

**Invitation for expressions of interest  
Save the Children International**

**Zambia**

**21 October 2022**

**Terms of Reference  
to document the behaviours, attitudes and  
practices in Maternal, New born and Child  
health and Nutrition (MNCH&N) services  
and establish if changes led to significant  
trends in improved health outcomes  
among mothers and children” in  
Lufwanyama district, Copperbelt Province.**

Dear Sir/Madam,

Save the Children International (SCI) invites potential consultants to submit sealed bids for expressions of interest to document the behaviours, attitudes and practices in Maternal, New born and Child health and Nutrition (MNCH&N) services and establish if changes led to significant trends in improved health outcomes among mothers and children” in Lufwanyama district, Copperbelt Province. This information pack has been specifically created to provide you with all the information required to understand SCI’s requirements, and complete a response to the expression.

Below is a summary of all the information included in the expression of interest pack (you can use the hyperlinks to navigate the document:

- [Part 1: Invitation to Tender Document](#)
  - 1) Introduction to SCI
  - 2) Project Overview and Requirements
  - 3) Award Criteria
  - 4) Instructions & Key Information
- [Part 2 : Core Requirements and Specification](#)
  - Provides a detailed description of SCI specific requirements – for example; volumes, delivery dates / locations, product specifications etc.
- [Part 3 : Bidder Response Document](#)
  - A template to be used to submit your response to this Invitation to Tender.
  - Includes the Terms & Conditions of Bidding.
- [Part 4 : Appendices](#)
  - Appendix 1 – Terms & Conditions of Purchase
  - Appendix 2 – Child Safeguarding Policy
  - Appendix 3 – Save the Children Anti-Bribery and Corruption Policy
  - Appendix 4 – Save the Children’s Human Trafficking and Modern Slavery Policy
  - Appendix 5 – The IAPG Code of Conduct

Responses should be submitted no later than Tuesday 1<sup>st</sup> November 2022, using the Bidder Response Document provided in [Part 3](#) of this tender pack. For further guidance on how to submit your response, please follow the instructions detailed [here](#).

Queries should be directed to [Procurement.Queries@savethechildren.org](mailto:Procurement.Queries@savethechildren.org)

We look forward to receiving your response.

Jo Musonda  
Country Director

## PART 1 – INVITATION TO TENDER

### 1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world's leading independent organisation for children. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies and emotional support for children caught up in disasters like floods, famine and wars.
- Campaign for long term change to improve children's lives.
- Improve children's access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world's most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our website at [www.savethechildren.net](http://www.savethechildren.net)



## 2. PROJECT OVERVIEW AND REQUIREMENTS

### 2.1 PROJECT OVERVIEW

Please see below a summary of the requirements for which Save the Children invites you to bid on. Further detail on the specific requirements of the project (volumes, dates, product specifications / drawings etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

Item	Description
<b>Country</b>	<i>Zambia</i>
<b>Description of goods or services</b>	Save the Children International (SCI) invites potential consultants to submit sealed bids for expressions of interest to document the behaviours, attitudes and practices in Maternal, New born and Child health and Nutrition (MNCH&N) services and establish if changes led to significant trends in improved health outcomes among mothers and children” in Lufwanyama district, Copperbelt Province.
<b>Duration</b>	<i>Duration will be agreed upon</i>
<b>Agreement Type</b>	<i>Consultancy agreement</i>

### 3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four categories which will include Essential Criteria, Capability Criteria, Sustainability and Commercial Criteria. These criteria’s have been especially created to help SCI determine which potential consultant is able to offer the best quality and most commercially competitive expression to meet our needs and deliver the most effective programming to our beneficiaries.

<b>Type of Research</b>	Formative
<b>CSP Goal Linked to the Research question</b>	Improved Child Health and Nutrition outcomes
<b>Common Approach Linked to the Research Question</b>	Nourishing the youngest and treating children closer to the home
<b>Theme</b>	Health and Nutrition
<b>Sub Theme:</b>	Nutrition
<b>Projects Linked to the Research Question</b>	

## **Introduction.**

This document provides Terms of Reference for a research under Strategic Objective 1 learning agenda question which aims at documenting changes in male behaviours, attitudes and practices in maternal, new born and child health services and establish if these changes led to significant trends in improved health outcomes among mothers and children.

The research is being carried out to cover evidence gaps on inadequate participation of men in maternal, new born and child health (MNCHN) services. This is expected to generate new evidence that will address knowledge gaps from previous studies on male involvement. Research participants will be drawn from sites where Save the Children implemented the MNCHN project and the focus will be direct beneficiaries.

## **Overall Objective**

The overall objective of the study is to generate evidence on how male involvement in Maternal, Child health and nutrition services improve health and nutrition outcomes among mothers and children as a result of Save's the Children's programming model in Lufwanyama district. After completion the research is also expected to enhance on revealing the impact of male involvement interventions on health and nutrition specifically focusing on Maternal, Child health and nutrition areas. This research is also expected to strengthen on program design and implementation basing on revealing what works in line to the intervention areas being covered as part of the research processes.

## **1. Background and Context**

Men in Lufwanyama District are mostly involved in farming, illegal mining and other economic activities such as selling of charcoal and maize. This posed a challenge in involving men into health activities as they mainly concentrated on raising money for the household and health activities are regarded as women's activities. With the introduction of the Sponsorship's MNCHN project, which had the aim of improving community health structures and systems, men were seen to have slowly started gaining interest in health activities. The district recruited men as community volunteers (ICCM, SMAG, CHW, IYCF etc) and this helped to raise awareness on the importance of involving men in health activities in the community.

Being decision makers at household and community level, men are very critical in improving the health seeking behaviour in the community since they are responsible for providing funds for transport and other needs like food should the client be admitted at the hospital. Reduction of maternal deaths in Lufwanyama district has been attributed to involving men as Safe Motherhood Action Groups (SMAG) members who convince their fellow men to escort their wives to seek pre and post-natal services. They also educated their fellow men on the importance of institutional deliveries, preparing baby layette (birth preparedness) and importance immunizations as well as good nutrition.

The involvement of men in IYCF activities improved nutrition outcomes in Lufwanyama as it help counter some myths and bad cultural practices that led to bad nutrition practices such as reserving nice relish for the father and leaving vegetables for children. Men learnt how to make their meals nutritious using the locally available foods through the involvement of Men in the IYCF programme.

In the recent past years an increase of men getting involved in health related activities has been noticed. Men have been seen taking part in taking children to the clinic when sick, they have also been seen accompanying their wives at ANC/PNC visits and they have also been seen participating in preparation of nutritious foods at household level. The table below shows Male involvement in health activities from 2012 to 2022 from project data.

## 2. Scope of Study

### 2.1 Purpose, Objectives and Scope

This study is being conducted as part of learning agenda for Zambia Country Office under Strategic Objective 1 which looks at improved child health and nutrition outcomes. The study will support evidence generation on the Health and Nutrition Common Approach on nourishing the youngest and treating children closer to the home. All this will ensure that the goal to evidence based programming and learning which are all integral to the CSP for 2022 -2024 are realised.

To document changes in male behaviours, attitudes and practices in maternal, new born and child health services and to establish if these led to significant changes in improved health outcomes among mothers and children.

1. Were there any changes in participation among men in maternal, new born and child health facility and community level?
2. Were there any changes in attitudes among men at household level in maternal and child health support
3. Were there changes in men's roles at household level in encouraging improved health seeking behaviors of female partners
4. Were there any changes in maternal, child health and nutrition service outcomes at institutional level in project locations?
5. How did the project strategies contribute to these outcomes at institutional and household level?
  - To generate evidence for advocacy and policy making
  - To establish existing gaps in behaviors, attitudes and practices on male involvement in maternal, new born and child health services.
  - To learn on how men are involved in maternal, new born and child health services
  - To establish if there are changes in maternal, new born and child health outcomes among mothers and children due to male involvement.

#### 4.1.3 Scope:

The study will employ both qualitative and quantitative methods of data collection. This study will be carried out in Lufwanyama district on the Copperbelt Province. Data will be collected from precise project intervention sites where communities benefited from the interventions including health facilities.

Study participants will be selected from the lists of beneficiaries that were supported by SMAG interventions under the MNCHN project in Lufwanyama district. The study will target groups at community level who benefited from SMAGs intervention from 2019 to 2021. The distinct groups will include; Safe Motherhood Action Groups (SMAGs), pregnant and lactating mothers that were reached by SMAGs, and men from households that had Children under 5 years old

reached by SMAGs. At health facility level, key informants will be interviewed and records reviewed to establish changes overtime. Part of the key informants will also be government District Health Office officials.

Quantitative data will be collected form households that benefited from SMAGs interventions these will include men and women beneficiaries.

	<b>Overarching objectives/questions</b>
Results from the activities carried out.	<ul style="list-style-type: none"> <li>▪ What were the changes in men’s participation, attitudes and behaviours?</li> <li>▪ What have been the effects of male involvement on maternal, new born and health services?</li> <li>▪ What are the key maternal, new born and health outcomes that have been realised through the involvement of males?</li> <li>▪ From the interventions areas, are men still participating in the provision of maternal, new born and health services?</li> <li>▪ What have been the most important factors contributing to participation of males in maternal, new born and health services?</li> </ul>
Lessons Learnt	<ul style="list-style-type: none"> <li>▪ What have been lessons learnt and best practices on the involvement of males on maternal, new born and health services.</li> <li>▪ What are the key aspects to start considering for next intervention if any, to stop and continue on maternal, new born and health services with the involvement of males.</li> </ul>
Outcome	<ul style="list-style-type: none"> <li>▪ How and why did the intervention on male involvement on maternal, new born and health services make a difference?</li> <li>▪ What were the most significant approaches/strategies contributing to the changes?</li> </ul>
Processes	<ul style="list-style-type: none"> <li>▪ What were the strategies used to promote male participation maternal, new born and health services?</li> <li>▪ What specific activities were carried out to ensure the participation of males</li> </ul>
Impact of male involvement in Maternal, Child health and nutrition services improve health and nutrition outcomes among mothers and children	<ul style="list-style-type: none"> <li>▪ What positive and negative, primary and secondary long-term effects, directly or indirectly, intended or unintended can be attributed to the programme?</li> <li>▪ OR “What was the effect of the intervention on the outcome for the beneficiary population? The study of the attribution of changes in the outcome to the intervention requires either an experimental or quasi-experimental design” [International Initiative for Impact Evaluation (3impact evaluation) definition]</li> <li>▪ What mechanisms worked and can explain the achievement or not achievement of the programme results? Which did not work and why?</li> </ul>



Relevance of intervention carried out in line to the learning question	<ul style="list-style-type: none"> <li>▪ What are/were the community dynamics that prevented the involvement of males on maternal, new born and health services?</li> <li>▪ What has been the importance of male involvement on maternal, new born and child health services (Based on the challenges in the targeted communities)</li> </ul>
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## 2.2 Intended Audience and Use of the Study

Primary intended audience of the study are

Stakeholder	Further information
Donors	UNICEF,WHO,WFP,USAID,SIDA
Primary implementing organisation	Save the Children (Project team; Program Development, Quality Improvement team; Advocacy and Communications team)
Implementing partners	MoH
Government stakeholders	Government Line ministries
Community groups	NHCs, SMAGs, CHWs
Beneficiaries	Communities in Lufwanyama (Men, women and Children)

The research assessment findings will be used to assess impact of the intervention in changing Knowledge Attitude and Practice on the involvement of males on Maternal, Child health and nutrition Services. This will be key towards generation of evidence on the impact of interventions carried out during implementation of activities towards strengthening male involvement in maternal, new born and child health services.

The findings will also contribute towards evidence generation for the Country Strategic Plan under Strategic Objective number one on Improved Health and Child Nutrition and the Common Approach on Nourishing the youngest and treating children closer to the home. The findings will also address existing knowledge gaps in male involvement activities in Zambia

The findings will also be used to advocate for male involvement in MNCHN this will be based on what works well and what works less based on the feedback from research participant in the interventions areas. This can also be used as the basis for designing interventions of the same scope.

## 3. Study Methodology

### 3.1 Study Design

It is expected that this study will involve a sequential concurrent design in gathering data for the learning agenda question. This will involve the use of mixed approach where qualitative data will be gathered parallel to quantitative data.



- Purposive sampling will be applied for the respondents from intervention areas focusing on beneficiaries, targeted respondents (males, females, SMAGs, neighborhood health committees and key Informants ) will be selected.
- Probability Proportional to Size (PPS) sampling will be used to arrive out households to interview and household locations.

### 3.2 Sampling

The study will employ purposive sampling to arrive at respondents for Focus Group Discussions and Key Informant discussions. Review of health facility data will also be done in health facilities which will be sampled. 4 Health Facilities will be sampled, from each facility a focus group will be held for:

1. Men from households with under 5 children or a pregnant woman who received services from the SMAGs.
2. Pregnant and lactating women who received support from SMAGs
3. Safe Motherhood Action Groups
4. Neighbourhood health committees

Study participants will be drawn from people who benefited from project intervention from 2019 to 2021. Purposive sampling will also be used to select key informants from the district and health facility level. Probability Proportional to Size (PPS) sampling will be used to arrive at respondent at household level using a household questionnaire.

### 3.3 Data Sources and Data Collection Methods / Tools

All primary data collected during the study will be disaggregated by gender, age and disability, Three key sources of data will be pursued:

- Secondary data: - district level health and nutrition data, national data sources on Maternal Health and Nutrition, Project Reports.
- Qualitative data: –Stakeholder KI and community focus group discussions and interviews
- Primary quantitative data: - Face to face interviews with the households focusing on these households that participated during programme implementation

The study will adhere to the [Save the Children Child Safeguarding; Protection from Sexual Exploitation and Abuse; Anti-Harassment, Intimidation and Bullying](#); and Data Protection and Privacy policies throughout all project activities.

### 3.4 Ethical Considerations

It is expected that this study will be:

- **Child participatory.** Where appropriate and safe, children should be supported to participate in the evaluation process beyond simply being respondents. Opportunities for collaborative participation could include involving children in determining success criteria against which the project could be evaluated, supporting children to collect some of the data required for the evaluation themselves, or involving children in the validation of

findings. Any child participation, whether consultative, collaborative or child-led, must abide by the [9 Basic Requirements for meaningful and ethical child participation](#).

- **Inclusive.** Ensure that children from different ethnic, social and religious backgrounds have the chance to participate, as well as children with disabilities and children who may be excluded or discriminated against in their community.
- **Ethical:** The study must be guided by the following ethical considerations:
  - Safeguarding – demonstrating the highest standards of behavior towards children and adults.
  - Sensitive – to child rights, gender, inclusion and cultural contexts.
  - Openness - of information given, to the highest possible degree to all involved parties.
  - Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.<sup>1</sup>
  - Public access - to the results when there are not special considerations against this
  - Broad participation - the relevant parties should be involved where possible.
  - Reliability and independence - the study should be conducted so that findings and conclusions are correct and trustworthy.

It is expected that:

- Data collection methods will be age and gender appropriate.
- Study activities will provide a safe, creative space where children feel that their thoughts and ideas are important.
- A risk assessment will be conducted that includes any risks related to children, young people's, or adult's participation.
- A referral mechanism will be in place in case any child safeguarding or protection issues arise.
- Informed consent will be used where possible.

### 3.1 ESSENTIAL CRITERIA

This is a criteria which bidders **must** meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet the Essential Criteria, they will be excluded from the process. This criteria is scored as Pass or Fail and will not be evaluated against capability and commercial criteria.

1. That they are not on any Save the Children prohibited parties list or blacklisted by the government.
2. Copy of the National Registration Card or copy of the passport
3. Copy of Tax Clearance Certificate (TPIN)
4. Certificate of incorporation for companies
5. Three months bank statement

### 3.2 CAPABILITY CRITERIA/ REQUIRED EXPERTISE & EXPERIENCE

This criteria will be used to evaluate the consultants ability, skill and experience in relation to the requirements of SCI. All bids, which pass the Essential Criteria, will be evaluated against the same pre-agreed Capability Criteria.

#### **1. Experience and skill set required**

The study is to be done by a consultant/firm with a team composition of 2-3 individuals with a mix of experience in the focus areas described under the objectives section. The consultant/team must possess the following qualifications and competences in order to be eligible for this assignment:

- University degree at minimum in a relevant field (e.g. Public Health, Gender, Health sciences or social sciences).
- Substantial experience (10 years+' experience conducting baseline studies in large scale projects especially Public health, gender, social sciences) and in monitoring and evaluation, specifically in developing qualitative and quantitative methodologies and, and in collecting and analyzing both qualitative and quantitative data.
- Knowledge of Nutrition and Health programming. Strong child rights programming skills (child participation skills an asset)
- Knowledge in gender equality mainstreaming
- Excellent writing skills in English, and effective presentation skills
- Good local language skills (spoken and written) in Lamba/Bemba.
- Knowledge and skills in disability inclusion
- Previous experience of engaging community agents of change, civil society organizations, national partners and key government staff in the development and implementation of assessments/evaluations.
- Evidence of having done similar work (kindly share copies of completed assignments or links) especially in similar set ups as the project area (Rural areas) in the past 3 years.
- Strong interpersonal and communication skills including experience of working within multi- cultural teams.

#### **3.3 COMMERCIAL CRITERIA**

This criteria will be used to evaluate the commercial competitiveness of a bid. All bids which pass the Essential criteria will be evaluated against the same pre-agreed Commercial Criteria.

- Provide a budget indicating both the professional rates and costs for logistics/operations. The costs should be in the local currency.

All Capability and Commercial Criteria will be weighted accordingly to reflect their importance. The Commercial Criteria will account for at least 30%. The Capability Criteria will account for up to 65% whilst the sustainability criteria will account for 5% score.

#### **4. BIDDER RESPONSE DOCUMENT**

To ensure bidders provide all the required information in order for SCI to be able to effectively evaluate bidders bids against the Evaluation Criteria, a Bidder Response Document has been created. Bidders must complete the Bidder Response Document and provide various pieces of information as part of their submission.

Further information on the Bidder Response Document can be found in Section 4 of this Tender Pack, and a copy of the Bidder Response is provided in Schedule 2.

## 5. VETTING

Prior to a bidder supplying any goods / services they must first be vetted and cleared to work with Save the Children. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision has been made. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may reverse their award decision.

## 6. BIDDER INSTRUCTIONS

### 6.1 TIMESCALES

The below table indicates the key dates for this tender process. The issuing of this Invitation to Tender and Tender Pack represents the start of the tender process.

Activity	Date
Issue Invitation to Tender	22 October 2022
Deadline for questions from Bidders	25 – 26 October 2022
Deadline for Return of Bids	3 – 4 November 2022
Bid Clarifications	3 – 4 November 2022
Award Contact	7 November 2022
Mobilisation	9 – 10 November 2022
Go Live	10 November 2022

Please note that the above timings / dates are being shared for indicative purposes only and are subject to change. However, SCI commits to ensure Bidders are treated fairly, equally and have sufficient time made available to participate in this tender process.

### 6.2 DOCUMENTATION FOR SUBMISSION

Bidders wishing to submit a proposal to this Invitation to Tender **must** use the Bidder Response Document template in [Part 3](#) of this Tender Pack. Any bids received using different formats will not be accepted.

This document has been created specifically for this tender and allows Bidders to demonstrate their ability to deliver the required goods and / or services. The Bidder Response document is linked to the Essential, Capability and Commercial Criteria which will be used to evaluate the quality of the bids received.

Within the Bidder Response Document instructions are provided on how to complete the document and specific guidance is provided on what information / supporting documentation is required.

The Bidder is expected to sign the statement in Section 3 of the Bidder Response Document to confirm that the bidder response is accurate and can be relied upon

### 6.3 SUBMISSION OF BIDS

Responses will only be accepted in the requested format. **Any incomplete responses or responses not in the format of the provided templates may be treated as void.** Only electronic submission will be accepted.

#### Electronic Submission

- An email containing a copy of the bid:
  - a. Email should be sent to [zambia.tenders@savethechildren.org](mailto:zambia.tenders@savethechildren.org)
  - b. Email should be addressed to The Procurement Committee.  
Please note – this email box is a sealed tender box so DO NOT SEND QUESTIONS related to this tender to this email address mentioned above.
  - c. Save the Children International (SCI) invites potential consultants to submit sealed bids for expressions of interest to document the behaviours, attitudes and practices in Maternal, New born and Child health and Nutrition (MNCH&N) services and establish if changes led to significant trends in improved health outcomes among mothers and children” in Lufwanyama district, Copperbelt Province
    - a. All documents should be clearly labelled so it is clear to understand what each file relates to.
    - b. Email size should not exceed 15mb – if this limit is breached bidder should split the submission into two emails.
    - c. Do not copy other SCI email addresses into the email when you submit it as this may invalidate your bid.

### 6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received as per email address provided no later than Tuesday 1<sup>st</sup> November 2022 by midnight GMT. Failure to submit your bid prior to the Closing Date may result in your quote being void.

All Bids must remain valid and open for consideration for a period of not less than 90 days from the Closing Date.

## 6.5 KEY CONTACTS

Should you have any questions about Save the Children, this invitation to tender or anything related to this document, please contact the Save the Children contact detailed below. Enquiries should be submitted in writing via email / mail.

- a. Contact Name : Mayondi Mutende
- b. Sourcing Officer
- c. Contact number 0972-515967
- d. Save the Children Lusaka Office, 4E Warthog Way, Off Warthog Road, Kabulonga Lusaka Zambia.

Please be advised local working hours are 08:30 – 17:00

Please refer to page 4 above for the response days.

Where the enquiry may have an impact on other parties within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

Where the enquiry may have an impact on other parties within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

Please do not submit any questions to the email address used for tender submissions – this is a sealed mailbox and questions will not be read or responded to.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

CATEGORY	MINIMUM INFORMATION TO BE PROVIDED	OPTIONAL INFORMATION TO BE PROVIDED
<b>Consultancy works</b>		



## PART 3 – BIDDER RESPONSE DOCUMENT

### 1. INTRODUCTION

This Schedule is to be used by Bidders wishing to submit a response to this Tender Process. The Bidder Response is split into the 5 sections detailed below (including hyperlinks), all of which correspond to the Evaluation Criteria referenced in the Invitation to Tender.

- [Section 1 - Key information](#)
- [Section 2 – Essential Criteria](#)
- [Section 3 – Capability Questions](#)
- [Section 4 – Commercial Questions](#)
- [Section 5 – Bidder Submission Checklist](#)
- [Schedule 1 – Terms & Conditions of Bidding](#)

At the end of the Bidder Response Document is a checklist. This should be completed by the Bidder prior to submitting their response to ensure all the relevant information and supporting documents have been included in the response.

**The Bidder is required to sign a copy of the Check list as part of their submission.**

### 2. INSTRUCTIONS

Where a response is required from a Bidder instructions and commentary is provided to illustrate what Save the Children expects and requires. The guidance provided details the **MINIMUM** requirements expected by Save the Children. If a Bidder wishes to add further information which it believes is relevant, this is acceptable but the additional information should be limited to only items which are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

**SECTION 1 – KEY INFORMATION**

*Instructions – Bidders are required to complete all sections of the below table.*

KEY INFORMATION			
<b>Organisation Name</b>			
<b>Please provide details of the primary products/services supplied by your organisation</b>			
<b>Please explain your experience of providing the goods or services requested in this tender document.</b>			
<b>Website address</b>			
<b>Address</b>	<b>Main Address</b>	<b>Registered Address (if different)</b>	<b>Address for Payments (if different)</b>
<b>Company Registration Number</b>		<b>Tax Number</b>	
<b>Year of Registration</b>		<b>Country of Registration</b>	
<b>Type of Business (e.g. Manufacturer, Distributor, Contractor)</b>		<b>Primary Country of Operation</b>	
<b>Total Annual Revenue</b> <i>(please state the currency)</i>	<b>2019</b>	<b>2018</b>	<b>2017</b>
<b>Annual Revenue</b>			

(from goods and services requested in this tender)			
Have you supplied goods or services to SCI previously? If so, please provide a brief summary.			

**KEY CONTACT DETAILS**

	Primary Contact	Secondary Contact	Emergency Contact
Name			
Job Title			
Phone / Mobile			
Email			
Address			

**OTHER KEY INFORMATION**

Provide details of what insurance cover you have and what the maximum value is	
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**KEY ROLES & PERSONNEL**

Which employees will be responsible for providing goods and services to SCI? Please list names, and job titles and contact details (e.g. account managers).	Job Title	Role	E-mail Address

**SECTION 2 - ESSENTIAL CRITERIA**

**Instructions – Bidders are required to complete all sections of the below table.**

<b>Item</b>	<b>Question</b>	<b>Bidder Response</b>	
<b>1</b>	Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’.	<b>Yes / No</b>	<b>Comments / Attachments</b>
<b>2</b>	<p>The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded.</p> <p>1) Child Safeguarding Policy            2) Anti-Fraud, Bribery &amp; Corruption Policy            3) Slavery &amp; Human Trafficking Policy            4) IAPG Code of Conduct            5) Conditions of Tendering</p>	<b>Yes / No</b>	<b>Comments</b>
<b>3</b>	The bidder must not be a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the US or EU.	<b>Yes / No</b>	<b>Comments</b>
<b>4</b>	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Business registration certificate</li> <li>- Trading license</li> </ul>	<b>Yes / No</b>	<b>Comments</b>
		<b>Requirement</b>	<b>Bidder Response / Attachments</b>
		<b>Legitimate Business Address</b>	
		<b>Tax Registration Number &amp; Certificate</b>	
		<b>Business Registration Certificate</b>	
		<b>Trading License</b>	

### SECTION 3 – CAPABILITY QUESTIONS

*Instructions – Bidders are required to complete all sections of the below table.*

<b>Item</b>	<b>Question</b>	<b>Bidder Response</b>
1	Proposal – methodology and approach. The proposal clearly articulates the objective(s) of the research/study. The proposed approach and methodology is robust (captures all methods to be applied), appropriate (actionable, sensitive, responsible) and indicates that it will achieve the requirements of the research/study.	
2	Proposal – Project management Demonstrated understanding of the activities to be implemented, defined roles and responsibilities of team members, a project plan with proposed timelines for each major activity/deliverable, use of appropriate project management and study tools/practices and commitment to deliver on time.	
3	Experience – formative and planning research process. Experience in conducting formative research studies using mixed-methods (qualitative and quantitative data collection and analysis)	
4	Experience – Social and behavioural studies. Experience in conducting Social and behavioural studies in a social, education and protection services context.	
5	Experience – Baseline Study or other similar assessments. Experience in conducting [exploratory] baseline study [or other similar assessments].	
6	Experience – Thematic area. Experience in conducting research and/or baseline study in the field of [child protection, health and education].	
7	Experience – Country and cultural context. Prior experience of leading research, baseline or consultancy work in [Zambia] that is sensitive to the local context and culture, particularly [child rights, gender equality, ethnicity, religion and minority groups and/or other factors]	
8	Experience – Context (humanitarian/development. Prior experience of experience in HEAs baseline on livelihood and community resilience as well as leading research, baseline study or consultancy work in a similar humanitarian/development context, including, for humanitarian, the type of crisis (e.g. conflict vs displacement vs natural disaster and climate change.	

<b>9</b>	Experience –Working with children and marginalised, deprived and/or vulnerable groups. Prior experience in conducting ethical and inclusive research and/baseline study involving: a) children and b) marginalised, deprived and/or vulnerable groups.
<b>10</b>	Leadership. Team Leader's with Masters in a social science, education or any relevant field at minimum and experience in leading large scale consultancy work, research and baseline studies, and managing a team of diverse team of specialists.
<b>11</b>	Experience – Context (urban/rural). Prior experience of leading research, baseline study or consultancy work in a similar peri-urban/rural context
<b>12</b>	Personnel. The combined team resources (number of members), skills and experience adequately covers all areas of expertise and experience required (e.g. research design, sampling, quantitative and qualitative data collection, quantitative and qualitative data analysis, stakeholder liaison and knowledge translation/reporting back etc. as indicated in the TOR).
<b>13</b>	Language. Team's fluency in the main language spoken by the country office staff and target area for the study (e.g.English, Nsenga, chewa, nyanja)
<b>14</b>	Experience – Baseline Study. Experience in conducting [baseline study] using design and mixed-methods (qualitative and quantitative data collection and analysis)

**SECTION 4 – COMMERCIAL QUESTIONS**

Provide the detailed budget for both consultancy fees and Logistics/operational costs of doing the assignment. You may use any preferred template and enclose the document as an annex document.

**SECTION 5 – BIDDER SUBMISSION CHECKLIST**

**We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:**

No	Section	Please Tick
1.	Section 1 – Key Information	
2.	Section 2 – Essential Criteria	
3.	Section 3 – Capability Questions	
4.	Section 4 – Commercial Questions	

**We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:**

Section	Required Document / Evidence	Please Tick
<b>Essential Criteria Evidence</b>	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
<b>Capability Criteria Evidence</b>	Completed Bidder Response Document	
	Supporting Financial Documents	
<b>Commercial Criteria Evidence</b>	Completed Bidder Response Document	

**We, the Bidder, hereby confirm we compliance with the following policies and requirements:**

Policy	Signature
Conditions of Tendering	



Terms & Conditions of Purchase	
Child Safeguarding Policy	
Anti-Bribery & Corruption Policy	
Human Trafficking & Modern Slavery Policy	
IAPG Code of Conduct	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature

.....

Name

.....

Job Title

.....

Company

.....

Date

.....

## SCHEDULE 1 – TERMS & CONDITIONS OF BIDDING

### Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

- (a) **Award Criteria** - the award criteria set out in the Invitation to Tender.
- (b) **Potential supplier** - a person or organisation who bids for the tender.
- (c) **Conditions** - the conditions set out in this 'Conditions of Tendering' document.
- (d) **Cover Letter** - the cover letter attached to the Tender Information Pack.
- (e) **Goods and/or Services** - everything purchased by SCI under the contract.
- (f) **Invitation to Tender** - the Tender Information, these Conditions, SCI's Terms and Conditions of Purchase, SCI's Child Safeguarding Policy, SCI's Anti Bribery and Corruption Policy and the IAPG Code of Conduct.
- (g) **SCI** - Save the Children International (formerly known as The International Save the Children Alliance Charity), a charitable company limited by guarantee registered in England and Wales (company number 03732267; charity number 1076822) whose registered office is at St Vincent House, 30 Orange Street, London, WC2H 7HH.
- (h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCI to the Supplier, or specifically produced by the Supplier for SCI, in connection with the tender.
- (i) **Supplier** - the party which provides Goods and/or Services to SCI.

### 1. The Contract

The contract awarded shall be for the supply of goods and/or services, subject to SCI's Terms and Conditions of Purchase (attached to these Conditions). SCI reserves the right to undertake a formal review of the contract after twelve (12) months.

### 2. Late tenders

Tenders received after the Closing Date will not be considered, unless there are in SCI's sole discretion exceptional circumstances which have caused the delay.

### 3. Correspondence

All communications from Potential suppliers to SCI relating to the tender must be in writing and addressed to the person identified in this Invitation to Tender. Any request for information should be received at least 5 days before the Closing Date, as defined in the Invitation to Tender. Where appropriate responses to questions submitted by any Potential supplier will be circulated by SCI to all Potential suppliers to ensure fairness in the process.

### 4. Acceptance of tenders

SCI may, unless the Potential supplier expressly stipulates to the contrary in the tender, accept whatever part of a tender that SCI so wishes. SCI is under no obligation to accept the lowest or any tender.

#### **5. Alternative offer**

If the Potential supplier wishes to propose modifications to the tender (which may provide a better way to achieve SCI's Specification) these may, at SCI's discretion, be considered as an Alternative Offer. The Potential supplier must make any Alternative Offer in a separate letter to accompany the Tender. SCI is under no obligation to accept Alternative Offers.

#### **6. Prices**

Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

#### **7. No reimbursement of tender expenses**

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

#### **8. Non-Disclosure and Confidentiality**

Potential suppliers must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to SCI's employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Potential suppliers shall:

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Potential supplier by SCI by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCI's prior written consent, for any purpose except that of tendering for business from SCI;
- not disclose the Confidential Information to third parties without SCI's prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCI;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify SCI immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

#### **9. Award Procedure**

SCI's Procurement Committee will review the Potential suppliers and their tenders to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

#### **10. Information and Record Keeping**

SCI shall consider any reasonable request from any unsuccessful Potential supplier for feedback on its bid and, where it is appropriate and proportionate to do so, provide the unsuccessful Potential supplier with reasons why the bid was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCI receives the request.

#### **11. Anti-Bribery and Corruption**

All Potential suppliers are required to comply fully with SCI's Anti-Bribery and Corruption Policy (attached to these Conditions).

## **12. Child Protection**

All Potential suppliers are required to comply fully with SCI's Child Safeguarding Policy (attached to these Conditions).

## **13. Human Trafficking and Modern Slavery**

All Potential suppliers are required to comply fully with SCI's Human Trafficking and Modern Slavery Policy (attached to these Conditions).

## **14. Exclusion Criteria**

Any Potential supplier is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is 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;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Potential supplier operates.

Any Potential supplier will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

## **15. Conflict of Interest / Non Collusion**

Any Potential supplier is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCI which may affect the outcome of the selection process. If there are such connections the Potential supplier is required to disclose them.
- Whether or not there are any existing contacts between SCI, and any other Save the Children entity, and it and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than SCI the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

## **16. Assignment and novation**

All Potential suppliers are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCI or any other Save the Children entity if so required.



## **PART 4 - APPENDICES**

**Appendix 1** - Terms & Conditions of Purchase

**Appendix 2** – Save the Childrens Safeguarding Policy

**Appendix 3** – Save the Childrens Anti-Bribery and Corruption Policy

**Appendix 4** – Save the Childrens Human Trafficking and Modern Slavery Policy

**Appendix 5** – Code of Conduct for IAPG Agencies and Suppliers

**APPENDIX 1 – TERMS & CONDITIONS OF PURCHASE**



## APPENDIX 2 – SAVE THE CHILDRENS SAFEGUARDING POLICY

### Our values and principles

Child abuse is when anyone under 18 years of age is being harmed or isn't being looked after properly. The abuse can be physical, sexual, emotional or neglect. The abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable.

It is expected that all who work with Save the Children are committed to safeguard children whom they are in contact with.

### What we do

Save the Children is committed to safeguard children through the following means:

**Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of child abuse and the risks to children.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks to children.

**Reporting:** Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.

**Responding:** Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To help you clarify our safeguarding approach, we list here examples of the behaviour by a representative of Save the Children which are prohibited. These include but are not limited to:

1. Hitting or otherwise physically assaulting or physically abusing children.
2. Engaging in sexual activity or having a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Developing relationships with children which could in any way be deemed exploitative or abusive.
4. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
5. Using language, making suggestions or offering advice which is inappropriate, offensive or abusive.
6. Behaving physically in a manner which is inappropriate or sexually provocative.
7. Sleeping in the same bed or same room as a child, or having a child/children with whom one is working to stay overnight at a home unsupervised.

8. Doing things for children of a personal nature that they can do themselves.
9. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.
10. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
11. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.
12. Spending excessive time alone with children away from others.
13. Placing oneself in a position where one is made vulnerable to allegations of misconduct.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

If you are worried that a child or young person is being abused or neglected, (such as in points 1, 2, 3, 4, 6, 8, 9 and 10 above for example) or you are concerned about the inappropriate behaviour of an employee, or someone working with Save the Children, towards a child or young person, then you are obliged to:

- act quickly and get help
- support and respect the child
- where possible, ensure that the child is safe
- contact your Save the Children manager with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

If you want to know more about the Child Safeguarding Policy then please contact your Save the Children manager.

### **Our values and principles**

Child abuse is when anyone under 18 years of age is being harmed or isn't being looked after properly. The abuse can be physical, sexual, emotional or neglect. The abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable.

It is expected that all who work with Save the Children are committed to safeguard children whom they are in contact with.

### **What we do**

Save the Children is committed to safeguard children through the following means:

**Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of child abuse and the risks to children.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks to children.

**Reporting:** Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.

**Responding:** Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To help you clarify our safeguarding approach, we list here examples of the behaviour by a representative of Save the Children which are prohibited. These include but are not limited to:

14. Hitting or otherwise physically assaulting or physically abusing children.
15. Engaging in sexual activity or having a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
16. Developing relationships with children which could in any way be deemed exploitative or abusive.
17. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
18. Using language, making suggestions or offering advice which is inappropriate, offensive or abusive.
19. Behaving physically in a manner which is inappropriate or sexually provocative.
20. Sleeping in the same bed or same room as a child, or having a child/children with whom one is working to stay overnight at a home unsupervised.
21. Doing things for children of a personal nature that they can do themselves.
22. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.
23. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
24. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.
25. Spending excessive time alone with children away from others.
26. Placing oneself in a position where one is made vulnerable to allegations of misconduct.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

If you are worried that a child or young person is being abused or neglected, (such as in points 1, 2, 3, 4, 6, 8, 9 and 10 above for example) or you are concerned about the inappropriate behaviour of an employee, or someone working with Save the Children, towards a child or young person, then you are obliged to:

- act quickly and get help
- support and respect the child
- where possible, ensure that the child is safe
- contact your Save the Children manager with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

If you want to know more about the Child Safeguarding Policy then please contact your Save the Children manager.

## APPENDIX 3 - SAVE THE CHILDRENS ANTI BRIBERY & CORRUPTION POLICY

### Our values and principles

Save the Children does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Save the Children to behave in a corrupt manner while carrying out Save the Children's work.

### What we do

Save the Children is committed to preventing acts of bribery and corruption through the following means:

**Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of bribery and corruption.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of bribery and corruption.

**Reporting:** Ensuring that all staff and those who work with Save the Children are clear on what steps to take where concerns arise regarding allegations of bribery and corruption.

**Responding:** Ensuring that action is taken to support and protect assets and identifying cases of bribery and corruption.

To help you identify cases of bribery and corruption, behaviour which amounts to corruption includes but is not limited to:

a) Paying or Offering a Bribe – where a person improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another in order to influence their conduct in any way.

b) Receiving or Requesting a Bribe – where a person improperly requests, agrees to receive or accepts any form of material benefit or other advantage, whether in cash or in kind, which influences or is designed to influence the individual's conduct in any way.

c) Receiving or Paying a so-called 'Grease' or 'Facilitation' payment – where a person improperly receives something of value from another party for performing a service or other action that they were required by their employment to do anyway.

d) Nepotism or Patronage – where a person improperly uses their employment to favour or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts or other material advantages.

e) Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organisation or individual.

f) Receiving a so-called 'Kickback' Payment – where a person improperly receives a share of funds, a commission, material benefit or other advantage from a supplier as a result of their involvement in a corrupt bid or tender process.

g) Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.

h) Abuse of a Position of Trust – where a person improperly uses their position within their organisation to materially benefit themselves or any other party.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

You have a duty to protect the assets of Save the Children from any form of corruption. Furthermore, you must immediately report any suspicion of bribery or corruption to the Save the Children senior management team or Country Director and not to anyone else. Failure to report will be treated as serious and may result in termination of any agreement with Save the Children.

You are obliged to:-

- act quickly and get help
- encourage your own staff to report on bribery and corruption
- contact the Save the Children senior management team or Country Director with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

Attempted corruption is as serious as the actual acts and will be treated in the same way under this policy.

If you want to know more about the Anti-Bribery and Corruption Policy then please contact your Save the Children representative.

## APPENDIX 4 – SAVE THE CHILDRENS HUMAN TRAFFICKING & MODERN SLAVERY POLICY

### 1. Our values and principles

*Save the Children does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Save the Children to engage in human trafficking or modern slavery.*

*This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.*

### 2. What is human trafficking and modern slavery?

The Modern Slavery Act (MSA) 2015 covers four activities:

<b>Slavery</b>	Exercising powers of ownership over a person
<b>Servitude</b>	The obligation to provide services is imposed by the use of coercion
<b>Forced or compulsory labour</b>	Work or services are exacted from a person under the menace of any penalty and for which the person has not offered themselves voluntarily
<b>Human trafficking</b>	Arranging or facilitating the travel of another person with a view to their exploitation

Modern slavery, including human trafficking, is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our national and international disclosure obligations, and shall comply with all applicable laws, statutes, regulations and codes from time to time in force, including:

- UK Modern Slavery Act 2015 (see above);
- US Trafficking Victims Protection Act 2000;
- USAID ADS 303 Mandatory Standard Provision, Trafficking in Persons (July 2015); and
- International Labour Standards on Child Labour and Forced Labour.

### 3. Our approach to preventing human trafficking and modern slavery

Save the Children is committed to preventing human trafficking and modern slavery, including through the following means:

**Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of human trafficking and modern slavery.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of human trafficking and modern slavery.

**Reporting:** Ensuring that all staff and those who work with Save the Children are clear on what steps to take where concerns arise regarding allegations of human trafficking and modern slavery.

**Responding:** Ensuring that action is taken to identify and address cases of human trafficking and modern slavery.

To help you identify cases of human trafficking and modern slavery, the following are examples of prohibited categories of behaviour:

- a. **'Chattel slavery'**, in which one person owns another person.
- b. **'Bonded labour' or 'debt bondage'**, which is when a person's work is the security for a debt – effectively the person is on 'a long lease' which they cannot bring to an end, and so cannot leave their 'employer'. Often the conditions of employment can be such that the labourer can't pay off their debt and is stuck for life, because of low wages, deductions for food and lodging, and high interest rates.
- c. **'Serfdom'**, which is when a person has to live and work for another on the other's land.
- d. **Other forms of forced labour**, such as when passports are confiscated (sometimes by unscrupulous recruitment agencies) from migrant workers to keep them in bondage, or when a worker is 'kept in captivity' as a domestic servant. If a supplier or contractor appears to impose excessively harsh working conditions, or excessively poor wages, then you should always be alive to the possibility that a form of forced labour is occurring, and take care with your due diligence.
- e. 'Child Slavery', which is the transfer of a young person (under 18) to another person so that the young person can be exploited. Child labour may, in fact, be a form of child slavery, and should not be tolerated. See the Save the Children Child Safeguarding Policy for further details.
- f. 'Marital and sexual slavery', including forced marriage, the purchase of women for marriage, forced prostitution, or other sexual exploitation of individuals through the use or threat of force or other penalty.

### 4. The Commitment we expect from commercial partners



We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we may include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

*Please contact your Save the Children representative if you have further questions.*

## APPENDIX 5 – CODE OF CONDUCT FOR IAPG AGENCIES & SUPPLIERS



Suppliers and manufacturers to Non Governmental Organisations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) support. This information is to advise you, our suppliers, of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment

### **Code of Conduct for Suppliers:**

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

### **Environmental Standards:**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

**Business Behaviour:**

IAPG members will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable timeframe.

IAPG members will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

**Qualifications to the statement**

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

**Disclaimer**

This Code of Conduct does not supersede IAPG Members' individual Codes of Conduct. Suppliers are recommended to check the Agencies' own websites.