Deutsches Rotes Kreuz

Berlin, 01.08.2022

Expert Advisory Service and Development of Knowledge Products on Disaster Risk Reduction in Settings affected by Fragility, Conflict and Violence

Request for Proposal

About this Proposal

The German Red Cross (GRC) is inviting proposals for the provision of expert advisory services and development of knowledge products on Disaster Risk Reduction (DRR) in settings affected by fragility, conflict and violence including Anticipatory Action (AA) for GRC and Red Cross Red Crescent (RCRC) Movement operations. The tenderers are requested to read this document carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the tender.

1. Background of the project

Humanitarian DRR programming is almost exclusively implemented in fragile, conflict and violence-affected settings as 80% of humanitarian assistance goes to protracted crisis and the top 30 most fragile states account for more than half of the people killed in disasters. This double vulnerability or compound vulnerability of people affected by natural and manmade hazards still needs to be better reflected in our approaches to humanitarian DRR and anticipatory action. Specific context characteristics are for example 1) limited government services, legitimacy, and control, 2) lack of trust between the citizens and the government, 3) high competition over resources, 4) high reliance on informal structures, 5) volatility of the situation, 6) presence of refugees, Internally Displaced Persons, minorities, and marginalized communities which are often excluded from government led DRR/DM structures.

GRC within the Red Cross and Red Crescent Movement, together with the International Federation of the Red Cross (IFRC), the Red Cross Climate Center (RCCC), the International Committee of the Red Cross (ICRC) and other movement partners intensified the discussion on DRR in FCV settings and anticipatory action in conflict in 2021 and founded several working groups with annual work plans. This consultancy supports GRC's operations on the one hand and the implementation of these work plans on the other to improve our programming in FCV contexts. This consultancy helps GRC and the RCRC Movement to complete the "how-to-guide" for DRR programming in FCV settings and to learn from concrete examples.

The assignment is part of the Global Project II (GP II) thematic funding of the German Federal Foreign Office (GFFO) to GRC in the subcomponent: Contributing to strengthening the humanitarian dimension of Disaster Risk Reduction DRR).

2. Type of procedure

The procurement is handled via a public tender according to § 9 Abs. 1 UVgO.

3. Brief overview of the consultancy

- The requested service can be delivered by one consultant or a consultant team
- Proposed Duration: 55 days between 01 September 2022 and 31 December 2022 (see 4.b Timeline)
- Deadline for the submission of the tender: **22 August 2022**
- Finalization of selection process latest by 29 August 2022
- Tender will be evaluated according to price (30%) and quality/experience (70%) from 0 points (does not meet requirements) to 5 points (fulfils all requirements)
- Client: German Red Cross e.V., Team International Cooperation, Carstennstraße 58, 12205 Berlin
- Contact person: Liesa Sauerhammer, Manager DRR in fragile contexts (l.sauerhammer@drk.de)
- Invoices need to be sent directly to rechnungsstelle@drk.de (GRC contact person in copy) containing the following information:
    - Consultant's name, address, country, bank account, and tax number
    - Reference to consortium partners if any
    - GRC billing address (Deutsches Rotes Kreuz e.V., Carstennstr. 58, 12205 Berlin, Germany), contact person, and tax number: DE1221223471
    - Date and service delivered as mentioned in the contract incl. timesheet
    - Net price

4. Terms of Reference

a. Expected deliverables

The objective of the assignment is to provide expert advice to DRR in FCV projects and practitioners including anticipatory humanitarian action and to contribute to the evidence-building on humanitarian DRR in FCV by finalizing different knowledge products.

The consultant(s) is(are) expected to conduct the following tasks:

1. **Development of case studies on DRR and AA in FCV contexts**: the main objective of the case studies is to illustrate topics discussed in knowledge product #2 ("how-to-guide"). A list of relevant countries and topics is attached (Ref. Annex 4). The development of the case studies includes the following steps:
    - Country specific follow-up with GRC delegations and National Society staff and volunteers
    - Development of an interview guide
    - 10-15 guided interviews
    - Drafting of 10-15 case studies in different formats and lengths (as text box or attachment to knowledge product #2 ("how-to-guide")
    - Organization specific follow-up with relevant partners inside and outside the RCRC Movement (e.g., IFRC, Members of the DRR in FCV sub-WG, ICRC, RCCC, GIZ, UNHCR, GFDRR, Diakonie or other NGOs as German humanitarian partners of the GFFO)
    - Prepare layout of the case studies

2. **Finalization of "How-to-guide" for Practitioners** targeting staff, volunteers and program managers programming and implementing longer-term community-based risk reduction and resilience projects in contexts characterized by FCV including the following steps:
    - Familiarize yourself with the draft outline.

- Develop the chapter-specific content in close coordination with the responsible thematic Manager based on the GRC internal draft analysis “operationalizing humanitarian DRR in FCV contexts”.
- Draft the “How-to-guide” including case studies of different formats developed under knowledge products #1.
- Conduct regional consultations with GRC operations and key Subject Matter Experts (SME)
- Prioritize topics, case studies, and chapters according to these consultations.
- Incorporate the feedback based on these consultations.
- Finalize and layout the “how-to-guide".
- Provide short guidance on advertisement and roll-out of the guide (e.g., websites, platforms, events, target groups, key messages to different target groups: ~ 30 min to 1 hour to management, ½ day workshop with delegates, 3 days’ training with practitioners)

b. Suggested Timeline

Date	Task	Responsible person	Days
01.09.2022	Kick-off meeting	GRC, consultant (potentially other SMEs)	1/2
08.09.2022	Submission of inception report	Consultant	5
12.09.2022	Discussion of inception report and agreement on timeline	GRC, consultant	1/2
13.-30.09.2022	Develop case studies as specified above (knowledge products #1)	Consultant	15
01.-31.10.2022	Develop draft “how-to-guide” as specified above (knowledge product #2)	Consultant	20
01.-25.11.2022	Consultation with GRC operations and SMEs	Consultant	5
28.11.2022	Debriefing of consultations and next steps for finalization of knowledge products	GRC, consultant	1
29.11.-12.12.2022	Finalization of all deliverables	Consultant	8
	Total		**55**

The consultancy will take place from 01 September to 12 December 2022.

c. Inception report:

The consultant is expected to submit an inception report within the first five working days of the contract. The inception report offers the opportunity for the consultant and GRC to clarify the deliverables and agree on the concrete timeline of the case study development and the consultations. The inception report should not be longer than 5-8 pages and should clearly articulate the approach and methodology to be used for the development of the deliverables.

Any adjustments and clarification of the ToR (incl. reflections and recommendations on the draft outline of the "how-to-guide") are to be highlighted in the inception report.

The inception report should contain:

- The key data of the assignment (project title, project data, commissioner of the evaluation, contractors etc.)
- Feedback / amendments to the ToR within the contract (if any)
- Methodology for implementation (data processing and analysis, questionnaires etc.)
- Concrete timeline of case study development and consultations with GRC operations and SMEs based on their feedback

The inception report will be discussed with GRC and the consultant(s). Any changes of the ToR need to maintain the overall conditions of the contract and agreement of both parties.

d. Application and selection details

i. Qualifications

- Demonstrated experience in quantitative and qualitative data collection and analysis required
- Demonstrated experience in similar consultancies
- Demonstrated experience of DRR, Disaster Risk Management, resilience and / or AA programming in FCV contexts
- Experience of evaluating RCRC Movement programs is an asset
- Fluency in written and spoken English required

ii. Application material

- **Financial offer**: Proposed costs for 55 days with breakdown by deliverables, including consultant rates and estimated person days.
- **Technical offer**: Proposed methods and plan for the development of the deliverables with approximate number of days for each deliverable
- **Copies or links to relevant knowledge products** in the last 5 years (if any)
- **CV(s) of the proposed consultant(s**): If there is more than one consultant, please submit the CVs for all team members.
- **Contact**: Full name, telephone number, e-mail address, physical address.

Please submit your application in English with Liesa Sauerhammer (Manager DRR in fragile contexts) at l.sauerhammer@drk.de by **Monday, 22 August 2022** at 12:00h midday (CEST). It must state the period of validity, until 22.09.2021.

Only shortlisted candidates will be contacted. The outcome of the selection process will be communicated by **Monday, 29 August 2022**. GRC reserves the right to conclude the contract until the expiry of the period of validity.

5. Evaluation & award of contract

The decision for the award of contract will be based on the following criteria and evaluation scheme:

- Pre-condition: Availability
- Financial Evaluation (30%)
- Technical Evaluation (70%)
  - Qualification and Experience according to CV (30%)
  - Proposed methods and plan for the development of the deliverables (40%)

Evaluation scheme:

- 0 points = criteria were not fulfilled
- 1 point = fulfilled criteria inadequately
- 2 points = fulfilled basic criteria
- 3 points = fulfils all criteria
- 4 points = fulfils criteria well
- 5 points = fulfilled criteria very well

The total number of points achieved by the respective offer is calculated by determining the price point value (PPW) and the quality point value (QPW). Based on the point values calculated in each case, the total number of points is determined according to the weighting of price and quality.

For the price, the quotient of the cheapest offer and the offer to be evaluated is formed and multiplied by 100 and the percentage weighting.
((Cheapest offer price / Offer price to be valued) x 100) x 30% = Price points

Please note that the school grading system is of course not applicable to the evaluation of the price.
Based on the given possible evaluation levels, the quality is evaluated for each award criterion as follows:
(Points achieved x Factor 20) x Percentage weighting = Quality points

Example calculation for the 1st award criterion with the highest rating:

5 (school grade) x factor 20 = 100
100 x 40% = 40 points

Calculation of the total points:

Sum price points + Quality points = Total points achieved

6. Self-Declaration

The signee of the attached “Declaration of Conformity” (Ref. Annex 3) assures that:

1. no reasons for exclusion as mentioned per EU guideline 2014/24/EU, Art. 57, Paragraph 1 exists.
2. the tenderer fulfils GRC’s claim on good governance, environmental and social responsibility.
3. the tenderer agrees on participation in checks and audits as described.

7. Overview of tender documents

- Request for proposal
- Annex 1: GRC contract for services – template
- Annex 2: GRC rules of conduct on mission
- Annex 3: Declaration of conformity
- Annex 4: Case study examples

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

xxx

- hereinafter referred to as the Consultant

Art. 1 Description of services and duties of the Consultant

(1) The Consultant is responsible for providing expert advice to Disaster Risk Reduction (DRR) projects and practitioners in settings affected by fragility, conflict and violence (FCV) including anticipatory humanitarian action and to contribute to the evidence-building on humanitarian DRR in FCV by finalizing different knowledge products.

The consultant(s) is(are) expected to conduct the following tasks:

1. **Development of case studies on DRR and AA in FCV contexts**: the main objective of the case studies is to illustrate topics discussed in knowledge product #2 ("how-to-guide"). A sample list of countries and topics is attached (Ref. Annex 4). The development of the case studies includes the following steps:
   - Country specific follow-up with GRC delegations and NS' staff and volunteers
   - Development of an interview guide
   - 10-15 guided interviews
   - Drafting of 10-15 case studies in different formats and lengths (as text box or attachment to knowledge product #2 ("how-to-guide")
   - Organization specific follow-up with relevant partners inside and outside the RCRC Movement (e.g., IFRC, Members of the DRR in FCV sub-WG, ICRC, RCCC, GIZ, UNHCR, GFDRR, Diakonie or other NGOs as German humanitarian partners of the GFFO)
   - Prepare layout of the case studies

2. **Finalization of "How-to-guide" for Practitioners** targeting staff, volunteers and program managers programming and implementing longer-term community-based risk reduction and resilience projects in contexts characterized by FCV including the following steps:

- Familiarize yourself with the draft outline.
- Develop the chapter-specific content in close coordination with the responsible thematic Manager based on the GRC internal draft analysis "operationalizing humanitarian DRR in FCV contexts".
- Draft the "How-to-guide" including case studies of different formats developed under knowledge products #1.
- Conduct regional consultations with GRC operations and key Subject Matter Experts (SME)
- Prioritize topics, case studies, and chapters according to these consultations.
- Incorporate the feedback based on these consultations.
- Finalize and layout the "how-to-guide".
- Provide short guidance on advertisement and roll-out of the guide (e.g., websites, platforms, events, target groups, key messages to different target groups: ~ 30 min to 1 hour to management, ½ day workshop with delegates, 3 days' training with practitioners)

The assignment is to be completed within 55 days from 01 September 2021 until 31 December 2022.

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 "Expert Advisory Service and Development of Knowledge Products on DRR in FCV settings"

- Annex 2: Rules of Conduct for staff and volunteers of GRC on mission

- Annex 3: The offer of the Consultant as of xxx

- Annex 4: Signed Declaration of conformity

Art. 2 Duties of the Client

(1) The Client shall pay a total of xxx € to the Consultant (plus the respective statutory value added tax valid at the time of invoicing to be paid by the Client in Germany) for the services listed in Art. 1. according to the offer of the consultant as of xxx, Annex 3 to this contract. No additional remuneration shall be paid, unless additional services are mutually agreed upon between the Client and the Consultant.

(2) The Consultant will organize all travel arrangements, including booking of hotels and flights, prior consultation, and agreement with the Client. In such cases, travel costs will be paid by the Client upon reception of original invoices and relevant supporting documents in accordance with the Federal Travel Expenses Act (Bundesreisekostengesetz).

(3) Remuneration shall be payable in three instalments as follows:

- 30% upon submission of the final inception report,
- 30% upon completion of the case studies,
- 40% upon submission of the final deliverable.

They shall be payable 30 days after acceptance of the service and the submission of a written auditable invoice by the Consultant to the Client.

(4) The Client appoints Liesa Sauerhammer, Manager DRR in fragile contexts, 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) Ordinary termination is excluded.

(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 event of termination according to paragraph 2, the contractor shall only have a pro rata claim to the remuneration regulated in Art. 2 (1) if and insofar as the principal has an interest in this from his point of view and wishes to retain or receive it. The amount of the pro rata claim shall be determined according to the status of the project implementation at the time of receipt of the notice of termination.

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

Art. 4 Extraordinary reporting obligations

(1) If the Consultant realizes that he 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 becomes aware that this is a distinct possibility, he 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 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 her or if such proceedings have been instituted.

Art. 5 Rights of use / Intellectual property

(1) The Consultant shall grant the Client 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 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-a-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 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 all documents and data supplied to her, including any copies which have been made. These remain the property of the Client. 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 I 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	xxx
	Consultant

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 CRESCENT 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 harrassment 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, comprimising 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.

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.

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place, date signature

GRC countries	potential topics (not country specific)
Bangladesh - Cox's'Bazar	camp setting - host communities
Central America	civil military coordination
Central Asia	compound and cascading risk analysis
Colombia	conflict sensitive programme management in practice
Iraq	coordination groups with non-state armed actors etc. in absence of state or access
Lebanon	displacement
Myanmar	FbF / anticipatory action in conflict
Palestine	flexible and adaptive programme management - different options
Pakistan	HDP Nexus
Philippines - Mindanao	humanitarian diplomacy - IHL
Somalia	linking DRR, AA and response
Sudan	local responders from CBOs/CSOs
Südsudan	mediation
Uganda	mitigation measures strengthening social cohesion / connectedness
Yemen	multi-hazard contingency planning, EWS, preparedness
	multi-sectoral approach
	nature-based solutions
	one-stop shop
	people on the move
	protection - CB protection
	PSS
	referral system
	remote management
	scenario planning
	school-based DRR as entry point to complex communities
	security, safer access framework
	volunteer management in FCV affected contexts (volunteering in complex emergencies) and capacity building pathway