Declaration of integrity

Section 1 Declarations by GIZ

As a federal enterprise, GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. It is also engaged in promoting international education work around the globe. GIZ is guided by the concept of sustainable development and takes account of political, economic, social and environmental factors. Integrity, participation, transparency and accountability are essential to the company as cornerstones of efficient prevention of corruption.

GIZ understands integrity as a living and constantly developing process. It covers more than just anti-corruption and stands for the embodiment of standards, values and guidelines, for example with regard to environmental protection and the protection of human rights. The GIZ Code of Conduct sets out clear rules of behaviour for GIZ staff. Our actions are guided by the principles of equal treatment, compliance with contract and statute, transparency, loyalty, confidentiality and cooperation in partnership. Observance of the rules is monitored by the Compliance Committee, the integrity advisors and the external ombudsperson.

If GIZ learns of conduct on the part of its staff or a tenderer, candidate, contractor or subcontractor that constitutes a criminal offence in Germany and/or in other countries, or has grounds for suspicion in this regard, it will initiate internal investigations and in the event of reasonable suspicion call in the public prosecutor's office.

Business associates, project partners, target groups and interested members of the general public are called upon to participate in clarifying any corruption-related circumstances. Should they have reasonable grounds to suspect any infringement of the Code of Conduct, they can contact GIZ's integrity advisors or ombudsperson. Both are committed to secrecy and can also be contacted at a preliminary stage in the event of any uncertainties.

- GIZ's Integrity Advisors,
  Ms Carola Faller (Eschborn office), Tel.: +49 6196 79-3529 *and*
  Mr Hans-Joachim Gante (Bonn office), Tel.: +49 228 4460-1557
  Email: integrity-mailbox@giz.de

- GIZ's external ombudsperson,
  Dr Edgar Joussen (lawyer, ombudsman), Tel.: +49 30 315 18 7-0
  Email: ombudsmann@ra-js.de
  www.giz.de/ombudsmann

GIZ is also committed to the provisions of Germany's Public Corporate Governance Code and follows its recommendations concerning transparency. GIZ publishes an annual corporate governance report on the internet, disclosing, for instance, the remuneration of the members of its Management Board. With regard to procurement operations, GIZ as a public sector commissioning party complies strictly with the rules for the award of contracts, with priority given to public invitations to tender and fundamental separation of planning, contract award and accounting procedures.

Furthermore, GIZ is subject to regular internal and external financial control. As a federal enterprise, GIZ is audited by the Bundesrechnungshof (German supreme audit authority).

Section 2 Declarations by the contractor

The contractor declares that it is familiar with and undertakes to observe GIZ's values and integrity system as described above. The contractor is in particular obliged to comply with the principles of integrity set out in the General Terms and Conditions of Contract ('Terms and Conditions') for Supplying Services and Work (Sections 1.4, 1.5 and 1.11 of the Terms and Conditions) right from the preparatory phase of contract negotiations.

If the contractor is a legal person, it shall take organisational measures to transmit GIZ's integrity principles to its staff and subcontractors pursuant to Sections 2.1.4 and 2.4.2.1 of the Terms and Conditions, and to support and monitor compliance. The contractor shall inform its staff and subcontractors that GIZ has appointed an external ombudsperson, the lawyer Dr Edgar Joussen, to whom any suspicions can be reported in confidentiality, ensuring the absolute anonymity of the informant, in particular where corruption is suspected.

The contractor declares that in performing the contract it will not award subcontracts to contractors of doubtful reliability.

In ongoing competitive tendering procedures, the contractor shall not enter into contact with any persons involved in the procedure outside the GIZ Contract Management sections. The contractor shall request any information required concerning the ongoing contract award procedure in writing only from GIZ's Procurement and Contracting Division, which is also responsible for coordinating responses to technical questions. The contractor is aware that failure to comply with this can lead to exclusion from the tender procedure.

Priority of GIZ's own clauses

We acknowledge and agree that all clauses introduced in the procurement procedure by GIZ via the tender documents will take priority and declare that no content other than the offer content submitted, including but not limited to previous contracts, other documents or our own general terms and conditions, will be made an integral part of the offer.

By submitting this document, I/we confirm that the aforementioned information is complete and true.