



CESVI

Project Title:	Building Resilient Communities in Lebanon: An Integrated Approach to Livelihoods and Income Generation for Vulnerable Populations
Cesvi project Code:	MELBN0010
Donor:	ARC Fund – Government of the Netherlands
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Procedure Code:	MELBN0010/OLT/02
Budget Line:	17 - CESVI- Specialized short vocational training for workers 18 - CESVI – Specialized short vocational training for workers (materials) 19 – CESVI – Specialized short vocational training for workers (Running cost for training)

Cesvi is an international NGO, with headquarters in Italy, operating in Lebanon. Cesvi has received a grant from the Dutch Government's Addressing Root Causes Fund in the frame of the project "Income Generation and Livelihoods Programme for Vulnerable Populations" to create livelihood opportunities in a conflict-sensitive manner, leading to more jobs, income, and resilient communities.

The ARC Fund will establish the final amount of the grant and will liquidate it to Cesvi on completion of the operation on the basis of the expenses presented and declared eligible. No party other than Cesvi shall derive any rights from the grant or have any claim to its proceeds. Under no circumstances or for no reason whatsoever will the ARC Fund program entertain any request for indemnity or payment directly submitted by Cesvi contractors.

Under the above program, this notice seeks a consultant to provide the following services:

LOT N. 1 – Green Plumbing Training	
ITEM	DESCRIPTION
TECHNICAL REQUIREMENTS/TERMS OF REFERENCE (ToR)	See Annex I
ASSIGNMENT AREA	The contractor should be able to perform the contract activities in 2 different locations in the district of Saida .
TRAINING	<p><i>To carry out 2 training courses on Green Plumbing for unskilled and semi-skilled site workers, from 18 to 50 years old.</i></p> <p>Up to 25 students will compose each training class.</p> <p>Training schedule: trainer should be available to commit at least 3 days per week, at least 3 hours per day. (The exact training schedule will be agreed on depending on the availability of the trainer and beneficiaries).</p>

TRAINERS	Trainers will deliver the training on the basis of the curriculum provided by Cesvi. See "Annex I – ToR".
TOOLS and MATERIALS	Tools and materials for the theoretical and practical session (Annex I) shall be provided with the only purpose of delivering the training: after the end of the training course, the material used will return to the service provider.
TRAINING VENUE	The bidder can suggest a training venue (available for free or to be rented) for the delivery of the training. The costs for the venue should be specified in the financial offer. A construction site would be ideal to host both the theoretical and practical parts. Cesvi may decide to provide the venue. In this case, the contractor should be available to implement the activities in the location established by Cesvi
APPRENTICESHIPS	50% of the students in each training class are selected by the contracting authority and the bidder company to be placed in apprenticeships. The bidder company will arrange the placement of the students in the apprenticeship. The placement can take place either at the bidder's company or at other similar companies. The contracting authority needs to receive the list of companies suggested by the bidder company and approve of it before placing any students in apprenticeships. The Contracting Authority will support students by covering their basic costs of the apprenticeship.
NOTICE PERIOD	As soon as the beneficiaries are selected, Cesvi will inform the service provider and the latter will have 7 working days to start the training session.
PAYMENTS	By bank transfer to the supplier.
CONFORMITY TEST	The contracting authority reserves the right to carry out a quality and quantity test for the tools and materials provided for the theoretical and practical classes and for the training venue. A report will be given to the contractor indicating the cases of non-compliance.
REPLACEMENT	Replacement of materials in case of loss, damage during the course of the training.
EARLY RECESSION	The contracting authority will have the right to re-contract in the following cases: 1. In cases where non-conformities exceed 20% on verification before delivering or at the time of delivering the training; 2. In the event that the contractor refuses to replace non-compliant equipment, lost or damaged.

LOT N. 2 – Green Electricity Training	
ITEM	DESCRIPTION
TECHNICAL REQUIREMENTS/TERMS OF REFERENCE (ToR)	See Annexe I
ASSIGNMENT AREA	The contractor should be able to perform the contract activities in at least 2 different locations in the district of Saida .
TRAINING	<p><i>To carry out 3 training courses on Green Electricity for unskilled and semi-skilled site workers, from 18 to 50 years old.</i></p> <p>Up to 25 students will compose each training class.</p> <p>Training schedule: trainer should be available to commit at least 3 days per week, at least 3 hours per day. (The exact training schedule will be agreed on depending on the availability of the trainer and beneficiaries).</p>

TRAINERS	Trainers will deliver the training on the basis of the curriculum provided by Cesvi. See "Annex I – ToR".
TOOLS and MATERIALS	Tools and materials for the theoretical and practical session (Annex I) shall be provided with the only purpose of delivering the training: after the end of the training course, the material used will return to the service provider.
TRAINING VENUE	The bidder can suggest a training venue (available for free or to be rented) for the delivery of the training. The costs for the venue should be specified in the financial offer. A construction site would be ideal to host both the theoretical and practical parts. Cesvi may decide to provide the venue. In this case, the contractor should be available to implement the activities in the location established by Cesvi
APPRENTICESHIPS	50% of the students in each training class are selected by the contracting authority and the bidder company to be placed in apprenticeships. The bidder company will arrange the placement of the students in the apprenticeship. The placement can take place either at the bidder's company or at other similar companies. The contracting authority needs to receive the list of companies suggested by the bidder company and approve of it before placing any students in apprenticeships. The Contracting Authority will support students by covering their basic costs of the apprenticeship.
NOTICE PERIOD	As soon as the beneficiaries are selected, Cesvi will inform the service provider and the latter will have 7 working days to start the training session.
PAYMENTS	By bank transfer to the supplier.
CONFORMITY TEST	The contracting authority reserves the right to carry out a quality and quantity test for the tools and materials provided for the theoretical and practical classes and for the training venue. A report will be given to the contractor indicating the cases of non-compliance.
REPLACEMENT	Replacement of materials in case of loss, damage during the course of the training.
EARLY RECESSION	The contracting authority will have the right to re-contract in the following cases: 1. In cases where non-conformities exceed 20% on verification before delivering or at the time of delivering the training; 2. In the event that the contractor refuses to replace non-compliant equipment, lost or damaged.

LOT N. 3 – Insulation (Waterproofing) Training

ITEM	DESCRIPTION
TECHNICAL REQUIREMENTS/TERMS OF REFERENCE (ToR)	See Annex I
ASSIGNMENT AREA	The contractor should be able to perform the contract activities in 2 different locations in the district of Saida .
TRAINING	<p><i>To carry out 2 training courses on Insulation (Waterproofing) for unskilled and semi-skilled site workers, from 18 to 50 years old.</i></p> <p>Up to 25 students will compose each training class.</p> <p>Training schedule: trainer should be available to commit at least 3 days per week, at least 3 hours per day. (The exact training schedule will be agreed on depending on the availability of the trainer and beneficiaries).</p>

TRAINERS	Trainers will deliver the training on the basis of the curriculum provided by Cesvi. See "Annex I – ToR".
TOOLS and MATERIALS	Tools and materials for the theoretical and practical session (Annex I) shall be provided with the only purpose of delivering the training: after the end of the training course, the material used will return to the service provider.
TRAINING VENUE	The bidder can suggest a training venue (available for free or to be rented) for the delivery of the training. The costs for the venue should be specified in the financial offer. A construction site would be ideal to host both the theoretical and practical parts. Cesvi may decide to provide the venue. In this case, the contractor should be available to implement the activities in the location established by Cesvi
APPRENTICESHIPS	50% of the students in each training class are selected by the contracting authority and the bidder company to be placed in apprenticeships. The bidder company will arrange the placement of the students in the apprenticeship. The placement can take place either at the bidder's company or at other similar companies. The contracting authority needs to receive the list of companies suggested by the bidder company and approve of it before placing any students in apprenticeships. The Contracting Authority will support students by covering their basic costs of the apprenticeship.
NOTICE PERIOD	As soon as the beneficiaries are selected, Cesvi will inform the service provider and the latter will have 7 working days to start the training session.
PAYMENTS	By bank transfer to the supplier.
CONFORMITY TEST	The contracting authority reserves the right to carry out a quality and quantity test for the tools and materials provided for the theoretical and practical classes and for the training venue. A report will be given to the contractor indicating the cases of non-compliance.
REPLACEMENT	Replacement of materials in case of loss, damage during the course of the training.
EARLY RECESSION	The contracting authority will have the right to re-contract in the following cases: 1. In cases where non-conformities exceed 20% on verification before delivering or at the time of delivering the training; 2. In the event that the contractor refuses to replace non-compliant equipment, lost or damaged.

LOT N. 4 – Glazing Training	
ITEM	DESCRIPTION
TECHNICAL REQUIREMENTS/TERMS OF REFERENCE (ToR)	See Annex I
ASSIGNMENT AREA	The contractor should be able to perform the contract activities in 1 location locations in the district of Saida .
TRAINING	<p><i>To carry out 1 training course on glazing for unskilled and semi-skilled site workers, from 18 to 50 years old.</i></p> <p>Up to 25 students will compose each training class.</p> <p>Training schedule: trainer should be available to commit at least 3 days per week, at least 3 hours per day. (The exact training schedule will be agreed on depending on the availability of the trainer and beneficiaries).</p>

TRAINERS	Trainers will deliver the training on the basis of the curriculum provided by Cesvi. See "Annex I – ToR".
TOOLS and MATERIALS	Tools and materials for the theoretical and practical session (Annex I) shall be provided with the only purpose of delivering the training: after the end of the training course, the material used will return to the service provider.
TRAINING VENUE	The bidder can suggest a training venue (available for free or to be rented) for the delivery of the training. The costs for the venue should be specified in the financial offer. A construction site would be ideal to host both the theoretical and practical parts. Cesvi may decide to provide the venue. In this case, the contractor should be available to implement the activities in the location established by Cesvi
APPRENTICESHIPS	50% of the students in each training class are selected by the contracting authority and the bidder company to be placed in apprenticeships. The bidder company will arrange the placement of the students in the apprenticeship. The placement can take place either at the bidder's company or at other similar companies. The contracting authority needs to receive the list of companies suggested by the bidder company and approve of it before placing any students in apprenticeships. The Contracting Authority will support students by covering their basic costs of the apprenticeship.
NOTICE PERIOD	As soon as the beneficiaries are selected, Cesvi will inform the service provider and the latter will have 7 working days to start the training session.
PAYMENTS	By transfer to the supplier.
CONFORMITY TEST	The contracting authority reserves the right to carry out a quality and quantity test for the tools and materials provided for the theoretical and practical classes and for the training venue. A report will be given to the contractor indicating the cases of non-compliance.
REPLACEMENT	Replacement of materials in case of loss, damage during the course of the training.
EARLY RECESSION	The contracting authority will have the right to re-contract in the following cases: 1. In cases where non-conformities exceed 20% on verification before delivering or at the time of delivering the training; 2. In the event that the contractor refuses to replace non-compliant equipment, lost or damaged.

LOT N. 5 – Decorative Finishing	
ITEM	DESCRIPTION
TECHNICAL REQUIREMENTS/TERMS OF REFERENCE (ToR)	See Annex I
ASSIGNMENT AREA	The contractor should be able to perform the contract activities in at least 6 different locations in the district of Saida .
TRAINING	<p><i>To carry out 8 training courses on Decorative Finishing (carpentry and painting) for unskilled and semi-skilled site workers, from 18 to 50 years old.</i></p> <p>Up to 25 students will compose each training class.</p> <p>Training schedule: trainer should be available to commit at least 3 days per week, at least 3 hours per day. (The exact training schedule will be agreed on depending on the availability of the trainer and beneficiaries).</p>

TRAINERS	Trainers will deliver the training on the basis of the curriculum provided by Cesvi. See "Annex I – ToR".
TOOLS and MATERIALS	Tools and materials for the theoretical and practical session (Annex I) shall be provided with the only purpose of delivering the training: after the end of the training course, the material used will return to the service provider.
TRAINING VENUE	The bidder can suggest a training venue (available for free or to be rented) for the delivery of the training. The costs for the venue should be specified in the financial offer. A construction site would be ideal to host both the theoretical and practical parts. Cesvi may decide to provide the venue. In this case, the contractor should be available to implement the activities in the location established by Cesvi
APPRENTICESHIPS	50% of the students in each training class are selected by the contracting authority and the bidder company to be placed in apprenticeships. The bidder company will arrange the placement of the students in the apprenticeship. The placement can take place either at the bidder's company or at other similar companies. The contracting authority needs to receive the list of companies suggested by the bidder company and approve of it before placing any students in apprenticeships. The Contracting Authority will support students by covering their basic costs of the apprenticeship.
NOTICE PERIOD	As soon as the beneficiaries are selected, Cesvi will inform the service provider and the latter will have 7 working days to start the training session.
PAYMENTS	By bank transfer to the supplier.
CONFORMITY TEST	The contracting authority reserves the right to carry out a quality and quantity test for the tools and materials provided for the theoretical and practical classes and for the training venue. A report will be given to the contractor indicating the cases of non-compliance.
REPLACEMENT	Replacement of materials in case of loss, damage during the course of the training.
EARLY RECESSION	The contracting authority will have the right to re-contract in the following cases: 1. In cases where non-conformities exceed 20% on verification before delivering or at the time of delivering the training; 2. In the event that the contractor refuses to replace non-compliant equipment, lost or damaged.

Each tenderer is entitled to bid for one Lot only, multiple Lots or the entirety of Lots. Each Lot will be evaluated separately, therefore more than one tenderer might be awarded by the Contracting Authority.

The exact specification for each component are available in the TOR, annexed to this document.

Only bids complete with all of the components required will be taken into consideration.

1. Participation

To be eligible for participation in the tender, tenderers must prove they have relevant prior experiences in the field of training and construction, and other specifications, as outlined in the annexed TOR.

Tenderers must also prove to the Contracting Authority that they comply with the necessary legal, technical and financial requirements. Cesvi reserves the right to ask for documentation.

Tenderers have to declare, under their responsibility, that all of the items offered have been manufactured in accordance with international rules against exploitation of child labour and gender discrimination.

Tenderers have to declare to hold in trust and in confidence any information or documents disclosed to this procedure (Annex 19 A-B-C).

Tenderers have to declare in writing they are not in one of the following cases (Annex 19A–Tenderer declaration).

- *They 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;*
- *They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;*
- *They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;*
- *They have not fulfilled 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 they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;*
- *They have 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 Cesvi and donors' financial interests;*
- *Following another procurement procedure or grant award procedure financed by Cesvi or donors' budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.*

2. Submission of Tenders

Required documentation

Tenders must be submitted in accordance with the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Envelope A – Technical offer" and the other "Envelope B – Financial offer".

2.1. Envelope A – Technical offer

A) Technical documentation:

1. Cover letter (Indicating also clearly the name of the company and contact details)
2. Proposal work plan (As per Annex 1): 3- 5 weeks per training module.
3. Delivery of the training:
 - Availability to commit for at least 9 hours per week for each training. In the event that the bidder company is applying for more than one lot, it should be able to commit to at least 5 training courses ongoing at the same time
 - Availability to perform more than one training at the same time in case of applying for more than one lot
 - Flexibility to deliver the training with different schedules
 - Possibility to carry out trainings in different locations at the same time depending on the number of trainings for each lot
 - Providing the necessary materials for every training module
 - Possibility to carry out trainings in a construction site and on-the-job training
4. If a construction site is available as training venue, please specify in the technical offer the typology of the venue and the possibility to carry out on-the-job training for selected beneficiaries. In case of on-the-job training, please also indicate how it will be rolled out. Any cost related to the venue should be specified in the Financial Offer (Envelope B).
5. Possibility of providing apprenticeships:
 - 50% of beneficiaries for each training: **please specify the percentage capacity of the company to offer apprenticeships (paid by the Contracting Authority) to the training beneficiaries.** Please specify the percentage of beneficiaries that the company can place in apprenticeships in the private sector companies
 - The provided apprenticeships can take place within the tenderer's company or in other companies. In case it took place in other similar companies, this should be identified, coordinated and arranged by the tenderer. In the latter case, the selected service provider will be asked to provide a list of possible companies as a

reference before signing the contract. If carried out in a company other than the tenderers', the matching should be approved by the Contracting Authority.

B) Professional capacity:

1. Company profile with background of previous similar services, if any;
2. CVs of relevant trainers to be potentially involved in the activities. However, they should be coherent with the background and experience required by Cesvi in Annex I;
3. Description of how the activity will be carried out by the service provider (training methods used; modalities of provision and management of training material within the practical part of the training; how the different needs and backgrounds of the beneficiaries will be taken into account and addressed) and within 1.5 month for each training module.

C) Other required documentation:

1. Tenderer's Declaration (Annex 19 A)
2. Ethical and manufacturing declaration (Annex 19 B)
3. Confidentiality Declaration (Annex 19 C)
4. Cesvi policy declaration (Annex 19 D)

As per Annex 1: A firm or a consulting company is required for this assignment. The consulting company required for the task should possess a relevant previous experience in TVET organization, experience with I/NGOs and at least 5 years of experience working in the construction sector (green construction in the case of green construction training). Experiences in working with international NGOs and in Saida will be an added advantage.

2.2. Envelope B – Financial offer

A) Financial offer: The budget has to be presented in an excel sheet, well detailing all expected costs. The price will be expressed in US Dollar (USD). The offer price must be VAT included. The price will be considered fixed and valid until the 31st December 2019; no change of price will be accepted unless if mutually agreed with the contracting authority during the negotiation process, provided that such changes will be duly substantiated in an updated technical proposal.

N.B. If an arithmetic error occurs, they will be corrected by the Evaluation Committee.

Supporting documents and printed literature furnished by the bidder might be in another language, provided they are accompanied by a translation into the language of the procedure (English). For the purposes of interpretation of the tender, the language of the procedure will prevail.

2.3. Presentation of bid

Tender bids, inclusive of all the documents above, must be closed in a sealed envelope, at the top of it the tenderer must indicate/write the name of the participating company; stamped and registered by Cesvi in an appropriate document immediately after reception.

Files should be submitted by hand to the logistics department of CESVI.

The envelope must bear:

- The following address for submission of tenders:

CESVI office, located at:

Chahine Building, 2nd Floor
Sami El Solh Street, Beirut, Lebanon

- The reference of the tender procedure to which the Tenderer is responding: *Tender procedure nr. MELBN0010-OLT-02*
- The words "not to be opened before the tender-opening session" written in English

Any infringement of this requirement (e.g. unsealed envelopes or references to price in the technical offer) will be regarded as a breach of the rules and will lead to rejection of the tender.

The envelopes must be handed to the above address before the 1st July 2019. This deadline has to be considered as a fix term and Cesvi will not accept any delay justification even if due to the post service.

3. Additional information during the procedure

Tenderers may submit questions in writing to lebanon@cesvioverseas.org up to the 19th June 2019. Replies will be provided no later than 7 days prior to the deadline for the submission of full applications. No individual replies will be given to questions. All questions and answers as well as other important notices to applicants will be published on the online platform Daleel Madani, <https://www.daleel-madani.org/>. It is therefore advisable to consult the abovementioned website regularly in order to be informed of questions and answers published.

4. Opening bids procedure

The ceremony of the envelopes opening will be held on **2nd of July 2019 at 10 am**; an ad hoc Commission will manage the event. The venue will be CESVI's office.

- The envelopes will be opened and publicly read by the President of the above mentioned Commission.
- After the opening of all the envelopes received within the deadline, the Commission will evaluate their contents behind closed doors.
- The winner will be informed by Cesvi within <5> days from the opening ceremony.
- All the participants to the bid will be informed either by fax or e-mail on the results of the tender.

5. Tender evaluation

Cesvi will evaluate the bids on the basis of the following criteria:

Each lot will be evaluated separately.

- The score for professional capacity is evaluated once for each company and the score will be considered valid for each lot the company participated to. **Professional capacity: 15%**

- number of years of experience in Construction-related sectors (previous experience in the lot related sector specifically)
- previous experience with (I)NGOs
- previous experience in the delivery of Technical Vocational Education and Training courses

- **Price: 30%**

Lower price – quality price ratio

- **Technical offer: 30%**

- CVs of proposed trainers per course/module
- Number of courses/batches that can be delivered in 2 locations simultaneously and proposed schedule for each
- Technical specifications of the material to be provided as listed in Annex 1 (Technical requirements/ToR)
- Availability of a construction site as training venue
- Possibility to provide on-the-job training

- **Apprenticeship: 25%**

- Percentage of students per training course to be placed in 2-month apprenticeship either in the bidding company or in other companies suggested by the bidding company

- **Additional Services: +5%**

Any bidder failing to adhere to the tender procedures will automatically be disqualified.

6. General conditions of the contract agreement

- Payments will be done in USD only by bank transfer after the presentation of regular invoices approved by Cesvi.
- For the due and faithful performance of the Contract and the fulfillment of the obligations hereunder the Contractor shall within 15 days upon signing of the Contract lodge with the Contract Authority an irrevocable performance bond issued by a bank acceptable by the Contracting Authority covering twenty percent of the Contract price.
- The Performance Bond shall be valid for a period up to six months after the expiry of this contract.
- Payments will be made by Cesvi Head Quarters in Bergamo, Italy through bank transfer with the following schedule time:
- 30% (thirty) of the contract price after the signing of the contract,

- 40% (forty) of the contract price following the 50% completion of the services
- 30% (thirty) of the contract price following the full completion of the services
- The successful tenderer will be informed in writing that their tender has been accepted (notification of award).
- If, after the tender has been awarded, a contract agreement with the winner cannot be found within 5 days after the winner has been declared, then Cesvi will be authorized to consult the second bidder and so on.
- If the winner fails to respect the Contract agreement during the implementation of the project, Cesvi will be authorised to consult the second bidder and so on.

7. Language of Agreement

All correspondence and documents related to the open tender procedure, contracts and reporting shall be written in English

8. Cancellation of Open Tender Procedure

In the event of a tender procedure's cancellation, the Contracting Authority will notify Tenderers. If the tender procedure is cancelled before the envelope of any tender has been opened, the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

- The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
- The economic or technical parameters of the project have been fundamentally altered;
- Exceptional circumstances or force majeure render normal performance of the project impossible;
- All technically compliant tenders exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition.

In no circumstances will Cesvi be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of the open tender procedure, even if Cesvi has been advised of the possibility of damages. The publication of a procurement notice does not commit Cesvi to implement the service announced, and the sign of the contract is bound by the donor financing.

9. Liabilities

The Dutch MFA will establish the final amount of the grant and will liquidate it to Cesvi on completion of the operation on the basis of the expenses presented and declared eligible. No party other than Cesvi shall derive any rights from the grant or have any claim to its proceeds. Under no circumstances or for no reason whatsoever will the Dutch MFA entertain any request for indemnity or payment directly submitted by Cesvi contractors.



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10. Dispute settlement

The Court of Beirut (Lebanon) will be competent in case of dispute between the Parties, which is not possible to settle otherwise. The Lebanese law rules this agreement. This English version of this document shall rule between the Parties.

This document has been written in English. In case it will be translated in any other language than English, then the English version shall prevail in case of difference of interpretation.

11. Information about the contracting authority

Cesvi, international, secular, independent organization based in Italy, is working for global solidarity in 21 different countries overseas with over 18 million Euro as total outlays for institutional activities during the year 2016. Cesvi is a member of "Alliance 2015" and is recognised as recommended NGO for consultative status to ECOSOC; it has a differentiated portfolio of donors among which are the European Communities, UN, with a remarkable share from fundraising (above 20%). Further information is available from the following sources <http://www.cesvi.org> (introduction to Cesvi), and <http://www.alliance2015.org/> (Alliance 2015 web-site).

12. Policy of Fraud and Corruption

Private and public donors demand that Cesvi uses the funds entrusted to it impartially, justly, and in accordance with the specified purposes. This applies also to the partners' projects supported by Cesvi. Personal relationships or personal advantages should not influence the decisions of Cesvi's employees and its partners.

Corruption undermines the trust of target groups and of the public in the correct fulfilment of responsibilities, and inhibits the best-possible use of accessible funds.

In order to effectively prevent corruption and avoid any suspicion of corrupt behaviour, Cesvi has developed a set of Guidelines¹⁶ for the prevention of Corruption and Fraud, which has to be respected by the employees of the organization as well as the partner organizations with which it is contractually bound.

The consequent transparent application of the regulations and procedures protects Cesvi's public image, defends the organization against unjustified accusations and generalizations and averts violations.

The parties signing this contract/memorandum undertake to follow the mentioned Guidelines and to communicate them firmly to other contractual partners (suppliers, service providers etc.).

June 12, 2019

Rayan Batlouni

Cesvi Program Manager