

Mandatory principles of humanitarian aid procurement¹

Malteser International is obligated to observe and apply the following Procurement Principles. Malteser International also expects its partners and contractors to note these principles and act in accordance with them during the execution of the contracts signed with Malteser International.

The partner or contractor agrees to the adherence of following principles by signing the contract and annexes.

1) Principle of ethical procurement

- Avoidance of child labour,
- Respect of basic social rights and working conditions based on international labour standards,
- Inclusion of environmental aspects,
- Avoidance of any connection with a party to a conflict,
- Avoidance of involvement in the supply or transport of illicit arms and land mines and unethical exploitation of natural resources.

2) Principle of Sound Financial Management

- Sound financial management means that the partner ensures that it has taken all steps to secure the **best price quality ratio** available in the quantity and within the timeframe required.
- While, sometimes rapid delivery was more important than high quality, a **minimum quality level** needs to be maintained to guarantee that the assistance given is appropriate to the circumstances.
- A thorough drafting of the Terms of Reference or Technical specifications is essential for the respect of this principle.

3) Principles of equal treatment, non-discrimination and untied aid

- Treatment of all interested parties in the same situation in the same way
- No discrimination or unjustified differentiation between legal or natural persons, regardless of the origin or the nationality.

4) Principle of Transparency and Right of access

- Right of access: the donor has full access to premises and documents referring to procurement procedures, documents, evaluations, award recommendations and contracts (regardless of whether these belong to Malteser International or to the partner or contractor),
- Malteser International is obliged to immediately inform the donor if it becomes aware of any corrupt, fraudulent or coercive practice, the breach of the principles or a situation that is likely to constitute a conflict of interest.

¹ http://dgecho-partners-helpdesk.eu/actions_implementation/procurement_in_humanitarian_aid/procurement_mandatory_principles/start, 30.07.2019

5) Principle of Proportionality

- The principle of Proportionality requires that procedures followed for awarding a contract must be proportionate to the value of the contracts; this generally means more demanding procedures for higher value contracts.

6) Principle of avoiding conflicts of interest

- Measures have to be taken to prevent any conflict of interest (impartial and objective implementation is compromised for reasons involving on economic interest, political or national affinity, or family or emotional ties).

7) Principle of supporting the local economy

- Whenever it is possible local human or material resources have to be used. Before it has to be ensured that this will not distort the local market, increase prices or unduly burden the local natural resources or the environment.

8) Principle of due diligence

- Timely delivery and satisfactory quality of the received supplies, works or services have to be followed up and in case this is not fulfilled appropriate measures have to be taken to mitigate negative consequences for the beneficiaries.