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Ethiopiaid Ireland
Procurement Policy

1. Ethiopiaid aims to achieve best value for money (price/quality ratio) in procuring the goods, works and services that will best meet organisational and beneficiary needs.

2. Ethiopiaid recognises the safety, health, environmental and ethical impacts of all supply decisions, and will involve our suppliers in addressing issues that may arise and expect them to assist us in minimising any negative effects.

3. To support the economies of our countries of operation, Ethiopiaid gives preference to goods and services originating in-country (i.e. local purchase), provided they are of acceptable quality and are available at a competitive price and in a timely manner.

4. In non-emergency situations, Ethiopiaid strives to ensure that our supply requirements are specified in sufficient time to allow the market to respond to our demand and to ensure that maximum value for money is achieved.

5. Ethiopiaid will not engage in any activities with suppliers or service providers, which might be deemed to be anti-competitive.

6. Ethiopiaid guarantees that payments for supply of goods, works and services are made in accordance with terms agreed at the time the contract is finalised, subject to adequate fulfillment of this contract. Ethiopiaid strives to abide by agreed terms of payment at all times.

7. Ethiopiaid guarantees that all procurement activities are fully and transparently documented. Documentation will be completed fully and accurately in every case. All purchasing documentation will be retained for a minimum period of seven years from the *completion date of the project*. For multi-annual projects, this will inevitably result in documentation being held for a period longer than seven years. Donor or local statutes of limitation must be considered and may require that documentation be held for a longer period of time.

8. Ethiopiaid strives to ensure that all procurement activities are fully transparent to all stakeholders in the process such as suppliers, donors and beneficiaries. Transparency can be defined as openness and visibility in all procurement transactions and information availability relating to procurement processes, procedures and opportunities.

9. Where funder or donor procurement guidelines are stricter or significantly different to Ethiopiaid guidelines, funder/donor guidelines take precedence unless agreement in writing has been obtained from the funder or donor allowing the use of Ethiopiaid guidelines.

10. Ethiopiaid insists that all employees and partner organisations involved in procurement will comply in all respects with laws that apply to their purchasing activities. All Ethiopiaid employees and partner organisations will comply with both the letter and the spirit of the law of the countries in which they operate and with which Ethiopiaid deals and in all

contractual obligations incurred by or on behalf of Ethiopiaid.

11. Ethiopiaid strives to obtain goods and services of acceptable quality and adheres to minimum standards and specifications where these have been set and accepted as the norm.

12. Ethiopiaid guarantees confidentiality of the procurement process in terms of the supplier buyer relationship while ensuring that transparency is maintained within the process.

13. Ethiopiaid complies with the principle of proportionality between the procedures followed for awarding contracts and the value of the contracts. Contracts of higher financial thresholds should therefore undergo more stringent 'checks and balances' than contracts of lower financial values.

14. Ethiopiaid ensures equal treatment and non-discrimination of potential contractors who are afforded equal opportunity and equitable treatment based on their financial, technical and commercial capacity.

15. Ethiopiaid strives to ensure that where possible, all goods in-transit above a total value of €1,000 will be adequately insured. Additionally, having taken the operational context in to consideration Ethiopiaid will ensure that assets will be adequately insured where possible. Goods held in stores should be insured where possible and practical.

16. Ethiopiaid supplies goods on a needs driven basis in response to specified requests for supply. Under no circumstances will supply of goods be undertaken for the sole reason that they are available.

17. In case of any corrupt, fraudulent, collusive and/or coercive practices by suppliers that affect or may affect Ethiopiaid's donor/funder's financial interests, the relevant donor should be informed immediately. In such cases, proposals/bids/quotes will be rejected and Contracts/Purchase Orders terminated.

18. Regardless of who the donor is, suppliers / service providers should be considered ineligible and therefore excluded on the grounds of Articles 93 and 94 of the European Commission Financial Regulation which Ethiopiaid endorses and adopts and which are summarised as follows;

    a. Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices
    b. Suppliers must not be bankrupt or being wound up, or having their affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not 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
    c. Suppliers must not have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata
    d. Suppliers must not have been guilty of grave professional misconduct proven by any justifiable means
    e. Suppliers must have 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 those of the country

where the contract is to be performed

f. Suppliers must not have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the European Communities financial interests
g. Suppliers must not be subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation
h. Suppliers must not be subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation

19. Ethiopiaid is committed to the humanitarian imperative and principles of impartiality, accountability, transparency and independence/neutrality.

20. Ethiopiaid is committed to ethical transportation principles and does not procure cargo services from known traffickers of arms, drugs or other illegal substances.

21. This policy should be read in conjunction with Ethiopiaid's Conflict of Interest policy to ensure transparency, fairness, and integrity in the procurement process

Ethical Procurement

All Ethiopiaid staff that are involved in procurement will not use their position for personal gain. They will maintain an impeccable standard of honesty in all their business relationships and reject any business practice which might be considered improper. Ethiopiaid staff will observe the law of the countries in which they operate and with which Ethiopiaid deals. Ethiopiaid staff will not accept any personal gifts or other incentives which may or may not be regarded as being designed to influence the purchasing decisions.

Ethiopiaid will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights. Ethiopiaid will also seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Ethiopiaid seeks to purchase goods and services which:

- Are produced and delivered under conditions that do not involve the abuse or exploitation of any persons.
- Have the least negative impact on the environment.

Guidelines for procurement at Ethiopiaid:
Partner organisations procuring goods or services will share their procurement policy and process with Ethiopiaid.
Purchases up to and including €1,000 (or equivalent) require approval from the CEO of Ethiopiaid.
Purchases from €1,000 to €5,000 (or equivalent) require approval from the CEO and one Trustee of Ethiopiaid.
Purchases above €5,000 (or equivalent) require approval from the CEO and two Trustees of

Ethiopiaid.

A minimum of two suppliers will be asked to tender for a contract above €5,000 (or equivalent).

All Purchase Orders, Invoices and Receipts and any other relevant documents should be saved and available to share with Ethiopiaid.

Ethiopiaid Supplier Code of Conduct and Safeguarding Policy

Ethiopiaid's Supplier Code of Conduct purpose and scope is as follows:

- To provide protection for children, young people and vulnerable adults who receive services from Ethiopiaid and its Ethiopian partner organisations.
- To ensure best practice from all adults associated with Ethiopiaid.
- To ensure best practice from all adults associated with our Ethiopian partner organisations.
- To provide employees with guidance and procedures to ensure that our commitment and adherence to this policy and our partners, is maintained.
- To ensure that our Ethiopian partner organisations are fit for funding.

This code of conduct applies to all staff, volunteers, partners and representatives of Ethiopiaid and should be read in conjunction with the Safeguarding Policy.

Partners are to be made aware of the Code of Conduct before signing their partnership agreements and before any funding is transferred.

Employees of Ethiopiaid are to be made aware of the Code of Conduct at time of recruitment, at their annual reviews, and if applicable, with any change to their contract or responsibilities.

Violations of the Code of Conduct are to be reported to the CEO (Ethiopiaid UK) and Ethiopiaid's Board of Trustees. Breaches of this Code of Conduct will not be tolerated and may result in disciplinary procedures, change of duties or termination of employment (or other contractual agreement with Ethiopiaid).

Employees, partners and beneficiaries have the right to request copies of our Code of Conduct at any time.

Ethiopiaid's Safeguarding Policy has been developed to ensure the maximum protection of programme participants, especially beneficiaries, from abuse and exploitation, and to clarify the responsibilities of Ethiopiaid staff, partner organisations and anyone engaged by Ethiopiaid or visiting our programmes, and the standards of behaviour expected of them.

Ethiopiaid Supplier/Contractor Conduct

The conduct to which Ethiopiaid expects all of its suppliers/contractors to adhere is as perthe following statements. As mentioned, suppliers, service providers and contractors must confirm that they have read and understand the Ethiopiaid safeguarding policy and Code of Conduct and agree to abide by the terms of these policies in all of their activities under a Ethiopiaid supply or service contract. Additionally, they must ensure that -

- They adhere to International Labour Organisation (ILO) labour conventions, particularly international labour standards, social protection and work opportunities for all.
- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local labour laws are complied with.
- Social rights are respected

<u>Environmental Standards</u>

Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability