**REQUEST FOR PROPOSAL (OPEN BUDGET)**

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|  |  | **Date of issue:** | August 21st, 2024 |
|  | **Reference no.:** | RFP No. PAL/08/24-01 |
|  | **Contract title:** | Study on ‘Intersectionality, climate change and conflict in South Sudan and Ethiopia’ |
|  | **Closing date:** | September 6th, 2024 |
|  | **Contracting Authority:** | DanChurchAid  Contact person: Alma Garcia  Tel: +45 50167320  Email: alga@dca.dk |

**DANCHURCHAID** **invites candidates to submit a proposal for CONSULTANCY SERVICES TO CONDUCT RESEARCH ON ‘INTERSECTIONALITY, CLIMATE CHANGE AND CONFLICT IN SOUTH SUDAN AND ETHIOPIA’**

Dear Sir/Madam,

The Service is required for conducting research to conduct research to enhance the understanding of the impacts, interactions and interlinkages between the effects of climate change, the nature and dynamics of violent conflict, and the intersectional inequalities of vulnerable groups in South Sudan and Ethiopia, and to formulate recommendations and best practices based on these findings, which can be used by DCA and its partners to inform and enhance their related programming, strategy development and advocacy efforts. Please find enclosed the following documents which constitute the Request for Proposal:

**A – Instructions**

**B – Draft Contract including annexes**

**Annex 1: Terms of Reference**

**Annex 2: Organisation and Methodology Form**

**Annex 3: Proposal Submission Form** (to be completed by the Candidate)

**Annex 4: General Terms and Conditions for Service Contracts – Ver3 2020**

**Annex 5: Code of Conduct for Contractors**

If this document is a PDF format, upon request, a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations to the text.

We would be grateful if you inform us by email of your intention to submit a proposal.

## A. Instructions

In submitting a proposal, the Candidate accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his own conditions of services may be, which the Candidate hereby waives. The Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for Proposal.

1. **Scope of services**

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

1. **Cost of proposal**

The Candidate shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

1. **Eligibility and qualification requirements**

Candidates are not eligible to participate in this procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts – Ver3 2020.

Candidates shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

As a rule, the timely arrival of a proposal with the Contracting Authority is the Candidate’s responsibility. Irrespective of the reason, proposals arriving after the deadline for the submission of proposals, will be considered late and thus rejected.

Candidates are also requested to certify that they comply with the Code of Conduct for Contractors.

1. **Exclusion from award of contracts**

Contracts may not be awarded to Candidates who, during this procedure:

1. are subject to conflict of interest
2. are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information
3. **Documents comprising the Request for Proposal**

The Candidate shall complete and submit the following documents with this proposal:

1. Proposal Submission Form (Annex 3) duly completed and signed by the Candidate
2. Organisation and Methodology using the structure in Annex 2
3. CV. highlighting the Candidate’s experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed.

The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

1. **Financial proposal**

The Financial Proposal shall be presented as an amount in USD in the Proposal Submission Form in Annex 3. The remuneration of the Candidate under the Contract shall be determined as follows:

#### Global price: The Candidate shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Candidate shall be deemed to have satisfied himself as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract, with the exception of those clearly specified in the ToR*.*

The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

**VAT and/or any sales tax applicable to the purchase of services shall be indicated separately in the proposal.**

1. **Candidate’s proposed personnel**

In the Organisation and Methodology Form, Annex 2, the Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the Services. The key experts are those whose involvement is considered instrumental in the achievement of the contract objectives. The CV of each key expert shall be provided highlighting his/her experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed. The Candidate whose proposal is accepted shall provide, if so requested by the Contracting Authority, copies of diplomas and employers’ certificates or references proving the key experts’ education, professional experience and language proficiency.

In the Proposal Submission Form, Annex 3, the Candidate shall provide detailed information about key experts’ actual availability for the performance of the Contract.

If, before the signing of the Contract, a key expert proposed in the proposal is no longer available the Candidate shall inform the Contracting Authority immediately and the proposal will in such case be considered invalid.

1. **Subcontractors**

If the Consultant intends to use subcontractors, the Consultant shall state in the Organisation and Methodology Form, Annex 2, their names, qualifications, role and duties in the performance of the Contract and the Consultant shall specify the parts of the Services which will be executed by the subcontractors, which may not exceed 30% of the Contract. Provisions of article “Candidate’s proposed personnel” concerning the Candidate’s personnel and the article concerning eligibility and qualification requirements shall apply to the subcontractors or the subcontractor’s personnel.

1. **Validity**

Proposals shall remain valid and open for acceptance for 30 days after the closing date.

1. **Submission of proposals and closing date**

Proposals must be received at the address mentioned on the front page by email not later than the closing date and time specified on the front page.

1. **Evaluation of Proposals**

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the Proposals; a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights of 75% for the Technical Proposal; and 25% for the offered price. Each proposal’s overall score shall therefore be: St X 80% + Sf X 20%.

**Technical evaluation**

For the evaluation of the technical proposals, the Contracting Authority shall take the below criteria and weights into consideration.

#### The Contracting Authority reserves the right to discard offers below a technical score of 80 points.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Technical evaluation | | Maximum Points | Candidate | | | | |
| A | B | C | D | E |
| **Expertise of the Candidate submitting proposal** | | | | | | | |
| 1 | Specialised subject-matter knowledge and practice in one or more of the relevant technical areas: conflict prevention and peacebuilding, gender analysis and mainstreaming, and climate change adaptation and responses to climate-related loss & damage. | 15 |  |  |  |  |  |
| 2 | Specialised knowledge and experience on the intersection of the specified technical areas. | 15 |  |  |  |  |  |
| 3 | Documented successful completion of research studies in the relevant technical areas and/or its intersection. | 10 |  |  |  |  |  |
| 4 | Documented experience conducting research in the region / countries where the study will be conducted. | 10 |  |  |  |  |  |
| **Sub-total Candidate and/or Organisation** | | **50** |  |  |  |  |  |
| **Proposed Organisation and Methodology)** | | | | | | | |
| 1 | To what degree does the proposal show understanding of the task? | 15 |  |  |  |  |  |
| 2 | Have the Terms of Reference been addressed in sufficient detail? | 15 |  |  |  |  |  |
| 3 | Has potential risks been identified, and mitigation measures been included in the proposal? | 5 |  |  |  |  |  |
| 4 | Is the sequence of activities and the planning logical, realistic and promising efficient implementation to the Contract? | 15 |  |  |  |  |  |
| **Sub-total Organisation and Methodology** | | **50** |  |  |  |  |  |
| **Total Technical Score** | | **100** |  | | | | |

**Interviews**

The Contracting Authority reserves the right to call to interview the Candidates having submitted proposals determined to be substantially responsive.

**Financial evaluation**

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

Sf = 100 x Fm/F, in which

Sf is the financial score

Fm is the lowest price and

F is the price of the proposal under evaluation

**Negotiations**

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

**A.12. Award criteria**

The Contracting Authority will award the Contract to the Candidate whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.

1. **Signature and entry into force of the Contract**

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

Within 5 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful Candidate must sign and date the Contract and return it to the Contracting Authority. On signing the Contract, the successful Candidate will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful Candidate fails to sign and return the Contract within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on the Contracting Authority.

1. **Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the procedure at any stage.

#### B. Draft Contract (Service)

**CONTRACT TITLE: Study on ‘Intersectionality, climate change and conflict in South Sudan and Ethiopia’**

**Reference no.: PAL/08/24-01**

**Instructions to candidates: At this stage of the Request for Proposals this document is for your information and intended to make you aware of the contractual provisions. The information missing in this document will be filled in when a Contractor has been selected, and the “draft” Contract will then become the “final” Contract” between the Contracting Authority and the successful Contractor.**

DanChurchAid

Meldahlsgade 3,

Copenhagen 1613,

Denmark

mail@dca.dk +45 33152800

("The Contracting Authority"),

of the one part,

and

<Name and address of candidate>

(“The Contractor”)

of the other part,

have agreed as stipulated in the attached document:

The Contract is done in English in an electronic copy for the Contracting Authority and one original being for the Contractor.

|  |  |  |  |
| --- | --- | --- | --- |
| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

This Contract shall be signed by the Contractor and returned latest within five working days from date of receipt.

**Special conditions**

1. **Scope of services**

The subject of the Contract is Study on ‘Intersectionality, climate change and conflict in South Sudan and Ethiopia’. The “Services” are described in the Terms of Reference and further specified in the Organisation and Methodology, Annex 2.

1. **Commencement Date**

The Contract shall commence after signature of this Contract by both parties.

1. **Period of implementation**

The period of implementation of the services is maximum 6 months from the commencement date.

1. **Delivery of Services**

The Contractor agrees to deliver Services to the Contracting Authority pursuant to the Contract, which shall conform with the Terms of References, Annex 1, Organisation and Methodology, Annex 2 and the price specified in this Contract.

In the event of the Contracting Authority placing a contract, which the Contractor considers it cannot substantially meet because of unavailability of staff or inability to meet the Terms of References, before proceeding to make a partial delivery of the services, the Contractor shall seek further written instructions from the Contracting Authority.

The Contractor shall cover all costs related to the remedy of an unacceptable Service.

The Contractor shall be responsible for providing all the necessary personnel, equipment, materials and supplies and for making all necessary arrangement for the performance of its obligations under this Contract.

1. **Remuneration**

**Global Price**

In consideration for his/her services, the Contractor shall receive a global remuneration of USD 37.000. This global remuneration covers the Contractor’s fee rate, including overhead, profit, all his/her obligations, leave, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office expenses, etc) to be incurred for the performance of the Contract. The global remuneration covers all obligations of the Contractor under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the services and the remedying of any deficiencies therein.

1. **Reporting**

The Contractor shall submit reports as specified in the Terms of Reference, Annex 1. The Contractor shall keep the Contracting Authority updated on contract progress on a regular basis.

1. **Payment**

Payments shall be made in USD by bank transfer to the following account:

Account Number:

Name of Bank:

Address of Bank:

Account name:

Swift Code:

Payment will be made according to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Instalments** | **Dates** | **Requested invoices and reports** |
| First instalment (25%) | October 2024 | * Invoice 1 * Inception Report (Deliverable 1)   The inception report must be approved by DCA. |
| Second instalment (65%) | December 2024 | * Invoice 2 * Full set of raw data and transcripts (Deliverable 2) * First draft of final report.   The first draft of the final report must be approved by DCA. |
| Third instalment (10%) | February 2025 | * Invoice 3 * Final report (Deliverable 3) * 2 country-specific executive summaries (Deliverable 4)   The final report and 2 executive summaries must be approved by DCA. |

1. **Tax and social contributions**

The Contracting Authority shall have no obligation or responsibility in connection with taxes or levies payable by the Contractor in its country of establishment or in the beneficiary country in connection with its performance of this Contract.

1. **Order of precedence of contract documents**

The Contract is made up of the following documents, in order of precedence:

1. This Contract
2. Terms of Reference (Annex 1)
3. Organisation and Methodology (Annex 2)
4. CV. of Contractor and/or key expert(s)
5. Proposal Submission Form (Annex 3)
6. General Terms and Conditions for Service Contracts - Ver3 2020 (Annex 4)
7. Code of Conduct for Contractors Annex 5

The various documents making up the Contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they should be read in the order in which they appear above.

1. **Language**

The language of this Contract, and of all written communications between the Contractor and the Contracting Authority shall be English.

1. **Entry into force and duration**

The Contract shall enter into force and effect after signature by both parties of this Contract. The Contract shall remain into force and effect until the end of the liability period as defined in the General Terms and Conditions for Service Contracts - Ver3 2020.

1. **Notices**

Any written communication relating to this contract between the Contracting Authority and the Contractor must state the Contract title and Contract number, and must be sent by post, fax, email or by hand to the addresses identified in this Contract.

1. **Data Protection**

If DanChurchAid CVR No. 36980214 is recording and processing personal data (such as names, addresses, emails, telephone number and CVs), the data will be processed solely for the purposes of the management and monitoring of the Quotation and the Contract by the Contracting Authority without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. In addition, as and when the contract relates to the Contracting Authority’s work outside the EU, transmission of personal data may occur to countries outside of the EU, solely for the purpose of implementing the procurement procedure and the Contract. According to the EU data protection regulation the Candidate has rights related to the information the Contracting Authority processes. Details concerning processing of the Contractor’s personal data and rights are available in the Privacy Policy on <https://www.danchurchaid.org/privacy-policy>

**Annex 1: Terms of reference**

**Background Information**

DanChurchAid (DCA) supports the poorest in the world in their struggle for a dignified life and helps people in need. We provide both emergency relief and long-term assistance with the objective of creating a more equitable and sustainable world. DCA’s international work adopts a Humanitarian-Development-Peacebuilding (HDP) triple nexus approach, promoting long-term solutions from the earliest stages of a humanitarian crisis, introducing prevention measures in development contexts, and supporting emergency response when needed. DCA engages in advocacy with donors to support more flexible funding for locally led and integrated programming across the HDP nexus. In relation to climate change, DCA engages on climate advocacy, at different levels, with a focus on mobilising finance and influencing enabling policy frameworks to promote locally led adaptation and responses to climate-related losses and damages.

Climate change impacts are felt most urgently by the most vulnerable communities, especially those living in conflict-affected and conflict-prone regions, where a rise in state-based and non-state violent conflicts has caused complex and protracted humanitarian crises and development setbacks. While communities are affected by compounding and overlapping drivers of both violent conflict and the effects of climate change, conclusions about pathways of causality remain diverse, incomplete and contested. Research and practitioners argue that a gender and inclusion lens is crucial to understanding the complex interconnections between climate change and conflict. Vulnerabilities driven and multiplied by violent conflict and climate change impacts, are greatly shaped by compounding multiple forms of inequality.

This intersectional[[1]](#footnote-2) lens is important to better understand the interlinkages as well as the experienced vulnerabilities. One’s intersectional identity can affect the way one participates, interacts with, and processes violence and conflict. The negative impacts of climate change on people’s environments and livelihoods are also experienced uniquely based on their intersectional characteristics, as these can determine the individual’s ability to adapt to climate change and furthermore to participate in relevant processes, platforms, and discussions, for example related to disaster risk reduction, natural resources management, etc. In turn, the effects of climate change can impact conflict trends and patterns, exacerbate violence and jeopardise peace efforts, while measures to adapt to the impacts of climate change hold the twofold potential of contributing to peace and social cohesion, or of fuelling tensions and divisions further.

**The examination of the interlinkages between climate change, violent conflict and intersectional inequalities presents an opportunity to better understand all three concepts individually, as well as the way they compose communities’ lived experience and realities.**

Over the past eight years, **South Sudan**, particularly Akobo and Pibor counties, has been severely impacted by climate change and violent conflict, exacerbated by entrenched patriarchal values and gender norms. These counties have historically experienced identity-based violent conflicts, often instigated by national elites and manifesting in cattle raiding, child abductions, and land disputes. Climate change has intensified resource conflicts, leading to attacks on wells and villages. Gender roles significantly influence these conflicts, for instance, boys from resource-poor families engage in cattle raiding to secure bride prices, while girls eloping can trigger revenge killings. This violence has escalated sexual and gender-based violence (SGBV) and accentuated inequalities, including those based on gender, age, disability, and socioeconomic status. The situation in **South Sudan** has worsened due to the economic crisis following the 2023 Sudan war, displacing over 770,000 people into already strained communities. Akobo and Pibor counties are in a food emergency, with predictions of potential famine due to climate-induced flooding.

Over the past ten years, **Ethiopia** has faced worsening impacts from climate change and extensive conflicts. Disasters like the upcoming El Niño are expected to exacerbate droughts in the north of the country and increase rainfall in the south, worsening humanitarian needs. Drought conditions are affecting regions such as Afar, Amhara, and Tigray, and causing a worsening food security crisis. Over 515,000 people in Afar are awaiting much-needed assistance, leading to high malnutrition rates and negative coping mechanisms like reduced meals and school withdrawals. Since 2018, **Ethiopia** has been marked by increasing ethnic tensions. The 2020-2022 war between the federal government and Tigray forces caused great harm to populations in Tigray, Afar and Amhara regions. Since the end of the war in November 2022, tensions and insurgencies persist in Amhara and Oromia, further corroding inter-ethnic relations. In Afar, communities continue to struggle with the war's aftermath and internal displacement.

See more on the background of the countries in the last section of the ToR.

Between January 2022 and December 2024, DCA and partners have been implementing the Danida-funded project ***Addressing protection and multiple socio-economic needs through a triple nexus approach in South Sudan and Ethiopia***.The project is implemented in the following locations: Akobo County (Jonglei State) and Pibor county (Greater Pibor Administrative Area, hereafter GPAA) in South Sudan, and Aysaita and Dupti Districts (Zone One, Afar region) and Berhale, Dalol and Koneba Districts (Zone Two, Afar region) in Ethiopia. The project aims to support vulnerable groups among refugees, internally displaced people (IDPs) and affected local communities to mitigate the social and economic impacts of COVID-19 and strengthen resilience to natural and man-made disasters in both countries through a HDP triple nexus approach. Among the outcomes are: strengthened social cohesion and better protection of vulnerable persons, improved food security and access to basic needs for communities affected by multi-disasters (conflict, floods, drought, desert locust and COVID-19), and enhanced self-reliance and livelihoods capacities of communities to sustainably meet food and other household needs.

Due to its multi-crisis focus and diverse intervention areas, this project has been deemed a suitable starting point, and its intervention regions a good basis, for a case study for research looking into the interlinkages of climate change, violent conflict and intersectional inequalities, as distinctly relevant to the contexts of South Sudan and Ethiopia.

**Against this background, DCA is seeking a consultant (individual or group/firm) to carry out research on the interlinkages between climate change, violent conflict and intersectional inequalities in South Sudan (Akobo and Pibor Counties) and Ethiopia (Aysaita, Dupti, Berhale, Dalol and Koneba districts).** The resulting research product will serve to inform DCA and partners’ programming, strategy and advocacy initiatives in both countries, and globally.

**Contract Purpose and Expected results**

***Purpose and overall objective:***

The purpose of this assignment is to capture and generate a refined understanding of the impacts, interactions, and interlinkages between the effects of climate change, the nature and dynamics of violent conflict, and the intersectional inequalities of vulnerable groups in South Sudan and Ethiopia, and to formulate recommendations and best practices based on these findings, which can be used by DCA and its partners to inform and enhance their related programming, strategy development and advocacy efforts.

The individual, group or consultancy firm (hereafter referred to as ‘consultant’) will be responsible for designing, developing and conducting research aiming to answer the following proposed research questions (N.B. the consultant should formulate their own questions using the following suggestions as guidance):

1. What shape do the vulnerabilities of individuals in the examined locations take, considering the compounding impacts of climate change and violent conflict with intersectional (i.e. multiple and compounding) forms of inequality, including around gender, poverty, age, marginalisation, residence status, etc.?

*Suggested sub-questions (1):*

1. Over the last 3 years (2022 to 2024), how have the effects of climate change and conflict issues and dynamics affected **community-level vulnerabilities**? How have preexisting conditions at community level (e.g. strained natural resources, weak governance, food insecurity, poverty, weakened social cohesion, etc.) been affected by the impacts of climate change and violent conflict? What are hindering and enabling factors for the different communities to build their resilience to violent conflict and the effects of climate change?
2. Which are the **individuals or groups** most vulnerable to **conflict issues and dynamics** in the examined regions and how are they impacted by intersectional inequalities? What are the multiple forms of inequality and disadvantage, and what is their compounding nature? How have different vulnerable groups been impacted by violent conflicts, and what roles did they play within them? What efforts towards preventing violence and addressing conflict drivers have been undertaken by communities, and to what extent, and in what capacities, have the most vulnerable groups been included in them?
3. Which are the **individuals or groups** most vulnerable to **climate change impacts** in the examined regions and how are they impacted by intersectional inequalities? What are the multiple forms of inequality and disadvantage, and what is their compounding nature? How have different vulnerable groups been impacted by climate change, and what roles did they play in responding and adapting to these impacts? What efforts towards reducing disaster risks, and responding and adapting to the effects of climate change, have been undertaken by communities, and to what extent, and in what capacities, have the most vulnerable groups participated in them?
4. What are hindering and enabling factors for the different vulnerable individuals or groups to build **resilience** to violent conflict and the effects of climate change? What is the role of intersectional inequalities in this, and what is the compounding nature of them?
5. To what extent, and in what ways, have community efforts strengthened or weakened interlinkages and compounding effects between climate change adaptation, peacebuilding and social cohesion strengthening, and inclusion of vulnerable individuals and groups shaped by multiple forms of inequality?

*Suggested sub-questions (2):*

1. What kind of **community-led** disaster risk reduction (DRR) and other **climate change adaptation efforts** have communities engaged in over the last three years? To what extent, and in what ways, have these efforts hindered, or contributed to, the prevention of conflicts, promotion of peace and/or the strengthening of social cohesion? How have these efforts contributed to the empowerment or exclusion of the most vulnerable groups? What is the role of intersectional inequalities in this, and what is their compounding nature?
2. What kind of **community-led conflict prevention, peacebuilding and social cohesion efforts** have communities engaged in over the last three years? To what extent, and in what ways, have these efforts hindered, or contributed to supporting preparedness, response, and/or adaptation strategies to address climate change? How have these efforts contributed to the empowerment or exclusion of the most vulnerable groups? What is the role of intersectional inequalities in this, and what is their compounding nature?
3. To what extent, and in what ways, did communities adopt **integrated approaches to the challenges of climate change, violent conflict and intersectional inequalities**? What were particularly good and successful practices? What were the reasons and conditions for their success?

***Deliverables to be produced by the consultant:***

The consultant will be responsible for undertaking all activities related to the pursuit of this research and the production of the ensuing deliverables. The activities and their scope are detailed in the relevant section below. The deliverables expected from the consultant are:

* Deliverable 1 - 1 inception report, which should include: desk and literature review, proposed approach or methodology, research plan, list of specific research questions, and data collection tools.
* Deliverable 2 - 1 full set of raw data and transcripts, containing all the information collected by the consultant during the data collection work undertaken in the area(s) of study.
* Deliverable 3 - 1 final report, providing a structured and detailed account of the consultant’s research findings, as well as programmatic, strategic and advocacy-related recommendations for DCA and its partners at the country-levels, as well as globally.
* Deliverable 4 - 2 country-specific (South Sudan/Ethiopia) executive summaries (2-pagers) of the final report including relevant findings and programmatic, strategic and advocacy-related recommendations.

The timeframe of deliverables submissions, including in draft formats for DCA’s review, is detailed below.

**Assumptions and Risks**

This consultancy assumes the following conditions are met:

* The consultant is able to secure all relevant research and access permits to the area(s) of study.
* The consultant is able to travel to the area(s) of study, complete all their research activities, and produce all required deliverables in line with the agreed upon timeframe.
* The security situation in the area(s) of study allows access and permits the work to be completed.
* Important infrastructure, such as roads and communication networks, are functional to successfully carry out all research activities.
* The effects of existing or onset humanitarian crises, for instance internal displacement, population movements or emergency needs, allow for all relevant data to be collected, respondents to be reached, and subsequently for research questions to be thoroughly answered.

Candidates are encouraged to include a risk analysis, including proposed risk mitigation measures, in their proposals. Identified risk mitigation measures should also be reflected on the research plan as part of the inception report.

**Scope of the Services**

The assignment will cover the geographical areas of Akobo and Pibor counties in South Sudan and Aysaita, Dupti, Berhale, Dalol and Koneba Districts in Afar region, Ethiopia. The tasks to be carried out by the Consultant in the context of this assignment can be detailed as follows:

1. **Research planning - Inception report**
   1. The general literature review should provide an overview of the existing relevant literature on the impacts, interactions and interlinkages between the effects of climate change, violent conflict and intersectional inequalities on vulnerable groups, and should highlight gaps, challenges, opportunities and particular considerations for research into this topic.
   2. The specific desk review of relevant project data and internal reports should summarise findings and useable data generated throughout the implementation of the Danida-funded project ‘***Addressing protection and multiple socio-economic needs through a triple nexus approach in South Sudan and Ethiopia’*** connected to the assignment topic. The DCA country office focal points will provide the Consultant with access to all the relevant material and datasets at the beginning of the assignment.
   3. The desk review should also include the review of DCA’s relevant key approaches, as documented in the following resources:

* DCA’s approach to Peacebuilding
* DCA’s introduction to Conflict Sensitivity
* DCA’s Resilience Framework
* DCA’s Global Strategy
* DCA’s Climate and Environmental Policy

Furthermore, DCA suggests the review of the following external resource: ‘*Multidimensional inequality framework: the Oxfam toolkit’*. These key approaches should also be used to guide the research design.

* 1. The research framework should include:
     1. The (re-)definition of a subset of specific research questions that reflect on the results from the literature and desk review, using the suggested research questions provided above as guidance.
     2. Data collection and analysis plans and tools that reflect on the selected methodologies, as well as on timeframe and logistical considerations, including potential risks identified by the consultant.

1. **Data collection and analysis**
   1. The collection of primary data should be carried in the agreed upon research sites (Akobo and Pibor counties in South Sudan, and 3 to 5 districts in the Afar region in Ethiopia), by the Consultant, with all the required forward planning pertaining to risk, security and safety management, and ethical due diligence in research.
   2. The primary data should be cleaned, treated and analysed by the Consultant, along with secondary data, to a high-quality standard to draft and produce the agreed upon deliverables. These will be subjected to oversight and quality assurance reviews by the assigned reference group, in line with the agreed upon deliverables schedule. The Consultant will be required to provide all requested amendments to finalise the deliverables in accordance with the stipulated formats, quality and standards.
2. **Report writing**
   1. The resulting research products should be able to inform DCA and partners’ programming, strategy and advocacy initiatives in both countries (2 x country-specific executive summaries), as well as at an institutional level (final report with executive summary). The final report is expected to provide essential insights into how DCA and partners can meaningfully engage and tailor programming to address issues around climate change impacts, effects and dynamics of violent conflict and compounding and multiple forms of inequality substantively and in a more integrated manner.

The focal point for this assignment, and the consultant’s primary contact, will be **Merle Steffens, DCA Senior Advisor Conflict Prevention and Peacebuilding**, unless delegated to another colleague.

A reference group will be established to provide guidance and ensure oversight of key milestones and products of the consultancy. This will be composed by representatives from DCA’s headquarters (HQ) – in the Programme, Advocacy and Learning (PAL), Humanitarian Response and Mine Action (HRMA), and/or Strategy and Quality Management (SQM) units – and Country Office representatives from South Sudan and Ethiopia. The focal point will coordinate consultations between the consultant and DCA’s reference group including relevant Technical Advisors throughout the assignment as established in the inception report, or at additional times as needed. DCA’s reference group will carry out quality assurance reviews of the deliverables and provide the Consultant with feedback on any required and/or suggested amendments.

**Timing, logistics and facilities**

This assignment is to start preferably in **September 2024** and to be completed within **6 months** upon signature of Contract**.**

The consultant can be based in their regular place of work and/or residence to complete most of the tasks for this assignment, except for the tasks pertaining to primary data collection in the locations targeted by the research. The consultant will be expected to travel to South Sudan and Ethiopia to lead, oversee and participate in all the required data collection for this assignment.

In South Sudan, the Consultant can be provided with a desk space at DCA’s office in Juba, subject to prior discussion and approval. In Akobo and Pibor, the consultant can be provided with a space at DCA’s partner Nile Hope’s compound.

In Ethiopia, the consultant can be provided with a desk space at DCA’s office in Addis Ababa for the duration of their stay, subject to prior discussion and approval.

The consultant will be responsible for their own travel arrangements from their regular place of work and/or residence to Juba (South Sudan) and Addis Abeba (Ethiopia) respectively.

In South Sudan, the consultant will budget for international flights, if needed, as well as accommodation in Juba, while DCA will organize and cover domestic flights, field movement and accommodation in the field. To reach research locations in South Sudan, the consultant will fly with UNHAS. The consultant must be prepared for remote travelling by the means necessary, including boat, and basic living standards.

To reach research locations in Ethiopia, the consultant will budget for international and domestic flight and travel costs to Addis Ababa and from Addis Ababa to Semera airport (Ethiopian Airlines). In addition, the consultant should cover accommodation costs in Addis Ababa and Afar region. DCA will support transportation by car to travel between districts in Zone One and Two in Afar region. The consultant must be prepared for long and remote travelling, including on gravel and off-road. DCA Ethiopia and its partner EECMY-DASSC will facilitate all logistics of the fieldwork in Afar region.

Unless specified above, all travel arrangements fall under the consultant’s responsibility, and are to be covered by the proposed global remuneration. The consultant is expected to provide their own equipment for this assignment, including laptop, MS Office suite and other required software, printer, smartphone, camera, and other things necessary for the proper execution and completion of the services.

The following timeframe and deadlines are proposed for the delivery of the assignment deliverables:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *Tasks* and **Deliverables** | **Responsibility** | | **Suggested Timeframe / Deadline** |
| **DCA** | **Consultant** |
| 1 | *Introduction session* | X | X | September 2024 |
| 2 | *Access to relevant DCA material and datasets for desk review* | X |  |
| 3 | **Inception report** |  | X | October 2024 |
| 4 | *Inception report validation session / kick-off data collection* | X | X |
| 5 | *Travel to area(s) of study* | X (logistic support) | X | October - November 2024 |
| 6 | *Data collection* |  | X |
| 7 | *Data cleaning* |  | X | November – December 2024 |
| 8 | **Full raw dataset submission** |  | X |
| 9 | *Data analysis* |  | X |
| 10 | **First draft of research report** |  | X |
| 11 | *Feedback and validation of first draft report* | X |  |
| 12 | **Second draft of research report submission** |  | X | January - February 2025 |
| 13 | *Report validation session* | X | X |
| 14 | **Country-specific executive summaries’ submission** |  | X |
| 15 | **Final report submission** |  | X |
| 16 | *Final approval* | X |  | February 2025 |
| 17 | *On-line sharing session with DCA staff* | X (coordination) | X |

**Reporting**

A report compiling the main results from the research and the final recommendations for DCA will be required by the end of the consultancy. The report is to be developed in **English** and to be delivered electronically (soft copies) with all the relevant annexes to the contract manager for approval.

The structure of the report is flexible but should include the following sections:

1. *Final recommendations (once report is finalised)*
2. *Executive summary*
3. *Introduction*
4. *Brief description of research methodology*
5. *Overview of findings*
6. *Conclusions*
7. *Recommendations*
8. *Annexes to include as minimum:*
   * *Final data collection tools*

*Include visual graphics in the report as appropriate.*

**Qualification Requirements**

* Master’s or PhD in a subject within the field of political or social sciences (e.g. development studies, peace and conflict studies, international relations, anthropology, environmental studies, gender studies, etc.)
* Excellent proven research skills, including research framing and design, collecting and analysing qualitative data sets, developing specific methods and tools, and research plans
* Proven strong communication, presentation, and report writing skills
* Subject-matter knowledge and practice in one or more of the relevant technical areas: conflict prevention and peacebuilding, gender analysis and mainstreaming, and climate change adaptation and responses to climate-related loss & damage
* Good understanding of the international and Danish humanitarian and development aid sector, specifically NGO work
* Experience working in Technical Advisory teams for a humanitarian or development NGO is a distinct advantage
* Ability to quickly become acquainted with specific subject matters, while keeping an eye on the bigger picture
* Versatility and ability to switch between different contexts and subject matters
* Proven ability to deliver against targets and meeting deadlines within short timeframe
* Relevant computer skills: MS Office suite (Word, Excel, PowerPoint), qualitative analysis software (NVIVO, etc.)
* Written and spoken fluency in English is a requirement (C1 or C2 level for non-native speakers).

**Background on Countries**

In the last eight years, **South Sudan** has been increasingly severely impacted by the effects of climate change and violent conflict, while at the same time prevalent patriarchal values and gender norms permeate all levels of political, social, economic and security systems in South Sudan, influencing how climate change and violent conflict is experienced by women, men, girls and boys.[[2]](#footnote-3) Akobo and Pibor counties have historically been affected by violent conflict along identity lines, with local level grievances often fed by disputes by national politico-military elites. Violence has manifested in cattle raiding, revenge killings, reprisal attacks, as well as child abductions. Land disputes and competition over natural resources (especially agricultural land and water) have further fuelled tensions, exacerbated by traditional gender and age norms such as the masculinity norms of the Murle community*.* Rising temperatures, recurrent drought and flooding, economic marginalisation and decades of civil war in South Sudan have exacerbated resource conflicts between and within local communities such as the Dinka, Nuer and Murle. These disputes frequently take the form of attacks on wells and villages in contested areas.[[3]](#footnote-4)

In Akobo, gender roles and expectations play a role in perpetrating conflicts, especially regarding expectations for boys around marriage and wealth. In situations, or families where resources are available, boys can earn bride price by leveraging existing household resources. However, in resource-constrained families, boys resort to measures such as cattle raiding to be able to get married. Girls eloping and boys failing to pay the bride price are a cause for revenge killings. Furthermore, violent conflicts have resulted in increased cases of sexual and gender-based violence such as rape, and revenge killings for the abduction of women and girls.[[4]](#footnote-5) Both Akobo and Pibor counties face compounding multiple forms of inequality, including gender, age, disability, tribal affiliation and socioeconomic status. This results in a variety of negative outcomes including child marriage, high levels of GBV, intra- and inter communal violence, social exclusion, and lack of meaningful participation and access. This intersection of inequalities creates a complex web of vulnerabilities perpetuating instability and intensifying conflict dynamics, ultimately hindering development.

Furthermore, the situation in these counties, and across South Sudan, has been exacerbated by the economic crisis[[5]](#footnote-6) caused by the outbreak of the war in Sudan in March 2023, which has impacted trade routes, and led to the displacement of over 770.000 people from Sudan into South Sudan (approximately 23% Sudanese refugees, 76% South Sudanese returnees), adding further pressure to already vulnerable communities with very limited resources. At the same time, humanitarian assistance in the refugee camps in Ethiopia reduced significantly causing South Sudanese refugees to return to South Sudan. Akobo and Pibor counties are classified as in an emergency (Level 4)[[6]](#footnote-7) on the Integrated Food Security Phase Classification (IPC) system, with pessimistic predictions that further flooding events, which have worsened over recent years due to climate change, may cause a proportion of the population to face famine (Level 5).

The country of **Ethiopia** is facing complex crises with both worsening impacts of disasters linked to climate change and extensive ongoing conflicts. Populations are severely affected by increasingly frequent disasters and violent conflicts, and climate change and increase in climate variability are exacerbating the impact on an already degraded environment. The upcoming El Niño season will likely worsen humanitarian needs across the regions of Ethiopia by exacerbating different hazards, such as expected droughts in the Northern parts of Ethiopia (Tigray, Amhara and Afar regions), combined with above normal rainfall in southern parts of Ethiopia. The latest Ethiopia Humanitarian Needs Overview (February 2024) by the UN Office for the Coordination of Humanitarian Affairs (OCHA) reported a new and worsening food security crisis in Ethiopia. El Niño conditions during the June-August (Kiremt) rainy season disrupted rainfall patterns, triggering drought in Afar, Amhara, Tigray, Oromia, northern Somali, and southern regions.

The Afar Regional Disaster Management Committee (ED-RMC) Multi-Agency Belg/Sugum seasonal assessment (July 1-17, 2024) revealed that over 515,712 people in the region were eligible for relief assistance and the Productive Safety Net Program (PSNP) but haven't received aid for the past six months The drought has also intensified malnutrition, with alarming Global Acute Malnutrition (GAM) rates of 31% in children and 29.5% in pregnant and lactating women (PLW).To cope with these situations people are resorting to negative coping mechanisms like food sharing, asset sales, reduced meals, borrowing, migration, casual labour, firewood and charcoal sales, and even smuggling. This situation also forces families to withdraw children from schools. There is also documented evidence corroborating the strong relationship that exists between gender equality and disaster resilience. Accordingly, women, men, boys and girls that belong to different age groups and different socioeconomic divides have distinct vulnerabilities. A recent rapid needs assessment conducted by DCA in the locations of this assignment in July 2024 showed that 56,000 identified vulnerable individuals required relief assistance in the 12 kebeles of Berhale due to drought and the conflict in the north. However, the report's findings verified that only 32,012 individuals received direct food rations.

Ethiopia has been in a political transition and economic reform since 2018 with growing fractures partly between and among the country’s numerous ethnic groups, which put pressure on the country’s ethno-federalist system. As these tensions came to the fore, war between the federal and Tigray (TPLF) governments ensued between 2020 and 2022, starting in Tigray and expanding into neighbouring Afar and Amhara regions.[[7]](#footnote-8) While Afar and Amhara militias, as well as soldiers from neighbouring Eritrea, fought alongside federal troops in the Tigray war, that alliance collapsed when the federal government and Tigrayan leaders reached a peace deal. Insurgents in Amhara are now contesting federal control in some areas of the region. Further regional conflict exists between Amhara and neighbouring Oromia region. These interrelated crises are corroding inter-ethnic relations and pose threats to the country’s stability.[[8]](#footnote-9)[[9]](#footnote-10)

**Annex 2: Organisation and methodology**

**To be filled in by the candidates, in compliance with the following instructions:**

**Rationale**

* Any comments on the Terms of Reference of importance for the successful execution of activities, its objectives and expected results, thus demonstrating the degree of understanding of the Contract. Detailed list of inputs, activities and outputs. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final Contract.
* An opinion on the key issues related to the achievement of the Contract objectives and expected results
* An explanation of the risks and assumptions affecting the execution of the contract.
* An outline of the approach proposed for contract implementation.
* A list of the proposed activities considered to be necessary to achieve the contract objectives.
* The related inputs and outputs.
* In the case of a proposal being submitted by a consortium a description of the input from each of the consortium members and the distribution and interaction of tasks and responsibilities between them.
* If a team of experts: A description of the support facilities (back-stopping) that the team of experts will have from the Candidate during the execution of the Contract.)
* A description of subcontracting arrangements foreseen, with a clear indication of the tasks that will be entrusted to a subcontractor and a statement by the Candidate guaranteeing the eligibility of any subcontractor.)

**Timetable of activities**

* The timing, sequence and duration of the proposed activities considering mobilisation time.
* The identification and timing of major milestones in execution of the Contract, including an indication of how the achievement of these would be reflected in any reports particularly those stipulated in the Terms of Reference.
* Include a programme.

**Key experts**

* The Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the services. The key experts are those whose involvement is considered instrumental in the achievement of the Contract objectives. The CV of each key expert shall be included highlighting his/her experience in the specific field of the services and his/her specific experience in the country/region where the services are to be performed. In addition, the Candidate shall include information on current participation of key experts in other contracts and or commitments to participate in future contracts, including detailed description of their tasks and period of engagement.

### Annex 3: proposal submission form

My financial proposal for my services is as follows:

**Global price**

|  |  |  |
| --- | --- | --- |
|  | **Currency** | **Amount** |
| Global price (fees and expenses) |  |  |
| VAT or other tax on services (payable in Candidate’s country of registration) |  |  |
| **Total price incl. taxes** |  |  |

**Note: Please consult section B.7 of this Draft Contract for a maximum total price incl. VAT or other tax on services.**

|  |  |
| --- | --- |
| **Candidate or Company information** | |
| Company (legal name) |  |
| Street name and no. |  |
| City |  |
| Postal code |  |
| Country |  |
|  |  |
| Phone no. |  |
| Email |  |
| Website |  |
|  |  |
| Director (name) |  |

|  |  |
| --- | --- |
| **GENERAL COMPANY INFORMATION)** | |
| Year of establishment |  |
| Number of full-time employees |  |
| Licensing authority |  |
| Licence number (VAT no./TAX id) |  |
| Countries with registered office: |  |
| Registration Certificate – please attach |  |
| Does the company have CSR related policies in place – e.g. Health, Safety, HR, Energy or Climate policy or is a member of Global Compact? Please state which policies. |  |
| Is the company e.g. ISO 26000/50001/14000 certified or SA8000 certified? Please state which. |  |
| Does the company have a Code of Conduct? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCES** | | | | |
| **Name and country of customer** | **Type of contract** | **Value** | **Contact name** | **Phone/fax and email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate’s assignments and periods of engagement. Additional documents can be attached to the above form.

The proposal is valid for a period of 30 days after the closing date in accordance with the article A.9. Validity.

After having read the Request for Proposal no. PAL/08/24-01 for “Study on ‘Intersectionality, climate change and conflict in South Sudan and Ethiopia”, and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

* Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts - Ver3 2020 and the draft Service Contract including all annexes.
* Certify that I/we do not support terrorists or terrorism activities, and do not condone the use of terrorism.
* Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1 (Option: within the time frame described in our Organisation and Methodology Form, Annex 2).
* Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service - Ver3 2020.
* Certify and attest compliance with the Code of Conduct for Contractors in Annex 5.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Signature:

Date and signed by:

|  |  |
| --- | --- |
| **The Candidate** |  |
| Name of the company |  |
| Address |  |
| Telephone no. |  |
| Email |  |
| Name of contact person |  |

**1. DEFINITIONS**

**ANNEX 4: General Terms and Conditions for Service contracts – Ver3 2020**

In these general terms and conditions:

1. “contract” is the agreement entered into by the Contracting Authority and the Contractor for the performance of the services described in the terms of reference, to which these general terms and conditions are made applicable; the contract is constituted of the documents listed in the Service Contract.
2. The Contracting Authority’s “partners” are the organisations to which the Contracting Authority is associated or linked;
3. “personnel” is any person assigned by the Contractor to the performance of the services or any part hereof, whether through employment, sub-contracting or any other agreement; and “key experts” are those members of the personnel whose involvement is considered instrumental in the achievement of the contract objectives;
4. “beneficiary country” is the country where the services are to be performed, or where the project to which the services relate is located.

**2. RELATIONS BETWEEN THE PARTIES**

Nothing contained in the contract shall be construed as establishing a relation of master and servant or of agent and principal as between the Contracting Authority and the Contractor. Except if otherwise provided in the contract, the Contractor shall under no circumstances act as the representative of the Contracting Authority or give the impression that the Contractor has been given such authority. The Contractor has complete charge of the personnel and shall be fully responsible for the services performed by them.

**3. SCOPE OF SERVICES**

The scope of the services including the methods and means to be used by the Contractor, the results to be achieved by him and the verifiable indicators are specified in the Terms of Reference. The Contractor shall be responsible for everything which is required for the performance of the services in accordance with what is specified in the contract, or which must otherwise be regarded as forming part of the services.

4. COMPLIANCE WITH LAWS AND RESPECT OF TRADITIONS

The Contractor shall respect and abide by all laws and regulations in force in the beneficiary country and shall ensure that its personnel, their dependants, and its local employees also respect and abide by all such laws and regulations. The Contractor shall indemnify the Contracting Authority against any claims and proceedings arising from any infringement by the Contractor, its personnel and their dependants of such laws and regulations.

The Contractor, its personnel and their dependents shall respect human rights and undertake not to offend the political, cultural and religious practices prevailing in the beneficiary country.

5. CODE OF CONDUCT

The Contractor shall at all times act loyally and impartially and as a faithful adviser to the Contracting Authority and shall perform the services with due care, efficiency and diligence, in accordance with the best professional practice.

**6. DISCRETION AND CONFIDENTIALITY**

The Contractor shall treat all documents and information received in connection with the contract as private and confidential, and shall not, save in so far as may be necessary for the purposes of the performance thereof, publish or disclose any particulars of the contract without the prior consent in writing of the Contracting Authority. It shall, in particular, refrain from making any public statements concerning the project or the services without the prior approval of the Contracting Authority,

**7. CONFLICT OF INTEREST**

The Contractor shall refrain from engaging in any activity which conflicts with his obligations towards the Contracting Authority under the contract.

The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the Contract must be notified in writing to the Contracting Authority without delay. The Contractor shall replace, immediately and without compensation from the Contracting Authority, any member of its personnel exposed to such a situation.

**8. CORRUPT PRACTICES**

The Contractor and the personnel shall refrain from performing, condoning or tolerating any corrupt, fraudulent, collusive or coercive practices, whether such practices are in relation with the performance of the contract or not. “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value as an inducement or reward for doing or forbearing to do any act in relation to the contract or any other contract with the Contracting Authority, or for showing favour or disfavour to any person in relation to the contract or any other contract with the Contracting Authority.

The payments to the Contractor under the contract shall constitute the only income or benefit it may derive in connection with the contract and neither it nor its personnel shall accept any commission, discount, allowance, indirect payment or other consideration in connection with, or in relation to, or in discharge of, its obligations under the contract.

The execution of the contract shall not give rise to unusual commercial expenses. Unusual commercial expenses are commissions not mentioned in the contract or not stemming from a properly concluded contract referring to the contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commission paid to a company which has every appearance of being a front company.

The Contractor further warrants that no official of the Contracting Authority and/or their partner has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract.

**9. JOINT VENTURE OR CONSORTIUM**

If the Contractor is a joint venture or a consortium of two or more legal persons, all such persons shall be jointly and severally bound to fulfil the terms of the contract. The person designated by the joint venture or consortium to act on its behalf for the purposes of this contract shall have the authority to bind the joint venture or consortium.

For the purposes of performance of the contract, the joint venture or consortium shall act as, and be considered, a single person and in particular, shall have bank account opened in its name, shall submit to the Contracting Authority single guarantees if required, and shall submit single invoices and single reports.

The composition of the joint venture or a consortium shall not be altered without the prior written consent of the Contracting Authority.

10. SPECIFICATIONS AND DESIGNS

The Contractor shall prepare all specifications and designs using accepted and generally recognised systems acceptable to the Contracting Authority and taking into account the latest design criteria.

11. INFORMATION

The Contractor shall furnish the Contracting Authority, or any person authorised by the Contracting Authority with any information relating to the services and the project as the Contracting Authority may at any time request.

**12. REPORTS**

The frequency, deadlines, format and contents of the reports to be drawn up by the Contractor in relation to the performance of the contract shall be described in the Terms of Reference.

**13. CONTRACTOR’S PERSONNEL**

13.1. The Contractor shall employ and provide such qualified and experienced personnel as are required to carry out the services, and the Contractor shall be responsible for the quality of the personnel.

The names, outputs, duties and CVs of key experts and the titles, job descriptions, minimum qualifications, estimated periods of engagement in the carrying out of the services of each of the personnel and key experts are described in the Organisation and Methodology part of the contract. The Contractor must inform the Contracting Authority of all non-expert personnel it intends to use for the implementation of the contract. The Contracting Authority shall have the right to oppose the Contractor’s choice of personnel.

13.2. No changes shall be made in the personnel without the prior consent of the Contracting Authority. The Contractor shall provide a replacement with at least equivalent qualifications and experience and acceptable to the Contracting Authority if:

a) on account of death, sickness or accident, a member of the Personnel is unable to continue providing his services,

b) any member of the personnel is found by the Contracting Authority to be incompetent in discharging or unsuitable for the performance of his duties under the Contract,

c) for any reasons beyond the control of the Contractor, it becomes necessary to replace any member of the Personnel.

The request for replacement must be made in writing and state the reason therefore. The Contractor shall proceed swiftly with the request and propose a replacement with at least equivalent qualifications and experience. The remuneration to be paid to the replacement cannot exceed that received by the replaced member of the personnel.

Failure by the Contractor to propose a replacement for a key expert satisfactory to the Contracting Authority, shall give the right to the Contracting Authority to terminate the contract.

Additional costs arising out of a replacement shall be borne by the Contractor.

13.3. Working hours

The days and hours of work of the Contractor or/and its personnel in the beneficiary country shall be fixed on the basis of the laws, regulations and customs of the beneficiary country and the requirements of the services.

13.4. Leave entitlement

Any taking of holiday leave by the personnel during the period of implementation of the contract must be at a time approved by the Contracting Authority.

Overtime, sick leave, pay and holidays leave pay are deemed to be covered by the Contractor’s remuneration.

14. SUB-CONTRACTING

Except from the subcontractors listed in the contract, the Consultant shall not subcontract to nor engage another independent contractor to perform any part of the services without the prior written consent of the Contracting Authority. Subcontractors must satisfy the eligibility criteria applicable for the award of the contract.

The Contracting Authority shall have no contractual relations with the subcontractors. The provisions of the contract, including these general terms and conditions, and in particular article 13.2 shall, where practicable, apply to the subcontractors and their personnel.

15. LIABILITY

At its own expense, the Contractor shall indemnify, protect and defend, the Contracting Authority, its agents and employees, from and against all actions, claims, losses or damages arising from any act or omission by the Contractor in the performance of the services, including any violation of any legal provisions, or rights of third parties, in respect of patents, trademarks and other forms of intellectual property such as copyrights.

Approval by the Contracting Authority of the Contractor’s reports and issue of Completion Certificate shall not relieve the Contractor of its liability and shall not prevent the Contracting Authority from claiming damages.

The Contractor shall remain liable for any breach of its obligations under the contract for such period after the services have been performed as may be determined by the law governing the contract (the “liability period”). This time limit does not however apply when the damage arises from gross negligence or wilful misconduct of the Contractor.

During the liability period, or as soon as practicable after its expiration, the Contractor shall, at its expense, upon instruction of the Contracting Authority, remedy any deficiencies in the performance of the services. In case of default on the part of the Contractor to carry out such instructions, the Contracting Authority shall be entitled to hire another contractor to carry out the same, at the Contractor’s expense.

16. INSURANCE

Within 20 days of signing the contract, the Contractor shall take out and maintain, at its own cost, a full indemnity insurance policy covering its professional liability under the contract and article 15 above, from the commencement date and until the end of the liability period.

Within 20 days of signing the contract, the Contractor shall take out and maintain a full indemnity insurance policy for a sum up to the higher of the maximum amount foreseen by the legislation of the country of the Contracting Authority and the amount foreseen by the legislation of the country in which the Contractor has its headquarters and covering, during the period of implementation of the contract, the following risks:

a) loss of or damage to property purchased with funds provided under the contract, or produced by the Contractor;

b) loss or damage to equipment, material and office facilities made available to the Contractor by the Contracting Authority;

c) civil liability for accidents caused to third parties arising out of acts performed by the Contractor, its personnel and their dependents;

d) employer’s liability and workers’ compensation in respect of the personnel as well as sickness, accident or death affecting the personnel and their dependents, including the cost of repatriation on health grounds;

e) such other insurance as required by the laws in force in the beneficiary country.

Prior to the commencement date, the Contractor shall provide evidence to the Contracting Authority that the above insurances have been effectuated. During execution of the contract, the Contractor shall, when required, provide the Contracting Authority with copies of the insurance policies and the receipts for payment of premiums.

17. INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS

All reports and data such as maps, diagrams, drawings, specifications, plans, statistics, calculations, databases, software and supporting records or materials acquired, compiled or prepared by the Contractor in the performance of the contract shall, with the copyright thereto, be the absolute property of the Contracting Authority. The Contractor shall, upon completion of the contract, deliver all such documents and data to the Contracting Authority. The Contractor may not retain copies of such documents and data and shall not use them for purposes unrelated to the contract without the prior written consent of the Contracting Authority.

The Contractor shall not publish articles relating to the services or refer to them when carrying out any services for others, or divulge information obtained from the Contracting Authority, without the prior written consent of the Contracting Authority.

18. RECORDS

The Contractor shall keep separate, accurate and systematic records and accounts in respect of the services in such form and detail as is customary in the profession and sufficient to establish accurately that the number of working days and the actual reimbursable expenditure identified in the Contractor's invoice(s) have been duly incurred for the performance of the services.

For a fee-based contract, timesheets recording the days worked by the Contractor's personnel must be maintained by the Contractor. The timesheets must be approved by the Contracting Authority or any person authorised by the Contracting Authority or the Contracting Authority itself on a monthly basis. The amounts invoiced by the Contractor must correspond to these timesheets. In the case of long-term experts, these timesheets must record the number of days worked. In the case of short-term experts, these timesheets must record the number of hours worked. Time spent travelling exclusively and necessarily for the purpose of the Contract may be included in the numbers of days or hours, as appropriate, recorded in these timesheets.

Such records must be kept for a 7-year period after the final payment made under the contract. These documents comprise any documentation concerning income and expenditure and any inventory, necessary for the checking of supporting documents, including timesheets, plane and transport tickets, pay slips for the remuneration paid to the experts and invoices or receipts for reimbursable expenditure. Failure to maintain such records constitutes a breach of contract and will result in the termination of the contract.

19. OBLIGATIONS OF CONTRACTING AUTHORITY

19.1. The Contracting Authority shall provide the Contractor as soon as possible with any information and/or documentation at its disposal which may be relevant to the performance of the contract.

On all matters properly referred to it in writing by the Contractor, the Contracting Authority shall give its decisions so as not to delay the services, and within a reasonable time.

19.2. The contract shall specify whether the Contracting Authority is to provide the Contractor with equipment, facilities, counterpart personnel or specific assistance, and shall detail under which conditions. If the provision of such agreed counterpart personnel, equipment, facilities and assistance is delayed or not forthcoming, the Contractor shall endeavour to perform the Services as far as is possible. The parties shall agree on how the affected parts of the services shall be carried out, and the additional payments, if any is due, to be made by the Contracting Authority to the Contractor as a result of additional expenditures.

**20. CONTRACT PRICE AND PAYMENTS**

Contracts are either “global price” or “fee-based”.

20.1. Fee-based contract

In consideration of the services performed by the Contractor under the contract, the Contracting Authority shall make to the Contractor such payments of fees and such reimbursement of costs as provided in the contract.

Fees shall be determined based on time actually spent by the key experts in the performance of services at the fee rates specified in the contract. Fee rates are deemed to remunerate all the activities of the Contractor in the performance of the services and to cover all expenses and costs incurred by the Contractor which are not included in the agreed reimbursable costs.

The Contracting Authority shall reimburse to the Contractor the reimbursable costs and expenses specified in the contract, actually and reasonably incurred in the performance of the services.

Costs and expenses which are not mentioned in the contract shall be deemed covered by the overhead of profit included in the fees.

The currency of payments of fees and reimbursable costs and applicable exchange rates are set out in the contract.

20.2. Global price contract

The global price covers both the Contractor’s and its personnel’s fees and all expenses to be incurred for the performance of the contract. The global price is in consideration for all obligations of the Contractor under the contract and all matters and things necessary for the proper execution and completion of the services and the remedying of any deficiencies therein.

20.3. Revision

Unless otherwise stipulated in the contract, the global price of a global price contract and the fee rates of a fee-based contract shall not be revised.

20.4. Guarantees

In the case an advance payment for fees and for reimbursable costs (fee-based contract) or a pre-financing payment (global price contract) is agreed in the contract, its payment by the Contracting Authority shall be subject to the prior presentation by the Contractor to the Contracting Authority of an approved performance security, advance payment or pre-financing guarantee, if so agreed and under the conditions specified in the Service Contract.

20.5. Conditions of Payment

Payments will be made by the Contracting Authority with the frequency, instalments, time limits, amounts and currencies, and under the conditions, in particular on the contents of invoices, specified in the special conditions of the contract. Payment of the final balance shall be subject to performance by the Contractor of all its obligations under the contract and the issue by the Contracting Authority of the completion certificate described in article 25.

20.6. Late payment

If the time periods laid down for payments by the Contracting Authority have been exceeded by more than two months and where the Contracting Authority cannot invoke a case of suspension or withholding of payments provided for in these terms and conditions, the Contractor may claim interest calculated on any amount due, prorata on the number of days of delay at the official bank rate of the beneficiary country (if amounts due are in the currency of that country), or at the rate applied by the European central bank (where amounts due are in Euro), plus 2% per year.

21. DELAYS IN PERFORMANCE

If the Contractor does not perform the services within the period of implementation specified in the contract, the Contracting Authority shall, without formal notice and without prejudice to its other remedies under the contract, be entitled to liquidated damages for every day, or part thereof, which shall elapse between the end of the period of implementation specified in the contract and the actual end of the period of implementation.

The daily rate for liquidated damages is calculated by dividing the contract value by the number of days of the period of implementation.

If these liquidated damages exceed more than 15% of the contract value, the Contracting Authority may, after giving notice to the Contractor:

a) terminate the contract; and

b) complete the services at the Contractor's own expense

22. BREACH OF CONTRACT

Either party commits a breach of contract where it fails to discharge any of its obligations under the contract.

Where a breach of contract occurs, the party injured by the breach shall be entitled to the following remedies:

a) liquidated damages; and/or

b) termination of the contract.

In any case where the Contracting Authority is entitled to damages, it may deduct such damages from any sums due to the Contractor or call on the appropriate guarantee.

The Contracting Authority shall be entitled to compensation for any damage which comes to light after the contract is completed in accordance with the law governing the contract.

23. SUSPENSION OF PERFORMANCE

The Contractor shall, on the request of the Contracting Authority, suspend the performance of the services or any part thereof for such time and in such manner as the Contracting Authority may consider necessary.

In such event of suspension, the Contractor shall take immediate action to reduce the costs incident to the suspension to a minimum. During the period of suspension, and except where the suspension is due to any default of the Contractor, the Contractor shall be reimbursed for additional costs reasonably and necessarily incurred by it as a result of the suspension.

24. AMENDMENT OF THE CONTRACT

Substantial modifications to the contract, including modifications to the total contract amount, must be made by means of an addendum.

25. Completion Certificate

Upon completion of the services, and once (a) the Contracting Authority has approved the Contractor’s completion report, (b) the Contracting Authority has approved the Contractor’s final invoice and final audited statement, the Contracting Authority shall deliver a completion certificate to the Contractor.

26. TERMINATION BY THE CONTRACTING AUTHORITY

26.1 The Contracting Authority may terminate the contract after giving a 7 days' notice to the Contractor in any of the following cases:

a) the Contractor is in breach of its obligations under the contract and/or fails to carry out the services substantially in accordance with the contract;

b) the Contractor fails to comply within a reasonable time with the notice given by the Contracting Authority requiring it to make good the neglect or failure to perform its obligations under the contract which seriously affects the proper and timely performance of the services;

c) the Contractor refuses or neglects to carry out instructions given by the Contracting Authority;

d) the Contractor’s declarations in respect if its eligibility (article 33) and/or in respect of article 31 and article 32, appear to have been untrue, or cease to be true;

e) the Contractor takes some action without requesting or obtaining the prior consent of the Contracting Authority in any case where such consent is required under the contract;

f) any of the key experts is no longer available, and the Contractor fails to propose a replacement satisfactory to the Contracting Authority;

g) any organisational modification occurs involving a change in the legal personality, nature or control of the Contractor or the joint venture or consortium, unless such modification is recorded in an addendum to the contract;

h) the Contractor fails to provide the required guarantees or insurance, or the person providing the underlying guarantee or insurance is not able to abide by its commitments.

26.2 Termination by Contracting Authority for convenience

The Contracting Authority may terminate the contract in whole or in part for its convenience, upon not less than 14 days’ notice. The Contracting Authority shall not use this right of termination in order to arrange for the services to be executed by another contractor, or to avoid a termination of the contract by the Contractor.

**27. TERMINATION BY THE CONTRACTOR**

The Contractor may terminate the contract after giving a 7 days’ notice to the Contracting Authority in any of the following cases:

a) the Contractor has not received payment of that part of any invoice which is not contested by the Contracting Authority, within 90 days of the due payment date,

b) the period of suspension of the performance of the contract under article 23 has exceeded six months;

c) the Contracting Authority is in material breach of its obligations under the Contract and has not taken any actions to remedy the same within 30 days following the receipt by the Contracting Authority of the Contractor’s notice specifying such breach.

If the Contractor is a natural person, the contract shall be automatically terminated if that person dies.

**28. RIGHTS AND OBLIGATIONS UPON TERMINATION**

28.1. Upon termination of the contract by notice of either party to the other, the Contractor shall take immediate steps to bring the services to a close in a prompt and orderly manner and in such a way as to keep costs to a minimum.

28.2. If the Contracting Authority terminates the contract in accordance with article 26.1 it may, thereafter, complete the services itself, or conclude any other contract with a third party, at the Contractor’s expense.

The Contracting Authority shall, as soon as is possible after termination, certify the value of the services and all sums due to the Contractor as at the date of termination. It shall, subject to article 28.1 and 28.3, make the following payments to the Contractor:

(a) remuneration pursuant to the contract for services satisfactorily performed prior to the effective date of termination;

(b) reimbursable costs (if fee-based contract) for costs actually incurred prior to the effective date of termination;

(c) except in the case of termination pursuant to article 26.1 reimbursement of any reasonable cost incident to the prompt and orderly termination of the contract;

(d)   in case of termination under article 26.2 and 27, reimbursement for the actual and reasonable costs incurred by the Contractor as a direct result of such termination and which could not be avoided or reduced by appropriate mitigation measures.

The Contractor shall not be entitled to claim, in addition to the above sums, compensation for any loss or injury suffered.

28.3. In case of termination of the contract for any reason whatsoever, any pre-financing guarantee which might have been granted to the Contracting Authority under article 20.4, may be invoked forthwith by the Contracting Authority in order to repay any balance still owed to the Contracting Authority by the Contractor, and the guarantor shall not delay payment or raise objection for any reason whatever.

28.4. If the Contracting Authority terminates the contract under article 26.1, it shall be entitled to recover from the Contractor any loss it has suffered up to that part of the contract value which corresponds to that part of the services which has not, by reason of the Contractor’s default, been satisfactorily completed.

29. FORCE MAJEURE

Neither party shall be considered to be in breach of its obligations under the contract if the performance of such obligations is prevented by any circumstances of force majeure which arise after the date of signature of the contract by both parties.

The term "force majeure", as used herein shall mean acts of God, strikes, lock-outs or other industrial disturbances, acts of the public enemy, wars, whether declared or not, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions, and any other similar unforeseeable events, beyond the control of either party and which by the exercise of due diligence neither party is able to overcome.

A party affected by an event of force majeure shall take all reasonable measures to remove such party's inability to fulfil its obligations hereunder with a minimum of delay.

If either party considers that any circumstances of force majeure have occurred which may affect performance of its obligations it shall notify the other party immediately giving details of the nature, the probable duration and likely effect of the circumstances. Unless otherwise directed by the Contracting Authority in writing, the Contractor shall continue to perform its obligations under the contract as far as is reasonably practicable and shall seek all reasonable alternative means for performance of its obligations which are not prevented by the force majeure event. The Contractor shall not put into effect such alternative means unless directed so to do by the Contracting Authority.

**30. APPLICABLE LAW AND DISPUTES**

The contract is governed by and shall be construed in accordance with the laws of the Contracting Authority’s country.

Any dispute or breach of contract arising under this contract shall be solved amicably if at all possible. If not possible and unless provided in the Service Contract, it shall be settled finally by court decision, which shall be held under the law of the Contracting Authority’s country. Any ruling by the court will be final and directly executable in the country of the Contractor.

**31. HUMAN RIGHTS AND LABOUR RIGHTS**

The Contractor warrants that it, and its affiliates, respect and uphold Human- and Labour Rights defined in national law and in the UN Universal Declaration of Human Rights (1948) and the International Labour Organization Declaration on Fundamental Principles and Rights at Work (1998). Furthermore, the Contractor (and each member of a joint venture or a consortium) warrants that it and its affiliates comply with the UN Convention on the Rights of the Child - UNGA Doc A/RES/44/25 (12 December 1989) with Annex – and that it or its affiliates has not made or will not make use of forced or compulsory labour as described in the Forced Labour Convention C29 and in the Abolition of Forced Labour Convention C105 of the International Labour Organization. Furthermore, the Contractor warrants that it, and its affiliates, respect and uphold basic social rights and working conditions for its employees. Any breach of this representation and warranty, in the past or during the performance of the contract, shall entitle the Contracting Authority to terminate this contract immediately upon notice to the Contractor, at no cost or liability for the Contracting Authority.

**32. MINES AND OTHER WEAPONS**

The Contractor (and each member of the joint venture or a consortium) warrants that it and its affiliates is NOT engaged in any development, sale, manufacture or transport of anti-personnel mines and/or cluster bombs or components utilized in the manufacture of anti-personnel mines and/or cluster bombs. Furthermore, the Contractor warrants that it and its affiliates are NOT involved in the sale and/or production of weapons which feed into violations of International Humanitarian Law covered by the Geneva Conventions I-IV and Additional Protocols; and the UN Convention on Certain Conventional Weapons (1980). Any breach of this representation and warranty shall entitle the Contracting Authority to terminate this contract immediately upon notice.

**33. INELIGIBILITY**

By signing the purchase order, the Contractor (or, if a joint venture or a consortium, any member thereof) certifies that they are NOT in one of the situations listed below:

1. They are bankrupt or being wound up, are having their affairs administrated by courts, have entered into an agreement with creditors, have suspended business activities, are the subject of proceedings concerning house matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They have been convicted of an offence concerning their professional conduct by a judgement that has the force of *res judicata;*
3. They have been guilty of grave professional misconduct proven by any means that the Contracting Authority can justify;
4. They have not fulfilled obligations relating to the payment of social security contributions or 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;
5. They have been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Contracting Authority or the European Communities’ financial interests;
6. Following another procurement procedure or grant award procedure financed by the European Community budget or following another procurement procedure carried out by the Contracting Authority or one of their partners, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.
7. He has been guilty of creating an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of his registered office, central administration or principal place of business.
8. They are involved in terrorism activities, providing support to individuals or organizations that support terrorism activities, condone the use of terrorism or involved in the provision of arms to individuals or organizations involved in terrorism.
9. They are on a list of sanctioned parties issued by United States government, UN, EU or other government issued terrorism and sanction lists.

**34. CHECKS AND AUDITS**

The Contractor shall permit the Contracting Authority or its representative to inspect, at any time, records including financial and accounting documents and to make copies thereof and shall permit the Contracting Authority or any person authorized by it, including the European Commission, the European Anti-Fraud Office and the Court of Auditors in case the contract is financed by the European Community budget, at any time, to have access to its financial accounting documents and to audit such records and accounts both during and after the provision of the services. In particular, it may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in case of suspected unusual commercial expenses

**35. LIABILITY**

Under no circumstances or for no reason whatsoever will the Back donor entertain any request for indemnity or payment directly submitted by the (Contracting Authority’s) Contractors.

**36. DATA PROTECTION**

If the Contracting Authority is subject to EU Directive 95/46/EC (General Data Protection Regulation) and the Contractor is processing personal data in the context of submitting an offer (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) the Contractor shall do so accordingly to EU Directive 95/46/EC (General Data Protection Regulation) and inform the data subjects of the details of the processing and communicate the Contracting Authority’s Privacy Policy to them.

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**By this Code of Conduct**, the Contracting Authority outlines the ethical principles and standards which contractors are required to follow and uphold. The Contracting Authority is a rights-based organisation that works for people’s rights to a dignified life and equality and we expect our contractors to act in a socially responsible manner, with respect for human and Labour rights and the environment.

This Code of Conduct are aligned with recommendations from the Danish Ethical Trading Initiative (DIEH)[[10]](#footnote-11), the UN Global Compact principles[[11]](#footnote-12) and ECHO’s Humanitarian Aid Guidelines for Procurement 2011[[12]](#footnote-13).

**General Conditions**

The Code of Conduct is applicable for all contractors who supply goods, services and works to our operations and projects. It defines the expectations to contractors to act in accordance with applicable law and to conduct themselves responsibly, ethically and with integrity. This includes taking appropriate due diligence measures towards minimising adverse impacts on human- and labour rights, environment and anti-corruption principles. By signing the Code of Conduct contractors agree to ensure due diligence and placing ethics central to their business.

The provision of the ethical standards constitutes minimum rather than maximum standards. International and national laws shall be complied with, and where the provisions of law and the Contracting Authority’s standards address the same subject, the highest standard shall apply.

It is the responsibility of the contractor to assure that their contractors and subcontractors comply with the ethical requirements and standards set forth in this Code of Conduct.

The Contracting Authority acknowledge that implementing ethical standards and ensuring ethical behaviour in our supply chain is a continuous process and a long-term commitment for which we also have a responsibility. To achieve high ethical standards, we are willing to engage in dialogue and collaboration with our contractors. In addition, we expect our contractors to be open and willing to engage in dialogue.

Unwillingness to co-operate or serious violations of the Code of Conduct will lead to rejection of bids or termination of contracts.

**Human Rights and Labour Rights**

Contractors must protect and promote human- and labour rights and work actively to address issues of concern as they arise. As a minimum they are required to comply with national laws and actively work to secure alignment to international Human and Labour Rights standards and frameworks:

***Respect for Human- and Labour Rights*** (The International Bill of Human Rights, ILO Declaration on Fundamental Principles and Rights at Work and the UN Guiding Principles on Business and Human Rights):

The basic principles of the International Bill of Human Rights are that all human beings are born free and equal in dignity and in rights within all spheres of life. Everyone has the right to life, liberty, dignity, freedom and security of the person. Contractors must not flaunt their responsibility to uphold and promote such rights toward employees, contractors, sub-contractors and the community in which they operate.

***Non-exploitation of Child Labour*** (UN Child Convention on the Rights of the Child, and ILO C138 & C182):

Contractors must not engage in the exploitation of child labour[[13]](#footnote-14) and contractors must take the necessary steps to prevent the employment of child labour. A child is defined as a person under the age of 18 and children shall not be engaged in labour that compromise their health, safety, mental and social development, and schooling. Children under the age of 15 (in developing countries 14) may not be engaged in regular work, but children above the age of 13 (in developing countries 12) can be engaged in light work if it does not interfere with compulsory schooling and is not harmful to their health and development.

***Employment is freely chosen*** (ILO C29 & C105):

Contractors must not make use of forced or bonded labour and must respect workers freedom to leave their employer.

***Freedom of association and the right to collective bargaining*** (ILO C87, C98 & C154):

Contractors must recognise workers right to join or form trade unions and bargain collectively and should adopt an open attitude towards the activities of trade unions (even if this is restricted under national law).

***Living wages are paid*** (ILO C131):

As a minimum, national minimum wage standards or ILO wage standards must be met by contractors. Additionally, a living wage must be provided. A living wage is contextual, but must always meet basic needs such as food, shelter, clothing, health care and schooling, and provide a discretionary income[[14]](#footnote-15).

***Non-discrimination in employment*** (ILO C100 & C111 and the UN Convention on Discrimination against Women):

Contractors must not practice discrimination in hiring, salaries, job termination, retiring, and access to training or promotion - based on race, national origin, caste, gender, sexual orientation, political affiliation, disability, marital status, or HIV/AIDS status.

***No harsh or inhumane treatment of employees*** (ILO C105):

The use of physical abuse, disciplinary punishment, sexual abuse, the threat of sexual and physical abuse, and other forms of intimidation and abuse may never be practiced by contractors.

***Working conditions are safe and hygienic*** (ILO C155 & C168):

Contractors shall provide safe and hygienic working conditions for its employees and put in place adequate measure to prevent accidents and injury to health associated with or occurring in the course of work.

***Working hours are not excessive*** (ILO C1, C14, C30 &, C106):

Contractors must ensure that working hours comply with national law and international standards. A working week of 7 days should not exceed 48 hours and employees must have one day off per week. Overtime shall be compensated, limited and voluntary.

***Regular and contractual employment*** (ILO C143, C183 & C132):

All work performed must be on the basis of a recognised employment relationship via written contracts, established through international conventions and national laws. Contractors shall provide leave, benefit and employment protection, and protect vulnerable group’s regular employment under these laws and conventions.

**International Humanitarian Law**

Contractors linked to armed conflicts or operating in armed conflict settings shall respect civilian’s rights under International Humanitarian Law and not be engaged in activities which directly or indirectly initiate, sustain, and/or exacerbate armed conflicts and violations of International Humanitarian Law[[15]](#footnote-16) as defined in the Geneva Conventions I-IV and Additional Protocols. Contractors are expected to take a ‘do no harm’ approach to people affected by armed conflict.

**Non-Involvement in Weapon- and Criminal Activities**

The Contracting Authority advocates for the Ottawa Convention against landmines and the Convention on Cluster Munitions. Contractors shall not engage in any development, sale, manufacturing or transport of anti-personnel mines, cluster bombs or components, or any other weapon which feed into violations of International Humanitarian Law covered by the Geneva Conventions and Protocols.

Contractors shall not be engaged in any illegal or criminal activity and must never be associated with, provide support to or be involved in any terrorist activities.

**Protection of the Environment**

The Contracting Authority wishes to minimise the environmental damages applied to nature via our procurement activities and we expect our suppliers and contractors to act in an environmentally responsible manner. This involves respecting applicable national and international environmental legislation and acting in accordance with the Rio Declaration on Environment and Development. As a minimum, contractors must never support or be involved in illegal foresting and shall actively address issues related to proper waste management, ensuring recycling, conservation of scarce resources and efficient energy use.

**Anti-Corruption**

Corruption is by the Contracting Authority defined as the misuse of entrusted power for private gain and it includes bribery, fraud, embezzlement and extortion. The Contracting Authority holds a great responsibility to avoid corruption and ensure high standards of integrity, accountability, fairness and professional conduct in our business relations. Contractors are expected to have the same approach by undertaking good and fair business ethics and practices, take action to prevent and fight corruption, and abide by international conventions as well as international and national laws.

**Complaints**

Contractors and contractor’s employees who are confronted with corrupt practices, violations of human- or labour rights, or any of the standards laid down in this Code of Conduct, are encouraged to file a complaint with the Contracting Authority[[16]](#footnote-17).

1. The concept of intersectionality has been defined as *‘… a metaphor for understanding the ways that multiple forms of inequality or disadvantage sometimes compound themselves and create obstacles that often are not understood among conventional ways of thinking.’* (See Crenshaw, K., ‘Demarginalizing the Intersection of Race and Sex: A Black Feminist Critique of Antidiscrimination Doctrine, Feminist Theory and Antiracist Politics.’ University of Chicago Legal Forum, 1989.) [↑](#footnote-ref-2)
2. CSRF, 2022, Gender norms, conflict sensitivity and transition in South Sudan: [BAF-Gender-Conflict-Sensitivity-and-Transition-in-South-Sudan\_14072022.pdf (csrf-southsudan.org)](https://www.csrf-southsudan.org/wp-content/uploads/2022/07/BAF-Gender-Conflict-Sensitivity-and-Transition-in-South-Sudan_14072022.pdf), accessed 27 July 2024. [↑](#footnote-ref-3)
3. [Climatic Changes and Communal Conflicts in South Sudan | Climate-Diplomacy](https://climate-diplomacy.org/case-studies/climatic-changes-and-communal-conflicts-south-sudan), accessed 27 July 2024 [↑](#footnote-ref-4)
4. USAID, 2022. Community resilience mapping in Akobo County, accessed 27 July 2024. [↑](#footnote-ref-5)
5. Crisis Watch: South Sudan, June 2024, International Crisis Group: <https://www.crisisgroup.org/crisiswatch/june-trends-and-july-alerts-2024#south-sudan>, accessed 24 July 2024. [↑](#footnote-ref-6)
6. IPC Country Analysis, South Sudan: <https://www.ipcinfo.org/ipc-country-analysis/details-map/en/c/1156667/?iso3=SSD>, accessed 24 July 2024. [↑](#footnote-ref-7)
7. <https://www.crisisgroup.org/africa/horn-africa/ethiopia> [↑](#footnote-ref-8)
8. <https://www.crisisgroup.org/africa/horn-africa/ethiopia/b194-ethiopias-ominous-new-war-amhara> [↑](#footnote-ref-9)
9. <https://ehrc.org/afar-and-amhara-regions-report-on-violations-of-human-rights-and-international-humanitarian-law-in-afar-and-amhara-regions-of-ethiopia-published/> [↑](#footnote-ref-10)
10. <https://www.dieh.dk/om-dieh/etisk-handel/hvordan-etisk-handel/dieh-guidelines/> [↑](#footnote-ref-11)
11. <https://www.unglobalcompact.org/what-is-gc/mission/principles> [↑](#footnote-ref-12)
12. <http://ec.europa.eu/echo/files/partners/humanitarian_aid/Procurement_Guidelines_en.pdf> [↑](#footnote-ref-13)
13. The definition of Child Labour can be found at: <https://www.unglobalcompact.org/what-is-gc/mission/principles/principle-5> and <https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C138> [↑](#footnote-ref-14)
14. Discretionary income is the amount of an individual's income that is left for spending, investing, or saving after taxes and personal necessities (such as food, shelter, and clothing) have been paid. [↑](#footnote-ref-15)
15. This includes pillage/looting which is the unlawful taking of private property for personal or private gain based on force, threats, intimidation, pressure and through a position of power accomplished due to the surrounding conflict. [↑](#footnote-ref-16)
16. DCA’s Complaint Handling System is accessed on our website. [↑](#footnote-ref-17)