

Consultancy: Subject-matter expert to the Emergency Team Leader Training

The German Red Cross (GRC) is looking for a consultant to support the IFRC Emergency Team Leader Training as subject-matter expert.

The training will take place in Uganda from 16-24 October 2022. Travel to Uganda is therefore required.

The main objectives are:

Acting as subject-matter expert for the following sessions:

- Working with National Societies / 90 minutes / 20 October 2022
- Establishing priorities / 105 minutes / 20 October 2022
- Motivating the team / 60 minutes / 21 October 2022
- Cultural awareness / 90 minutes / 19 October 2022

Please see the Terms of Reference (ToR) for further information.

Interested candidates are kindly invited to submit their application documents in English by September 21st 2022, 10 am Berlin/Geneva time to surge@drk.de.

GRC Terms of Reference (ToR)
Subject-matter expert to the
Emergency Team Leader Training
In Kampala/Uganda

German Red Cross

Point of contact: surge@drk.de

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Abbreviations

ETL	Emergency Team Leader Training
GRC	German Red Cross
IFRC	International Federation of Red Cross and Red Crescent Societies
SME	Subject-Matter Expert
URCS	Uganda Red Cross Society

1. Background

Since the 1990s, the International Federation of Red Cross and Red Crescent Societies (IFRC) has developed various tools for disaster response such as Emergency Response Units (ERUs), Regional Disaster Response Teams (RDRT), Field Assessment and Coordination Teams (FACT), and recently Coordination, Assessment and Planning (CAP) for Red Cross and Red Crescent operations. They form key elements in the Federation's coordinated, multi-lateral response to sudden and slow-onset disasters. These environments tend to be large-scale, complex, fast-moving, and require skilled communication in a pressure-filled environment.

In order to ensure a fast and effective response to disasters with a multifaceted and flexible approach to emergencies and a good working relationship between the different disaster response tools, the Federation wishes to strengthen the team leader skills among its experienced disaster managers as well as increase the number of trained team leaders.

Research has shown that one of the most crucial elements of an effective emergency response is exceptional leadership. The humanitarian community and the Red Cross and Red Crescent Movement are recognizing the importance, as well as the challenges in identifying, cultivating and supporting these leaders for the complex environment in which they work. The IFRC has developed a course focused on a range of competencies required of its emergency team leaders. Rather than a technical training, this course will focus, primarily, on strategic, operations management, and relational elements of leadership and include some elements of Red Cross/Red Crescent specific systems and procedures required of emergency team leaders.

In collaboration with IFRC and the Uganda Red Cross Society (URCS), the German Red Cross (GRC) organizes an Emergency Team Leader Training (ETL) in 2022. It is the first time an ETL training takes place on the African continent and thereby strengthening the movement's localization agenda. The training will be held in Kampala, Uganda from October 17th to 24th 2022. Facilitators and participants arrive at the venue on October 16th.

The German Red Cross seeks the support of a consultant acting as trainer (subject-matter expert) in the following subjects:

GRC – Team International Cooperation

- Working with National Societies = 90 Minutes
- Establishing priorities = 105 Minutes
- Motivating the team = 60 Minutes
- Cultural awareness = 90 Minutes

2. Description of intended training

2.1 Intended objectives

- To enhance the existing pool of trained emergency team leaders
- To enhance the collaboration and effectiveness of different response tools in the field
- To focus on a range of leadership competencies including relational, strategic, and operational and strengthen skills of the participants
- Relational competencies including self-awareness, effective communication, situational leadership
- Strategic competencies including assessment, analysis, decision-making, direction-setting, planning and coordination

2.2 Target group

Up to 25 current or potential team leaders. All participants are required to meet a set of criteria which can be accessed [here](#).

The IFRC seeks candidates as team leaders when they meet the following demonstrated personal traits and behaviors:

- Demonstrated Red Cross/Red Crescent principles and values
- Flexible, adaptable, and comfortable with ambiguity
- Sensitive to individual and cultural differences
- Effective work and support of others in high stress and changing environments
- Willingness and ability to both lead and follow
- Comfortable to supervise, manage, coach and provide feedback
- Proven conceptual, problem-solving, decision-making, analytical skills
- Effective written and spoken communication and presentation skills in English
- Diplomatic skills

2.3 Expected output

The consultant is expected to act as subject-matter expert, guiding participants through the following learning modules during the face-to-face training in October 2022:

GRC – Team International Cooperation

- Working with National Societies / 90 minutes / 20 October 2022
- Establishing priorities / 105 minutes / 20 October 2022
- Motivating the team / 60 minutes / 21 October 2022
- Cultural awareness / 90 minutes / 19 October 2022

Subject-matter experts are:

- Expected to prepare the sessions
- Encouraged to deliver the sessions using a variety of mission experiential learning methodologies including self-reflection, videos, individual and group work and discussions, practice and demonstration, case studies and presentations
- Requested to incorporate latest IFRC standards and best-practices
- Expected to be available for participants' questions
- Encouraged to work together with learning focal points at their request during the training in order to discuss participants' needs for individual learning in a specific subject area
- Requested to support the training facilitators as role player
- Invited to attend daily facilitator meetings during the training to plan ahead for the next day and discuss participants' learning progress

3. Facilitation

3.1 Responsibilities and duties

IFRC, GRC and URCS

GRC and URCS will organise all training related logistics in Uganda for participants and facilitators. GRC will organise the location for the training including catering. IFRC is responsible for the elaboration of the methodology, the agenda and all organisational issues related to the facilitation of the training. IFRC, URCS and GRC take care that security regulations are applied.

Consultant

The consultant acts as subject-matter expert at the training. During the training, the SME will work with up to 25 participants guiding them through the above-mentioned subjects which are of critical importance to the success of an emergency team leader.

Although participants are divided in 5 groups à 5 persons, the SME's sessions will be held in plenary with all 25 participants.

3.2 Timetable and remuneration

Arrival to Kampala: 16 October 2022

Sessions: 19-21 October 2022

Departure from Kampala: 24 October 2022

GRC – Team International Cooperation

The consultant will be compensated with 2,600.00 €. In addition, GRC will cover the plane ticket, lodging and board. GRC will furthermore cover visa and PCR test costs as well as foreign health insurance, accident insurance and personal liability insurance. VAT will be covered by GRC and paid in Germany.

4. Reporting

GRC does not require a course report. The consultant is requested to share learning material and concept of the above-mentioned sessions with IFRC, URCS and GRC so that material can be used for subsequent ETL iterations.

5. Quality and ethical standards

The consultant should take all reasonable steps to ensure that the training sessions are designed and conducted to respect and protect the rights and welfare of participants and that they are legitimate, conducted in a transparent and impartial manner. Therefore, the sessions should be implemented adhering to standards of the IFRC (see footnote¹). The information revealed during the training has to be safeguarded, respecting existing data security rules, to protect the rights of the individual. The consultant has no right to share or publish internal information coming up during the training.

6. Consultant Profile

The consultant should meet the following criteria:

Obligatory

Education:

- University degree in relevant area or equivalent experience
- Training in the RC/RC global disaster response tools

Experience:

- 5 years' experience in disaster management
- Experience in working within the RC/RC Movement or other humanitarian organizations
- Experience in training, facilitating, coaching or mentoring people

Languages:

¹ Utility (usefulness and used); Feasibility (realistic and cost efficient); Ethics and legality; Impartiality and independence (unbiased, taking into account all stakeholder views); Transparency; Accuracy (appropriate methods used for correct data collection and analysis); Participation (meaningful involvement of stakeholders if appropriate / feasible); Collaboration (with key stakeholders to improve ownership, legitimacy and utility).

GRC – Team International Cooperation

- English fluently spoken and written

Knowledge and Skills:

- Knowledge of RC/RC Movement and Inter-Agency Standing Committee or UN global coordination or disaster response tools
- Excellent communication and inter-personal skills
- Flexible and adaptable to work effectively in a multicultural environment
- Computer knowledge as a user – self-supporting in MS Word, Excel, PowerPoint, MS Teams and others

Preferable

Education:

- Trained in IFRC Leadership Training

Experience:

- Experience in leading a team
- Experience in working with IFRC or a National Society at field level
- Experience in the facilitation of a RC/RC global disaster response tool training

Knowledge and Skills:

- Knowledge of IFRC emergency response framework, global disaster response tools and RC/RC Movement policies and regulations
- Provides clear and concise instructions to participants and effectively facilitates group discussions
- Able to adjust training style, pace and activities, as necessary, to address diverse learning styles of participants
- Proven ability to work in a team and in a multicultural environment

7. Application and selection procedure

Interested consultants should submit their dossier before September 21st 2022, 10am Berlin/Geneva time to surge@drk.de including:

- Curriculum Vitae
- Brief letter of motivation summarizing relevant experience and qualifications as well as brief information on approach and methodology envisaged for the sessions
- Signed declaration of conformity

The objective of the selection criteria is to assess whether the tenderer has the professional capacity to perform the contract. Tenderer must have a proven record of the above-mentioned obligatory criteria. The Tenderer must submit all required documents. Alternative offers are permitted and must be marked as such.

The following evaluation scheme will be applied:

GRC – Team International Cooperation

Offers meeting the obligatory criteria will be taken into consideration in the evaluation scheme. A candidate fulfilling all below-mentioned preferable criteria meets 100% of all criteria.

A score is applied to each criterion:

- 0 – criteria not met
- 1 – criteria partially met
- 2 – criteria fully met
- 3 – criteria overfulfilled

1. Quality of letter of motivation summarizing relevant experiences and qualifications (20%)
2. Education: Trained in IFRC Leadership Training (20%)

Experience:

3. Experience in leading a team (10%)
4. Experience in working with IFRC or a National Society at field level (10%)
5. Experience in the facilitation of a RC/RC global disaster response tool training (30%)

Knowledge and Skills:

6. Knowledge of IFRC emergency response framework, global disaster response tools and RC/RC Movement policies and regulations (10%)

The bidder with the highest overall score will be awarded a consultant contract.

8. Procurement Procedure

8.1 Procedure type

The procurement is handled via an open tender.

8.2 Deadline of submission

Deadline of submission is September 21st 2022, 10am Berlin/Geneva time.

9. Annex

- Contract
- ETL leaflet
- Declaration of Conformity
- Rules of Conduct

Contract for services

The German Red Cross, Carstennstraße 58, 12205 Berlin,
represented by Christian Reuter, Secretary General

- hereinafter referred to as the Client

concludes the following contract with

Name/address

- hereinafter referred to as the

Consultant

Art. 1 Description of services and duties of the Consultant

(1) The Consultant supports the Emergency Team Leader Training taking place in Uganda from 17-24 October 2022 as subject-matter expert. For detailed information on responsibilities and tasks of the consultant and of the client refer to the Terms of Reference Annex 1 to this contract.

(2) As a Consultant, when carrying out activities on behalf of the Client, especially when travelling to project countries of the Client, the Consultant complies with German Red Cross "Rules of Conduct for staff and volunteers of the GRC on mission", which becomes part of the contract as Annex 2.

(3) The Consultant shall not be subject to any right of instruction or direction on the part of the Client with regard to the scheduling and organization of the course of activities. The Consultant undertakes to directly observe the safety and security instructions of the Client in connection with the execution of the contract. The Consultant shall immediately obey the instructions of the Client to carry out an immediate departure from a project country, if the security situation requires it after its evaluation, or if damage from the International Red Cross and Red Crescent Movement can be averted.

(4) The Consultant undertakes to perform the services to be rendered under this contract in a professional manner and to the best of its knowledge and belief.

(5) The following apply as integral parts of the contract:

- Annex 1: Terms of Reference „Subject-matter expert to the Emergency Team Leader Training“
- Annex 2: Rules of Conduct for staff and volunteers of GRC on mission
- Annex 3: The offer of the Consultant as of **Date**
- Annex 4: Signed Declaration of conformity

Art. 2 Duties of the Client

(1) The Client shall pay a total of 2,600.00 € net to the Consultant (reverse charge) for the services listed in Art. 1. according to the offer of the consultant as of **date**, Annex 3 to this contract. The Client organizes and pays the plane ticket, accommodation as well as full board during the training. In addition, the Client covers costs associated to visa and PCR tests. The Client will furthermore take out foreign health insurance, accident insurance, private liability insurance as well as baggage insurance. The fee shall cover all other expenses incurred by the Contractor.

(2) The duties require travel to Uganda.

(3) The fee shall be due for payment within 30 calendar days after the services specified in § 1 have been provided in accordance with the contract and an auditable invoice has been submitted. Payment shall be made by bank transfer to the following account _____ of _____ the Contractor:

IBAN:

BIC:

Account holder:

(4) The Consultant will submit the invoice no later than 1 December 2022.

(5) The Client appoints Fabian Metze, Surge Roster Manager, as main contact person from the International Cooperation Division to ensure that there is an adequate flow of communication.

Art. 3 Right of termination

(1) The contract shall enter into force upon signature and shall terminate upon the provision of all services owed, without the need for a separate notice of termination.

(2) Otherwise, the extraordinary termination of this contract for cause may be declared without notice, especially in the case of a gross violation of duty or inability to render a service to the required standard.

(3) In the case of termination pursuant to Para. 1, the Consultant shall only be entitled to a proportion of the remuneration agreed in Art. 2 Para. 1 if and to the extent to which the Client believes he/she has an interest in it and wishes to retain or take

receipt of it. The level of the partial entitlement shall depend on what proportion of the project has been implemented at the time notice of termination is received. If the Consultant has received more remuneration than that to which he/she is entitled, it must be repaid.

- (4) Notice of termination must be given in writing.

Art. 4 Extraordinary reporting obligations

- (1) If the Consultant realizes that he/she will be unable to provide a service at all, in the required manner, to the required standard or by the required deadline, or if he/she becomes aware that this is a distinct possibility, he/she must undertake to inform the Client accordingly without delay. The information must be put in writing together with a detailed description of the situation. If the Consultant is going to be unable to meet the agreed deadline for services, he/she must state the date by which it will be possible to provide the service.

- (2) The Consultant must disclose immediately if a petition for the initiation of insolvency proceedings has been filed against him/her or if such proceedings have been instituted.

Art. 5 Rights of use / Intellectual property

- (1) The Consultant shall grant the Client as well as the IFRC transferable, exclusive rights of use to the services/results of services described in more detail in Art. 1, without restriction as to territory, time or subject-matter. This includes the right to replicate the results, process them in any way, develop them further, modify them or reorganize them in any way whatsoever, and to make similar use of the results created in this way.

- (2) The Client is also entitled to grant the rights of use described in Para. 1 to all member associations, in particular all regional associations and the nursing staff association of the GRC, as well as to local sections, local branches, associations, enterprises and other institutions which they incorporate. This also includes all affiliated enterprises or institutions of the associations, branches and institutions named in Sent. 1 as well as all associations, branches, enterprises and institutions which also include at least the name of the German Red Cross in their title.

Art. 6 Third-party rights

- (1) The Consultant gives her/his assurance that the contractual service is free of third-party rights which might exclude or restrict the Client's use of the service pursuant to the contract.

- (2) If, following the conclusion of the contract, claims are made which arise from an infringement of property rights, as a result of which contractual use of the contractual service is impaired or prohibited, the Consultant must undertake - at the Client's discretion either to modify or replace the contractual service in such a way as to ensure that it is no longer affected by the property rights whilst still complying with the terms of the contract, or to acquire rights which entitle the Client to use the contractual service without restriction or additional cost to himself/herself pursuant to the

provisions of the contract. If the Consultant is unable to do so within a period of 20 calendar days from assertion of the infringement of property rights, the Client must grant the Consultant a reasonable extension of at least 14 calendar days in which to rectify the situation. If the Consultant fails to meet this extended deadline, the Client shall be entitled to withdraw from this contract in whole or in part, or to demand a reduction in the Consultant's remuneration and compensation or indemnification for fruitless expenditure. No extension need be granted if it is apparent that the Consultant is unable to rectify the situation or refuses to do so.

(3) The Consultant assumes sole liability as well as responsibility for any legal defense vis-à-vis the party asserting an infringement of property rights. The Consultant is, in particular, entitled and obliged to conduct all legal disputes arising from these claims at his/her own expense, and to indemnify the Client comprehensively against any third-party claims at the latter's initial request.

(4) The Client shall inform the Consultant immediately in writing if claims are asserted against her for an infringement of property rights.

Art. 7 Data protection & Confidentiality

The Consultant undertakes to observe confidentiality with respect to all matters of the Client to which she/he has or will become privy while fulfilling this contract; this undertaking shall survive the termination of this contract. The Consultant will also ensure that all relevant regulations regarding the protection of personal data will be respected.

Art. 8 Obligation to surrender possession

When the contract ends, the Consultant shall be obliged to surrender to the Client as well as the IFRC all documents and data supplied to him/her, including any copies which have been made. These remain the property of the Client and IFRC. Copies of any documents prepared by the Consultant in connection with this commission must be given to the Client if and to the extent to which the latter requires them for the purpose of documenting or advancing the project.

Art. 9 Set-off | Right of retention

The Consultant may only offset claims if his/her counterclaims are undisputed or have been legally established. The Consultant shall only be entitled to claim rights of retention on the basis of counterclaims arising from the same contractual relationship.

Art. 10 Qualified clause requiring written form

Any addendum or amendment to the contract or to an agreement to annul the same shall only be effective if confirmed in writing. This requirement may only be waived in a written declaration.

Art. 11 Jurisdiction Agreement

This agreement is governed by German law. Jurisdiction is Berlin.

Art. 12 Severability clause

If individual provisions of this contract are ineffective or impracticable or become ineffective or impracticable after the conclusion of the contract, this shall not affect the validity of the contract and its annexes. Ineffective or impracticable provisions are to be substituted by provisions whose economic effect as closely as possible approximates that which the parties to the contract intended with the ineffective or impracticable provision. The above provisions shall apply mutatis mutandis to cases where there is an omission in the contract or its annexes. Sec. 139 of the German Civil Code shall not be applicable.

.....

German Red Cross

.....

Name

Consultant



What?

ETL course focuses on a range of competencies required of emergency team leaders. Rather than a technical training, this course focuses, primarily, on strategic, operations management, and relational elements of leadership. It also includes some elements of Red Cross/Red Crescent specific systems and procedures required of team leaders.

- Length: 7 days face to face + pre-training preparation activities
- The training uses a variety of experiential learning methodologies, including role plays, teamwork, self-reflection, and mentoring by a learning focal point.
- Participants: Up to 25 participants nominated by their National Societies to be available to deploy, support and deliver future missions.

The training addresses the following competencies:

- Relational Competencies including self-awareness, effective communications, situational leadership, conflict management and negotiation, motivation and influence.
- Strategic Competencies including assessment, analysis, decision making, direction setting, planning and coordination.
- Operations Management including meeting operational objectives, team skill diagnosis, team management, and information management.
- Awareness raising topics related to Red Cross/Red Crescent Movement Systems and Administration.

Why?

Since the 1990s, the International Federation of Red Cross has developed various tools for disaster response that form key elements in the Federation's coordinated, multi-lateral response to sudden and slow onset disasters. These environments tend to be large scale, complex, fast moving, and require skilled communication in a pressure filled environment. In order to ensure a fast and effective response to disasters with a multifaceted and flexible approach to emergencies and a good working relationship

between the different disaster response tools, the Federation wishes to strengthen the team leader skills among its experienced disaster managers as well as increase the number of trained team leaders. Research has shown that one of the most crucial elements of an effective emergency response is exceptional leadership.

The purpose of the course:

- To enhance the existing pool of trained emergency team.
- To enhance the collaboration and effectiveness of different response tools in the field.
- To continuously improve the course design through participant feedback.

Who?

Up to 25 current or potential team leaders with the following pre-requisites:

- Minimum 3 years of field experience with an extensive background in disaster and crisis response and management, including sectorial response.
- International humanitarian response experience is mandatory.
- Experience of working within the RC/RC Movement, including in emergency management.
- Experience with disaster management framework, disaster hazards and consequences, humanitarian structure, and humanitarian standards.
- Experience of working in a multi-discipline and multi-national teams.
- Experience in problem solving and decision making in high stress and changing environments.
- Experience in project cycle management and planning.
- Experience in supervising and leading others.
- Availability for a deployment at least one month during the next 24 months' period.
- Fluent in both written and spoken English.
- Knowledge of other languages is an asset.

Application Process

- Applicants must be nominated by their NS/IFRC office.
- Applicants shall complete an application form.

When?

The exact agenda and schedule are updated for each ETL training and hence will be provided to you separately.

What Else?

If you have any further questions, please reach out to surge.learning@ifrc.org

Declaration of conformity

- according to procurement procedures for humanitarian actions -

The candidate

name/company

address

represented by

representative's name

address

assures that **none** of the following points apply:

- a) The candidate or company are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b) The candidate has been convicted of an offence related to his professional conduct by a judgement which has the force of *res judicata*.
- c) The candidate has been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- d) The candidate has failed to fulfil obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established, with those of the country of the contracting organisation or those of the country where the contract is to be carried out.
- e) The candidate has 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 German Red Cross or European Union's financial interests.
- f) The candidate has been declared to be in serious breach of contract for failure to comply with his contractual obligations pursuant to another procurement procedure or grant award procedure financed by the German Red Cross or European Union's budget.

The Contractor shall respect environmental legislation applicable in the country where the services have to be rendered and internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.

The candidate also guarantees access to the relevant financial and accounting files and documents as well as other project related information and company registration data for the purpose of financial checks and audits or due diligence testing conducted by

- the European Commission,
- the European Anti-Fraud Office (OLAF),
- the European Court of Auditors and
- by chartered accountants / consultants / auditors commissioned by the German Red Cross or the relevant donor.

Furthermore he confirms to work together with above mentioned parties when contacted directly. The refusal to share requested data and documents may lead to disqualification from tender processes and cancellation of closed contracts.

place, date

signature

RULES OF CONDUCT

for staff and volunteers of the German Red Cross on mission for

- **the INTERNATIONAL COMMITTEE OF THE RED CROSS (ICRC)**
- **the INTERNATIONAL FEDERATION OF RED CROSS AND RED CRES-
CENT SOCIETIES (FEDERATION)**
 - **the GERMAN RED CROSS (GRC)**

As staff and representatives of the German Red Cross, we are personally and collectively responsible for upholding and conforming with the highest standards of ethical and professional conduct. All staff and representatives of the GRC shall therefore, at all times and in all circumstances, refrain from acts of misconduct, and respect the Fundamental Principles of the Red Cross Movement and the dignity of those whom the Red Cross aims to assist.

The regulations outlined below apply to all delegates, their dependents accompanying them, local staff, volunteers and consultants deployed within the scope of a relief operation or programme or project of the above-mentioned organization. For convenience, all such persons will be referred to as “field personnel” for the purposes of this document. Field personnel going on mission with the ICRC or the Federation, as the case may be, will be requested to sign a binding Code of Conduct similar to these Rules. All field personnel is expected to behave accordingly, both on duty and in private, and to practise working methods that will build public confidence. Field personnel is expected to be available for action beyond usual working hours, particularly during emergencies. All field personnel must be permanently aware of the fact that any impropriety on their part may have negative consequences for many human beings.

The components of the Red Cross Movement often act in situations of war, internal disorder or other emergencies. Working in such circumstances can expose field personnel to physical danger that should not be underrated. All field personnel must therefore exercise moderation, keep a certain discipline and strictly follow the security rules established by the Red Cross organization in charge of current operation or programme.

Since the Red Cross is a purely humanitarian organisation, its credibility and acceptance among the international community depend essentially on the respect of the Fundamental Principles and the amount of trust which governments will put in these Principles. Red Cross field personnel on mission must therefore at all times and under all circumstances, whether on duty or not, refrain from saying or doing anything that might be perceived to violate the Fundamental Principles, particularly those of Impartiality and Neutrality.

Likewise, family members staying with field personnel in a country of assignment must not contravene the Fundamental Principles, particularly those of Impartiality and Neutrality, whether in word or deed.

The Fundamental Principles of the International Red Cross and Red Crescent Movement

unanimously adopted by the XXth International Red Cross Conference in Vienna, October 1965

Humanity

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

Impartiality

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

Neutrality

In order to enjoy the confidence of all, the Movement may not take sides in hostilities or engage in controversies of a political, racial, religious or ideological nature.

Independence

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

Voluntary service

It is a voluntary relief movement not prompted in any manner by desire for gain.

Unity

There can be only one Red Cross or Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

Universality

The International Red Cross and Red Crescent Movement, in which all societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

The undersigned pledges himself / herself

1. to respect and promote the Fundamental Principles of the Red Cross and Red Crescent Movement (humanity, impartiality, neutrality, independence, voluntary service, unity and universality);

2. to pay due respect to the religious beliefs, customs and habits of the population of the country of assignment, and to conduct himself / herself accordingly;
3. to observe strictly the laws and regulations of the country of assignment, including those concerning security, illegal drugs, traffic rules and currency exchange. Delegates who knowingly contravene such laws and regulations cannot expect any support from the Red Cross.
4. to enquire on the rights and obligations deriving from the legal status of the relevant Red Cross delegation in the country of assignment and to observe strictly the corresponding obligations;
5. to respect and to promote respect for the emblems of the Red Cross and Red Crescent;
6. never to use or to have in his / her possession weapons or ammunition at any time;
7. to denounce sexual abuse and sexual harassment, unauthorised physical or psychic pressure, neglect or harassment by any delegate, particularly among beneficiaries, as gross misconduct. All forms of sexual activity with children (persons under the age of 18) are forbidden as a matter of principle, even where this would seem to be in line with local custom, and will cause immediate dismissal of the delegate concerned. Misestimation of a person's age will by no means protect a delegate from sanctions. Any exchange of money, employment, goods or services for sex, sexual favours or other forms of humiliating, degrading, compromising or exploitative behaviour are forbidden;
8. to dress in a manner appropriate to the assignment, avoiding any impression of military status and to refrain from wearing Red Cross and Red Crescent insignia when not on official duty (except a lapel pin) unless security regulations require otherwise
9. to abstain from undertaking any public, professional or commercial activities outside of those specified in the delegate's Job Description or Mission Instructions without permission from GRC HQs
10. to refuse, courteously but with determination, any financial or material gifts or promises of such gifts or other advantages (particularly of sexual nature) except for the token presents which are customarily offered;
11. not to commit the Red Cross financially unless officially authorized to do so
12. to administer the entrusted funds and relief supplies with precision and diligence and to be prepared to account for the use of funds and other resources at all times
13. to use working equipment provided by the GRC (eg. smartphones, laptops, etc.) exclusively for business purposes. Their private use is not allowed;
14. to keep GRC HQs, the Federation or the ICRC informed of his/her activities and movements at all times, and not to leave the country of assignment or to take local leave without having obtained formal permission
15. to be prepared, should the circumstances require, for transfer to another Red Cross assignment, subject to its compatibility with his/her qualifications

16. to return, at the conclusion of the mission, all Red Cross material and equipment including identity cards and insignia of the Red Cross issued to him/her unless agreed otherwise
17. to observe discretion during the assignment and in relation to anything he/she may witness when carrying it out, including during the period following the assignment;
18. to avoid making references to political and military situations in the country or region of assignment in official or private communications, such as conversations, telephone calls, radio messages, letters, telefaxes or e-mails unless authorised to do so;
19. to refrain from sharing any information with the media, delivering lectures, giving interviews, handing out or publishing written reports or research findings resulting from a mission or handing out photos, slides, films or other electronic data carriers related to a mission without having a general or specific authorization of GRC HQs to do so (cf. Mission Instructions). This applies during the period following the assignment, too;
20. to follow the instructions of the Head of Delegation and GRC HQs, particularly when security is concerned. If a delegate or an accompanying family member fails to observe the above rules, the Head of Delegation will have the authority to arrange for an immediate repatriation of the person concerned.

Disciplinary procedures

In the event of any violation of these Rules of Conduct, the staff member shall be informed in writing of the allegation(s) made against him/her and shall be given appropriate time to respond to such charges (normally ten (10) working days in the case of misconduct, but an extension of these terms may be agreed if appropriate). The human resources department of GRC HQs may take appropriate disciplinary decisions upon receipt of the staff member's comments.

Delegates who are accompanied by family members are fully responsible for their acts during his/her mission. All accompanying family members must sign the Rules of Conduct (except for children under 14 years of age). If a family member violates the Rules of Conduct, GRC HQs has the right to order the family member's repatriation and to hold the delegate responsible.

GRC HQs reserve the right to claim reasonable compensation for damages and costs arising from any violation of the Rules of Conduct. This includes the costs of a return journey to Germany or any other place of residence. Such steps taken under these disciplinary procedures will not preclude further administrative and legal action.

If field personnel develops suspicions regarding violations of the Rules of Conduct, they have the duty to report such suspicions through the proper channels or, if this is considered inappropriate, directly to the persons in charge at GRC HQs.