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| **REQUEST FOR PROPOSAL – NRC SUDAN – Terms of Reference (ToR) for National Partner – Capacity Building and Implementation of 150 Local Responders (LRs)**  The Request for Proposal reference: RFP-PS-1063  **SUMMARY**  The Norwegian Refugee Council (NRC) is seeking a national partner to support the training of Local Responders, spanning from **September 1, 2025, to December 31, 2025**. The initiative aims to strengthen the capacity of **150 Local Responders (LRs)** including community-based organizations, national NGOs, and women- and youth-led groups operating in hard-to-reach areas of Sudan. The partnership focuses on capacity building through the delivery of both in-person and remote training on strategic planning, project and financial management, protection mainstreaming, humanitarian principles, and more. The local partner will also support NRC in organizing and documenting training activities, collecting feedback, and facilitating community engagement.  This collaboration will enable more localized, sustainable, and contextually appropriate humanitarian responses, while increasing access to flexible funding through GCTs and mini-grants. The project covers several states including **Gedaref, Kassala, Red Sea, Northern, and River Nile**, and aims to ensure effective service delivery through local ownership and strengthened coordination between local actors and NRC.  **Deadline for application is 2nd August 2025 @ 16:00 (GMT +2)**  The partner is/are envisaged to be contracted for 4 months.  **PROCESS FOR APPLICATION**  We are opened to provide further information (background of this assignment/consultancy, generic terms & conditions, information on award process) upon request.   * Deadline for submission:  **2nd August 2025 @ 16:00 (GMT +2)**   Complete **Proposal documents must be submitted by EMAILS Email for submission**: sd.tenders@nrc.no  **CONTENT OF REQUEST FOR PROPOSAL**   1. Terms of reference 2. How to Apply   Annex 1: Applicant checklist |

1. **TERMS OF REFERENCE**

**National Partner for Capacity Building and Implementation of Group Cash Transfers (GCTs) – Consultancy**

**SUMMARY**

The Norwegian Refugee Council (NRC) is seeking a qualified national partner to support the delivery of trainings **Local Responders,** covering the period from **September 1, 2025, to December 31, 2025**. The consultancy aims to build the capacity of **150 Local Responders (LRs)**—including community-based organizations (CBOs), national NGOs, and women- and youth-led groups—across several states in Sudan. The selected partner will facilitate in-person and remote training on topics such as strategic planning, project management, financial and narrative reporting, monitoring and evaluation, protection mainstreaming, and humanitarian principles.

The partner will also be responsible for organizing and documenting all training activities, preparing training materials, conducting post-training assessments, and ensuring effective coordination with NRC and local stakeholders. This initiative is central to NRC’s strategy to localize humanitarian aid and strengthen the role of local actors in leading community-based responses through flexible funding and sustainable capacity development.

**Deadline for application is 2nd August , 2025 @ 16:00 (GMT +2)**

National Partner Term of Reference

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| **Locations:** | Sudan (Gedaref, Kassala, Red Sea, Northern, River Nile) |
| **Localities:** | **State Gedaref** : Localities Madeinat Al Gedaref  **State Kassala** : Localities Halfa Aj Jadeedah: Madeinat Kassala: Reifi Wad Elhilaiw: Reifi Kassala: Reifi Gharb Kassala: Reifi Nahr Atbara: Reifi Aroma  **State Red Sea** : Localities Al Ganab: Port Sudan  **State Gedaref**  : Localities Wasat Al Gedaref: Gala'a Al Nahal: Al Fashaga: Al Butanah: Al Galabat Al Gharbyah - Kassab  **State Northern** : Localities Dongola: Merwoe: Ad Dabbah: Halfa  **State River Nile** : Localities Al Matama: Al Buhaira: Shendi: Atbara: Barbar: Abu Hamad |
| **Name and title of the person with operational responsibility:** | GCT Manager |
| **Period of Consultancy/Assignment (start – end)** | September 01, 2025, until 31st December  2025 (4 months) |

1. **Introduction:**

NRC re-entered Sudan in 2020 and established its operational footprint in multiple locations affected by conflict and displacement. NRC is an international humanitarian organization that works to support populations or people affected by displacement in contexts affected by armed conflict, violence, disasters caused by natural hazards, the adverse effects of climate change and generalized violence. NRC is currently implementing programming across NRC’s six core competencies: WASH, Livelihoods and food security, Camp coordination and camp management, Shelter and settlements, Information, counselling and legal assistance. Through implementation, NRC integrates cash and market-based approaches, advocacy, digital modes of assistance, and co-leads various humanitarian coordination platforms.

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| **1 . Overview of the context** |
| Sudan is currently facing one of the largest humanitarian crises in recent memory due to the ongoing conflict. More than 6.1 million people have been displaced since the fighting began between SAF and RSF in mid-April 2023. Sudan has the highest number of displaced people globally, with 1.3 million crossing borders into neighbouring countries like South Sudan, Egypt, Chad, Libya, Ethiopia, and the Central African Republic, and another 1 million internally displaced.  The ongoing conflict has severely impacted access to water, sanitation, and hygiene, with water shortages and deteriorating sanitation conditions particularly affecting displaced populations in cities like Gedaref. The collapse of infrastructure and line ministries has worsened these conditions, leading to a critical need for GCTs interventions. |
| **Scope of partnership** |
| In line with NRC’s program policy, NRC seeks to establish a partnership based on shared values, principles, and a commitment to improving the delivery of GCTs. This partnership will focus on building/enhancing the capacity of local responders, enabling them to effectively implement remote cash and GCT assistance in targeted areas. Initially, the partnership will operate through an implementing partner arrangement, with the potential to evolve into a strategic partnership. In this later phase, the partner will assume greater responsibilities and operate more independently alongside NRC’s capacity-building program. |

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| **Project Summary** | |
| The overall objective of this initiative is to strengthen the capacity of Local Responders (LRs)—including ERRs, CBOs, NNGOs, and women- and youth-led groups—operating in Sudan’s remote and hard-to-reach areas to ensure their humanitarian interventions are both effective and sustainable. The action focuses on two key goals: (1) enhancing LRs’ organizational and technical capabilities, including financial management, technical skills, and crisis leadership, and (2) increasing their access to flexible funding through Group Cash Transfers (GCTs) and mini grants to sustain localized solutions. LRs play a critical role in delivering aid where international agencies can't due to access constraints, leveraging their deep community ties, trust, and contextual knowledge to address urgent needs like food insecurity, healthcare, and shelter. However, they face significant challenges, including limited resources and technical gaps, which hinder their operational scalability and ability to engage with broader humanitarian systems. By supporting LRs, this initiative ensures life-saving assistance reaches the most vulnerable populations while promoting contextually appropriate, community-driven responses. | |
| **Objective** | |
| To deliver on site (where possible) and remote training to 150 Local Responders and its members on topics of Strategic planning, report writing,Project management, Reporting (financial and non-financial), Monitoring, General Protection mainstreaming principles, humanitarian principles and other topics based on the capacity needs. | |
| **Roles and Responsibilities** | |
| **Serivce provider** | **NRC** |
| * Fully organize trainings (in-person, remote) and share the agenda with details on training methodology, # of participants, # of days,   training topics and location of training. The proposed topics of the training are:   * **Monitoring evaluation and Learning** * **Humanitarian principles** * **Protection mainstreaming principles** * **Consent and beneficiary data protection** * **Needs and market assessment and analysis** * **Risk management** * **Strategic planning** * **Project management** * **Report writing** | * Provide the trainings package delivered previously. * Share the HSS report regarding the targeted locations and HSS area’s focal point advice on the safety of these locations. * NRC to provide list of all LRs of the Project * Organize the initial meeting to go over the training objectives and expected results * To provide feedback on the report and post training survey |
| * Prepare training material (including presentations/slides and any other Information, Education and Communication (IEC) material, if required) for trainings on each topic along with agenda for trainings |  |
| * Write Training reports along with means of verification such as participants attendance lists, photos etc.… |  |
| * Take photos during the trainings and field visits with informed consent from the people part of the photo |  |
| * Conduct a post training survey and share the result of the survey with NRC. |  |
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| **Service Provider’s duties** |
| * 1. Fulfil the tasks and render professional assistance as described in the Terms of Reference (ToR)   2. Enable NRC to check the progress of the agreed deliverables.   3. Without undue delay, give notice of circumstances that the Consultancy understands, or ought to understand, may be of relevance to the completion of the Assignment, including any expected delays   4. Make available relevant documentation to the service/deliverables as agreed upon with NRC |
| **NRC’s duties** |
| * 1. NRC shall contribute to the completion of the Assignment in good faith   2. NRC shall share relevant information and documentation which is necessary for the completion of the assignment.   3. All requests from the partner shall be replied to without undue delay.   4. The NRC shall, without undue delay, give notice of circumstances that the NRC understands, or ought to understand, may be of relevance to the completion of the Assignment, including any expected delays |
| **Liability** |
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| **Data protection** |
| **7.1 Data retention and deletion**  1. The Data Receiver shall not retain or process Shared Personal Data for longer than is necessary to carry out the Agreed Purposes.  2. The Data Receiver shall ensure that any Shared Personal Data are returned to the Data Discloser or deleted (or destroyed if it is in hardcopy format) in the following circumstances:  (a) on termination of the Agreement for whatever reason;  (b) on expiry of the Agreement (unless extended further to the terms of this Agreement);  (c) once processing of the Shared Personal Data is no longer necessary for the purposes it was originally shared for   * 1. **Confidentiality and security of personal data**   1. Both parties shall take all the necessary technical and organizational measures to protect the personal data transferred under this agreement against accidental, or unauthorized destruction, accidental loss, unauthorized access, use, alteration or dissemination, and against all other unauthorized forms of processing.  2. Both parties must implement the necessary technical and organizational measures to protect the confidentiality, privacy, integrity, availability, and security of the personal data including establishing organizational polices for employees to safeguard the personal data accordance with this agreement.  3. The shared personal data shall remain in the position of the receiving party authorized processors only and be processed directly by them, as determined in consultation with data discloser. |

## **Security Risks and mitigation plans**

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| Risk | Consequence | Likelihood | Mitigation |
| Internet Connectivity | Severe Impact | High | Ensure effective coordination with area Offices to work closely with local responders and host them at office |
| Continues conflict leading to more displacement of IDPs to the camps | Medium | High | The project team willl work closley with local authorities and other humanitarian organisiations present to ensure effective response to influx |
| Local authorities are unsupportive or increase bureaucratic restrictions/delays | Severe impact | Medium | The project will work closely with local authorities to ensure their participation and support through project implementation |
| Lack of cooperation of key stakeholders including government authorities in support of NRC’s activities. | Severe impact | Medium | Participation in relevant coordination forums. Constant engagement with relevant government authorities throughout the project duration |
| Lack of cooperation of effective coordination with humanitarian partners | Medium | Medium | Ensure effective communication and coordination with partners to promote efficient utilization of resources to reach project participants |
| Instability in the political situation. | High | High | Following the situation and adhering to HSS department advises to find ways to continue with the operation without exposing staff or beneficiaries to any risks |
| Inability to implement the recommendation at large scale due to decrease in funding | High | Meduim | Continued advocacy, donor engagement to raise funds,  Engagement with LRs to inform about the state of funding and limitations |
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**Qualifications of the Service Provider**

* Minimum of 3 years of demonstrated experience designing and deploying training programs, preferably in humanitarian, low-resource, or conflict-affected settings.
* Registered legal entity with the ability to operate across borders and under international financial and compliance frameworks.
* Proven experience in training design and delivery, particularly in fragile or sanctioned environments.
* Demonstrated technical capacity, including training design, planning integration, training customization, and delivery.
* Strong track record in capacity sharing, including training and troubleshooting support.
* Strong commitment to humanitarian principles, data security, and ethical technology deployment.
* Capacity to meet local compliance and data protection norms, including familiarity with GDPR and similar frameworks.
* Ability to provide in-person training in Arabic, with relevant reporting in English languages.

**Duties of the consultant**

**Time Commitment**  
The consultant (or consulting team) is expected to be available in Sudan from 1st September 2025 till **31st December, 2025**, and actively engage with NRC’s teams and local partners throughout the assignment period for planning, coordination, capacity building, and documentation.

The consultant will also be expected to coordinate remotely with NRC colleagues before and after each field mission to ensure effective planning, implementation, and timely submission of deliverables. This includes preparation of training materials, facilitation of training sessions (remote and in-person), data collection, and post-training reporting.

The total number of **billable days for this assignment is not to exceed 120 working days**, spread over the period from **September 1, 2025, to December 31, 2025**. The consultant shall maintain an attendance sheet for # of participants for the trainings, proof of in-person training (hall booking, food, beverages costs provided to participants during the training, pictures), trainings reports, trainings material and post training survey for field-based and remote work and submit it along with their final invoice.

1. **HOW TO APPLY: PROPOSAL (EMAIL)**

The applicant(s) is/are expected to comply with the below requirements and submit the following:

* Submission of proposal via email - (attach two files for each technical and financial proposal) - sd.tenders@nrc.no

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In both cases, please make sure to write on the subject of the email the reference of this Request for Proposal as follows:

**RFP-PS-1063– National Partner for Capacity Building and Implementation of Group Cash Transfers (GCTs) – Consultancy**

**TECHNICAL SUBMISSION (MANDATORY)**

* Detailed CV of the consultant/s.
* **Cover letter** outlining the consultant’s qualifications, relevant experience, and suitability for the assignment, particularly in delivering capacity building and cash-based programming in humanitarian contexts.
* Annex I of this document (Consultant’s checklist) – filled, signed, and stamped.

**LEGAL REQUIREMENT SUBMISSION (MANDATORY)**

A consultant is a self-employed expert (sole trader), or an expert provided by a registered company/entity who is contracted by NRC for their specialized skills or knowledge, which they provide to NRC for a defined period of time to work on a specific project with a specific output. Therefore, they should provide:

* Proof of consultancy registration or Company Profile (for corporate applicants).
* Valid ID or passport copy for all involved consultants.
* Tax Identification Number (TIN) certificate or equivalent national tax registration document.
* Relevant business or professional license(s) as required by national authorities for legal operation in the country of registration.

**FINANICAL PROPOSAL SUBMISSION (MANADATORY)**

**BID PRICE FOR SERVICE CONTRACT**

* The contract will be awarded to a single bidder, unless otherwise specified in the Bid Data Sheet, all duties, taxes and other levies payable by the supplier/NRC under the contract, shall be included in the total bid price submitted by the bidder..
* The priced offer submitted by Bidders shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken
  + By default, the financial evaluation of the bid will be based on the unit rate of the line item,
  + If any rates are considered to be unrealistic or unreasonable, they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.
  + If any arithmetical errors are detected in an otherwise acceptable bid, then the Bidder will be disqualified, the onus is on the Bidder to provide accurate information.
* The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of their bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.
* The consultant will take on any international and local tax obligations within the contract value, including a 10% Tax payable by the consultant as per Sudanese government regulations paid by NRC.

**CURRENCIES OF BID AND PAYMENT**

* All prices shall be quoted by the Bidder in EURO unless otherwise stated. Similarly, all payments will be made in the same currency.
* By default, payment will be made within 30 days of completion of delivery and submission of all necessary documentation (Final Report). Failure to provide all necessary documents will result in delays

**BID VALIDITY**

* Bids shall remain valid for a period of 90 calendar days after the date of the bid submission deadline as prescribed by Norwegian Refugee Council.
* In exceptional circumstances, prior to the expiration of the bid validity period, the Norwegian Refugee Council may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension.
* Any corrections/ amendments must be initialled and stamped by the bidder

**Proposed Evaluation Criteria**

1. **Technical Evaluation – 70 Points Total**

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| **#** | **Criteria** | **Detailed Description** | **Weight** |
| 1 | **Technical Expertise and Relevant Experience** | Experience in conducting similar trainings and capacity building (Such as Monitoring and Evaluation, Reports writing, risk management, financial management, protection maintstreaming etc.) (For NGO workers/organizations). | 25 |
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| 2 | **Understanding of Sudan Context and Fragile Settings** | In-person presence in the state and Knowledge of Sudan’s conflict context, humanitarian needs, mutual aid structures, and challenges of data collection. | 20 |  |
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| 3 | **Proposed Methodology and Approach** | Appropriateness, clarity, and adaptability of methodology for fragile and conflict settings, including group works during the trainings and remote data collection ability post training surveys. | 25 |  |
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| 4 | **Work Plan and Timeline Feasibility** | Realistic and feasible work plan matching NRC’s deadlines; clear milestones for finalization of the training material, hiring of venue and coordination , training completion, post training survyes and reporting. | 10 |  |
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| 6 | **Financial Offer (Cost-Effectiveness)** | Cost realism and value for money; not only lowest price but quality-price balance. | 20 |  |
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**ANNEX I - APPLICATION CHECKLIST (FOR THE APPLICANT TO FILL AND SIGN/ STAMP)**

**TO BE INCLUDED IN THEIR PROPOSAL**

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| **Description – ANNEX I** | **To be filled by bidder Included? (yes/no)** | **To be filled by NRC** | | |
| **Present & complete?** | | **Comments** |
| **ENVELOP – TECHNICAL** | | | | |
| CV of the applicants |  |  |  |  |
| Cover letter detailing the consultant’s qualifications and experience in undertaking similar assignments; |  |  |  |  |
| **Copies of Consultant ID and address for screening purposes** |  |  |  |  |
| Proof of consultancy registration/ Company profile |  |  |  |  |
| Tax Identification Number (TIN) registration certificate (Tax registration)- If any |  |  |  |  |
| Value Added Tax (VAT) registration certificate (if VAT is to be charged in the country of origin of the consultant) – if any |  |  |  |  |
| All necessary license certificates in line with government regulations |  |  |  |  |
| Envelop 2 – 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.

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| 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: |

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

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:

1. Meet the ethical standards in this declaration (‘ethical standards’)
2. 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:

1. Explain to NRC in what way we do not currently meet the ethical standards
2. Agree a plan and timeline with NRC to implement changes that allow us to meet the ethical standards
3. Provide regular updates to NRC on the implementation plan.
4. **Declaration concerning status**

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

* 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. Are involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organisation or other illegal activity
  3. Are insolvent, in receivership, bankrupt, or being wound up
  4. Have suspended activities
  5. Are subject to legal proceedings related to 2.1
  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
  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.

1. **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).](https://www.nrc.no/resources/policy-doc/conflict-of-interest-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](https://www.nrc.no/resources/policy-doc/conflict-of-interest-policy/). We understand that the Policy and the Form is available on [NRC’s website](https://www.nrc.no/resources/policy-doc/conflict-of-interest-policy/) 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.

1. **Declaration concerning compliance with national law**

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

* 1. comply with all applicable laws and regulations in effect in the country or countries where the Contract will be carried out.
  2. comply with all applicable export laws concerning the country or countries where the Contract will be carried out.
  3. are registered with the relevant government authority with regard to taxation for the duration of the Contract.
  4. pay taxes according to all applicable national laws and regulations for the duration of the Contract.

1. **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:

* 1. Working Conditions

1. All workers receive a contract of employment that is written in a language they understand.
2. All workers are free to leave after giving reasonable notice.
3. All workers have the right to join or form trade unions of their own choosing and to bargain collectively.
4. No worker is required to lodge ‘deposits’ or identity papers or immigration documents in order to obtain employment.
   1. Wages and benefits
   2. 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.
   3. No deductions from wages are made as a disciplinary measure.
   4. Working time
   5. 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).
   6. Workers are provided with at least one day off for every 7-day period.
   7. Health and safety
   8. 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.
   9. Workers receive regular and documented health and safety training, and such training is repeated for new workers.
   10. Workers have access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage is provided.
   11. Accommodation, where provided, is clean, safe and adequately ventilated.
   12. Discrimination and abuse
   13. No worker is forced, bonded or an involuntary prison worker.
   14. There is no discrimination at the workplace based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
   15. 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.
   16. 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.
   17. Persons under 18
5. No persons under the age of 18 shall be engaged in work which is hazardous to their health or safety, including night work.
6. 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.
7. **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:

* 1. We respect national and international environmental legislation and regulation.
  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.
  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.
  4. We carefully manage hazardous chemicals and other substances in accordance with documented safety procedures.

1. **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:

* 1. We take sexual misconduct seriously and ensure that any employee found to have carried out sexual misconduct will be subject to disciplinary action.
  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.
  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.
  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.
  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.
  6. We shall report any known or reported sexual relationship between our employees and NRC staff to NRC.

1. **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:

* 1. We support and protect the complainant, survivors and witnesses of any raised incidents or complaints of sexual misconduct or child abuse.
  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.
  3. We will ensure that our employees are not left alone with children.
  4. We will ensure our employees will not ask children for personal contact details without a valid reason to do so.
  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.
  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](mailto:psea@nrc.no).

1. **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:

* 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.
  2. We do not charge employees recruitment fees.
  3. We do not provide or arrange housing for employees that does not meet host country housing and safety standards.
  4. We commit to report any suspected violations of this clause to NRC immediately.
  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](mailto:help@befree.org)).

1. **General**

We understand that:

* 1. The Declaration will be kept on file for a period of 10 years.
  2. The Declaration will be updated every year or more often as appropriate.
  3. We must inform NRC immediately in the event that there is a change to the Declaration.
  4. 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.
  5. 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.

1. **Requirement to notify NRC**

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

* 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.
  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 |  |