



INVITATION TO TENDER

FOR

**Supply of Dignity Kits at Eldain, East Darfur State at Alight Eldain
Warehouse**

TO

ALIGHT – SUDAN PROGRAM

TENDER REFERENCE NUMBER: ALIGHT- PRF-SUD- ED-2026-073

ALIGHT Sudan would like to invite authorized and reputable companies to submit their bids for the supply of Dignity Kits.

List of Dignity Kits (DK) attached as annex 1 (To be delivered at Alight Eldain Warehouse)

This tendering process will result in awarding the service contracts to selected contractors.

This tendering process will result in awarding the service contracts to the selected contractor for the execution of this supply of Dignity Kits in Eldain East Darfur State.

a) To enable you to submit your proposal for this procurement, the following are attached:

1. Timetable
2. About ALIGHT
3. Background for Essential Medicines supplies.
4. Instructions to Bidders
5. Submission of Tenders
6. Selection Criteria
7. Information Required
8. Payment Terms
9. Conditions of Tender
10. Bidders Signature
11. Filled RFQ with, Technical Specifications

Your offer, comprising financial proposals, must be submitted via email OR in-person to the Alight Eldain or Port Sudan Office in a sealed envelope no later than **15:00 (3PM) on February 22th, 2026**

via e-mail to: tender.sdn@wearealight.org

-OR-

Alight Eldain Office

East Darfur State-Eldaein -Hay Alsafa

-OR-

Alight Port Sudan Office

House No 77, Block No 17, Almatar Area, Port Sudan, Red Sea State, Sudan

Submissions after the deadlines set will not be accepted.

Bids will not be opened prior to the closing deadline.

- b) A complete set of bidding documents can be also obtained by email request, or in-person at the following addresses:

tender.sdn@wearealight.org

-OR-

Alight Eldain Office

East Darfur State-Eldaein -Hay Alsafa

-OR-

Alight Port Sudan Office

House No 77, Block No 17, Almatar Area, Port Sudan, Red Sea State, Sudan

- c) Any additional information or clarification regarding this tender can be sought by email at: tender.sdn@wearealight.org

Issue of Tender: **7th February 2026.**

Deadline for Submission: **22th February 2026 at 15:00 (3PM).**

2. ABOUT ALIGHT:

ALIGHT is an international humanitarian agency working with refugees, displaced people, and those at risk to help them survive crises and rebuild lives of dignity, health, security, and self-sufficiency.

Today, ALIGHT works in 20+ countries around the world, helping displaced persons rebuild their lives. ALIGHT programs provide health care, clean water, shelter, legal aid, trauma counseling, microcredit, community development services, and repatriation assistance to 4 million people (and counting). ALIGHT bases its relationship with uprooted peoples on mutual respect and a compassionate exchange of knowledge and values.

ALIGHT works with refugee and local communities to build programs that:

- Utilize the knowledge and experience of the people it serves.
- Improve the lives of people in the community.
- Train survivors and build the capacity of the community.
- Sustain themselves years into the future.

OUR PURPOSE

Alight exists to inspire and unleash the abundance in every person. We're becoming an organization that sees possibility instead of scarcity, that provides services truly worthy of human beings instead of just 'good enough.' From the people we serve to the people who serve alongside us, our purpose is to unlock limitless potential, together. That's when abundance happens.

WHAT WE DO

We build a meaningful life for and with the displaced. When we find people displaced from their homes, countries, or lives, our instinct may be to focus only on their basic needs. And that is essential. But it's also not life. Life is filled with joy, dignity, connection, and purpose. And that's what we aim to build.

We are an open family of organizations that works closely with refugees, trafficked persons, and economic migrants, to co-design solutions that help them build full and fulfilling lives – lives that are Alight. For more information, please log in to <https://wearealight.org/>

3.BACKGROUND FOR THIS TENDER

Alight, an international humanitarian organization registered in Sudan and working with communities since 2004, is looking for Qualified Supplier to deliver Essential Medicines Supplies as per RFQ

Alight invites applications from qualified Providers as described and summarized in this tender document, and in accordance with quotation, timeline, procedures & conditions presented herein. ALIGHT reserves the right to vary the quantity of Goods specified in the Tender Package without any changes in unit price or other terms and conditions and accept or reject any or part of the submitted offers.

4.INSTRUCTIONS TO BIDDERS

1. Participation is open on equal conditions to all qualified entities specialized in the field.
2. By submitting a tender, the Bidder accepts in full the conditions of this tender, waving his/her own conditions of sale.
3. Please read carefully all the instructions and conditions. Please ensure that all relevant information and documentation is provided on time as failure to do so may result in the rejection of your bid.
4. All Tender Documents must be completed in full, incomplete applications will be disqualified.
5. All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition in original papers.
6. If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the bid.
7. Each applicant should submit one bid only, including
8. Each bid shall be valid for the period of 45 days from its date of submission.
9. Bids shall be made in writing calculated in **SDG** and clearly stated on the appropriate forms.
10. All prices must include all taxes, compulsory payments, levies and duties, including Sales Tax (if applicable).
11. The price schedule must include all the information requested,
12. ALIGHT International is not liable for any damage to the applicant's person or property if something should occur. ALIGHT International strongly recommends that all applicants take extra precautions when visiting/delivering supplies to a project site and get their supplies insured if possible.
13. Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the vendor.

This Tender does not obligate ALIGHT to execute a contract / PO, nor does it commit ALIGHT to pay any costs incurred in the preparation and submission of proposals. Furthermore, ALIGHT reserves the right to reject all proposals without assigning any reason whatsoever

5.SUBMISSION OF TENDERS

Tender package available from: February 7th, 2026	Tender packages pick up location: Sudan Bid Alight Eldain Office Alight Eldain Office East Darfur State-Eldaein -Hay Alsafa East Darfur State -OR- Alight Port Sudan Office House No 77, Block No 17, Almatar Area, Port Sudan, Red Sea State, Sudan
Deadline for submission: February 22nd, 2026, 15:00 hrs (3PM) Sudan Time	For Physical submissions: Full bidding documents with attachment in sealed envelope to ALIGHT offices in Eldain or Port Sudan office
Sign Off Supplier Submission Slip	While handing over tender Package: Please request to sign off Supplier Submission Slip

5.1 Bid Submission Instruction: The documents must be filled out and submitted to the office listed above in a **SEALED Envelope on or before February 22nd, 2026**. The Envelope should be clearly marked with the precise reference of the invitation to which it is in response and the name of the applicant. Tenders delivered after the specified time will not be accepted.

5.2 Bid Opening: The bids will be opened and reviewed in the presence of the Tender Committee of ALIGHT International. The applicant's name, the bid prices, the total amount of the bid, any discounts and such other information that the Committee may consider appropriate will be announced and registered in the minutes.

5.3TENDER TIMELINE:

<u>Activity</u>	<u>Date</u>
Invitation to Tender	February 6,2026
Last day to Collect bid document	February 21, 2026 15:00hrs (3PM) Sudan Time
Last day of submission of Bids	February 22, 2026, 15:00 hrs (3PM). Sudan Time
Opening of tenders	February 25, 2025.
Tender Review Committee	March 2, 2026.
Bid clarifications as required	
Award Contract and "Go-Live" with Supplier	March 12, 2025
Deadline for 100% delivery	One Month after contract

6.BID CRITERIA & EVALUATION:

Specific Eligibility Criteria:

Eligibility criteria must be met, and the corresponding supporting documents listed below under “Tender Submittals” **must** be submitted with offers. Vendors who do not submit these documents may be **Disqualified** from any further technical or financial evaluation.

Eligibility/Mandatory Criteria:

Evidence of registration in **Sudan – Certificate of Business Registration.**

- **Tax Identification Number (TIN)/Value Added Tax (VAT)** Registration Certificate, whichever is applicable.
- **Tax Clearance Certificate** if any.
- **Completed Tender Documents, Bidders Response Form & Filled RFQ**
- **Compliance to Alight Policies** – Signed copy of Alights’ Child Safeguarding, Anti-Corruption, IAPG Guidelines for Suppliers, and Conflict of Interest policies.

Bid Evaluation Criteria:

a.Technical Evaluation 30%: The offers will first be evaluated on technical merits. The technical evaluation assesses the capacity of the company to provide a High quality Items.

b. Financial Evaluation 60%: The financial evaluation subject to the technical evaluation is based on the cost of the assignment given in the tender.

c. Other Evaluations 10%: After ranking companies according to financial and technical criteria, the Tender Committee may consider other criteria, including but not limited to record of past performance, integrity, samples and community rapport, when assigning companies to the designated short list.

When analyzing the Bids, ALIGHT will consider the following documents

- Company Profile
- References from previous work projects (including contact information)
- Relevant Work Experience (Past 2 years’ experience, please attach copy of past contracts or Work Completion certificates issued by a client)
- Delivery terms/Delivery schedule
- Financial offer provided.
- Validity of the offer

7. INFORMATION REQUIRED

Please provide the information requested in the section. All Sections below must be completed and included in the Bid. Vendors can either utilize the response documents contained in this tender package to submit their offer, or they can submit an offer in their own format if it contains all the required documents and information specified by this tender. The original proposal shall be signed by the vendor or a person or person duly authorized to bind the vendor to the contract. All Financial offer pages of the proposal shall be initialized by the person or person signing the proposal and stamped with the company seal.

A. Specification of items

Please read carefully the technical specifications, units and quantities being offered for guidance in bidding.

B. Pricing

The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. As a Fixed-Price contract, the price of the contract to be awarded will be an all-inclusive fixed price basis, either in the form of a total fixed price or a per-unit/deliverable fixed price. Vendors must show unit prices, quantities, and total price, as displayed in the RFQ.

All items must be clearly labeled and included in the total price offered.

1. Currency: the offers should be submitted to **SDG**.(Please note that the final payment will be processed in SDG (Sudanese Pounds))
2. Any VAT and customs duties (if applicable) must be included in the prices quoted and clearly indicated.
3. Any discount offered to ALIGHT must be clearly indicated as a percentage of the overall cost.
4. Prices should be included in all the necessary charges including labor, transportation, materials or any other charges whatsoever.

C. Due Diligence

Upon completion of both the technical and financial evaluations ALIGHT may choose to engage in additional due diligence processes with a supplier(s). The purpose of these processes is to ensure that ALIGHT engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Bridger check.
- Reference Checks, past relevant experience.
- Supplier's facility visits
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving ALIGHT increased confidence in the supplier's ability to perform.

8. PAYMENT TERMS

1. Must have recognized bank account (ALIGHT will make all payments in bank through bank transfers).
2. Payment will be made by bank transfer within two weeks from receipt of invoice by ALIGHT of the delivery, documentation and an associated invoice, in accordance with the contract and delivery lead-time.
3. **Payment Term can be**

- i. No Advance Payment
- ii. Full payment on completion of works / Delivery of Goods

9. CONDITIONS OF THE TENDER

1. ALIGHT is not bound to accept the lowest offer or any offer.
2. Submit both financial and technical proposals in separate envelopes.
3. ALIGHT reserves the right to select and deal with any Bidder(s) necessary to provide ALIGHT with the best value for money.
4. This request for a tender is not a contract or an offer into a contract, but a request for a quotation for the products indicated in this document.
5. Bidders are bound by their offer for a period of three months from the date of submission.
6. ALIGHT is not responsible for any costs associated with preparing the tender response.
7. ALIGHT reserves the right to alter the dates of the timetable.
8. The canvassing of ALIGHT staff in relation to this tender will result in the disqualification of that Bidder.
9. ALIGHT will inform each Bidder of the outcome of the selection as it relates to their specific submission.
10. ALIGHT does not do business with companies or individuals that are public offenders as per the following criteria:
 - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
 - They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata.
 - They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify.
 - They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.
 - They have been the subject of a judgement that has the force of res judicator for fraud, corruption, involvement in a criminal organisation or any other illegal activity.
 - Following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company or yourself is in breach of any of the above provisions.

In addition to the ineligibility criteria applied by ALIGHT, negotiation with potential vendors may be severed at any stage during a procurement process if it is found that they are subject to a conflict of interest or are guilty of misrepresentation in supplying the information required by ALIGHT as a condition of participation in the contract procedure, or fail to supply all of the information requested

Queries regarding this tender must be addressed in writing to the following email address:

tender.sdn@wearealight.org

11.BID SUBMISSION FORM

This bid is submitted in response to the tender published by Alight Sudan on ____/____/____

Ref: PRF-SUD-ED-2026-073

If this Bid is successful, please make out the award to

Name of Company

Address

We acknowledge that we have read and understood and do hereby accept the terms and conditions contained in this tender document and I agree to all the terms.

Name of Representative

Title/Position

Telephone Number

Email Address:

/ /

Signature
Telephone.....

Date: DD / MMM /

ALIGHT'S CONFLICT OF INTEREST POLICY

ALIGHT seeks to avoid potential conflicts of interest posed by close personal relationships between employees and clients, patients, beneficiaries, or other individuals participating in an ALIGHT program or activity.

For the purposes of this policy, ALIGHT employees include international staff, national staff, volunteers, interns, consultants, temporary employees, camp-based staff and temporary contractors. As used in this policy, "close personal relationships" include close familial relationships such as spouse, parents, children, siblings, cousins, and other relations; or consensual sexual or romantic relationships. To ensure that close personal relationships between employees and clients, patients, and beneficiaries do not influence decisions with respect to hiring, promotion, education or access to materials, medicine, healthcare, money or other financial resources or any other goods or services provided by ALIGHT, any employee engaged in a close personal relationship with another person as defined in this policy is responsible for disclosing this relationship in writing to his/her Supervisor and Department/Country Director. Every employee is also responsible for notifying his/her Supervisor in writing in the event a close personal relationship ends.

Employees are prohibited from providing any assistance or service through any ALIGHT program, such as access to materials, medicine, healthcare, money or other financial resources or any other goods or services provided by ALIGHT, to anyone with whom they have a close personal relationship. Employees are also prohibited from supervising and participating in any hiring, promotion, and evaluation decisions, either directly or indirectly that may affect an individual with whom they have a close personal relationship.

When informed of a close personal relationship in accordance with this policy, the Supervisor or Department/Country Director will recommend steps to eliminate any potential for conflict of interest. In the case of a supervisor-subordinate close personal relationship, a reasonable effort will be made to reassign one of the employees to another position. Failure to disclose the existence or end of a close personal relationship in accordance with this policy is cause for termination of employment.

Employees who believe this policy is being violated should report the concern to a Supervisor or the Department/Country Director. In any case, the Department/Country Director must be informed, unless

the violation involves the Department/Country Director in which case the Director of Human Resources & Administration must be notified.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of ALIGHT. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of ALIGHT as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which ALIGHT does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving ALIGHT. The activities are strictly prohibited by ALIGHT. Violations will be cause for immediate termination and, if warranted, legal action.

I have read and/or someone has read this Conflict of Interest policy to me. I understand the contents of this policy and that I am responsible for complying with its provisions.

Name (Print): _____

Signature: _____ Date: _____

Summary Statement

Preventing Sexual Exploitation, Abuse, and Harassment ALIGHT – Policy

Alight is committed to safeguarding and preventing Sexual Exploitation, Abuse and Harassment (PSEAH) and improving standards, and best practices in relation to PSEAH. This policy is informed by our approach aiming to create meaningful change in people's lives anyone and anywhere, and for this reason this policy applies to our personnel and our communities across the globe. Alight commits to providing assistance, and protection to survivors/victims, whenever possible and needed.

Through this policy, we aim to create a safe environment for all our stakeholders and to send a message that:

We have a zero-tolerance policy towards SEAH of any kind, as such any sexual misconduct and/or retaliation of any kind will result in termination of employment and/or contract.

Alight expects all its personnel, including permanent and seasonal employees, contractors, consultants, volunteers, and

members of the board of directors, in addition to its partners and stakeholders- all of whom have a duty to prevent and report incidents of SEAH. This policy applies to all of Alight's operations, country, site, and project offices globally.

Definitions of Misconduct

This policy deals with the following types of misconduct:

Sexual Exploitation is any actual or attempted abuse or exploitation for sexual purposes perpetrated against people in weak or vulnerable positions within hierarchies of power. This vulnerability may be due to a range of differences, including social, political, economic, emotional, and cognitive power and ability. Sexual exploitation can include:

- Rape,

- Sexual assault,
- Requesting sexual services and/or favours in exchange for money, aid and/or assistance,
- Sex trafficking,
- Child abuse.

Sexual Abuse is the intentional violation or attempt to violate the personal space of a person or group of persons in a sexual manner through force, coercion, violence, threats, or intimidation. Sexual abuse includes, but is not limited to:

- Non-consensual touching and/or sexual activity,
- Forced penetration of the vagina, anus, or mouth,
- Non-consensual sexual activity under the influence of drugs and/or alcohol,
- Sexual torture,
- Non-consensual forced touching or stroking the aggressor's genitalia and/or body.

Sexual Harassment is any verbal and/or physical abusive and unwanted practice, action, or behaviour of a sexual nature

to which a person or group of persons is exposed directly or indirectly. This can include, but is not limited to:

- Sharing photos, videos, or recordings of a sexual nature, or any form of pornography without consent,
- Sexual comments, jokes, and questions,
- Touching with sexual intentions,
- Sexual insinuations and gestures, such as winking or prolonged staring,
- Certain physical movements that contain sexual innuendos, such as biting lips, whistling, touching one's own genitalia, etc.
- Gift-giving with the aim of establishing sexual relations,
- Unwanted flirtation.

Duty to Report

Alight personnel have a duty to report violations of this policy. There are two types of mandatory reporting:

SEAH Incidents: Personnel must report incidents or suspected incidents of SEAH within 48 hours, but Alight remains open to reporting beyond this period. Reporting is mandatory for all personnel, and

failure to report will be dealt with on a case-by-case basis, some might result in penalties and others may result in mandatory trainings and orientations on the policies and procedures and/or termination of employment and/or contract.

Policy Violations: Alight encourages personnel to report violations of PSEAH minimum standards and encourages reporting of any policy non-compliance and/or suspected non-compliance. This reporting must take place within a week of becoming aware of non-compliance. Failure to report will be dealt with on a case-by-case basis, some might result in penalties and others may result in mandatory trainings and orientations on the policies and procedures.

How to Report

Alight provides various reporting channels to its personnel to ensure accessibility. Details are available at country-

specific teams and reporting channels. We encourage the use reporting platform known as [AlightSafeSpace*](#) that provides two options of reporting: you can submit a report via the [online issue intake form](#), OR you can speak confidentially and directly to an agent by calling the toll-free hotline at **1-800-461-9330**. In both cases you can opt to report anonymously OR you may choose to share your details. In either case rest assured that Alight treats all incidents and reports seriously and with a high level of confidentiality and commits to promptly investigate all allegations or reports.

Alight's PSEAH committee will assess whether the case amounts to a crime in the country where it occurred. If it amounts to a crime, Alight will refer the matter to national authorities.

Assurance and Compliance

Violations of the policy by personnel or partners will be liable to disciplinary action and/or termination of contracts and agreements. Partners, contractors, and service providers are expected to comply with this policy.

I have read and/or someone has read the PSEAH policy summary statement to me. I confirm that I understand the contents of this policy and that I am responsible for complying with its provisions.

Name (Print):.....Signature:.....Date:.....

AlightSafeSpace <https://app.convercent.com/en-US/Anonymous/IssueIntake/IdentifyOrganization>

ALIGHT'S CODE OF CONDUCT AND PROCUREMENT CODE OF CONDUCT

It is Alight's policy that all staff, consultants, subcontractors and sub-grantees conduct their activities morally, ethically, and in the spirit of accountability and transparency, and in conformity with applicable laws and regulations and practices common with responsible corporations and non-government organizations.

Specifically, this policy explicitly provides that:

1. No funds or assets will be used for any unlawful or improper purpose.
2. No contributions will be made for political purposes from Alight funds in the United States or in any country, even in countries where such contributions may be legal.
3. Gratuities, business entertainment, meals and gifts which are both lawful and customary may be permissible, but may not be allowable. However, no payments, gratuities, or gifts will be made, directly or indirectly, to any official or employee or other Government or any Government agency.
4. Financial data required to be submitted to donors, including governments, must be accurate, complete and current and prepared in accordance with applicable grant requirements, where appropriate.
5. No payments will be solicited or received by an employee or relative of an employee from a vendor or sub grantee or prospective vendor or sub grantee.
6. Payments to agents, brokers or middlepersons may be made where required in the normal course of business to secure goods and services for ARC taking care that such payments are in line with prevailing practice. Agents' compensation must be reasonable in relation to the services performed and will not exceed the normal rate for transactions of a similar nature and size in the particular location.
7. All financial transactions will be accounted for accurately and properly. No undisclosed or unrecorded funds or assets will be established or maintained for any purpose.
8. Payments/cash transactions will be made only into and from Alight Headquarters-approved bank accounts.

PROCUREMENT CODES OF CONDUCT

Alight seeks to avoid potential problems when dealing with procurement situations. For the purpose of this policy, the phrase, "person," includes individuals, groups organizations, associations, and any form of business entity, whether or not registered or authorized, and any combination of any of the foregoing or any representative, whether actual or apparent, of any of the foregoing.

Prohibited Conduct:

1. Gifts. No person may solicit, offer or accept any gift or thing of value from any other person where there is an actual or potential business relation between such Parties.
 - The following exception applies: A small token gift that is inexpensive or can be shared with all staff (such as food, flowers, etc.), or an offer to provide recognition or thank you.
2. All persons and their staff who provided or made possible the benefit bestowed. The recipient of such an exception must inform the Country Director in writing within 10 days after receipt.
3. Influence. No person may solicit, offer or accept any offer to exert economic, political or personal pressure of influence on another person for the benefit of any person, in return for a preference, favorable decision, or other advantage in an existing or proposed transaction.
4. Bid-Rigging. With regard to any bid, request, proposal, or offer of assistance, no person shall agree with another person, who is, or except for such agreement would be, a competitor of such person to eliminate, limit or dilute competition or improperly influence or try to improperly influence, the making of an award, grant, contract or undertaking of any humanitarian organization.
5. Grant Rotating. No person shall engage in any agreement or collusive scheme to rotate or distribute among selected or predetermined persons the award of grants, contracts, or offers of assistance in contravention of the established policies of any donor humanitarian organization.
6. Kickbacks. No person shall provide or attempt to provide, solicit, accept or attempt to

accept any kickback.

Procurement Conflicts of Interest

1. Insider Relations. It is a conflict of interest and a violation of this code for any person, soliciting or being considered for a grant, award, contract or offer of assistance, to solicit or enter into any grant, award, contract or offer of assistance to a business member, family member or a person with whom the person has a close economic relation, working for, in any capacity, the entity making the grant, award, contract or offer of assistance.
2. Enforcement
3. Consents

Contractors dealing with employees of Alight in a bidding process will be required to sign a consent statement that they will abide by this Code of Conduct in all dealings with member agencies for all purchases.

4. Compliance List

The Country Director shall maintain a list of all contractors, dealing with employees of his/her country program in bidding processes, who have agreed to Alight Proprietary Information to comply with this Code of Conduct and are in compliance with this Code, which will be on file in the country program office.

5. Violations

Violations will be reported directly to the Alight Country Director in writing with a copy to the Logistics and Operations Coordinator. Any offer received from a potential supplier that is in violation of Alight policies must be rejected.

Acknowledgement

I ----- acknowledge that I have read and understood the Alight Code of Conduct and its Procurement Code of Conduct.

Company_____

Name:_____

Signature _____

Date_____

Alight endorses the UN Global Supplier Code of Conduct and has adopted the 10 principles of the Inter-Agency Procurement Group (IAPG) code of conduct, both provided herein.

Suppliers and manufacturers to Non-Governmental Organisations (NGO's) should be aware of the Code of Conduct

initiatives that the IAPG support. This information is to advise you, our suppliers, of the Corporate Social Responsibility (CSR) element in our supplier relationships.

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

For more information on the UN Global Compact and to sign up, please visit

<https://unglobalcompact.org/participation>

Disclaimer

Individual suppliers entering into procurement and contracting processes with IAPG members will have to agree to organisation-specific terms and conditions, which supersede this code of conduct.

Vendor Signature & date:

ALIGHT'S COMMITMENT TO PROTECTING CHILDREN

Children are particularly vulnerable to abuse and exploitation during emergencies and armed conflicts due to displacement, disrupted social supports and routines, few child- and youth-focused services, and limited voice and participation in decisions that affect their safety and wellbeing. Imminent threats to children's security and positive development include violence, abuse, neglect, separation from primary caregivers, recruitment or association with armed groups, trafficking, and exploitation. Thus, ALIGHT actively commits to preventing further harm among children and will continuously promote the safety, dignity, and resilience of all children and youth who have access to ALIGHT's programs and services.

In times of crisis, ALIGHT works diligently to create protective environments for children and youth through specialized, inclusive child protection interventions in line with minimum standards and best practices. All ALIGHT programs, including Shelter, Health, Education, Protection, and Water, Sanitation, and Hygiene Promotion, seek to integrate gender, age, protection, and special needs considerations by tailoring services to meet the unique needs of young and adolescent girls and boys. In line with the Convention on the Rights of the Child, ALIGHT actively pursues child participation along with the meaningful engagement of their families and community members to bring about community-driven, contextually-appropriate interventions. Finally, all ALIGHT staff and volunteers are responsible for upholding children's human rights, including protection from all forms of violence, and reporting any such child abuse incidents to appropriate personnel. For the purposes of this policy, ALIGHT employees include international staff, national staff, volunteers, interns, consultants, temporary employees, camp-based staff and temporary contractors.

VALUES AND PRINCIPLES

- All children and youth deserve to be treated fairly.
- All girls and boys must have safe access to child- and youth-friendly activities and services that promote their full growth, dignity, and wellbeing and respect their human rights, including rights to an identity, protection, family-based care and reunification, and education.
- When all children are able to enjoy their human rights, their situations and holistic development are likely to improve so that they have the opportunity to reach their full potential.
- Child Protection is everyone's responsibility.
- Any and all child abuse is an infringement on their rights and must not be committed by any ALIGHT staff, volunteer, or partner.

ALIGHT CHILD PROTECTION STANDARDS

ALIGHT defines a 'child' as anyone under the age of 18 in accordance with the Convention on the Rights of the Child. ALIGHT will meet its commitments to protect children through the following means:

- **Awareness:** Ensure all staff and beneficiaries are made aware of 1) the nature, indicators, and effects of the various forms of child abuse and neglect and 2) potential threats to children's and youth safety, development, and wellbeing
- **Prevention:** Confirm that staff and others make every effort to minimize risks to children through raising awareness and adhering to good practices that promote protective environments
- **Reporting:** Educate staff, volunteers, and partners on mandatory reporting for child abuse and sexual abuse and exploitation (SEA) along with the required steps and procedures to take when concerns arise regarding the safety and abuse of children; Educate beneficiaries on available mechanisms for reporting child abuse and SEA committed by I/NGO staff, volunteers, or others
- **Responding:** Guarantee that safe and ethical action is taken to care for and support children in accordance with the best interest of the child whenever concerns arise regarding possible abuse

To meet the above standards, ALIGHT will commit to the following:

- Employing qualified and skilled staff who successfully pass reference and other background checks
- Developing staff, volunteers' and partners' professional competency in child protection fundamentals and ALIGHT

protection policies and procedures

- Seeking free and informed consent from primary caregivers for children's participation in its programs
- Taking all received reports and concerns seriously
- Acting quickly and ethically in investigating, protecting the child, and/or cooperating with any subsequent process of investigation
- Adhering to principles of safety, confidentiality, respect, non-discrimination, and the best interests of the child throughout all activities, services, and investigations
- Guaranteeing the protection of children who are the subject of any concerns
- Supporting and protecting staff or others who have raised concerns
- Listening to and taking seriously the views and wishes of all children and youth
- Working in partnership with parents, caregivers, and professionals to ensure the protection of all children and youth

ALIGHT CHILD PROTECTION CODE OF CONDUCT

ALIGHT's Code of Conduct is applicable to all who work for or partner with ALIGHT, including staff, volunteers, visitors, and contractors. Each individual, upon joining ALIGHT in any capacity, must be made aware of, commit to, and sign this Code of Conduct which underscores procedures and consequences in the event of any violations. In particular, individuals must:

- Adopt and promote best practices which protect children from abuse, potentially abusive or exploitative people and circumstances, and other safety risks
- Immediately report any concerns about suspected abuse in line with ALIGHT's mandatory reporting policy, and not take further action unless requested by the employee's ALIGHT supervisor in order to maintain the privacy and dignity of the child
- Cooperate in any ALIGHT or other necessary investigation

To ensure ALIGHT does not cause additional harm to displaced populations, ALIGHT enforces a mandatory reporting policy that requires anyone associated with ALIGHT to report all suspicions and received reports of child abuse and sexual abuse and exploitation. Failure to report will end in disciplinary action, including possible termination.

Code of Conduct Dos and Don'ts

STAFF AND PARTNERS MUST:

- ✓ Ensure all activities are accessible for all children, including children with special needs and abilities
- ✓ Identify, map out, and analyze risks for children and youth and develop risk mitigation plans
- ✓ Create safe, child-friendly spaces with trained, nurturing caregivers who promote routines and stability
- ✓ Promote family-type care and family reunification to the extent possible
- ✓ Creatively engage out of school youth in positive, constructive activities they like and want
- ✓ Assist children to manage their own behaviors through age-appropriate discussions about kind, respectful actions (acceptable behavior) and unkind actions (unacceptable behavior)
- ✓ Encourage children to raise questions or concerns about their own safety and the safety of others
- ✓ Meaningfully engaging primary caregivers and community members in child protection interventions
- ✓ Keep personal data and identifying details of children in a secure location, maintaining the highest level of privacy, so as not to increase risk of harm for children accessing ALIGHT services
- ✓ Be aware of child protection, gender-based violence, and SEA referral and reporting mechanisms
- ✓ Immediately report any suspicion of violations to this code of conduct to your immediate supervisor (or next line manager if the supervisor is suspected of committing abuse)

STAFF, VOLUNTEERS, VISITORS, AND PARTNERS SHOULD NEVER:

- ✓ Spend excessive alone time with any child (or small group of children) away from others
- ✓ Hit, slap, or otherwise physically assault or abuse children; Corporal punishment is forbidden

- ✓ Develop physical or sexual relationships with children
- ✓ Have relationships with children that are or could be deemed exploitative or abusive, including offering or providing money, materials, services, or employment in exchange for sexual favors
- ✓ Use language, make suggestions, or offer advice that is inappropriate, offensive, or abusive
- ✓ Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- ✓ Behave physically in a manner which is inappropriate or sexually provocative
- ✓ Act in ways that may place a child in danger or increase a child's risk of abuse
- ✓ Take children to your home, especially where they will be alone with you, or have children stay overnight at your home unsupervised
- ✓ Sleep in the same room or bed with a child with whom you are working
- ✓ Do things for children of a personal nature that they can do for themselves
- ✓ Condone behavior of children, which is illegal, unsafe, or abusive nor participate with children in such activities
- ✓ Discriminate against, show differential treatment towards, or favor particular children at the exclusion of others
- ✓ Share confidential information without the free and informed consent of the child and her/his primary caregiver

Please note the Reporting, Data Protection, and Confidentiality Sections below apply specifically to cases involving ALIGHT staff, volunteers, visitors, or partners who are suspected of child abuse and non-compliance with this policy. All other cases of suspected child abuse or gender-based violence (GBV) should be referred through the local referral mechanisms, including a referral to a trusted ALIGHT or other child protection or GBV social worker.

CONFIDENTIALITY AND DATA PROTECTION

Confidentiality: The need for confidentiality is essential and must be respected in regards to all matters of this policy. Confidentiality means that the child's and her/his family's right to privacy and dignity is maintained to the highest level possible, with only necessary information shared on a need to know basis and in the best interest of the child. Sometimes, lack of confidentiality may have devastating impacts on the lives of children and may also result in serious consequences for adults involved in the process. When addressing concerns regarding possible abuse, extreme vigilance must be exercised in protecting information. Information should be passed on via the reporting process described below and only to those people who need to be aware of the abuse.

Data Protection: The manager or designee of the Country Director (CD) receiving the report of suspected child abuse should record any concerns, allegations, or disclosures at the time or as soon as possible after the concern has been raised, and absolutely no longer than 24 hours after the report is made. Records must be signed and dated. Records must also be as detailed and precise as possible by giving an exact account of what was said. All subsequent actions should also be documented.

The records will be stored securely in the country office and then carefully moved to the ALIGHT Human Resources section in Minneapolis, MN for safe-keeping. Access is strictly prohibited and needs prior approval from the HR Director.

REPORTING PROCEDURES

The principle of 'best interests of the child' and the desire to secure the best possible outcomes for the child should always govern decisions regarding what action to take in response to child abuse concerns. If you are concerned about the possible abuse of a child, your concerns **must** be reported to your manager in the same working day. If your manager is the individual who is suspected of abuse, discuss your concerns with a member of the Senior Management Team (SMT) or the CD. **Remember:** It is everyone's responsibility to make sure children are safe and protected. Failure to report suspected abuse will result in disciplinary action, including possible termination. If the child is disclosing or making a report of abuse allegedly committed by someone associated with ALIGHT

directly to you, please do the following:

- ✓ Take the report seriously and be sensitive and compassionate
- ✓ Offer for the child to speak with a qualified child protection or GBV social worker of the same sex if s/he would like, either for making the report or for follow up care and assistance
- ✓ Document what the child tells you after your meeting
- ✓ Only record essential information and pass that along to your manager or SMT member. Remember that it is not your responsibility to investigate, so only ask few, necessary, and relevant questions.
- ✓ **If the child is in immediate danger**, please keep the child with you and contact your immediate supervisor or a trusted manager for instructions. Further instructions may include going immediately to a health facility or trained child protection or GBV social worker for additional assistance.

Concerns to be reported: Managers should record the details as disclosed or alleged. **Remember that only basic information is necessary for this report as more information will be collected by qualified professionals during the investigation.** Information in the report should include:

- ✓ Who has been abused?
- ✓ When and where did the abuse take place (with time and date)? Who is the suspected abuser?
- ✓ What is the nature/type of abuse?
- ✓ **If the child is making the report directly**, how did the child describe the abuse in her/his own words?
- ✓ Has the abuse been reported elsewhere (family, local authority, partners, etc.)? Has any action been taken to help the child already?
- ✓ Is the child in immediate danger? *For safety planning, please work with your supervisor and a qualified CP or GBV social worker.

Investigation

All reports of abuse will be addressed by the Country Director (CD) or the next highest level manager. If the CD is the suspect, the Director of International Programs and the Vice President of Human Resources & Administration should be contacted. All reports related to child abuse will be immediately investigated and appropriate action take based on the results of the investigation.

I have read and/or someone has read this Child Protection Code of Conduct Policy to me. I understand the contents of this policy and that I am responsible for complying with its provisions.

Name (Print): _____

Signature: _____ Date: _____

Supplier's Confirmation

I do hereby confirm that I have read, understood, and agreed to the following Terms and Conditions, and the Policies as outlined in the Tender Document.

Policy	Supplier's Confirmation & Signature
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1. Alight's Conflict of Interest Policy	
2. Preventing Sexual Exploitation, Abuse, and Harassment ALIGHT – Policy	
3. Alight's Code of Conduct Procurement Code of Conduct	
4. The Supplier Code of Conduct	
5. CHILD PROTECTION POLICY	