

## **REQUEST Call FOR PROPOSAL-Design and Development of Rapid Response Mechanism (RRM) Database System**

The Request for Proposal reference: RFP-PS-1056

### **SUMMARY**

The Norwegian Refugee Council (NRC) Sudan is seeking proposals from qualified consultants or firms to design and develop a centralized digital Rapid Response Mechanism (RRM) database system. This system aims to enhance the efficiency and effectiveness of NRC's emergency response to populations affected by conflict, flooding, and health outbreaks in Sudan. The project will involve the integration of existing tools such as Kobo Collect and will adhere to best practices in data protection and humanitarian program design. and the expected completion timeline is within three months from the contract start date. **Deadline for application is June 30th 2025 @ 16:00 (GMT +2)**

The consultant is/are envisaged to be contracted for the period of consultancy.

### **PROCESS FOR APPLICATION**

We are opened to provide further information (background of the research, generic terms & conditions, information on award process) upon request.

- Deadline for submission: **June 30th 2025 @ 16:00 (GMT +2)**

Complete **Proposal documents** must be submitted by EMAILS Email for submission: [SD.procurement@nrc.no](mailto:SD.procurement@nrc.no)

### **CONTENT OF REQUEST FOR PROPOSAL**

- Terms of reference
- How to Apply
- Annex 1: Applicant checklist

## **Terms of Reference (ToR)**

### **Consultancy for the Design and Development of the Rapid Response Mechanism (RRM) Database System**

#### **1. Background**

The Rapid Response Mechanism (RRM) is an ECHO-funded project implemented in partnership with Danish Refugee Council. It provides timely, life-saving assistance to populations affected by new emergency events across Sudan. The RRM primarily responds to conflict-driven displacements, flooding, and health outbreaks through multi-sectoral interventions. Given Sudan's dynamic and

rapidly evolving context, continuous monitoring is essential to ensure RRM partners are prepared and able to respond effectively.

The Norwegian Refugee Council (NRC) Sudan operates a Rapid Response Mechanism (RRM) to address displacement and emergency needs. To ensure speed, accountability, and coordination in its responses, NRC seeks to develop a centralized digital RRM database system. This platform will manage the end-to-end data lifecycle, including registration, eligibility, distribution tracking, referrals, and reporting.

The system must integrate with **Kobo Collect** (used for mobile registration) and support structured imports from **third-party e-voucher aggregators**. The solution must align with industry best practices for data protection, interoperability, and humanitarian programme design.

## 2. Objective

To design and implement a secure, modular, interoperable digital system The platform will be built on top of either ESPO CRM or OpenG2P, leveraging their existing capabilities for case management, programme eligibility, entitlement tracking, and interoperability. for managing registration, service delivery, and programme monitoring under NRC Sudan's RRM framework.

## 3. Key Technical Features

### 3.1 Registration & Beneficiary Registry

- Create and maintain a central registry of households and individuals with unique identifiers.
- Link individuals to household records and allow dynamic updates.
- Ingest registration data directly from Kobo Collect via API or batch import using standardized XLSX/CSV templates.
- Maintain a log of all updates with timestamps and user IDs.
- Enable categorization of records by programme type, vulnerability criteria, and location.

### 3.2 Eligibility & Enrollment

- Implement configurable rules to determine eligibility based on predefined criteria (e.g., household size, vulnerability score).
- Assign eligible individuals or households to active programme cycles.
- Flag records that require manual review or override.
- Record decision rationale and timestamp for each eligibility outcome.

### 3.3 Distribution & Entitlement Management

- Allow setup of entitlement plans (cash, voucher, or in-kind) with value, frequency, and delivery method.
- Capture planned distribution schedules and locations.
- Record actual disbursements, linking each to a unique beneficiary and distribution event.

- Import distribution data from external platforms in a standard format.
- Auto-generate variance reports to highlight discrepancies between planned and actual distributions.

### **3.4 Notifications & Communication**

- Send SMS or email confirmations upon registration, eligibility, and distribution.
- Configure message templates and recipient lists.
- Track delivery status and log communication history per beneficiary.

### **3.5 Offline Operation**

- Offline functionality is required only for Kobo Collect forms used in field registration.
- Ensure seamless integration with Kobo Collect to ingest data collected offline once internet access is restored.
- No additional offline capability is required for the RRM database interface itself.

### **3.6 Authentication & Identity Verification**

- Support verification using national ID, programme-issued ID, QR code,
- Log each authentication attempt and outcome.
- Generate QR codes for offline verification of entitlements.

### **3.7 Security, Access Control & Audit**

- Define user roles with granular permissions (view, edit, approve, export).
- Encrypt all PII at rest and in transit.
- Maintain audit trails capturing all user actions, changes, and data access events.
- Lock sensitive records from further editing once verified.

### **3.8 Interoperability & Integration**

- Provide a documented API for secure integration with Kobo Collect and e-voucher systems.
- Accept structured data imports via standard templates (e.g., XLSX, CSV).
- Use metadata fields to track source system, data version, and sync status.

### **3.9 Administration & Configurability**

- Admin panel to manage user roles, programme cycles, eligibility rules, entitlement plans, and system settings.
- Upload and manage programme documents (e.g., scanned IDs, consent forms).
- Localise interface labels and options by language and region.

### 3.10 Monitoring & Reporting

- Build dashboards showing registration totals, eligibility outcomes, distribution coverage, and referral status.
- Export custom reports filtered by programme, location, date range, and service type.
- Track grievances, follow-up outcomes, and service completion timelines.
- Enable longitudinal tracking of services received over time, linked to individual and household profiles.

## 4. System Requirements

- Web-based system optimised for mobile and low-bandwidth environments.
- Integration with offline registration tools like Kobo Collect, without requiring the RRM database itself to operate offline.
- Multilingual interface with right-to-left language support.
- Secure login with two-factor authentication.
- RESTful API with full documentation for future integrations.

## 5. Consultant Profile

- Proven experience designing humanitarian MIS platforms.
- Demonstrated understanding of Kobo Collect, data protection, and voucher technologies.
- Ability to work within constrained budgets and humanitarian timeframes.
- Clear documentation and handover processes.

## 6. Oversight & Collaboration

The consultant will report to NRC Sudan's Digital Programme Development Manager, working closely with programme, MEAL, and field teams through an agile, feedback-driven process.

The entire project is expected to be completed within **3 months** of the contract's start date. This includes requirements gathering, development, testing, deployment, documentation, and basic user training.

## 7. Budget

The System should be covering:

- System design and development
- Testing and configuration
- Documentation and training materials
- Post-deployment troubleshooting
- Applicable taxes, fees, or licenses

## 8. Submission Requirements

- Technical proposal (≤10 pages)
- Financial proposal in USD/ EUR
- Profiles of key staff
- Examples of similar projects
- Delivery methodology and quality assurance plan

## 9. Evaluation Criteria

Criterion	Weight
Technical soundness & feature alignment	35%
Experience with registration/distribution MIS	30%
Feasibility of budget	20%
Team qualifications and delivery capacity	15%

## 10. Intellectual Property

- All models, code, and documentation developed during this consultancy will become the property of NRC and will be made available to consortium partners. Selected components may be made available under appropriate open-source licenses as determined by the project leadership.

## 11. Application Deadline

Applications must be submitted to [ sd.procurement@nrc.no ] by: June 28th 2025 @ 16:00 (GMT +2).

Interview dates:

Bids must include the following:

- The proposal includes an outline of the evaluation framework and methods, including comments on the TOR, proposed time frame, and work plan (bids over 3 pages will be automatically excluded).
- Proposed evaluation budget
- CVs

To: Norwegian Refugee Council

Sir / Madam, we offer to deliver the service in accordance with all requirements of the current Request for Proposal, Conditions of Contract and any other Binding requirements accompanying this Bid. We, the undersigned, verify that we follow all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

This Bid signed by our authentic representative and your written award of it shall constitute the formation of a binding contract between us.

Registered company name:	
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Any other trading names:	
Any associated companies (cross holding/ joint ownership/ shareholding/ etc.)	
Name of Signatory:	Date of Signing:
Title of Signatory:	Name of Bidder:
Signature & stamp:	Tel N°:
	Email:
	Address:

Bank name (to be used for this contract)	
Account number	

Questions	Answers
What is the currency of the offer? (SDG, USD, EUR, other...)	
Please confirm your offer inclusive Net price after the deduction of discounts	
Please confirm your prices include all taxes and fees (net prices): (If not, please explain and detail the taxes & fees)	
If your offer is in USD => payment will be made by bank transfer. <ul style="list-style-type: none"> <li>- Do you have a EUR account in Sudan? if YES, then in which bank.</li> <li>- Do you have a EUR account abroad? if YES, then in which bank.</li> </ul> (Please provide bank details for each account with Company name)	
Do you accept payment after completion of Service?	

BY Instalment within 30 days of receipt of the invoice	
What is the validity period of your offer? (In calendar days) <b>(Preferable 90 days)</b>	

#### 4 - Accepted methods for submission of quotation/offer:

We recommend you fill up this Request for Quotation directly on your computer.

You can also print it and fill it up by hand if you have not access to a computer.

You can submit the price offer by using the table on page 2, or by using your own proforma document.

Your quotation / offer **must be signed and stamped** on all pages (including the present Request for Quotation).

#### 4 - Your Company details:

- General information

Name of the company		
Name of the owner(s) Date of birth of the owner(s) <b>(Mandatory for screening)</b>		
Address of the company		
Name of contact person		
Position		
Email		
Phone		

- Company bank account details:

<b>Bank Details</b>	
Account Name	HAFANA GENERAL TRADING LTD
Bank Name	Stanbic Bank Uganda
Bank Branch	Garden City Branch

Bank Address	17 HANNINGTON ROAD CRESTED TOWERS, SHORT TOWER, FLOOR 11
Account No.	9030022401814
IBAN	
Sort Code	
SWIFT	SBICUGKXXX
Currency	USD
Supplier Address	P.O BOX Kampala Uganda
<b>Bank Details</b>	
Account Name	
Bank Name	
Bank Branch	
Bank Address	
Account No.	
IBAN	
Sort Code	
SWIFT	
Currency	
Supplier Address	

- **References**

Please provide details of at least 5 client references whom NRC may contact, preferably from INGOs and UN agencies, for similar service:

Client/company name	Contact person	Phone	Email	Contract details (works, location, size, value, etc)
1.				
2.				
3.				
4.				
5.				
...				

**5 - Mandatory documents to attached to your quotation / offer:**



Mandatory documents	Checked (Y/N) / Open Ended Question
Certified copy of accreditation as a law firm – <u>Compulsory</u>	
<b>Budget &amp; Cost Transparency</b> <ul style="list-style-type: none"> <li>• Provide a detailed budget and explain how the costs are justified.</li> <li>• Are there any recurring costs (e.g. licensing, hosting) we should know?</li> </ul>	
<b>NRC Request for Quotation (filled up, signed and stamped)</b> <ul style="list-style-type: none"> <li>- You can use the RFP table above</li> <li>- Or any other format of your choice, but specifying all items in the RFP list.</li> </ul> <b>You must Sign and Stamp each page.</b>	
<b>Technical Proposal (max 10 pages), including:</b> <ul style="list-style-type: none"> <li>• Proposed system design &amp; features responding to each point in Section 3 (Key Technical Features).</li> <li>• Timeline and workplan to complete within 3 months.</li> <li>• Methodology for development, testing, and deployment.</li> <li>• Risk mitigation measures (especially for security, low-bandwidth, and integration).</li> <li>• How will your system address each of the 10 technical features in the ToR</li> <li>• How will the system integrate with Kobo Collect and e-voucher platforms?</li> <li>• Does your system support multi-language (including Arabic RTL) and work in low-bandwidth settings?</li> </ul>	
<b>Team Qualifications</b> <ul style="list-style-type: none"> <li>• Who will be your lead developer and key team members? What is their relevant experience?</li> <li>• Who will provide training and handover support to NRC?</li> </ul>	
<b>Financial Proposal (in USD/EUR):</b> <ul style="list-style-type: none"> <li>• Detailed cost breakdown: development, licenses, training, maintenance.</li> <li>• Specify what's included in the quoted fee (post-deployment support, updates, etc.).</li> </ul>	
<b>Company Profile:</b> <ul style="list-style-type: none"> <li>• Legal registration and history.</li> <li>• Profiles of key technical staff assigned to the project.</li> <li>• Organization structure (who will be responsible for what?).</li> </ul>	
<b>Experience &amp; Past Performance</b> <ul style="list-style-type: none"> <li>• Please provide examples of at least 2 similar MIS platforms you've developed for humanitarian or government agencies.</li> <li>• Have you developed systems with QR code or ID-based verification?</li> <li>• Have you worked with NGOs in Sudan or similar emergency contexts?</li> </ul>	

<b>Timeline &amp; Delivery</b> <ul style="list-style-type: none"><li>• How will you ensure full system delivery within 3 months?</li><li>• Can you commit to the timeline, considering field constraints and feedback loops?</li></ul>	
<b>Support &amp; Maintenance</b> <ul style="list-style-type: none"><li>• What level of post-deployment support will you provide (bugs, fixes, updates)?</li><li>• Will you offer training materials or manuals?</li></ul>	

Please check that you are providing all the below mentioned document.

You can also attach additional documents such as photos, company profile, certifications...

## ***6 - Other information:***

Payment will be made by bank transfer.

All suppliers doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract.

NRC aims to purchase products and services that the minimum environmental impact. Environmental considerations form part of the NRC selection criteria, and NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Shortlisted suppliers may be required to submit samples of each item. Please be sure to have all samples available at short notice and wait for a response from NRC if you have been shortlisted.

## Ethical Standards Declaration for all Supply, Service and Works Contractors

We, the undersigned, ('we', 'our' or 'us') **CONSIDERING THAT:**

**FIRST**, we are bidding for, or entering into, a contract with the Norwegian Refugee Council (NRC) to supply goods, services or works to NRC ('the Contract').

**SECOND**, we understand that as a humanitarian organisation, NRC expects its suppliers and contractors to have high ethical standards.

**THIRD**, we understand that NRC therefore needs us to confirm that we adhere to the required ethical standards ('the ethical standards') by signing this declaration ('the Declaration').

**THEREFORE**, we **DO HEREBY DECLARE** as follows:

### 1. Declaration concerning compliance with applicable laws and these ethical standards

We declare that we shall:

- a. Meet the ethical standards in this declaration ('ethical standards')
- b. Ensure that any party representing us, including but not limited to:
  - board members
  - directors
  - employees
  - contractors or sub-contractors, and their employees
  - consultants and sub-consultants, and their employees;
  - other legal representatives

('our Representatives') are aware of and comply with these ethical standards.

In the event that we, or our Representatives, do not meet the ethical standards at present, we shall:

- a. Explain to NRC in what way we do not currently meet the ethical standards
- b. Agree a plan and timeline with NRC to implement changes that allow us to meet the ethical standards
- c. Provide regular updates to NRC on the implementation plan.

### 2. Declaration concerning status

We hereby declare that neither we, nor to the best of our knowledge our Representatives, are in any of the following situations:

- 2.1. Have made an offer, payment, consideration or benefit of any kind, which constitutes illegal or corrupt practice, directly or indirectly, as an inducement or reward in relation to the tendering, awarding or execution of the Contract.
- 2.2. Are involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organisation or other illegal activity
- 2.3. Are insolvent, in receivership, bankrupt, or being wound up
- 2.4. Have suspended activities
- 2.5. Are subject to legal proceedings related to 2.1
- 2.6. Have at any time been found guilty and sentenced by a court, whether in the country of employment or abroad, for a criminal offence in respect of children or vulnerable adults
- 2.7. Are engaged in:
  - terrorism or the material support of terrorism

- the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof
- the sale or manufacture, either directly or indirectly, of weapons
- the production of alcohol, tobacco, or pornography.

### 3. Declaration concerning Conflicts of Interest

We declare that neither we nor, to the best of our knowledge, our Representatives have an undisclosed conflict of interest with NRC, in accordance with [NRC's Conflict of Interest Policy \(the Policy\)](#).

Where any potential conflict of interest exists between our Representatives and NRC or any NRC staff member, we shall notify NRC in writing of the potential conflict using [Form F in the Policy](#). We understand that the Policy and the Form is available on [NRC's website](#) or that we can contact the NRC Procurement focal point, as mentioned in the tender documentation. NRC shall then determine whether action is required.

A conflict of interest can be due to a relationship with an NRC staff member such as family or friends.

We understand that if we fail to report a potential conflict of interest and are later found to have a conflict of interest, we may be removed from the NRC vendor database.

### 4. Declaration concerning compliance with national law

We declare that we and, to the best of our knowledge, our Representatives:

- 4.1. comply with all applicable laws and regulations in effect in the country or countries where the Contract will be carried out.
- 4.2. comply with all applicable export laws concerning the country or countries where the Contract will be carried out.
- 4.3. are registered with the relevant government authority with regard to taxation for the duration of the Contract.
- 4.4. pay taxes according to all applicable national laws and regulations for the duration of the Contract.

### 5. Declaration concerning compliance with labour standards

We declare that we and, to the best of our knowledge, our Representatives:

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national labour law standards and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work. Specifically, we declare that we and, to the best of our knowledge, our Representatives comply with the following minimum labour standards:

#### 5.1. Working Conditions

- a. All workers receive a contract of employment that is written in a language they understand.
- b. All workers are free to leave after giving reasonable notice.
- c. All workers have the right to join or form trade unions of their own choosing and to bargain collectively.
- d. No worker is required to lodge 'deposits' or identity papers or immigration documents in order to obtain employment.

#### 5.2. Wages and benefits

- a. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages are always sufficient to meet basic needs.
- b. No deductions from wages are made as a disciplinary measure.

#### 5.3. Working time

- a. Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. Whenever possible working hours do not exceed 48 hours per week (8 hours per day).
- b. Workers are provided with at least one day off for every 7-day period.

#### 5.4. Health and safety

- a. Steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- b. Workers receive regular and documented health and safety training, and such training is repeated for new workers.
- c. Workers have access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage is provided.
- d. Accommodation, where provided, is clean, safe and adequately ventilated.

#### 5.5. Discrimination and abuse

- a. No worker is forced, bonded or an involuntary prison worker.
- b. There is no discrimination at the workplace based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- c. Measures are in place to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
- d. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, are prohibited.

#### 5.6. Persons under 18

- a. No persons under the age of 18 shall be engaged in work which is hazardous to their health or safety, including night work.
- b. The working hours and nature of work of any worker who is under the age of 18 shall not interfere with their opportunity to complete his or her education.

#### 6. Declaration concerning the environmental standards

We declare that we and, to the best of our knowledge, our Representatives comply with applicable national environmental law standards and with international environmental standards, to the greatest extent possible. Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 6.1. We respect national and international environmental legislation and regulation.
- 6.2. We ensure that production and extraction of raw materials for production does not contribute to the destruction of the resources and income base for marginalised populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
- 6.3. We take environmental measures into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. This includes reasonable steps to minimise negative environmental impacts (e.g. emissions, water usage, waste) and to use - where possible - sustainable resources. Local, regional and global environmental aspects shall be considered. The local environment at the production site will not be exploited or degraded by pollution and waste.
- 6.4. We carefully manage hazardous chemicals and other substances in accordance with documented safety procedures.

#### 7. Declaration concerning protection from sexual exploitation and abuse

We and, to the best of our knowledge, our Representatives comply with international standards related to protection from sexual exploitation and abuse (PSEA) and sexual harassment.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

- 7.1. We take sexual misconduct seriously and ensure that any employee found to have carried out sexual misconduct will be subject to disciplinary action.
- 7.2. We will ensure, that none of our employees engage in any sexual activity with persons (adult or child) in relation with this contract regardless of the age of majority or consent locally.
- 7.3. We will ensure that none of our employees produce, procure, distribute or use sexually explicit material in any activities under the Contract or on any sites used under the Contract.
- 7.4. We will ensure that none of our employees will exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating,

degrading, or exploitative behaviour. This prohibition extends to any use of sex trade workers. If any sexual misconduct is found to have taken place, such employees face disciplinary action.

7.5. We shall report any incident or complaint of sexual misconduct or child abuse related to the activities carried out under the Contract through NRC's PSEA and Safeguarding Unit at [psea@nrc.no](mailto:psea@nrc.no).

7.6. We shall report any known or reported sexual relationship between our employees and NRC staff to NRC.

#### 8. Declaration concerning protection of children

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. We commit to upholding international and national laws and policies regarding child safeguarding.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

8.1. We support and protect the complainant, survivors and witnesses of any raised incidents or complaints of sexual misconduct or child abuse.

8.2. We will ensure, that our employees will not abuse or exploit children or act in a manner that may place a child at risk of harm.

8.3. We will ensure that our employees are not left alone with children.

8.4. We will ensure our employees will not ask children for personal contact details without a valid reason to do so.

8.5. We listen, to the best of our ability, to children's views and opinions and treat boys and girls in a manner that is respectful of their rights and dignity during the performance of the Contract.

8.6. We shall report any suspicion of child safeguarding concerns through the Complaints and Feedback Mechanism, provided by the NRC contract focal point and at [psea@nrc.no](mailto:psea@nrc.no).

#### 9. Declaration concerning anti-human trafficking

We declare that neither we nor, to the best of our knowledge, our Representatives are engaged in trafficking in persons as defined in the protocol to Prevent, Suppress and Punish Trafficking in Persons or the UN Convention against Transnational Organized Crime.

Specifically, we declare that we and, to the best of our knowledge, our Representatives adhere to the following standards:

9.1. We do not solicit persons for the purpose of employment, or offer employment by means of materially false or fraudulent pretences, representations, or promises.

9.2. We do not charge employees recruitment fees.

9.3. We do not provide or arrange housing for employees that does not meet host country housing and safety standards.

9.4. We commit to report any suspected violations of this clause to NRC immediately.

9.5. We commit to make our Representatives aware of the trafficking related prohibitions outlined above and

share the Global Human Trafficking Hotline Information with them (1-844-888-FREE, [help@befree.org](mailto:help@befree.org)).

#### 10. General

We understand that:

10.1. The Declaration will be kept on file for a period of 10 years.

10.2. The Declaration will be updated every year or more often as appropriate.

10.3. We must inform NRC immediately in the event that there is a change to the Declaration.

10.4. NRC may perform checks to verify that the ethical standards are adhered to and shall be granted reasonable access to our premises and to our documentation, computer systems etc, in order to be allowed to do so.

10.5. In the event that NRC deem that we fail to meet or are not taking appropriate steps to meet, the ethical standards, NRC may immediately terminate any and all contracts and agreements we have with them and at no cost to NRC.

#### 11. Requirement to notify NRC

We shall immediately notify NRC through the Complaints and Feedback Mechanism, provided by the NRC contract focal point if:

11.1. Any allegations of alleged corruption, sexual exploitation or abuse, or child abuse are made against us or, to the best of our knowledge, our Representatives, during the Contract, whether relating to the Contract or not.

11.2. Any allegations are made, or any changes occur, in relation to any of the declarations made herein

**Signed on our behalf as follows:**

Signature	
Name	
Position	
Date	
Place	