

DECLARATION OF CONFIDENTIALITY AND CONFLICT OF INTEREST TO BE COMPLETED BY EXTERNAL CONSULTANTS

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to respect confidentiality, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

For the purposes of all stages of the current procurement process:

1. I/we certify that I/we will use the solicitation documents, proposals, and all information contained in them (other than information otherwise available to the public without restriction), only for the purposes of providing my/our consultancy services to the ILO. I/we will safeguard the solicitation documents and proposals and will not disclose them, or any information contained in them (other than information otherwise available to the public without restriction), except on the explicit instructions of the ILO Procurement Bureau.
2. I/we agree not to make any reproductions without the authorization of the ILO Procurement Bureau and shall ensure that any authorized restrictive legends (e.g. "Confidential") placed on the proposals by bidders, will be applied to any reproduction or abstract of information, made by me/us or for me/us.
3. Upon completing the performance of my/our consultancy services to the ILO, I/we agree to return all hard copies of the solicitation documents and proposals, including all reproductions and any abstracts thereof, to the ILO Procurement Bureau and destroy any soft copies existing, if I am/we are requested to do so by the ILO Procurement Bureau.
4. I/we agree not to offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
5. I/we certify that neither I/we, nor any of my close relative(s) has/have any financial interest or other direct or indirect interest in any bidders in relation to this procurement process. I/we further certify that I/we do not have any real financial interest, or any interest which could reasonably be perceived as a potential financial interest, in any bidder. If at any time of the procurement process, I/we am/are confronted with a situation where my/our involvement in this process would result in an actual conflict of interest, a reasonable perception of a conflict of interest, or the potential for a conflict of interest to arise I/we will notify directly the Chief, Procurement. (The same applies in the event such interest is held by a close relative of the undersigned).
6. I/we understand that, in the event that I/we fail to disclose fully any past or present employment or consultancy relationship with, or any financial interest or other direct or indirect interest in, any of the bidders, the ILO reserves the right to terminate the consultancy contract with immediate effect and to claim compensation for any damage, direct or indirect, incurred by the ILO as a result of my/our failure to disclose fully. The same applies if any of my/our close relatives has/have an undisclosed past or present employment or consultancy relationship with, or a financial interest or other direct or indirect interest in, any of the bidders.

Definitions of terms used in this declaration:

"coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

"collusive practice" is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an

artificial level or in a non-competitive manner;

“*conflict of interest*” is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

“*corrupt practice*” is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

“*fraudulent practice*” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

“*financial interest*” is (a) when referring to an incorporated entity, any shareholding or the holding of any other form of security, such as debentures, warrants and options, even if the holding does not constitute a substantial or controlling interest; and (b) when referring to an unincorporated entity, any proprietary or pecuniary interest.

The undersigned certifies/y to be duly authorized to sign this Declaration on behalf of the External Consultant.

Name and Position

Signature

Date