRC
Focus Group Discussion	SCI	SCI/DRC	NRC	NRC	DRC

*Upon HAC approval

Data Collection Methods	North Darfur	South Kordofan	West Darfur	Gedarif*	Central Darfur
Questionnaire/Household survey	100	100 (50 SCI/50 DRC)	100	100	100
Key Informant Interviews	2	2 (1 SCI/1DRC)	2	2	2
Focus Group Discussion	12	4 (2 DRC/2 SCI)	2	2	2

*Upon HAC approval

Data collection

All research tools will be submitted to HAC offices in South Kordofan, North Darfur, Central Darfur and West Darfur before any data collection commences. Once the approval is out, the data collection will be carried out immediately by organizations. All data will be collected using KOBO/ODK if possible. A gender-balanced team of enumerators will be trained, supervised and guided by each partners' MEAL staff.

Prior to field data collection, all the enumerators will be trained on the basics of data collection, including objectives of the study, structure of the questionnaires, sampling and how to collect data using tablets/ODK. This will be followed by field pre-testing to familiarize the enumerators with the eventual field work. Any scripting error and/or unclear questions will be corrected at this point.

The consultant will received collected data on Excel for data cleaning, Arabic-English translation, analysis and report generation.

Data analysis and reporting

The quantitative data will be downloaded from KOBO and basic data analysis should be performed by the consultant. The data will be presented in the form of tables, graphs, charts and figures where appropriate. If applicable, desk reviews will also be analyzed and triangulated with all other information gathered through. A final endline report will be produced, shared and reviewed by the consultant. The final report will be reviewed by all partners (NRC, SCI and DRC), disseminated with the donor and relevant stakeholders. Analysis sheets, raw and cleaned data and files shall be deleted by the consulted/ submitted back to the consortium lead by the end of the contract period.

Ethical procedures

All data collection will adhere to ethical research procedures and processes. Consent will be sought from all participants before data collection. Tools are designed in Arabic to ensure all respondents can participate in the study. Enumerators will be trained on how to collect sensitive data and how to conduct research ethically with children. The Safeguarding Manager will be involved to provide guidance on how to ensure ethical involvement of children in the situation analysis.

In addition, this study will consider:

- **Ethical:** The study will be guided by ethical considerations such as informed consent, safeguarding, sensitivity, openness, confidentiality and data protection, public access, broad participation, reliability and independence.
- **Conflict sensitivity:** the study will be guided by conflict sensitivity principles such as openness and transparency, considering the power relation and influencing forces operating in the targeted communities, inclusion, implementing multi-stockholders Multi-level meaningful consultation process

- **Informed Consent and Voluntary Participation:** Ensure that participation in the assessment is completely voluntary. Participants should be informed about the purpose of the assessment, what it involves, and their right to withdraw at any time without penalty. The data collectors should provide clear, understandable information about the assessment's objectives, risks, and benefits, allowing participants to make an informed decision to participate.
- **Privacy and Confidentiality:** The data collectors should gather data in a manner that ensures individual respondents cannot be identified, using coding systems where necessary. Strict measures for data storage and access to protect the confidentiality of the information collected will be also in place
- **Child Safeguarding:** Ensure that all procedures are in the best interests of the child, considering their age, maturity, and psychosocial state. The data collectors should obtain consent from a parent or guardian for participants under the age of consent, unless doing so would compromise the child's safety. In such cases, established guidelines for ethical research involving at-risk children will be followed
- **Do no Harm principle:** The exercise must include a risk assessment and take steps, if necessary, to mitigate identified risks. The risk assessment must look at negative consequences that may result from data collection.
- **Cultural Sensitivity and Respect:** This exercise will understand and respect the local culture, norms, and values and will engage with local communities and stakeholders in the planning and implementation phases to ensure cultural appropriateness and acceptance. The data collectors will use the local language or dialect for communication and materials.
- **Gender Sensitivity:** This exercise will recognize and address the different needs, experiences, and risks of men, women, boys, and girls in the assessment design and implementation. Particularly for any discussions around GBV safe Spaces for Disclosure should be provided, that is safe for participants to disclose sensitive information.
- **People-centered and inclusive:** The exercise should be guided by the interests and well-being of the population, which must participate and be included in all relevant phases; as well as being sensitive to age, gender, and other issues of diversity

1. EXPECTED DELIVERABLES

The study deliverables and tentative timeline are outlined below.

Deliverable / Milestones	Responsible	Timeline
ToR development	NRC, DRC, SCI	5 th March 2025
Tools finalization	NRC, DRC, SCI	9 th March 2025
HAC Approvals	NRC, DRC, SCI	10 th March-16 th March
Data Collection	NRC, DRC, SCI	16 th March-20 th March
Hiring of consultant	NRC	12 th -19 th March 2025
Introductory call with the consultant	NRC, DRC, SCI	20 th March 2025
Sharing of raw data with the consultant	NRC	20 th of March 2025
Endline report submission (first draft)	Consultant	27 th March 2025
Review report by all members	NRC, DRC, SCI	31 st March 2025
A Final Study Report and submission of analysis files	Consultant	4 th April 2025

Qualifications

- Bachelor's degree in social sciences, social work, psychology or human services field required.
- 2+ years relevant experience in NGO, experience in **protection from violence**.
- Excellent communication skills in English and Arabic, and presentation skills
- Excellent computer skills and other relevant electronics like use of projector, etc

Knowledge/Skills/Abilities

- Experience in data collection and analysis applying qualitative methods, ideally derived in a humanitarian context.
- Excellent process facilitation and interpersonal skills
- Very good time management skills
- Excellent analytical, interpersonal, communication and reporting skills.

Payment Schedule

The payment shall be **100%** upon submission of a satisfactory final report.

Application process and requirements

Application Deadline: 19th of March 2025

Interview dates:

Bids must include the following:

- Proposal including, outline of evaluation framework and methods, including comments on the TOR, proposed time frame and work plan (bids over 3 pages will be automatically excluded).
- Proposed evaluation budget
- CVs

Submit completed bids to (**19th of March 2025**)

Selection Criteria:

Price – 40%	<ul style="list-style-type: none">• Competitive pricing in line with market rates• Clear breakdown of costs• Cost-effectiveness for the required service	
Technical Proposal – 30%	<ul style="list-style-type: none">• Relevant experience in NGO sector and protection from violence• Proposed methodology and approach• Quality and feasibility of the work plan	
Experience & Qualifications – 20%	<ul style="list-style-type: none">• Educational background (Bachelor’s degree in social sciences, etc.)• Minimum of 2 years relevant experience in NGO and protection work• Strong communication, data collection, and facilitation skills	
Compliance & References – 10%	<ul style="list-style-type: none">• Previous experience with similar projects• References from past work• Adherence to contract requirements	

ANNEX I - APPLICATION CHECKLIST (FOR THE APPLICANT TO FILL AND SIGN/ STAMP)

TO BE INCLUDED IN THEIR PROPOSAL

Description – ANNEX I	To be filled by bidder Included? (yes/no)	To be filled by NRC	
		Present & complete?	Comments
– TECHNICAL			
CV of the applicants			
Cover letter detailing the consultant's qualifications and experience in undertaking similar assignments;			
Copies of Consultant ID or Company director and address for screening purposes			
Proof of consultancy registration/ Company profile			
Tax Identification Number (TIN) registration certificate (Tax registration)			
Proven track record in conducting trainings, monitoring, data collection, reporting, and project implementation.			
Demonstrates a strong understanding of monitoring, capacity building, and project implementation. Ability to conduct effective training sessions and provide technical support in data collection and reporting.			
Experience in Delivering Similar Services - The consultant must submit at least two (2) reference letters from previous projects verifying experience.			
Experience in the Humanitarian Sector -Minimum 1-3 years of experience in humanitarian programming i			
Geographic Scope and Access - The consultant must confirm their physical access and ability to operate in the required locations.			

All necessary license certificates in line with government regulations			
Financial			
Section 6 - Pricing proposal - signed/ stamped			

To: Norwegian Refugee Council

Sir / Madam,

We offer to deliver the service in accordance with all requirements of the current Request for Proposal, Conditions of Contract and any other Binding requirements accompanying this Bid. We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

This Bid signed by our authentic representative and your written award of it shall constitute the formation of a binding contract between us.

Registered company name:	
Any other trading names:	
Any associated companies (cross holding/ joint ownership/ shareholding/ etc.)	
Name of Signatory:	Date of Signing:
Title of Signatory:	Name of Bidder:
Signature & stamp:	Tel N°:
	Email:
	Address:

Bank name (to be used for this contract)	
Account number	

Questions	Answers
<p>What is the currency of the offer? (SDG, USD, other...)</p> <p>Note that NRC will favour quotes in SDG. Please read below regarding USD payments.</p> <p>DO NOT PROVIDE QUOTES IN BOTH SDG AND USD CURRENCIES.</p>	
<p>Please confirm your offer inclusive Net price after the deduction of discounts</p>	
<p>Please confirm your prices include all taxes and fees (net prices): (If not, please explain and detail the taxes & fees)</p>	
<p>If your offer is in USD => payment will be made by bank transfer.</p> <ul style="list-style-type: none"> - Do you have a USD account in Sudan? if YES, then in which bank. - Do you have a USD account abroad? if YES, then in which bank. <p>(Please provide bank details for each account with Company name)</p> <p>Please read the note below regarding payments in USD and quote accordingly.</p>	

Do you accept payment after completion of Service? Instalment every Three Months within 30 days of receipt of the invoice	
What is the validity period of your offer? (In calendar days) (Preferable 90 days)	

4 - Accepted methods for submission of quotation/offer:

We recommend you fill up this Request for Quotation directly on your computer.

You can also print it and fill it up by hand if you have not access to a computer.

You can submit the price offer by using the table on page 2, or by using your own proforma document.

Your quotation / offer **must be signed and stamped** on all pages (including the present Request for Quotation).

4 - Your Company details:

- **General information**

IMPORTANT NOTE regarding USD quotes and payments:

- You must choose between quoting in quating in SDG Or USD.
 - o **Do not provide quotes in both currencies. If you do so, only your quote in USD will be considered for assessment.**
- If your quote is in USD, then you will be paid in SDG, bank rate equivalent .
 - o **You must be in a capacity to accept the payment.**
- NRC will favour payment in SDG, in Sudan, in the same bank.
- NRC has SDG bank accounts in:
 - o **Blue Nile Mashreq Bank**
 - o **Bank of Khartoum**
 - o **United Capital Bank.**
- For payment within Sudan, you must have a bank account in one of the same banks as NRC.

We encourage you to contact us directly if you have questions or need clarifications before submitting your quotation.

Name of the company		
Name of the owner(s) Date of birth of the owner(s) <i>(Mandatory for screening)</i>		
Address of the company		
Name of contact person		
Position		
Email		
Phone		

- **Company bank account details:**

Beneficiary name:

.....
Beneficiary account no.:

.....
Beneficiary Bank:

.....
Bank branch:

.....
SWIFT:

.....
IBAN:

.....
Bank address:

.....

- **References**

Please provide details of at least 5 client references whom NRC may contact, preferably from INGOs and UN agencies, for similar service:

Client/company name	Contact person	Phone	Email	Contract details (works, location, size, value, etc)
1.				
2.				
3.				
4.				
5.				
...				

5 - Mandatory documents to attached to your quotation / offer:

Please check that you are providing all of the below mentioned documents:

Mandatory documents	Checked (Y/N)
Certified copy of accreditation as a law firm – <u>Compulsory</u>	
Copy of VAT registration – <u>Compulsory</u>	
References from 5 major organizations or companies, especially international NGOs during these last two or three years.– <u>Compulsory</u>	
Social security contribution clearance certificate valid for 3 months issued by the social security office or any other authorized service - <u>Optional</u>	
Financial Statement from your bank for the last 12 months – <u>Compulsory</u> (BANK LETTER WILL NOT BE ACCEPTED)	
Copy of company directors ID's – <u>Compulsory</u>	
Company Profile – <u>Optional</u>	
NRC Request for Quotation (filled up, signed and stamped) <ul style="list-style-type: none"> - You can use the RFQ table above - Or any other format of your choice, but specifying all items in the RFQ list. <p>You must Sign and Stamp each page.</p>	

You can also attach additional documents such as photos, company profile, certifications...

6 - Payment information:

For payment by cheque, please indicate under which name NRC shall issue the cheque. You can write name in Arabic or in English. **(For Payment in SDG)**

7 - Other information:

Payment will be made by bank transfer/cheque only.

All suppliers doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract.

NRC aims to purchase products and services that the minimum environmental impact. Environmental considerations form part of the NRC selection criteria, and NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Shortlisted suppliers may be required to submit samples of each item. Please be sure to have all samples available at short notice, and wait for a response from NRC if you have been shortlisted.

Ethical Standards Declaration for all Supply, Service and Works Contractors

We, the undersigned, ('we', 'our' or 'us') **CONSIDERING THAT:**

FIRST, we are bidding for, or entering into, a contract with the Norwegian Refugee Council (**NRC**) to supply goods, services or works to NRC ('**the Contract**').

SECOND, we understand that as a humanitarian organisation, NRC expects its suppliers and contractors to have high ethical standards.

THIRD, we understand that NRC therefore needs us to confirm that we adhere to the required ethical standards ('**the ethical standards**') by signing this declaration ('**the Declaration**').

THEREFORE, we **DO HEREBY DECLARE** as follows:

1. Declaration concerning compliance with applicable laws and these ethical standards

We declare that we shall:

- a. Meet the ethical standards in this declaration ('ethical standards')
- b. Ensure that any party representing us, including but not limited to:
 - board members
 - directors
 - employees
 - contractors or sub-contractors, and their employees
 - consultants and sub-consultants, and their employees;
 - other legal representatives

('our Representatives') are aware of and comply with these ethical standards.

In the event that we, or our Representatives, do not meet the ethical standards at present, we shall:

- a. Explain to NRC in what way we do not currently meet the ethical standards
- b. Agree a plan and timeline with NRC to implement changes that allow us to meet the ethical standards
- c. Provide regular updates to NRC on the implementation plan.

2. Declaration concerning status

We hereby declare that neither we, nor to the best of our knowledge our Representatives, are in any of the following situations:

- 2.1. Have made an offer, payment, consideration or benefit of any kind, which constitutes illegal or corrupt practice, directly or indirectly, as an inducement or reward in relation to the tendering, awarding or execution of the Contract.
- 2.2. Are involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organisation or other illegal activity
- 2.3. Are insolvent, in receivership, bankrupt, or being wound up
- 2.4. Have suspended activities
- 2.5. Are subject to legal proceedings related to 2.1
- 2.6. Have at any time been found guilty and sentenced by a court, whether in the country of employment or abroad, for a criminal offence in respect of children or vulnerable adults
- 2.7. Are engaged in:
 - terrorism or the material support of terrorism
 - the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof
 - the sale or manufacture, either directly or indirectly, of weapons

- the production of alcohol, tobacco, or pornography.

3. Declaration concerning Conflicts of Interest

We declare that neither we nor, to the best of our knowledge, our Representatives have an undisclosed conflict of interest with NRC, in accordance with [NRC's Conflict of Interest Policy \(the Policy\)](#).

Where any potential conflict of interest exists between our Representatives and NRC or any NRC staff member, we shall notify NRC in writing of the potential conflict using [Form F in the Policy](#). We understand that the Policy and the Form is available on [NRC's website](#) or that we can contact the NRC Procurement focal point, as mentioned in the tender documentation. NRC shall then determine whether action is required.

A conflict of interest can be due to a relationship with an NRC staff member such as family or friends.

We understand that if we fail to report a potential conflict of interest and are later found to have a conflict of interest, we may be removed from the NRC vendor database.

4. Declaration concerning compliance with national law

We declare that we and, to the best of our knowledge, our Representatives:

- 4.1. comply with all applicable laws and regulations in effect in the country or countries where the Contract will be carried out.
- 4.2. comply with all applicable export laws concerning the country or countries where the Contract will be carried out.
- 4.3. are registered with the relevant government authority with regard to taxation for the duration of the Contract.
- 4.4. pay taxes according to all applicable national laws and regulations for the duration of the Contract.

5. Declaration concerning compliance with labour standards

We declare that we and, to the best of our knowledge, our Representatives:

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national labour law standards and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work.

Specifically, we declare that we and, to the best of our knowledge, our Representatives comply with the following minimum labour standards:

5.1. Working Conditions

- a. All workers receive a contract of employment that is written in a language they understand.
- b. All workers are free to leave after giving reasonable notice.

- c. All workers have the right to join or form trade unions of their own choosing and to bargain collectively.
- d. No worker is required to lodge 'deposits' or identity papers or immigration documents in order to obtain employment.

5.2. Wages and benefits

- a. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages are always sufficient to meet basic needs.
- b. No deductions from wages are made as a disciplinary measure.

5.3. Working time

- a. Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. Whenever possible working hours do not exceed 48 hours per week (8 hours per day).
- b. Workers are provided with at least one day off for every 7-day period.

5.4. Health and safety

- a. Steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- b. Workers receive regular and documented health and safety training, and such training is repeated for new workers.
- c. Workers have access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage is provided.
- d. Accommodation, where provided, is clean, safe and adequately ventilated.

5.5. Discrimination and abuse

- a. No worker is forced, bonded or an involuntary prison worker.
- b. There is no discrimination at the workplace based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- c. Measures are in place to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
- d. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, are prohibited.

5.6. Persons under 18

- a. No persons under the age of 18 shall be engaged in work which is hazardous to their health or safety, including night work.
- b. The working hours and nature of work of any worker who is under the age of 18 shall not interfere with their opportunity to complete his or her education.

6. Declaration concerning the environmental standards

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national environmental law standards and with international environmental standards, to the greatest extent possible.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 6.1. We respect national and international environmental legislation and regulation.
- 6.2. We ensure that production and extraction of raw materials for production does not contribute to the destruction of the resources and income base for marginalised populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
- 6.3. We take environmental measures into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. This includes reasonable steps to minimise negative environmental impacts (e.g. emissions, water usage, waste) and to use - where possible - sustainable resources. Local, regional and global environmental aspects shall be considered. The local environment at the production site will not be exploited or degraded by pollution and waste.
- 6.4. We carefully manage hazardous chemicals and other substances in accordance with documented safety procedures.

7. Declaration concerning protection from sexual exploitation and abuse

We and, to the best of our knowledge, our Representatives comply with international standards related to protection from sexual exploitation and abuse (PSEA) and sexual harassment.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 7.1. We take sexual misconduct seriously and ensure that any employee found to have carried out sexual misconduct will be subject to disciplinary action.
- 7.2. We will ensure, that none of our employees engage in any sexual activity with persons (adult or child) in relation with this contract regardless of the age of majority or consent locally.
- 7.3. We will ensure that none of our employees produce, procure, distribute or use sexually explicit material in any activities under the Contract or on any sites used under the Contract.
- 7.4. We will ensure that none of our employees will 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. If any sexual misconduct is found to have taken place, such employees face disciplinary action.
- 7.5. We shall report any incident or complaint of sexual misconduct or child abuse related to the activities carried out under the Contract through NRC's PSEA and Safeguarding Unit at psea@nrc.no.
- 7.6. We shall report any known or reported sexual relationship between our employees and NRC staff to NRC.

8. Declaration concerning protection of children

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. We commit to upholding international and national laws and policies regarding child safeguarding.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 8.1. We support and protect the complainant, survivors and witnesses of any raised incidents or complaints of sexual misconduct or child abuse.
- 8.2. We will ensure, that our employees will not abuse or exploit children or act in a manner that may place a child at risk of harm.
- 8.3. We will ensure that our employees are not left alone with children.
- 8.4. We will ensure our employees will not ask children for personal contact details without a valid reason to do so.
- 8.5. We listen, to the best of our ability, to children's views and opinions and treat boys and girls in a manner that is respectful of their rights and dignity during the performance of the Contract.
- 8.6. We shall report any suspicion of child safeguarding concerns through the Complaints and Feedback Mechanism, provided by the NRC contract focal point and at psea@nrc.no.

9. Declaration concerning anti-human trafficking

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in trafficking in persons as defined in the protocol to Prevent, Suppress and Punish Trafficking in Persons or the UN Convention against Transnational Organized Crime.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 9.1. We do not solicit persons for the purpose of employment, or offer employment by means of materially false or fraudulent pretences, representations, or promises.
- 9.2. We do not charge employees recruitment fees.
- 9.3. We do not provide or arrange housing for employees that does not meet host country housing and safety standards.
- 9.4. We commit to report any suspected violations of this clause to NRC immediately.
- 9.5. We commit to make our Representatives aware of the trafficking related prohibitions outlined above and share the Global Human Trafficking Hotline Information with them (1-844-888-FREE, help@befree.org).

10. General

We understand that:

- 10.1. The Declaration will be kept on file for a period of 10 years.
- 10.2. The Declaration will be updated every year or more often as appropriate.

10.3.

10.4. We must inform NRC immediately in the event that there is a change to the Declaration.

10.5. NRC may perform checks to verify that the ethical standards are adhered to and shall be granted reasonable access to our premises and to our documentation, computer systems etc, in order to be allowed to do so.

10.6. In the event that NRC deem that we fail to meet or are not taking appropriate steps to meet, the ethical standards, NRC may immediately terminate any and all contracts and agreements we have with them and at no cost to NRC.

11. Requirement to notify NRC

We shall immediately notify NRC through the Complaints and Feedback Mechanism, provided by the NRC contract focal point if:

11.1. Any allegations of alleged corruption, sexual exploitation or abuse, or child abuse are made against us or, to the best our knowledge, our Representatives, during the Contract, whether relating to the Contract or not.

11.2. Any allegations are made, or any changes occur, in relation to any of the declarations made herein

Signed on our behalf as follows:

Signature	
Name	
Position	
Date	
Place	