

## Terms of Reference

### Facilitation Services in support of The Scaling Up Nutrition Movement Executive Committee Strategic Review decision-making process February to August 2020

**Tender deadline: 5pm, 23<sup>rd</sup> January 2020**

The purpose of this tender is to engage an individual consultant to provide facilitation support services to the Executive Committee (ExCom) of the Scaling Up Nutrition (SUN) Movement with their strategic deliberations and decision making in 2020.

#### Background and Context

Collective recognition that the international system was failing to address under-nutrition provided the stimulus for the creation of the SUN Movement, which was launched at the Spring Meetings of the World Bank in April 2010 and relaunched by the UN Secretary-General in Sep 2010. SUN's form and function were a response to the evidence of the 2008 Lancet Series on Maternal and Child Undernutrition. A multi-sector and multi-stakeholder approach was promoted, with structures and support for collaboration and alignment behind evidence-based and costed country plans to combine and scale-up prevention and treatment.

The Movement aims to inspire 'country-led and country-driven' scale-up, with government focal points convening a Multi Stakeholder Platform of all relevant Ministries together with national networks of business, the UN agencies, Donors and civil society.

The same four networks at global level represent the Global Support System providing Technical Assistance for national nutrition plans and SUN processes, coordinated by the SUN Movement Secretariat (SMS) housed by the UN in Geneva.

An Independent Comprehensive Evaluation (ICE) at the end of the first five-year phase endorsed continuity in this approach and on the four Strategic Objectives, to:

1. Expand and sustain an enabling political environment
2. Prioritise and institutionalise effective actions that contribute to good nutrition
3. Implement effective actions aligned with common results
4. Effectively use, and significantly increase financial resources for nutrition

A Lead Group (LG) of high level nutrition champions was established in 2012, appointed by the UN Secretary General, to be collectively responsible for the functioning of the Movement. In response to ICE recommendations an ExCom was created under the LG, with nominees from each of the four Networks, to improve mutual accountability and oversight.

In order to build on the issues raised by a Mid Term Review of Phase 2.0, the ExCom commissioned an independent and forward looking Strategic Review (SR) to inform SUN 3.0 design. A final version of the TOR was endorsed by the ExCom on 2 May 2019, when an ExCom SR Working Group was established, comprising Meera Shekar (ExCom chair), Tumaini Mikindo (ExCom vice-chair and Civil Society Network member), Lawrence Haddad (ExCom and Business Network member), Shawn Baker (Special Adviser to the SUN Movement) and Tatjana von Steiger Weber (ExCom and Donor Network member).

The selected consultants on the SR team began consultations in August, and the Lead Group was asked to endorse a third five-year phase of SUN 2021-2025 during the UN General Assembly in New York, September 2019.

The SR consultants are to present the first draft of their report by 31 January 2020, to the ExCom. The report will include a series of options with the 'pros and cons' of each option outlined.

The subsequent process is currently planned as follows (dates and final process to be finalised by the ex-com):

- 7 February (tbc) – ExCom SR Working Group draft guidance on the consultation process.
- 10 February (tbc) - ExCom conference call to discuss draft SR report and consultation guidance.
- By 14 February – Once SMS has provided translated copies, ExCom shares draft SR report and guidance with all Networks, member country focal points, the SMS and the LG.
- 14 February to 3 March – Movement-wide consultation process on draft SR Report.
- By 3 March - consolidated top-line feedback on the draft SR report received from the four Networks, regional focal point leads, the SMS focal point and the LG Chair.
- 7 March - ExCom retreat and wider consultation outcomes compiled and shared with SR team.
- 9-11 March (tbc) - ExCom Retreat at WFP in Rome.
- 31 March - final SR Report, with options prioritised and pros and cons of each option.
- 27 or 28 April (tbc) – ExCom conference call to agree Draft 1 ExCom Recommendations.
- 30 April - draft 1 ExCom recommendations to the Lead Group, for Lead Group and movement-wide feedback via the LG Chair, Ex Com representatives and the Coordinator.
- 30 April 2020-21 May - open consultation on the ExCom Draft 1 Report
- 21 to 28 May collated feedback to INDEPENDENT CONSULTANT who consolidates ALL feedback and submits to Ex Comm.
- 12 June - Ex Com to share their draft recommendations with Lead Group Chair
- 10 July - Ex Comm receive feedback from Lead Group Chair on draft Ex Com recommendations to LG
- 17 July - Ex Comm call to consider Lead Group Chair feedback and finalise recommendations to LG
- 24 July - Ex Comm send draft 2 of Ex Comm recommendations to Lead Group through Lead Group Chair
- 25 July to 31 August - ExCom revises to final if any further input received from LG Chair
- 1 September 2020 - ExCom sends final ExCom Recommendations to Lead Group
- During week of UNGA, 21-25 September, LG formally adopts ExCom recommendations for SUN 3.0.

As a Movement of affiliated networks and institutions—not a programme or single institution—consultations and consensus are essential to any agreed changes in prioritisation and approach.

**The ExCom wishes to engage the services of an external and independent facilitator to support the ExCom deliberations and decision process, from February to end August 2020.**

#### Purpose and Scope of the Consultancy

The purpose of this engagement is to support the ExCom, the ExCom SR Working Group and the ExCom Chair with facilitation services at key stages of the deliberations on the draft SR report. Under the direct responsibility of the Department of Foreign Affairs and Trade, Government of Ireland, the consultant will work to the following seven objectives:

1. To advise and develop methodologies and facilitate a participatory Retreat for strategy development, based on the draft SR Report and Movement-wide consultation responses, in close consultation with the Chair of the ExCom and the ExCom SR Working Group.
2. To clarify in advance the basis for agreement of the preferred SUN3.0 option by the ExCom.
3. To assist in organising, documenting and presenting to the ExCom top-line feedback on the draft SR report from the SUN Country focal points and their MSPs, Networks, key partners, SMS and LG.
4. To assist in the consolidation of wider stakeholder consultations on the Draft SR Report, and any wider stakeholder consultations on the Final SR Report.
5. To assist in documenting agreed Draft ExCom Recommendation to the Lead Group, and assist in consolidating wider stakeholder consultations on Draft 1 ExCom Recommendation to the Lead Group.
6. To be available to the ExCom SR Working Group for additional remote support, as/when requested by the ExCom Chair.
7. Other facilitation tasks which may arise.

### Specific Deliverables and Methodology

The **ExCom Strategic Review Working Group** will hold:

A conference call (7 February, tbc) to recommend four or five questions to help frame the wider consultations on the Strategic Review Draft Report.

The **ExCom** will hold:

A conference call (10 February, tbc) to exchange on the draft SR report received 31 January 2020, decide on the guiding questions to shape the consultations, and to prioritise the issues for deliberation in the Retreat, clarifying the basis for decisions.

An ExCom Retreat at WFP in Rome (March 9-11 tbc) to

- 1) Further discuss the draft SR report and feedback from the stakeholder groups (*member country focal points; Networks; SMS and LG Chair*)
- 2) Develop draft 1 recommendation.

A conference call (27 or 28 April, tbc) to exchange on the consolidated stakeholder feedback on the Final SR Report and finalise Draft 1 ExCom Recommendation.

A conference call (mid June, date tbc) to agree Draft 2 ExCom Recommendation following LG and stakeholder feedback on Draft 1.

A silent approvals process or conference call (August, date tbc), following LG feedback on Draft 2, to finalise the ExCom Recommendation.

The **SMS** will:

Support wider consultation processes, ensuring transparency, including through online posts.

- 1) On the draft SR Report, 14 February to 3 March, for presentation to the SR team on 16 March.
- 2) On the draft 1 ExCom Recommendation.
- 3) If necessary on the final SR Report, 1-17 April, to be submitted to the ExCom by 23 April.

***Support to the ExCom and SMS ExCom focal point for the SUN Strategic Review process***

The successful consultant is expected to work to the ExCom Chair, for the ExCom SR Working Group, and with the SMS in support of the various stages of the SR process, see specific activities and deliverables below. Support for these processes will include home-based preparation and in facilitation with expected travel to Rome.

- *ExCom Strategic Review Working Group conference call 7 February, tbc (2 days inclusive of participation and delivery of draft consultation process and guidance note).*

*Activities:*

- Review of draft SR report received on 31 January 2020
- Assist the ExCom Chair in preparation of the agenda for the call
- Take minutes and share with ExCom SR Working Group

*Deliverables:*

- Minutes of the conference call with a suite of strategic questions on SUN3.0 form and function that will guide top-line feedback for the ExCom retreat as well as help frame the wider consultations.

- *ExCom conference call 10 February (approx. 3 days inclusive of participation and minutes)*

*Activities:*

- Assist the ExCom Chair in preparation of the agenda for the call
- Take minutes, share with ExCom and finalise following feedback

*Deliverables:*

- Minutes of the conference call that clearly show the agreed remaining and prioritised discussion points for the Retreat and the agreed basis for deciding on the preferred SUN3.0 option.
- Finalised one page guidance note for the wider consultation, including four or five guiding questions and a summary of the Strategic Review process timeline.

- *Consolidation of inputs received during the Movement-wide consultation on the SR draft report in February 2020 (approx. 7 days)*

*Activities:*

- Collect all responses and queries received by ExCom members (11-28 February)
- Consolidation of responses received during consultation period into a format which is easy to digest and build upon (28 February to 7 March 2020)

*Deliverables:*

- consolidated responses and queries sent to SR Team and Ex Comm on 7 March 2020

- *ExCom Retreat (approx. 12 days inclusive of preparation, travel, retreat facilitation and report)*

*Activities:*

- Preparation of the Retreat, methodology and agenda, reflecting the prioritised issues for discussion following the ExCom conference call.
- Liaise with Network Facilitators, regional focal point representatives, the LG Chair and the SMS Coordinator to consolidate top-line feedback on the SR Report against the guiding questions.
- Facilitate the retreat, and present the top-line feedback.

*Deliverables:*

- Short report on the outcomes of the Retreat
- Draft 1 ExCom recommendations for the LG, to share with ExCom and making agreed revisions.

- *Wider Consultation across SUN Stakeholders on draft 1 Ex Comm recommendations to Lead Group (approx. 7 days)*

*Activities:*

- Collate all responses to the consultation on the Draft 1 Ex Comm recommendations as they are submitted to ExCom members. (30 April – 21 May 2020)
- Consolidation of responses received during consultation period on the draft Ex Comm recommendations (21 to 28 May 2020)

*Deliverables:*

- Finalise the written document summarising all feedback on the draft 1 Ex Comm recommendations to the Lead Group

- *ExCom conference call 27 or 28 April (approx. 3 days inclusive of participation and minutes)*

*Activities:*

- Assist the ExCom Chair in preparation of the agenda for the call
- Take minutes, share with ExCom and finalise following feedback

*Deliverables:*

- Minutes of the conference call
- Draft 1 ExCom recommendations to Lead Group, for ExCom approval

- *ExCom conference call mid June (approx. 3 days inclusive of participation and minutes)*

*Activities:*

- Assist the ExCom Chair in preparation of the agenda for the call
- Take minutes, share with ExCom and finalise following feedback

*Deliverables:*

- Minutes of the conference call
- Draft 2 ExCom recommendations to Lead Group, for ExCom approval

## Timeframe

A draw down contract will be put in place with the successful consultant from 4 February 2020 until 31 August 2020. It is envisaged that up to a maximum of 60 consultancy days will be required with a minimum of 40 days. Dates and required number of days per assignment set out above are indicative only and may be adjusted during the course of the consultancy.

Once dates are confirmed for each event, the successful consultant is expected to submit a detailed timeline with expected number of days required to deliver on each assignment.

## Qualifications and Competencies

Submissions are invited from suitably qualified individual(s) who have the following qualifications and competencies to undertake the work:

- Strong competencies and demonstrable evidence in planning, facilitating and moderating participatory workshop processes that draw out diverse perspectives and achieve defined outputs;
- Strong competencies and experience in facilitation of organisational strategic planning;
- Excellent English written and oral communication, writing and presentation skills;
- Excellent interpersonal and organisational skills;

- Knowledge of the international architecture for nutrition;
- Experience of multi-sectoral and/or multi-stakeholder coordination;
- Knowledge and experience of the Scaling Up Nutrition Movement an advantage.

### **Proposal Submission**

Intending applicants should submit a proposal (5 pages maximum), setting out:

- Their understanding of the TOR;
- A brief statement on how their skills match the services required;
- A current CV outlining relevant experience to the purpose and scope of the consultancy
- A short note on methodology showing how they plan to support the delivery of the TOR
- Their availability to engage in preparatory work and travel for the Retreat (2-4 March) and flexibility around indicative timeframes proposed
- Daily all-inclusive professional fee rate exclusive of VAT. This includes all costs associated with the delivery of the services with the exception of international travel and hotel accommodation.

### **Contracting Lead**

The Department of Foreign Affairs and Trade of the Government of Ireland will administer the contract with the external consultant on behalf of the ExCom. The ExCom Chair will manage the technical services provided by the consultant.

### **Documentation**

Relevant background documentation will be provided to the successful consultant, including the draft Strategic Review team Report; TORs of the ExCom and Lead Group, the TOR for the Strategic Review, the Independent Comprehensive Evaluation Report on Phase 1.0, the Mid Term Review Report in Phase 2.0, and the latest SUN Strategic review process proposed by the ExCom SR Working Group.

### **Selection Criteria**

For the tenderer's submission to be considered, it is mandatory that candidates have significant relevant expertise or knowledge in the following areas:

- A Master's or equivalent in nutrition or another relevant discipline with a minimum of 4 years working at an international level
- Strong competencies and demonstrable evidence in facilitation of organisational strategic planning;
- Strong competencies and demonstrable evidence of planning, facilitation and moderating participatory processes that achieve defined outputs;
- Knowledge of the international architecture for nutrition;
- Experience of multi-sectoral and/or multi-stakeholder coordination;
- Availability for the conference calls and the ExCom Retreat and general availability between early February through to end August.

Failure in more than one of these critical requirements will lead to elimination from the competition in advance of further evaluation.

Please note that selection as a consultant does not guarantee engagement. Consultants will be chosen according the requirements of the scope of work and based on their availability. Sub-contracting is not permitted under this tender.

## Award Criteria

The proposal/expression of interest will be evaluated against the following criteria:

- i. Quality of the submission (70 points)
  1. Evidence from the proposed methodology that the tenderer has a clear understanding of the ToR (20 points)
  2. Demonstrated evidence that tenderer has the required qualifications, competencies, technical skills and relevant experience to provide high quality facilitation services relevant to strategic planning processes (20 points)
  3. Evidence that the tenderer has relevant experience and knowledge of coordination and international nutrition work (20 points)
  4. Ability to meet timescales (10 points)

Tenders scoring less than 50% on criterion 1, 2 or 3 will be rejected and will not advance to financial evaluation. Tenderers must score the full 10 points on criterion 4.

- ii. Financial Criteria (30 points)
  5. The cost evaluation will be based on the daily professional fee rate presented. The price quoted must be fixed and not subject to revision (including possible extension).

## Tender Submissions

Tenders must be submitted via the electronic postbox available on [www.etenders.gov.ie](http://www.etenders.gov.ie). Only Tenders submitted to the electronic postbox will be accepted. **The closing date for receipt of tenders is close of business 23<sup>rd</sup> January 2020.**

Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline. Tenderers should take into account the fact that upload speeds vary. There is a maximum of 4GB for the total (combined) documents sent to the electronic postbox.

In order to submit a document to the electronic postbox, please note that you must click "Submit Response". After submitting you can still modify and re-send your response up until response deadline. Tenderers should be aware that the 'Submit Response' button will be disabled automatically upon the expiration of the response deadline.

Any question submitted by a potential Tenderer along with the answer provided by the Department will be reviewed by Procurement Section, anonymised and circulated to all of the potential Tenderers involved in the process via the secure Q&A system. The reply is issued to all Tenderers answering those clarification questions of a generic nature. **The deadline for submitting questions is 5pm on the 14<sup>th</sup> January 2020.**

Clarification questions specific to a particular Tenderer or containing information of a commercially sensitive nature will only be communicated to that particular Tenderer.

## Freedom of Information

It should be noted that any correspondence with DFAT in relation to the review is subject to the application of Freedom of Information legislation. This applies to the services under the contract and not the tendering and contracting process.

**Project Officer**

Ben Siddle will have overall responsibility for this project and will project manage the services provided by the external consultant.

**Documentation**

Relevant background documentation will be provided to the consultant.

**Governing Laws**

The work carried out by the consultant, irrespective of where their offices are located, shall be deemed to be carried out in Ireland and shall be governed by the laws of Ireland.

**Publication**

Rights concerning the production of reports or any other business documentation and those relating to their reproduction and publication will remain the property of the Department. No document based, in whole or in part, upon the work undertaken in the context of the contract awarded following this tender may be published except with the prior formal written approval of the Department.

**Conflict of Interest**

Any conflicts of interest involving a consultant (or consultants in the event of a consortium bid) must be fully disclosed to the Department, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

**Tax Clearance Certificate**

Before a contract is awarded the successful vendor (and agent, where appropriate) will be required to promptly produce a Tax Clearance Certificate/number, or in the case of a non-resident vendor, a statement from the Revenue Commissioners confirming suitability on tax grounds. Non-residents should contact the Office of the Revenue Commissioners, Revenue Residence Section, Government Offices, Nenagh Co. Tipperary.

**Withholding Tax**

A withholding tax will be deducted from any service related payments made (a non-national may be able to reclaim this tax by applying to the Irish Revenue Commissioners).

**Costs**

The Department of Foreign Affairs and Trade will not be liable in respect of any costs incurred by tenderers in the preparation of tenders or any associated work effort, including the supply of equipment, where relevant, for evaluation and the return of such equipment to tenders, following such evaluation.

## **Content of Tender**

Information supplied by tenders will be treated as contractually binding. However, the Department of Foreign Affairs and Trade reserves the right to seek clarification or verification of any such information. Post-tender qualifications or revisions will not be acceptable and may invalidate the tender.

The Department reserves the right to update or alter the information contained in this document at any time, but not later than 7 days before the closing date of the call for tender. Participating tenders will be so informed, should the need arise.

The Department reserves the right to request additional information from the tenders after the closing date.

## **Interpretation of the Tender**

It is the duty of the tenderer to fully understand and correctly interpret this tender. At all times, the tenderer has the responsibility to notify the Department, in writing, of any ambiguity, divergence, error, omission, oversight, or contradiction contained in this tender, as it is discovered, or to request any instruction, decision, clarification or direction that tenderers may require to prepare a tender.

Whilst every endeavour has been made to give tenderers an accurate description of the requirements, tenderers should form their own conclusions about the methods and resources needed to meet these requirements. The Department does not accept responsibility for the tenderers' assessment of the requirements.

## **Tender Acceptance or Rejection**

The Department reserves the right to hold tenderers strictly to the terms and conditions submitted in their tenders and also reserves the right to accept or reject in whole, or in part, any or all tenders in response to this tender. Tenderers are specifically notified that failure to comply with or respond to any part of this tender (other than those elements clearly indicated as optional) may result in rejection of their tender as non-compliant. Tenderers whose tenders are not accepted will be notified in writing on finalisation of the competition.

## **No obligation to award a contract**

Initiation of a tendering procedure imposes no obligation on the Contracting Authority to award the contract. This tender is in no way binding on the Department. The Department's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the Contracting Authority may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.

## **Revocation of contract**

The contract may be revoked by the Department at any time by giving 14 days notice in writing to the consultant at his business or registered address.

The contract may be withdrawn and/or terminated for breaches of confidentiality, conflicts of interest or potential conflicts that may come to light or for general unsuitability or inability to execute the

contract to the satisfaction of the Department and, in particular, to meet the quality standards required for this project.

The Department should not be liable for any loss incurred or arising from the revocation of the contract.

### **Revision/Termination of Contract**

The Consultant shall be responsible for the delivery of all services provided for within the contract on the basis of the agreed costs. The Department retains the right to withhold payment of fees where a consultant has failed to meet its contractual obligations in relation to the timely delivery of goods and services and/or to an acceptable level of quality.

The progress of the project will be reviewed on an on-going basis and the Department may revise its needs at any stage to take account of changing business requirements in the Department.

In the event that the assignment must be revised or abandoned, the Department of Foreign Affairs and Trade will make provisions for the termination of the consultant(s)' or proposed associates' contract without liability for the full cost.

The Department reserves the right to tender again or to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination.

### **Appendices**

The following appendices must be included as part of each tender submission:

Appendix 1: Financial Submission

Appendix 2: Confirmation of Bone Fides

Appendix 3: Declaration of Personal Circumstances

## Appendix 1: Financial Submission

### Contract inputs and fee rates

Tenderers are requested to complete the pricing template below with the fixed daily rate professional fee rate in respect of the services specified in the Terms of Reference. This fee quoted must be inclusive of all costs (facilities, equipment, supplies, telephone, email, IT, institutional levy and any other third party costs) all exclusive of VAT.

This fee shall be fixed for the duration of tis engagement, including any permitted extensions. The fee rate quoted must relate to productive (working) time.

Travel and subsistence costs are not required in this submission

All travel costs/subsistence/travel expenses required to be undertaken for the purposes of the external professional services will be payable at normal Irish Government Civil Service Departmental rates.

### Total consultant costs

Please complete the costs schedule below

Consultant name	Fixed daily fee rate (excluding VAT)

## **Appendix 2: Confirmation of Bona Fides**

We the undersigned do offer in accordance with the Request for Tenders and the Terms of Reference specified therein to provide Embassy of Ireland, Tanzania with Medical Insurance for the Department of Foreign Affairs and Trade and subject in all respects to the Terms of Reference published with this call for tenders which we have read and accepted.

We confirm that all information and commitments contained in or referred to in our tender are (i) accurate and correct, and (ii) accurately reflect our actual current operational and financial capability.

We confirm that this Tender shall remain irrevocably open for acceptance by you for a period of 12 months from the closing date for receipt of tenders and it shall remain binding upon us for that period or such other period as we may agree.

We acknowledge that no legally binding agreement exists between us unless and until our offer is accepted by you and a contract in the form set out in this request for tenders has been concluded.

We understand that the Minister of Foreign Affairs and Trade is not bound to accept the lowest or indeed any tender it may receive and may abandon or terminate the tender process at any time.

### **Signature of tenderer or authorised agent:**

Printed Name:

Name of Tenderer:

VAT No:

Postal Address:

Telephone no:

E-mail:

### Appendix 3: Declaration of Personal Circumstances

This Declaration of compliance with Regulation 57 of the European Union (Award of Public Authority Contracts) Regulations 2016 (SI 284 of 2016) **must** be signed by all **Contractors/Suppliers**.

<b>Name of Contractor/Supplier:</b>	
<b>Address:</b>	
<b>Country:</b>	

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Mandatory Eligibility Criteria will be assessed as a "Fail".

Any Contractor/Supplier who is unable to answer NO to all of the questions relating to the Discretionary Eligibility Criteria may be assessed as a "Fail" and the Contractor/Supplier may, at the discretion of the Contracting Authority not be admitted to the tender.

<b>Please enter <u>Yes</u> or <u>No</u> as appropriate to the following statements relating to the current status of your organisation <u>and/or any director or person(s) who has power of representation, decision or control over the organisation.</u></b>		<b>Yes/No</b>
<b>Mandatory Eligibility Criteria</b>		
<b>1.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of participation in a prescribed criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 <sup>th</sup> October 2008.	
<b>2.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in the national law of Ireland within the last five years.	
<b>3.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests.	
<b>4.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA respectively, or of inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.	
<b>5.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council.	
<b>6.</b>	The Contractor/Supplier has been the subject of conviction by final judgment of child labour or other forms of trafficking in human beings, as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council.	

<b>7.</b>	The Contractor/Supplier has breached their obligations relating to payment of taxes or social security contributions in Ireland or the law of the country within which the Contractor/Supplier is established and this breach has been established by a judicial or administrative decision having final and binding effect in Ireland or in accordance with the law of the country within which the Contractor/Supplier is established.	
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**If you have answered Yes to Question 7**, please provide details of the relevant amount including:

- a. confirmation of whether you have paid, or have entered into a binding arrangement with a view to paying the outstanding tax or social security contributions including any accrued interest and/or fines; or
- b. details of whether you were informed of the exact amount due following the breach and at such time that it did not have the possibility of taking measures as outlined above before the expiration of the deadline for submitting this tender.

**THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE CONTRACTOR/SUPPLIER'S ORGANISATION.**

I certify that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this Declaration may lead to my organisation being excluded from participation in this and future competitions.

Signed on Behalf of the Contractor/Supplier identified above, by -:

<b>Signed:</b> [Original signature]	
<b>Print Name:</b>	
<b>Position:</b>	
<b>E-mail Address:</b>	
<b>Date:</b>	