



**INTERNATIONAL  
AID SERVICES**

**INTERNATIONAL AID SERVICES**

**Nyokuron West**

**P.O. BOX 561**

**Juba**

## **SUPPLIERS PRE-QUALIFICATION AND REGISTRATION QUESTIONNAIRE**

INTERNATIONAL AID SERVICES (IAS) is in the process of prequalifying suppliers/service providers of goods, services and works for the years 2019 to 2020. Interested and eligible suppliers are invited to apply.

The prequalification questionnaire is to be completed by prospective suppliers/service providers who wish to provide goods, services & works to International Aid Services. The information you provide will be handled with strict confidentiality and exclusively for use by International Aid Services.

**Prospective bidders are allowed to bid for not more than two categories and failure to comply with the instruction may lead to automatic disqualification.**

Category No. ....

Category Description: .....

Please complete the form on the next page.

**Supplier Information Form**

\*Mandatory fields

\*\*Mandatory fields for Bank Transfer

**\*Supplier Name****Nature of Business/Transaction****Email Address:****Telephone No.:****Tax/VAT  
No.****\*Contact****Person:****Fax No.:****\*Physical Address****\*Town:****Postal Code:****\*Province/State:****\*Country:****Bank Information****\*\*Bank Name****\*\*Account****Name****\*\*Bank Branch****\*\*Bank****Account No.****\*\*SWIFT Code**

| Supplier   | User          |              |
|--|---------------|--------------|
| The Undersigned hereby stated that the information provided herein is true, valid and correct on the date of submission. | Requested by, | Approved by, |
| Name:  | Name:         | Name:        |
| Date:  | Date:         | Date:        |
| Signature:   | Signature:    | Signature:   |

## **SECTION 1: INVITATION FOR PREQUALIFIATION FOR SUPPLY OF GOODS, SERVICES AND WORKS**

International Aid Services, invites you to submit sealed application for prequalification for supply of goods, Services & Works for the Financial Year 2019 to 2020.

Eligible applicants must prove their adequacy to participate by providing the required documents specified in the proceeding pages of the document as part of the mandatory requirements:

Bidders must comply with the instructions, terms and conditions and ensure that all forms required are properly completed and submitted to International Aid Services and addressed to the:

Secretary Procurement Committee  
International Aid Services  
Nyakuron  
P.O. Box 561  
Juba – South Sudan

***All bids must be submitted in hard copy form, entered into the register and placed in a bid box at the main gate security office,***

***IAS Juba Office and field offices, by 11:00am on Thursday 28<sup>th</sup> February 2019.***

Bids will be opened thereafter by the procurement committee. The prequalification does not amount to any contractual obligation on the part of International Aid Services and IAS is not obligated to invite any quotations from any of the candidates who have expressed their interest by responding to the Invitation to Bid.

International Aid Services will invite the successful bidders to participate in any bid as and when need arises.

IAS reserves the right to accept or reject any bid application.

## ***SECTION 2: GENERAL INSTRUCTIONS***

***Carefully read the instructions before completing the prequalification form. Submission of false information will lead to automatic disqualification.***

### **2.1 Introduction**

**International Aid Services** will evaluate and short list all eligible companies for the provision of various works, services or supplies for the Financial Years 2019-2020. Once a firm has been short listed, it will be invited to bid whenever an opportunity arises during the period.

**IAS** reserves the right to add similar types of works, services or supplies to the list in ***Appendix B***.

### **2.2 Eligible Applicants and Countries**

2.2.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

- (a) The applicant has the legal capacity to enter into a contract;
- (b) The applicant is not:
  - (i) Insolvent;
  - (ii) In receivership
  - (iii) Bankrupt; or
  - (iv) Being wound up
- (c) The applicant's business activities have not been suspended or black listed;
- (d) The applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- (e) The applicant has fulfilled his or her obligations to pay taxes and social security contributions.

2.2.2 All countries are eligible except countries subject to the following provisions:

- i. As a matter of law or official regulation  
The Government of South Sudan prohibits commercial relations with that country, provided that the Government of South Sudan is satisfied that such exclusion does not preclude effective competition for the provision of supplies or related services required; or
- ii By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of South Sudan prohibits any import of Supplies from that country or any payments to persons or entities in that country”.

2.2.3 A company shall not be eligible under the following conditions according to International Aid Services:

**i. Guarantee against anti-personnel mines:**

International Aid Services has decided to support an international ban on anti-personnel mines. Anti-personnel mines have killed, maimed and continue to kill and maim many refugees. A high proportion of these innocent victims are women and children. These mines pose a serious obstacle to the return of millions of refugees around the world. IAS shall therefore not knowingly buy products from companies that sell or manufacture anti-personnel mines or their components if you submit a bid based on these request, it shall constitute a guarantee that either your company nor any affiliate or any a subsidiary controlled by your company sell or manufactures anti-personnel mines or their components. A contract clause confirming this will be included in an eventual purchase orders.

**ii. Environmental policy:**

IAS's policy is to purchase products and services which have the least negative impact on the environment. Environmental consideration covering manufacture, transport, parking, use and disposal of goods form part of IAS evaluation and selection criteria.

**iii. Terrorism:**

IAS will not do any business with any known terrorist group or company involved in any way with terrorists. IAS shall therefore not knowingly purchase goods or services from companies or countries that are involved with terrorist groups in any form. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate nor a subsidiary controlled by your company are not involved with any non-terrorist group.

**iv. IAS Child Protection Policy**

IAS has a Child Protection Policy, with clear guidelines for the protection of children. All prospective bidders are required to adhere to the policy guidelines as stipulated in the child protection policy (Annex A). All prospective bidders must read, understand and sign in the space provided and commit that they will adhere to the Child Protection Policy if prequalified.

**v. IAS Anti-Corruption Policy**

IAS has zero tolerance to corruption and fraud. Any solicitation, payment or acceptance of bribe by any IAS person or third parties dealing with IAS is strictly prohibited.

Any IAS person or third party involved in a corrupt act(s) shall be held liable for violating the Anti-Corruption Policy. Third Parties who fail to comply with the Anti-Corruption Policy shall have their bids disqualified.

**vi. Block party screening of vendors.**

All Vendors are subject to block party screening and IAS will not shortlist/prequalify and or enter into any contractual obligations with vendors who fail the test.

vii. **Conflict of interest:**

All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short listing process, if they:

- (a) Have controlling shareholders in common; or
- (b) Have the same legal representative for purposes of this application; or
- (c) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of the Procuring and Disposing Entity regarding this short listing process; or
- (d) Participated as a consultant in the preparation of the design or technical specifications of the works, services or supplies that are the subject of this short listing.

**2.4 Cost of Applying**

The Applicant shall bear all costs associated with the preparation and submission of its Application, and International Aid Services will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short listing process. **A non-refundable fee of SSP 1,000 (South Sudanese Pounds one Thousand only)** shall be paid for each bid. Original receipt shall be attached to the bid document as proof of payment.

**2.5 Clarification of short listing Documents**

A prospective Applicant requiring any clarification of the short listing documents may notify IAS in writing at the client's address indicated below. IAS will respond in writing to any request for clarification on the short listing documents, which it receives not later than seven (7) days prior to the deadline for the submission of Applications. Written copies of IAS's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the short listing documents.

**For clarification purposes only, IAS's address is:**

**Attention: Secretary Procurement Committee, International Aid Services**

**P.O Box 561, Juba**

**Nyakuron West**

**[aninga.nancy@ias-intl.org](mailto:aninga.nancy@ias-intl.org)**

**2.6 Amendment of Short listing Document**

2.6.1 At any time prior to the deadline for submission of applications, IAS may amend the Short listing Document by issuing addenda.

2.6.2 Any addendum issued shall be part of the Short listing Document and shall be communicated in writing to all who have obtained the short listing document from IAS.

- 2.6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, IAS may, at its discretion, extend the deadline for the submission of applications.

### **SECTION 3: PREPARATION OF APPLICATIONS**

3.1 **Language of Application**

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and IAS, shall be written in English.

3.2 **Documents Establishing Applicant's Eligibility and Qualifications**

The Applicant shall provide as part of its Application, the documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the Application Submission Sheet (**Forms A1 – A7**). Failure to provide the required information shall result in disqualification.

3.3 **Format and Signing of Applications**

- 3.3.1 The Applicant is requested to submit their short listing documents (included in Annex A) in one envelope marked: **“prequalification Document for the provision of either works, services or supplies (*Specify category applied for*) to IAS for the Financial Years 2019-2020.”** The envelope shall contain only (1) one original prequalification document.

- 3.3.2 The original of the Application shall be typed or written in indelible ink, and shall be signed by the Applicant or a person or persons duly authorized to sign the short listing documents.

- 3.3.4 All Pages of the proposal **MUST** be numbered sequentially starting with page number one (1) being the cover page.



## **SECTION 4: SUBMISSION OF APPLICATIONS**

### **4.1 Sealing and Labelling of Applications**

- 4.1.1 The prequalification application shall be composed of one envelope marked “prequalification Document for the provision of works, services or supplies”. It shall contain one (1) original.
- 4.1.2 For application submission purposes only, IAS address is:

**Attention: Secretary Procurement Committee, International Aid Services**

**P.O Box 561, Juba**

**Nyakuron West**

**[aninga.nancy@ias-intl.org](mailto:aninga.nancy@ias-intl.org)**

**The deadline for application submission is Thursday**

**Date: 28<sup>th</sup> February 2019 (local time): 11:00am**

- 4.1.3 The envelope shall also indicate the name and address of the Applicant to enable the Application to be returned unopened in case it is declared “late”.
- 4.1.4 If the envelope is not sealed and marked as required by Clause 4.1, IAS will assume no responsibility for the Application misplacement or premature opening.
- 4.2 **Deadline for Submission of Applications**  
Applications must be received by IAS at the address specified under Clause 4.1.2.
- 4.3 **Late Applications**  
No application shall be received after the deadline.

## **SECTION 5: OPENING AND EVALUATION OF APPLICATIONS**

### **5.1 Opening of Applications by IAS**

- 5.1.1 IAS Procurement Committee will open the bids internally in accordance with International Aid Services procedures and Applicants or their representatives need not to attend. List of bids received and evaluation results shall be published on International Aid Services Juba office notice board and field offices where applicable within 30 working days from deadline date.

### **5.2 Evaluation of Applications:**

- (a) IAS will carry out the evaluation of proposals on the basis of their responsiveness to:
- Legal Status
  - Tax Payment
  - Financial Position – Presentation of copies of Audited reports for the last two years.
  - Specific evaluation criteria for each category as given in *Appendix C*.
- (b) Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage. IAS shall notify the Applicant of the rejection of their application.

### **5.3 Clarification of Applications**

- 5.3.1 During evaluation of the Applications, IAS may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to a bidder by the Secretary Procurement Committee and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.
- 5.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the head of the procurement and disposal unit.
- 5.3.3 The head of the procurement and disposal unit shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.
- 5.3.4 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

### **5.4 Contacting the Procuring and Disposing Entity**

- 5.4.1 No Applicant shall contact IAS on any matter relating to its Application from the time of Application opening to short listing of Applicants.
- 5.4.2 Any effort by the Applicant to influence IAS in its decisions on the Application evaluation may result in the rejection of the Application.

## **5.5 Confidentiality**

- 5.5.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of short listing is made to all Applicants.
- 5.5.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact IAS on any matter related to the short listing process, may do so but only in writing.

## **SECTION 6: SHORT LISTING**

### **6.1 Notification to the Short listed Applicants**

IAS will notify all Applicants in writing by email, that they have been short listed to provide works, services or supplies for the Financial Years 2019-2020.

### **6.2 Inspection**

IAS reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. IAS reserves the right to verify all information submitted.

### **6.3 Currency**

All monetary/financial information furnished, must be quoted in United States Dollars (USD).

### **6.4 Changes in Qualifications of Applicants**

Applicants and those subsequently short listed or conditionally short listed, shall inform IAS of any material change in information that might affect their qualification status. Providers shall be required to update key short listing information at the time of bidding.

## ANNEX A: FORM A1: APPLICATION SUBMISSION SHEET

Date:.....

To: IAS

We, the undersigned declare that:

- (a) We have examined and have no reservations to the short listing document, including Addenda No:....., *[insert the number and issuing date of each Addenda]*;
- (b) We hereby apply to be short listed for the following works, services or supplies:

| Lot Number | Description of Works, Services or Supplies |
|------------|--|
|            |  |

- (c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, are eligible to participate in public procurement;
- (d) We undertake to abide by the Code of Ethical Conduct for Providers during the procurement process and the execution of any resulting contract;
- (e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;
- (f) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the bidding document.
- (g) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short listing process, have not been suspended by the Public Procurement and Disposal of Public Assets Authority in South Sudan from participating in public procurement;
- (h) We declare that the fees have been paid with respect to the short listing process.**
- (i) We understand that you may amend the scope and value of any contracts to be bid or cancel the short listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;
- (j) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;

- (k) We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.

**Signed:** ..... *(Signature of person whose name and capacity are shown below)*

**Name:** ..... *(Name of person signing the application)*

In the capacity of ..... *(Insert legal capacity of person signing the application)*

Duly authorized to sign the application for and on behalf of:  
..... *(Insert complete name of Applicant/Joint Venture)*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**FORM A2: APPLICANT INFORMATION SHEET**

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**STRUCTURE AND ORGANIZATION**

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- a. a copy of the Bidder's Trading license or equivalent;
- b. a copy of the Bidder's Certificate of Registration or equivalent;
- c. a copy of the Bidder's income tax clearance certificate or equivalent;
- d. a copy of the Bidders VAT registration or equivalent;
- e. Power of Attorney of the signatory(ies) of the bid authorizing signature of the bid on behalf of the joint venture;
- f. A certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

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**FORM A3: FINANCIAL STATEMENT**

## 1. Share capital

- Authorized share capital:

## 2. Annual value of business under taken in the last two years

|           |  |  |
|-----------|--|--|
| Year      |  |  |
| Turn over |  |  |

## 3. Approximate value of current work related to this type of works, services or supplies

## 4. Please attach copies of the company's audited accounts for the previous two years (profit/loss, assets/liabilities) and any financial data, which you consider to be useful in the shortlisting. Please list all the attachments below.

## 5. Name and address of Bankers from which references can be obtained and authority to seek references

**FORM A4: RESOURCES: PERSONNEL**

## 1. Number of staff

- Management staff:
- Technical staff:
- Support staff:

## 2. Please list the present key personnel and management staff.

| Name | Qualification | Years of relevant experience |
|------|---------------|------------------------------|
|      |               |                              |
|      |               |                              |
|      |               |                              |
|      |               |                              |
|      |               |                              |



**FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES**

On the basis of the information provided in the short listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company's ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants workshop:

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**FORM A6: EXPERIENCE: RELEVANT PROJECTS COMPLETED**


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Please fill in information about the relevant contracts completed over the past three years.

| Name Employer | Description of Contracts | Total Contract Price | Date of Completion |
|---------------|--------------------------|----------------------|--------------------|
|               |                          |                      |                    |
|               |                          |                      |                    |
|               |                          |                      |                    |
|               |                          |                      |                    |
|               |                          |                      |                    |
|               |                          |                      |                    |

The applicant **MUST** attach evidence of performance of the above contracts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

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**EXPERIENCE: CURRENT RELEVANT CONTRACTS**

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Please fill in information about the current relevant contracts being executed.

| Name Employer | Description of Contract | Contract Price | Value completed and certified |
|---------------|-------------------------|----------------|-------------------------------|
|               |                         |                |                               |
|               |                         |                |                               |
|               |                         |                |                               |
|               |                         |                |                               |
|               |                         |                |                               |

|          |   |
|----------|---|
|          | <b>FORM A7: LEGAL STATUS</b>  |
| <b>1</b> | Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable.  |
|          |   |
| <b>2</b> | Enclose a copy of the Certificate of Incorporation or its equivalent.   |
|          |   |
| <b>3</b> | Enclose a copy of the Power of Attorney to the signatory of the short listing document registered by the Registrar of Companies or written authorization to submit the application.   |
|          |   |
| <b>4</b> | Enclose an Income Tax Clearance Certificate addressed to IAS for this particular purpose. IAS shall only accept original income tax clearance certificates. <ul style="list-style-type: none"> <li>• Enclose an Annual Tax Clearance certificate for the previous year.</li> <li>• Attach a copy of VAT Registration Certificate for South Sudan</li> </ul> |
|          |   |
| <b>5</b> | Please enclose a copy of a Trading License for the previous year <b><u>certified</u></b> by an issuing authority.   |
|          |   |
| <b>6</b> | Please enclose a copy of your firm's insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment, etc.)  |
|          |   |
| <b>7</b> | Please enclose a copy of your firm's ISO or other quality assurance certificate, if any.  |



## **ANNEX B: STATEMENT OF REQUIREMENTS**

List and codes of works, services or supplies to be provided include but are not restricted to the following:

- IAS/LOT 1:** Auctioning and valuation of assets.
- IAS/LOT 2:** Agro inputs (Seeds and seedlings, Animals, feeds, chemicals fertilizers etc.)
- IAS/LOT 3:** Catering Services (Foods and Beverages)
- IAS/LOT 4:** Clothing & Shoes (Protective gear, aprons, etc.)
- IAS/LOT 5:** Communications and Communication Equipment ( Public Address system, Mobile phones, intercoms, Internet services, Cable TV Services, satellite phones, Radios, Vsat Licenses fees, Repair and Maintenance of equipment
- IAS/LOT 6:** Money Transfer Services and Foreign exchange
- IAS/LOT 7:** Consultancy (Community based trainers, Editing services, ICT Development, engineering technical services, Translation, Videography, Workshop facilitators, Documentation, baseline surveys, Evaluation, Audit services, Value chain analysis, Feasibility studies, etc.)
- IAS/LOT 8:** Education: School Supplies and Equipment (Text Books, exercise books), musical instruments, school bags, school furniture, sports equipment, sports ware, and assistive devices.)
- IAS/LOT 9:** Employee Training, Capacity Development (In house corporate training, emergency training, team building, counseling services
- IAS/LOT 10:** Events, Seminar & Conference (Event Management)
- IAS/LOT 11:** Food and beverages
- IAS/LOT 12:** Transportation (Taxi hire services, trucks, Loading and Offloading, air lifting and ticketing)
- IAS/LOT 13:** Clearing and forwarding.
- IAS/LOT 14:** Insurance services (Medical, GPA, life , motor vehicle, assets)
- IAS/LOT 15:** Hotel / Lodging and Venue (Hotel Rooms and meeting venues)
- IAS/LOT 16:** Household, Shelter, Relief Supplies ( Baby kits, Blankets, Tents, Mosquito Nets, Fire safety equipment, Tarpaulins, rugs, kitchen, sets, jerry cans, curtains, hygiene kits etc.)
- IAS/LOT 17:** Construction works. VIP latrines, staff houses, rain water harvest system, Fences, etc.

- IAS/LOT 18:** Office Equipment and Supplies, air conditioners, CCTV camera, office furniture and fittings, stationery, computer and accessories, solar supplies and Repair and maintenance)
- IAS/LOT 19:** Office expenses: Utilities, security and Janitorial services (Electrical fittings, plumbing, building maintenance and repair, cleaning supplies, water tracking, fumigation, garbage collection, compound cleaning, publishing, printed material and advertising, graphic designing, banners, radio and TV advertisement, printing media, promotional materials, engraving etc.)
- IAS/LOT 20:** Motor Vehicle spare parts
- IAS/LOT 21:** WASH supplies. Casings, Polymer, pipes, taps, cement, Indian mark II pumps, Mini water yard supplies, water quality test supplies. etc.
- IAS/LOT 22:** Guarding and Security Services

## **ANNEX C: EVALUATION CRITERIA**

The following criteria shall be the basis for evaluation for supplies, works & services.

### **Eligibility**

- General Eligibility
- Nationality
- Conflict of Interest
- Suspension
- Government owned entity
- Origin of Supplies
- Joint Venture

### **Historical Contract Performance**

- Manufacturing Experience
- Past experience in similar business
- Packaging, distribution and transportation experience
- Disputes

### **Capacity**

- Production
- Financial position ( Required bank statement between June 2018 to end of December 2018)
- Current Commitments ( Attach at least 1 or 2 copies of current contracts)

**Technical and Quality Requirements** (*Where applicable*)

- Product and Facility Registrations
- Quality Assurance

**Experience**

- Experience of firm ( Number of years in business)
- Qualifications and Competence ( CVs and certificates)
- Experience in subject ( technical expertise)

The Planned Procurement activity schedule (subject to change) is as follows:

| Activity   | Date |
|--|------|
| a. Publish Prequalification notice                 |      |
| b. Purchase of Application forms                   |      |
| c. Submission Date                                 |      |
| d. Evaluation process                              |      |
| e. Display and communication of prequalified firms |      |
| f. Notice to service providers (Letters)           |      |

## **ANNEX D: INTERNATIONAL AID SERVICES CHILD PROTECTION POLICY**

### **Behaviour Protocol/Code of Conduct for Service Providers and Contractors**

International Aid Services (IAS) is committed to safeguarding children (*A child is any person below the age of 18 years*) as a way of preventing all risks of harm and abuse to them and that any child protection concern or violation is reported timely and, appropriately handled by relevant authorities. IAS has therefore adopted a child protection policy (Annexure A) which clearly spells out the Acceptable and the Unacceptable abuse and risky behaviors toward children. All service providers and contractors are therefore required to adhere to the policy guidelines as stipulated here under; non-compliance shall tantamount to breach of contract or agreement with IAS and eventual termination.

### **Child Protection Agreement**

Any person contracted by International Aid Services as a service provider or contractor (including workers with labour contractors, security firms, M&E consultancies, etc.) who may for a specified time engage or interact with children while delivering contracted services in IAS Programmes shall:

1. Treat such children with respect, dignity and act in their best interest at all times.
2. Not hit or administer corporal punishment or physically abuse a child or act in a manner that affects a child's psychological or emotional well-being
3. Not hold, kiss, cuddle or touch a child in an inappropriate way or culturally insensitive manner





4. Not make sexual advances towards children or involve children in any sexual acts. Any form of sexual abuse constitutes an offence under the South Sudan Laws and as such IAS will report such incidents to the authorities and automatically terminate the contract or agreement with the service provider or contactor
5. Not to expose children to pornographic materials
6. Dress, talk, and conduct himself/herself in a culturally appropriate manner
7. Not take pictures of naked and inappropriately dressed children
8. Exercise utmost confidentiality not to divulge any sensitive information about children to the media or other source.
9. Provide or undergo the approved alternative background check agreed to for all individuals hired or sub-contracted.
10. Closely supervise all laborers or enumerators at the site/field to comply with the Child Protection policy requirements
11. Ensure the Child Protection standards/behavior protocols are cascaded to all persons involved in the contracted activities/work to sign and undergo the alternative background checks procedure prior to commencing work.
12. Not employ children or minors to work on any IAS contract /project.
13. Not employ people s/he is aware have a record or history of child abuse. In case any criminal record is established and found to be true, IAS shall take all necessary steps that may include immediate termination of the contract.
14. Not condone or participate in any activities with children which are illegal, unsafe or abusive
15. Report with immediate effect to IAS and local authorities if you become aware of any incident of harm or risk of abuse caused to children and cooperate with child protection related investigations.

I ..... (**Name**) the undersigned have read, understood and consent to adhere to the behavior protocols of International Aid Services' Child protection policy in the course of executing contracted works as stipulated above.

**Signature:** .....

**Date:** .....

**Title:** .....

**Company:** .....