

## **Request for Proposal (RFP)**

RFP Ref # **LA/Tender-0010/2024 July 11, 2024**

**Hiring of Consultant under BRAVE Project**

**For Identification of Trades for skills Trainings and Economically-viable and market-driven value chains**

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### **1: Introduction & Background**

LASOONA-Relief and Development Organization is a national, multi-disciplinary, development-focused non-profit organization. Established in 1997, it was registered as a Non-Government Organization under the Societies Registration Act, 1860. The organization comprises a dedicated and visionary group of motivated and civic-minded individuals with a passion for supporting human and natural resource development in vulnerable and impoverished areas of the Khyber Pakhtunkhwa Province and the Newly Merged Districts (formerly FATA). In 2023, LASOONA was incorporated as a not-for-profit Company and registered under section 42 of the Companies Act, 2017, with the Securities & Exchange Commission of Pakistan (SECP).

Welthungerhilfe (formerly known as German Agro Action) was established in 1962. Today, it is one of the largest private sector organizations working in the areas of development cooperation and humanitarian aid in Germany. Welthungerhilfe (WHH) is a non-profit, nonpartisan and nondenominational organization. Donations from the population at large fund its work in Africa, Asia and Latin America. Besides, WHH receives grants from the Federal German Government, the European Union, BMZ and the United Nations.

### **Program Summary**

LASOONA in partnership with WHH is implementing a project titled “Building Resilience and Addressing Vulnerability to Emergencies (Pak-1122-21) in District Nowshera, KPK, Pakistan. The project addresses vulnerability to climate change, as Pakistan ranking 5th in the Global Climate Risk Index. The project aims to increase the capacity of at-risk communities, particularly focusing on women, the elderly, and people with disabilities, to anticipate, adapt to, and absorb the negative impacts of climate-related hazards. Following are the four outputs of the project:

1. Inclusive Climate Adaptation Forums formed which are implementing Climate Action Plans at different administrative levels (village, union council, Tehsil/Taluka & District)
2. Climate vulnerable communities and at-risk HHs are taking up more climate resilient and diversified livelihoods pathways
3. Climate sensitive private sector pathways developed for priority actions that generate financing and jobs
4. Climate sensitive public sector pathways for priority sector/s that generate climate knowledge, promote risk-sensitive practices including risk financing

### **Background of the Consultancy**

Climate change has far-reaching impacts on various aspects of our lives, including human well-being, agricultural productivity, and household incomes. To promote resilience and increase household

incomes, the project aims to empower women and landless men by training them in high-economic-return skills.

The training will be conducted through Competency-Based Training & Assessment (CBT&A) and will be held at Government of Khyber Pakhtunkhwa (KP) Technical Education and Vocational Training Authority (TEVTA) Institutes in Nowshera and Peshawar districts. This will equip the trainees with the necessary skills to improve their livelihoods and contribute to sustainable development.

The project will also identify and promote sustainable value chains for on-farm and off-farm products. Value Chain Analysis (VCA) will be conducted to ensure profitability and market linkages. Business hub which is established under the project will support piloted value chains and develop sustainable business models and cases for on/off-farm livelihoods. This will help create a sustainable and resilient economy in the face of climate change.

### **Health and safety and security**

The consultant/firm will be responsible for providing a safe and secure system of working for its staff and other people under their control. They will carry out all necessary risk assessments, take appropriate measures to ensure that security and health and safety is a high priority and is managed effectively. It will also ensure, so far as reasonably possible, that all employees engaged will comply with appropriate security, health and safety measures and are adequately trained/oriented. They will comply with all relevant laws and regulations of government and LASOONA concerning health, safety and security and LASOONA reserves the right to request any risk assessment to be undertaken as part of this proposal based on the nature of activities being undertaken by the consultant. In the event of any serious injury or death relating in any way to the activities, the Consultant shall provide full information to the LASOONA and Consultant/firm will fulfill any legal obligations regarding Health and Safety reporting, investigations and compensation.

### **Consultant/Firm Status and Insurance**

The consultant or firm is an independent service provider, and neither it nor its personnel or agents shall be considered employees of WHH or LASOONA. Neither the consultant or firm nor its personnel shall be entitled to the insurance protection provided by WHH or LASOONA for its employees. The consultant shall make its own arrangements for life, injury, illness, or other insurance coverages for the services. LASOONA does not subscribe to any type of insurance on behalf of the consultant, service provider, or firm.

## **2: Terms and conditions:**

### **2.1 Logistics arrangements for consultant**

LASOONA will pay the consultancy fee, and the selected consultant/firm will be responsible for covering all expenses incurred during the assignment, including overnight stays, travel to the field, and report writing. The cost of logistics arrangements of the study finding validation workshop including participants invitation, traveling allowance, hall arrangement, refreshment etc. will be the responsibility of LASOONA.

### **2.2: Required documents to be submitted along with proposal for consultancy deliverables mentioned in TORs**

a. Proposal of the assignment must contain the following details:

- A covering letter outlining their suitability for the consultancy, providing initial observations on the ToRs and an outline of the methodology they would use.
- Profile of Consultant/ firm
- A curriculum vitae of proposed resource person(s) including highlighted references to previous relevant work
- Signed & filled all pages of RFP and send us back inclusive of Annexes.
- Submission of all MOVs for marks calculation like previous similar experience/assignment completed. The MOVs should be submitted along with proposal as per the following format

### 2.2.1 Relevant Experience

Detail of relevant experience need to be submitted on the following format, along with MOVs

S#	Relevant Experience	For whom (Name of organization/firm)	Year	Contact/Email reference Check	for	Remarks if Any
1						
2						

### 2.2.2 Experience of conducting similar nature studies

Detail of similar nature studies conducted in the past need to be submitted on the following format

S#	Name of the Assignment/Name of the study	For whom (Name of organization/firm)	Year	Contact/Email reference Check	for	Remarks if Any
1						
2						

b. technical proposal explaining:

#### **Technical Expertise:**

- Relevant qualifications and experience of carrying out similar nature assignments.

#### **Methodology:**

- Clear understanding of the scope of work.
- Explain the proposed methodology, how the study will be conducted, explain the how the FGDs will be conducted and with whom and how different stakeholders will be involved for collection of data and its reporting.
- Explain the structure of report to be submitted

#### **Experience:**

- Past similar nature studies conducted.
- Demonstrated ability to deliver on time and within budget

Work-plan: this should include details and time frame for implementation of activities under the assignment from start to completion; including time for submission of inception report, field visits, meetings, data analyses, drafting study report and submission of final report.

c. financial proposal with breakdown of budget on the prescribed quotation form given below duly signed and stamp.

### **2.3: Financial proposal/Quoted rates:**

All quoted rates in financial proposal quotation must be indicated in PKR currency, including unit rate and total amount. Quoted rates stated in currencies other than PKR will not be considered in the awarding process. All rates must be inclusive of all government taxes, (current and imposed during the contract period) including income and sale as well as all other applicable taxes/charges (Where and when applicable). The rates shall be inclusive of all cost to be incurred on the assignment including travel logistics. Quotation mentioning travel logistics cost and taxes separately will not be considered in the awarding process.

### **2.4: Duration of contract:**

Total duration of the assignment is 35 Days (including week days and public holidays) which will be effective after signing of the contract.

### **2.5: Payment schedule:**

Consultancy fee will be inclusive of all applicable govt taxes, GST, WHT, life accidental insurance and health insurance of the consultant including his/her team and LASOONA will not be responsible for any insurance including life and health on behalf of the Consultant/firm. Consultancy payment will be made in two installments. The first 20 % Payment will be made on collection of data from the field and the second 80% will be made on submission of final report of the study and its approval from donor.

All the data and related documents provided to the consultant and other information collected by the consultant for the study and reports will remain the sole property of contracting authority LASOONA and will be handed over in hard including electronic format along with the final reports.

### **2.6 Non-Payment & Termination**

LASOONA reserves the right of non-payment of any installment if the set deadlines or in any case the consultant is not willing to complete in mid of the way the assignment duration or the deliverable are not met as per TORS including if the reports quality does not meet the quality standards of the report.

No payments, including installment payments, shall be made to the consultant for the incomplete assignment. If the Consultant fails to deliver the assignment within the agreed upon timeframe, the contracting authority reserves the right to cancel the assignment upon the failure of the deliverable from the consultant or service provider.

The notice of cancellation of the assignment requires prior 05 days in writing to be effective from both parties. The notice shall outline the reasons for cancellation and specify the effective date of termination.

### **2.7: Shortlisting and Selection criteria:**

After receiving all proposals LASOONA will analyze the proposals according to the following criteria:

- a. Adequate technical capacity specified in the (TORs) attached
- b. Financial proposal Rates offered are within the available budget
- c. Agreement on all the terms conditions specially time frame of the assignment.
- d. Out of 100 marks weightage of technical proposal will be 60% and financial proposal will be 40%.
- e. 60% weightage of technical proposal will be further distributed in total 100 Marks as shown in the following table.

Sr#	Evaluation Criteria	Max Score
1	<b>Qualification</b> 20 marks for relevant qualification of lead consultant i.e master degree in Business Administration (Marketing), Economics, food security and agriculture science	20
2	<b>Relevant Work Experience</b> 20 marks for experience working on climate-resilient value chains, market and trade assessments/identification, and developing market linkage strategies. those who have less than 3 years' experience will get 0 marks, 3 to 4 years will get 10 marks and 5 and above will get 20 marks	20
3	Sample of similar study report conducted by the firm/consultant submitted with proposal (At least one sample)	10
4	Experience of Conducting Similar Nature studies 25 marks for expertise in conducting similar nature studies (Identification of trades/value chains/market assessment) in the past (5 marks per assignment and maximum five studies will be considered)	25
5	Interview Score	25
<b>Total Technical Score</b>		<b>100</b>

- f. Final selection will be subject to approval of LASOONA and WHH based on recommendations of the procurement committee.

### 2.8: Procedure of consultant selection:

- a. In the first stage after opening of the bids the shortlisting of the potential consultant will be carried out.
- b. In the 2nd stage the shortlisted consultant/firm will be invited to LASOONA head Office in Swat for in person interview, or online interview where the capacities of consultant will be assessed by the selection panel.
- c. The selection panel will assess the quality of previous experience, quality of understanding on the subject theme, expertise in delivering trainings and may ask for means of verification for the assignments accomplished in the past.
- d. The selection panel will check the reference of previous work carried out by the consultant; on request of the selection panel the consultant has to submit the means of verification of previous work experience.

### 2.9. How to apply:

Interested consultant/firm shall send their proposal along with required documents on single stage two envelopes' procedures in two separate sealed envelopes Technical and financial addressed to

Admin and Logistic Officer, LASOONA, House No. B#208, Sector-E Street#7 ASC Colony Nowshera. Ph#0923-660026. Offers must be reached to the above address on or before **Jul 25, 2024, 5:00 PM**. Sealed envelope must be clearly marked with title of the assignment applied for. Please write to us on the below email for information, if any

[rahman.hussain@lasoona.org](mailto:rahman.hussain@lasoona.org), [wagar.ahmad@lasoona.org](mailto:wagar.ahmad@lasoona.org), keeping in cc [m.salim@lasoona.org](mailto:m.salim@lasoona.org),

**Note:** This document is not a contract. LASOONA has the right to accept or reject any proposal with any reason. The contracting authority reserves the right to reject any or all consultancy assignment or any combination with subject to this consultancy thereof at his discretion, Decision of contracting authority is final and not be challengeable at all in any court.

The Consultant/firm that do not receive written feedback within 10 days after the deadline has expired will be considered unsuccessful and will not be informed in writing

### **Template for financial proposal/Quotation form**

Please submit your financial proposal on below template. Quoted rates/fee must be inclusive of all cost including travel, boarding & lodging and govt taxes. Please don't split and break the rates. Any cutting re-writing and use of removable ink or whitener on the financial proposal/quotation form is not acceptable unless dully signed by the applicant.

Description of assignments	Unit	Number of units	Unit cost (in PKR)	Total cost (in PKR)
Consultancy Fee for conducting study for Identification of Trades for skills Trainings and Economically-viable and market-driven value chains	No	1		

1: Validity period of the quoted rates not less than one month: \_\_\_\_\_

2: Name of consultant : \_\_\_\_\_

3: Name of applicant: \_\_\_\_\_

4: Complete postal Address: \_\_\_\_\_

5: Official contact numbers landline: \_\_\_\_\_

6: Official contact number cell: \_\_\_\_\_

7: NTN/GSTN. \_\_\_\_\_

8: Functional Email for official correspondence: \_\_\_\_\_

9: Official stamp if any: \_\_\_\_\_

10: Signature of applicant: \_\_\_\_\_

11: Date proposal submission: \_\_\_\_\_

## Annexure-A

### Detailed Terms of Reference (ToRs)

#### **For hiring of Consultant/Firms under BRAVE Project**

**Assignment Title:** Identification of Trades for skills Trainings and Economically-viable and market-driven value chains

**Duration:** 35 Days (including week days and public holidays) effective after signing of the contract

**Geographic Area:** District Nowshera, Khyber Pakhtunkhwa Province, Pakistan

#### **Background of the Consultancy**

Climate change profoundly impacts various facets of life, particularly affecting human well-being, agricultural productivity, and household incomes. The BRAVE project focuses on promoting resilience and enhancing household incomes by empowering marginalized groups, specifically women and landless men, through targeted skills trainings. These groups are often among the most vulnerable to climate change impacts. This empowerment will be achieved through skills trainings based on the Competency-Based Training & Assessment (CBT&A) model. These trainings will be conducted at the Technical Education and Vocational Training Authority (TEVTA) Institutes in the Nowshera and Peshawar districts of KP, which are well-equipped to provide high-quality vocational education and trainings. By equipping trainees with high-economic-return skills, the project aims to build resilience against climate change impacts, focusing on skills in demand in the local and regional markets to maximize income potential.

In addition to skills trainings, the project aims to identify and promote sustainable value chains for both on-farm (agricultural) and off-farm (non-agricultural) products. This dual focus ensures a diversified approach to livelihood enhancement. Conducting a Value Chain Analysis (VCA) is an important component of the project, as it will assess the profitability and market linkages of identified trades and other products, ensuring that the value chains are economically viable and sustainable. The project will also establish a business hub to support the piloted value chains, playing an important role in developing sustainable business models and cases, facilitating market access, and providing ongoing support to trainees and entrepreneurs.

For this purpose, the services of consultant/firm will be hired to conduct a study in the target area of the project with the following objectives.

#### **Objectives**

1. Identify potential trades for skills trainings (CBT&A Model) that have demand in the local, provincial, national and international markets.
2. Based on the scope of the BRAVE program identify 3-4 profitable and technically feasible value chains for male and female community members keeping in view their main livelihood sources. Criteria for shortlisting and selecting value chain should include inclusion (people with disabilities, gender, potential for growth and potential pro poor adaptability).
3. Describe skills training needs related to potential roles in the value chain
4. Create a matrix to identify market opportunities, constraints, and interventions to address these constraints, enabling increased economic activity and improved market access for the selected target groups.
5. Identify private sector institutes and businesses that could support the skills and value chains.

6. Assess possible risks that project beneficiaries may face in the market and suggest possible mitigation measures.
7. Identify microfinancing institutions in the area and illustrate how these institutions can be linked with beneficiaries.
8. Validate, the study finding from the knowledge hub and business hub members.

### Scope of Work

The consultant will conduct a study to identify trades with high economic value and demand in local, provincial, national, and international markets, determining the potential for employment and entrepreneurship in these trades. The consultant will also carry out value chain analyses to identify economically viable value chains for male and female community members, assessing profitability and market linkages, and mapping potential local and regional markets. Based on these analyses, the consultant will identify 3-4 profitable and technically feasible value chains, determine skills training needs, and develop a matrix to identify market opportunities, constraints, and interventions. Additionally, the consultant will identify private sector institutions and businesses that could support the skills and value chains, assess potential market risks and suggest mitigation measures, identify microfinancing institutions and illustrate how they can be linked with beneficiaries

### Tasks

The consultant/firm will undertake the following tasks to achieve the objectives:

1. **Data Collection and Analysis:**
  - Conduct field visits and engage with local stakeholders to gather relevant data.
  - Use both primary and secondary data sources to ensure comprehensive analysis.
2. **Stakeholder Consultations:**
  - Organize focus group discussions (FGDs) and key informant interviews (KIIs) with community members, TEVTA officials, private sector representatives, Business hub and knowledge hub members and other relevant stakeholders.
3. **Market and Value Chain Analysis:**
  - Perform a detailed market analysis to identify trades with high demand.
  - Conduct a value chain analysis to assess the profitability and market linkages of potential trades. map potential local and regional markets in terms of type, size and volume of market, goods sold and bought, supply chain, type of producers, suppliers and vendors, women led businesses/trades, distance of the market from the target project villages, mode of transportation, market associations/trade organizations, security arrangement/situation especially for women and competitiveness (number of producers/suppliers/vendors versus items in demand).
4. **Skills Assessment:**
  - Determine the specific skills required for the identified trades and value chains.
5. **Development of a Market Opportunities Matrix:**
  - Create a matrix detailing market opportunity, constraints, and required interventions.
6. **Risk Assessment:**
  - Identify and analyze market risks and develop strategies for mitigation.
7. **Identification of Support Institutions:**
  - Map out private sector institutions and microfinancing entities that can provide support to beneficiaries.
8. **Validation Process:**



- Organize finding sharing workshop and Present/validate findings from the workshop participants, knowledge hub and business hub members

## Deliverables

The consultant/firm will conduct a study and will submit a detail report showing

- Beneficial trades for skills training (CBT&A Model).
- Mapping of private sector institutions and microfinancing entities that can support the beneficiaries after completion of the training and the value chains
- Identification of profitable and technically feasible value chains for male and female community members.
- Organize finding sharing workshop and present/validate findings of the study

The consultant/firm will require to submit

1. **Inception Report:**
  - Showing Detailed methodology and work plan.
2. **Interim Report:**
  - Highlight Preliminary findings and progress update.
3. **Draft Final Report:**
  - Submit draft report containing comprehensive analysis and findings for review.
4. **Final Report:**
  - Incorporate feedback and submit a final report including all objectives and deliverables.

## Reporting template of the study

Reporting: The consultant/firm has to submit detailed report of the assignment (on the below given indicative format), this template will be further agreed upon after finalization of the study tools.

- (1) Title page
- (2) Table of contents
- (3) List of Acronyms
- (4) Executive Summary
- (5) Objective and background of the study
- (6) Methodology (process team, sample size etc)
- (7) Key findings of the analysis
- (8) Conclusion
- (9) Recommendations

## Skills, Experience, and Qualifications

- **Experience:**
  - At least 3 years of experience working on climate-resilient value chains, market and trade assessments, and developing market linkage strategies.
  - Demonstrable experience in market assessment, Value Chain Analysis (VCA), and Technical Vocational Education and Training (TVET).
- **Education:**
  - Postgraduate level qualification in Business Administration (Marketing), Economics, Food Security, Agriculture science
- **Skills:**
  - Strong analytical and critical thinking skills.

- In-depth knowledge of local market trends.
- Excellent communication and facilitation skills.

### **Payment Procedures**

- Payment will be made through cross cheque in the name of Firm/Consultant.
- Tax will be deducted as per government laws
- Payment will be made in two installments. The first installment of 20 % will be paid in advance as mobilizations cost whereas the second 80% installment will be paid after completion of the study and submission of final report approved by LASOONA management and the donor

## ANNEX B

### Welthungerhilfe Supplier Declaration Form

Note: This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

#### 1. Supplier Information

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

##### 1.1 Information about your business

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form If the supplier is not a registered company, write "not registered."	
Year founded	
Country where established	
VAT or registration number	
Bank details Include the account holder's name, bank name, IBAN, SWIFT code, and currency	
Physical Address, email address, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

##### 1.2 Information about your managing officials

Welthungerhilfe upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how Welthungerhilfe works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g., executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable data protection laws. If you

have any questions how your data will be processed or stored, please talk to your contact at Welthungerhilfe or send an email to [screening@welthungerhilfe.de](mailto:screening@welthungerhilfe.de).

Managing official 1			
Full name (given name followed by middle and surname)			
Nationality			
Address (at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:
Managing official 2			
Full name (given name followed by middle and surname)			
Nationality			
Address (at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:
Managing official 3			
Full name (given name followed by middle and surname)			
Nationality			
Address (at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:
Managing official 4			
Full name (given name followed by middle and surname)			
Nationality			
Address (at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:

## 2. Welthungerhilfe Policy statement

### 2.1 Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labour, environment, and anticorruption:

#### Human Rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

#### Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

#### Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

#### Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Further information about the UN Global Compact is available (in a variety of languages) at <https://www.unglobalcompact.org>

### 2.2 Welthungerhilfe adheres strictly to its own Code of Conduct

Welthungerhilfe's own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of Welthungerhilfe's work. All Welthungerhilfe suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing Welthungerhilfe
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handing of personal data and information
- Responsible use of resources

- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

The full Code of Conduct is available at the following link:

<https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.

### 2.3 Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, Welthungerhilfe screens its suppliers and their relevant decisionmakers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above).

### **3. Supplier declaration**

We, \_\_\_\_\_ (name of company) hereby declare that

- a) All of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) We are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;
- c) We have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) We comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;
- e) We have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter "institutional donor");
- g) We are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;

- h) In respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
- i) We have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) In the event we are chosen as the supplier for any Welthungerhilfe project, we assure to Welthungerhilfe, to any institutional donor involved in the project, and to auditors engaged by either Welthungerhilfe or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) We respect basic social rights and condemn child labour;
- l) We understand that Welthungerhilfe will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;
- m) We support the goals of the UN Global Compact; and
- n) We act in accordance with the values of Welthungerhilfe's Code of Conduct.

\_\_\_\_\_  
Location, Date

\_\_\_\_\_  
Name & Signature

**CONFLICT OF INTEREST DISCLOSURE FORM  
(BUSINESS PURPOSES)**

FULL NAME \_\_\_\_\_  
(Name of applicant interested in business with LASOONA)

CNIC #: \_\_\_\_\_  
(Please attached CNIC copy)

NAME OF COMPANY: \_\_\_\_\_  
(Legal Name of company/firm/individual interested in business with LASOONA)

ADDRESS: \_\_\_\_\_  
(Office/home permanent or Postal Address)

Please describe below any business/personal relationships, transactions, positions you hold (volunteer or otherwise), or circumstances i.e. Your close/blood relative that you believe could contribute to a conflict of interest between LASOONA and your Firm, individual, personal, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report. (Please mark with "X" or "✓")

\_\_\_\_\_ I have the following conflict of interest to report: (Please mark with "X" or "✓")  
(Please specify conflict of interest between you, your firm and LASOONA and/or its employees)

Name	Title/ Position	Business/personal Relationship of applicant with LASOONA Office bearers/Employees

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I understand that any misrepresentation or false information provided on this form renders me to immediate dismissal of my business relationship.

I am aware as well that I am further responsible for updating this form. I acknowledge that failure to do this result in termination of my current business agreement and black listing for future business and official relationship with LASOONA.

I have reviewed, and agree to abide by, the Policy of Conflict of Interest of LASOONA.

\_\_\_\_\_  
**Date:**

\_\_\_\_\_  
**Signature of applicant:**