

NATIONAL CALL FOR TENDER ACTED Jordan**Instructions to bidders**

Date: 20/08/2019

Tender N°: T/13DDA/O99/CON/MAFRAQ/PRM/20082019

ACTED is requesting through this tender a company/consultant to provide detailed written quotations for the following service:

REQUEST SPECIFICATIONS:

1. **Description** Evaluation Consultant
2. **Product class / category:** Consultancy Services

The answers to this tender should include the following elements:

- A written offer form as per ACTED template attached including all the service specifications, the price per unit and any additional price, and total price, inclusive and exclusive of detailed VAT. Offer form must be signed and stamped.
- Other tender documents such as, instruction to bidders, bidder's questionnaire, bidder's ethical declaration and bidder's checklist as per ACTED template. All documents must be signed and stamped.
- Terms of references, which must be signed and stamped.
- A copy of the supplier legal representative ID is required
- A copy of the passport.
- A Copy of Company registration documents and license
- CV(s) of the personnel deployed (including field team)
- Organigram of the team structure
- Sample from previous work (max. 10-20 pages) from at least 2 separate projects; description of similar past experience, including description of the evaluation criteria, project, area of intervention, and total budget
- Technical Proposal including a detailed methodology and work plan
- Detailed Financial Proposal (cost effective and showing unit costs)

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed on **03/09/2019 at 4:00 PM** (local time in Jordan) in ACTED office at the following address

ACTED representative office in Amman, JORDAN
25, Ahmad Shawqi street, Jabal Weibdeh
Amman 11194, Jordan (Opposite Terra Sancta Kindergarten),

Or emailed to

jordan.tender@acted.org with CC tender@acted.org

2. Offers shall be submitted in **English and in JOD, providing both the prices with taxes and without**. Prices are to be filled in Hindu-Arabic numerals (**1234.56**) only.
3. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
4. Tenderers will sign and return all pages of the Product Specifications for which they apply.
5. The offer to the call for tender will not result in the award of a contract.
6. The offer must be submitted to ACTED purchase department in a sealed envelope with the mention "**T/13DDA/O99/CON/MAFRAQ/PRM/20082019**" - not to be opened before **04/09/2019** and the purpose of the offer.
7. Unsealed envelope and late offers will not be considered.
8. A tender opening session will take place on 04/09/2019 at 11:00 AM (local time in Jordan) in the ACTED representative office in Amman. The presence of bidders' representative is allowed. For all inquiries regarding this tender, please contact the ACTED representative office in Amman by telephone + 962-6-4636275 or by E-mail at jordan.tender@acted.org, Cc tender@acted.org.

9. For all inquiries regarding this tender, please contact the ACTED representative office in **Amman** by E-mail at jordan.tender@acted.org, Cc tender@acted.org.

10. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following e-mail to transparency@acted.org.

SPECIFIC CONDITIONS - EXPERTISE REQUIREMENTS

The consultant should have the following background:

- Post- graduate qualifications in development studies or relevant area
- Experience in project Monitoring and Evaluation, in particular on agricultural livelihoods and cooperative business projects
- Preferred: good knowledge of the ILO My.COOP and TREE methodologies
- Strong knowledge and/or demonstrated experience in designing and conducting similar monitoring and evaluation activities is required
- Excellent knowledge of the Jordanian context, especially of Northern Jordan (including the impact of the Syrian crisis), is required
- Strong analytical skills and ability to clearly synthesize and present findings
- Excellent written and oral English is essential
- Knowledge of Arabic is an advantage

The consultant shall identify a focal point for communication and reporting purposes, with appropriate skills and experience. At the briefing session, the focal point should submit a full contact list of all those involved in the evaluation.

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

OFFER FORM – ACTED JORDAN

Date: 20/08/2019

Tender N°: T/13DDA/O99/CON/MAFRAQ/PRM/20082019

To be Filled by Bidder (COMPULSORY)

Details of Bidding Company:

1. Company Name: (_____)
2. Company Authorized Representative Name: (_____)
3. Company Registration No: (_____)
No/Country/ Ministry
4. Company Specialization: (_____)
5. Mailing Address: (_____)
Country/Governorate. /City/St name/Shop-Office No
 - a. Contact Numbers: (Land Line: _____ / Mobile No: _____)
 - b. E-mail Address: (_____)

I undersigned _____, agree to provide ACTED, non-profit NGO, with items answering the following specifications, according to the general conditions and responsibilities that I engage myself to follow.

The following deliverables should be provided to ACTED's representative in Jordan, who will then circulate them to the relevant ACTED departments and partners for feedback.

Deliverables	Deadline
Inception Report	To be delivered no later than 15 th September 2019
Draft Final Evaluation Report	To be delivered no later than 10 th October 2019
Final version of the Final Evaluation Report	To be delivered no later than 20 th October 2019

All deliverables should be in electronic version, Word/Windows compatible format and in English.

For all deliverables, the external expert is expected to underline factual statements using evidence, and to comment on any deviation.

The final evaluation report will be publicly disseminated and presented at a final event (to take place tentatively in October 2019) to share results with key stakeholders, including INGOs, donors and governmental stakeholders.

Inception Report

The inception report shall include the following elements:

- Detailed description of the methodology for the evaluation
 - o Data collection methods
 - o Data collection tools
 - o Sampling
 - o Approach to quality control
- Data analysis methods

- Justification for revising the Evaluation Questions (if relevant)
- Detailed workplan
- Analysis of anticipated limitations and mitigation measures

Final Evaluation Report

The consultant shall use ACTED's Final Evaluation Report template (to be provided at the beginning of the evaluation), including the following elements:

Executive summary <i>(2 pages max)</i>	<p>Should be tightly drafted, and usable as a free-standing document. It should be short, not more than two pages. It should focus on the main analytical points, indicate the main conclusions, lessons learned and specific recommendations. Specific guidance on how to develop the Executive Summary will be provided at the beginning of the evaluation. Note that this section of the template also contains an overview scoring table that should be filled by the consultant in a consistent and sound manner.</p>
Project synopsis <i>(this section should not exceed 1 page in length)</i>	<p>The project synopsis serves as an introduction and provides background information. It therefore includes a short text on the objectives of the project and issues to be addressed by it, a description of the target groups and a summary of its intervention logic, including the indicators at the three levels of the intervention logic: overall objective/impact, specific objective/outcome, outputs. The synopsis does not include appreciations and observations on issues related to the project implementation.</p>
Methodology <i>(this section should not exceed 1 page in length)</i>	<p>The methodology section should detail the tools used in the evaluation; locations, sample sizes, sampling methodology, tools used, dates, team composition, limitations faced and other pertinent facts.</p>
Findings <i>(max. 2 pages per DAC criteria)</i>	<p>The findings section should present the results of the evaluation in an objective and non-judgmental way that gives an honest portrayal of the project.</p> <p>Included in the findings should be a discussion of how well the project achieved each of the five DAC criteria (relevance, effectiveness, efficiency, impact, and sustainability) and the Core Humanitarian Standards commitments.</p> <p>The consultant shall highlight the most important findings relating to the performance of the project and elaborate on them in detail while also pointing out any critical issues and/or serious deficiencies. Findings shall be accurate, concise and direct. They must be based on and coherent with their answers to the evaluation questions.</p> <p>The consultant is expected to provide a self-sustaining explanation of their assessment which must be understandable by any person unfamiliar with the project while at the same time providing useful elements of information to the stakeholders. The consultant should avoid the following weaknesses: not evidence based, lack of technical content (e.g. experts provide an analysis which does not take into account the state of the art of knowledge in a given sector or topic).</p> <p>Full source details (including file name, page numbers...) are always to be included.</p>
Conclusions, Lessons Learned, Best Practices, and Recommendations <i>(max.3 pages)</i>	<p>These should be presented as a separate final chapter. Wherever possible and relevant, for each key conclusion there should be a corresponding recommendation. The consultant shall set out the main conclusions and recommendations based on the answers given to the evaluation questions and which are summarized in the findings section.</p> <p>Recommendations should be as realistic, operational and pragmatic as possible and drafted in a way that the stakeholders to whom they relate are clearly identified. Recommendations are derived from the conclusions and address issues of major importance to the performance of the project. They must take in consideration applicable rules and other constraints, related for example to the context in which the project is implemented. They must not be phrased in general terms but constitute clear proposals for solutions and they target the most important issues rather than minor or less relevant aspects of a project.</p>

	Through conclusions, lessons learned, best practices and recommendation, the evaluation will generate knowledge and support accountability to beneficiaries, the donor, ACTED and the overall humanitarian community. It will provide information on the processes or activities that ACTED implemented to develop insights, knowledge, and lessons from past experiences so as to improve current and future performance.
Annexes	<ul style="list-style-type: none"> • Terms of Reference of the evaluation • Assessment tools used (questionnaires, checklists, scoring grids, etc.) • List of persons (job titles only, no names)/organizations consulted • List of literature and documentation consulted • Other technical annexes (e.g. statistical analyses and other pertinent elements, graphs, etc.)

For consortium and/or multi-country projects, a single project-wide report should still be produced, with agency-specific and/or country-specific findings clearly identified.

Feedback on deliverables

Please note that both inception and final reports are subject to ACTED's approval before they are considered as final deliverables and corresponding milestones payment can be released.

Upon submission of the draft inception report / draft final evaluation report by the consultant, ACTED will formulate comments as well as indicate any factual errors, within five working days of reception.

Comments will be formulated on the basis of the Inception Report and Final Evaluation Report Quality Control Checklists that will be provided to the consultant at the beginning of the evaluation.

For the draft final evaluation report, consultants are informed that ACTED will provide an opinion on the quality of the evaluation report and each of its components (synopsis, methodology, findings, conclusions and recommendations, and annexes), which should be taken into account by the consultant. For each recommendation, ACTED will also state to what extent (Yes, Partially, No) it agrees with the recommendation and accurately reports the opinion of the consulted stakeholders.

All comments should be considered by the consultant before the two reports are considered completed. The consultant shall take note of these comments and decide whether or not to revise the reports and, where appropriate, succinctly explain why comments cannot be taken into account. The consultant submits a revised version of the report to ACTED, within five days (Inception Report) / five days (Final Evaluation Report) of receipt of ACTED comments. The revised version should clearly highlight all changes made.

- **PLEASE FILL IN YOUR PRICES IN THE FOLLOWING TABLE AFTER FULLY READING THE TERMS OF REFERENCE ATTACHED TO THE TENDER DOCUMENTS**

#	Description	Unit	Quantity	Unit cost in <u>JOD</u> excluding VAT	Unit cost in <u>JOD</u> including all taxes and fees	Total cost in <u>JOD</u> excluding VAT	Total cost in <u>JOD</u> including all taxes and fees
1	Review of program activities, implementation policies and reporting mechanisms, based on available documentation	L.s	1				
2	Development of an Inception Report, outlining the methodology for data collection and analysis	L.s	1				
3	Data collection	L.s	1				
4	Analysis of program performance based on the five DAC criteria and the	L.s	1				

	corresponding research questions listed above						
5	Drafting of the Final Evaluation Report	L.s	1				
6	Finalization of the Final Evaluation Report, taking into account ACTED comments on its quality and accuracy.	L.s	1				
Total Cost in JOD							

- PLEASE FILL IN BELOW TABLE ALSO THAT REFLECTS YOUR PRICING METHOD IN THE ABOVE TABLE.

Evaluation activities	Suggested Schedule – Number of days To be filled by the bidder
Review of program activities, implementation policies and reporting mechanisms, based on available documentation	
Development of an Inception Report, outlining the methodology for data collection and analysis	
Data collection	
Analysis of program performance based on the five DAC criteria and the corresponding research questions listed above	
Drafting of the Final Evaluation Report	
Finalization of the Final Evaluation Report, taking into account ACTED comments on its quality and accuracy. – within 10 days	

BIDDER'S COMMENTS/REMARKS:

- _____
- _____

BIDDER'S TERMS AND CONDITIONS:

- Validity of the offer: _____ (Recommended: 6 months)
- Terms of delivery: _____ (Recommended Incoterm: DDP)
- Terms of payment: _____ (Recommended: Per batch)

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____



BIDDER'S QUESTIONNAIRE – ACTED JORDAN

Date:

Tender N°: T/13DDA/O99/CON/MAFRAQ/PRM/20082019

PART I: INFORMATION			
A. Company Details and General Information			
Name of Company		Trading As	
Address (headquarters)		Telephone	
Zip Code (headquarters)		Fax	
City (headquarters)		E-mail address 1	
PO Box		E-mail address 2	
Country (headquarters)		Website address	
Parent Company or name of owner		Subsidiaries/ Associates/ Overseas Representative	
Sales Person's Name		Sales Person's Position	
Sales Person's phone		Sales Persons' E-mail	
<i>Governance of the company: Chairman, Vice-Chairman, Treasurer or Secretary of the Board of Directors or Board of Trustees</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		Type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail address	
Is the individual a	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State	



U.S. citizen or legal permanent resident?		Issued Certifications	
<i>Management of the company: CEO, Executive Director, Deputy Director, President or Vice-President</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	
Is the individual a U.S. citizen or legal permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
<i>Management of the company: Chief Finance Officer or Chief Accountant</i>			
Name (as in passport or other government-issued photo ID)		Date of birth (mm/dd/yyyy)	
Government-issued photo Identification Document (ID) number		type of ID	
ID country of issuance		Rank or title in organization	
Other names used (nicknames or pseudonyms not listed as "Name")		Gender (e.g. male, female)	
Current employer and job title:		Occupation	
Address of residence		Citizenship(s)	
Province/Region		E-mail addresses	



Is the individual a U.S. citizen or legal permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	Professional Licenses – State Issued Certifications	
---	---	--

Company's staff & insurance

No. Full Time Employees:	Employee average work wage per hour:	
% of Men to Women:	Any employee(s) with relatives working with ACTED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Children:	Legal minimum wage paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In what capacity?	Paid vacations are offered?	<input type="checkbox"/> Yes
What are their ages?	Are flexible working hours offered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of insurance company:	Staff covered by health insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Description of the Company

Type of Business (multiple choices possible):	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (Please Specify)
Sector of Business (multiple choices possible):	<input type="checkbox"/> Goods/Suppl <input type="checkbox"/> Equipment <input type="checkbox"/> Works <input type="checkbox"/> Services <input type="checkbox"/> Other (Please Specify)
Year Established:	Country of registration:
Licence number:	Valid until:
Working languages:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)
Technical documents available in:	<input type="checkbox"/> English <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Russian <input type="checkbox"/> Arabic <input type="checkbox"/> Chinese <input type="checkbox"/> Other (Please Specify)

B. Financial Information

VAT Number:	Tax Number:
Bank Name:	Bank Account Number:
Bank Address:	Account Name:
Swift/BIC number:	Standard Payment Terms: <input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company been audited in the last 3 years?	<input type="checkbox"/> Attached



Please attach a copy of the company's most recent Annual or Audited Financial Report					
Annual Value of Total Sales for the last 3 Years:					
Year:	USD:	Year:	USD:	Year:	USD:
Annual Value of Export Sales for the last 3 years					
Year:	USD:	Year:	USD:	Year:	USD:

C. Experience

Company's recent business with ACTED and/or other International Aid Agencies or United Nations Agencies:

	Organi sation	Contact person	Phone/E-mail	Goods/Works/Service s	Valu e (US D)	Year	Destination
1							
2							
3							
4							
5							

What is your company's main area of expertise?

What is your company's business coverage area?

National Restricted to (specify location)

To which countries has your company exported and/or managed projects in the last 3 years?

Provide any other information that demonstrates your company's qualifications and experience (eg. awards)

List any national or international Trade/Professional Organisations of which your company is a member

D. Technical Capability

Type of Quality Assurance Certificate

Attached

Attached

Type of Certification/Qualification Documents

International Offices/Representation

List below up to 10 of the core Goods and/or Services your company sells:

- | | |
|----|-----|
| 1) | 6) |
| 2) | 7) |
| 3) | 8) |
| 4) | 9) |
| 5) | 10) |

List the main assets of your company (trucks & heavy machines, heavy & valuable equipment, premises & warehouses, production sites etc.)

- | | |
|----|-----|
| 1) | 6) |
| 2) | 7) |
| 3) | 8) |
| 4) | 9) |
| 5) | 10) |

E. Miscellaneous

Does your company have an Environmental Policy? (Yes/No)

Yes No

Does your company have an Ethical Trading Policy? (Yes/No)

Yes No

Does your company have an Anti-terrorist Policy? (Yes/No)

Yes No



Is your company compliant with the EU General Data Protection Regulation (or equivalent)? (Yes/No)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes to the above two questions, please attach copies of your policy:		<input type="checkbox"/> Attached	
Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for in national law?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been convicted of an offence concerning its professional conduct by a judgment which as force of res judicata?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been guilty of grave professional misconduct proven by other means?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever not fulfilled its obligations relating to the payment of social security contributions, or the payment of taxes in accordance with the law of the country in which it is established, or with those of France, or those of the country where the contract is to be performed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been declared to be in serious breach of contract for failure to comply with its contractual obligations, following another procurement procedure or grant award procedure financed by a donor country?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered yes, please provide details:			
Has your company ever been in any dispute with any Government Agency, the United Nations, or International Aid Organisations (including ACTED)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No



If you answered yes, please provide details:	
Do you agree with terms of payment of 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you accept visit of ACTED staff & external auditors to your office? <input type="checkbox"/> Yes <input type="checkbox"/> No

PART II: CERTIFICATION

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided to ACTED as soon as possible in writing. I also understand that ACTED does not do business with companies, or any affiliates or subsidiaries, which engage in any practices that are in breach of ACTED's Child Protection, Sexual Exploitation and Abuse Protection, Conflict of Interest, Anti-fraud, Anti-terrorism Policy and Data Protection Policies (available on request).

Name:		Date:	
Title/Position		Place:	
E-mail address (for contact for verification purposes):		Signature:	
Phone number (for contact for verification purposes):		Company Stamp:	

Check list of supporting documents

For ACTED use only

Check list of supporting documents		For ACTED use only	
1) Trading license	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
2) VAT registration/tax clearance certificate	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
3) Company profile	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
4) Proof of trading/dealership/agent	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
5) Evidence of similar contracts	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
6) References	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
7) Particulars of CEO and key personnel	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
8) Articles of Association & Certificate of incorporation	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
9) Financial statements (latest)	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	
10) Other (specify):	<input type="checkbox"/> Attached	<input type="checkbox"/> Checked	

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp:

BIDDER'S ETHICAL DECLARATION – ACTED JORDAN

Date:

Tender N°: T/13DDA/O99/CON/MAFRAQ/PRM/20082019

Bidder's name: _____

Bidder's address: _____

CODE OF CONDUCT:**1. Labour Standards**

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- *Employment is freely chosen*

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge `deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- *Freedom of association and the right to collective bargaining are respected*

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- *Working conditions are safe and hygienic*

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- *Child Labour shall not be used*

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- *Living wages are paid*

benchmarks. In any event wages should always be high enough to meet basic needs and to provide some

discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- *Working hours are not excessive*

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- *No discrimination is practised*

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- *Regular employment is provided*

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- *No harsh or inhumane treatment is allowed*

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- *Waste Management*

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- *Packaging and Paper*

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- *Conservation*

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- *Energy Use*

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- *Safety precautions for transport and cargo handling*

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to ACTED beneficiaries and staff as well as the suppliers' employees or those of its subcontractors.

C. Business Behaviour

The conduct of the supplier should not violate the basic rights of ACTED's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

D. ACTED procurement rules and regulations

Suppliers should comply with ACTED procurement rules and regulations outlines in ACTED Logistics Manual Version 1.2. or above. In particular, ACTED's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

Operating Principles

The implementation of the Code of Conduct will be a shared responsibility between ACTED and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

ACTED will:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

ACTED expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to ACTED.

Both parties will

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.

2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. Seek arbitration in the case of unresolved disputes.

Qualifications to the Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, ACTED will purchase necessary goods and services from the most appropriate available source.

ACTED can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned _____, agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Bidder's authorized representative _____

Authorized signature _____



BIDDER'S CHECK LIST – ACTED JORDAN

Date:

Tender N°: T/13DDA/O99/CON/MAFRAQ/PRM/20082019

BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEM IS COMPLETE AND RESPECTS THE FOLLOWING CRITERIA:

Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
	Included		Present		
	Yes	No	Yes	No	
1. An original and one copy of the bid have been provided					
2. PART 1 (form PRO-05) – Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. PART 2 (form PRO-06) – Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in JOD (compulsory) , exclude and include all applicable taxes. The prices should include all the service specifications, the price per unit and any additional price, and total price, inclusive and exclusive of detailed VAT.					
5. PART 3 (form PRO-06-01) – Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
6. PART 4 – (form PRO-06-02) – Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
7. The Bidding documents are filled in English.					
8. ANNEXES – Proofs of past performances in a similar field of activity; Sample from previous work (max. 10-20 pages from at least 2 separate projects; description of the evaluation criteria project, area of intervention, and total budget are provided.					
9. ANNEXES – for companies; A Copy of Company registration documents and license are included; an ID copy of the company legal representative and Contractor Classification certificate are attached. (compulsory)					
10. ANNEXES – CVs - for un-Jordanian: copy of the medical insurance certificate and work permit in Jordan (compulsory)					
11. Terms of references, which must be signed and stamped.					

Form PRO-06-03 Version1.3

12. Annexes: Technical Proposal including a detailed methodology and work plan and a detailed financial proposal (cost effective and showing unit costs)					

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Stamp