

## **TERMS OF REFERENCES (TOR)**

### **FOR THE SUPPLY OF SITTING ARRANGEMENT MATERIALS INCLUDING BOOK CORNER ESTABLISHMENT MATERIALS AND ECD PLAYING & LEARNING MATERIALS**

Karnali Integrated Rural Development and Research Centre (KIRDARC) Nepal is a Nepali Non-Governmental National Organization, registered at District Administration Office, Jumla in 1999. It is affiliated with Social Welfare Council, the regulatory body of Government of Nepal. It has been implementing the different projects funded by PLAN International and for the implementation of the activities of “**LEARN Project**”, KIRDARC Nepal is seeking reputed vendors/service providers **to supply sitting arrangement materials including book corner establishment materials, ECD playing and learning materials for primary classes of Jumla and Kalikot to develop Model Classroom.**

#### **1. Product and Quantity**

1.1 The quantity and items are indicated in Bid form.

1.2 Supplier should deliver the goods within the 10 days from the purchase order/agreement is issued and received by the selected vendor. If the vendor is unable to supply the goods in the given time period, selected bidder will be charged based on the provision specified in the point no. 10.1. If any exceptional case appeared after order issued, there can be extend the delivery date but selected bidder should submit the written letter with valid justifications to do so.

1.3 The goods should be of fair, sound quality as per the specification provided in Bid form.

#### **2. Packing**

2.1 Materials should be packed in good condition and should not be affected while transporting to the targeted districts.

2.2 Packing should be done as per the details given by KIRDARC Nepal.

#### **3. Delivery Conditions**

3.1 Ultimate date of Delivery is 10 days after the order is placed and will be followed the provision as mentioned in point no. 10.1 of this TOR.

3.2 The security of the goods will be the responsible of suppliers until received by the KIRDARC Nepal's logistics or staffs.

#### **4. Delivery Location of the Materials:**

4.1 The goods should be delivered to KIRDARC Nepal's office: Naraharinath Kalikot and Sinja RM of Jumla district in good condition.

4.2 The goods will be verified by the district team of KIRDARC's office.

#### **5. Price**

5.1 The price quoted must be in NPR to the final destination as specified under 'Delivery Conditions'. KIRDARC Nepal will not bear the loading and unloading costs separately. However, the transportation cost will be paid by the LEARN project.

5.2 The prices quoted should specify the following separately:

- The unit commodity price in NPR

5.3 The required applicable tax (VAT) must be indicated separately

5.4 The price quoted in the tender will be definite and free from possible currency fluctuations.

## **6. Taxes**

6.1 Any applicable taxes as per the Nepal Government rules and regulations shall be deducted at source at the time of making payment.

## **7. Validity Period**

7.1 All offers should remain valid till the agreement period and after that if additional goods have to be procured (of similar specification) KIRDARC Nepal may request for price confirmation and proceed further.

## **8. Documents to be submitted**

8.1 Applying company must provide the following documents with its bid (mandatorily required):

- Official company registration and renewal certificate
- Tax clearance certificate of FY 2078/79 or extension up to end of Poush 2079.
- VAT registration certificate
- Stamped and signed TOR along with declaration and code of conduct.
- Bank Guarantee (2.5% of total bid value).

If available:

- Record of experience as supplier of Sitting Arrangement Materials for two named customers showing successful compliance with all quality and quantity requirements.

## **9. Payment**

9.1 The successful bidder will need to supply the following documents before final payment:

- Commercial invoice
- Copy of transportation documents

9.2 Payment will be made by bank cheque/transfer.

9.3 No payment will be made in advance.

9.4 In case of incomplete delivery, KIRDARC will pay only for the quantity received, on a pro rata basis, according to the report by KIRDARC Logistician.

9.5 In case of delivery of more than the amount specified in the Purchase Order the chosen supplier will be paid only for the quantity specified in the Purchase Order.

9.6 The chosen supplier will only be paid for the amount of goods of which the quality and condition satisfy the requirements as per quality control conducted at the time of unloading at the destination.

9.7 Payment will be made within 10 days after receiving all the listed documents including written confirmation from the Consignee that goods were delivered in good order and condition at the final place of delivery.

9.8 Payment will be made in NPR.

9.9 The price mentioned in the bid should be fixed and free from possible currency fluctuations.

## **10. Penalties**

10.1 In the event of a delay in delivery caused by other than by force majeure, KIRDARC Nepal is entitled to apply a penalty of 1/1000 (one per thousand) of the value of the goods per day of late delivery after the ultimate delivery date (as specified in the purchase order)

10.2 This penalty will be deducted from the invoice.

10.3 In the event of corrupt, fraudulent, collusive or coercive practices by candidates, tenders will be automatically rejected. In the event of such practices being engaged in or revealed subsequent to the signing of a contract, the contract will be terminated.

## **11. Award Criteria**

11.1 The contract will be awarded on the basis of best value for money. This means that not only the cost of goods and delivery will be taken in account but also other factors such as price, reliability, past experience with bidders on their service, delay in delivery, previous experience/reputation of the bidders, bidder's financial history, and recommendations or references.

11.2 The final decision will be made based on review of bids received and procurement committee recommendations.

11.3 KIRDARC may visit prospective suppliers or require other evidence to verify their ability to successfully handle the order before awarding the contract.

## **12. Ineligibility criteria**

Tenderers falling into any of the following cases are excluded from participation in the procurement procedure:

(a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are 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;

(b) They have been convicted of an offence concerning their professional conduct by a judgement that has the force of *res judicata*;

(c) They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;

(d) They have not 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 with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) They have been the subject of a judgement that has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(g) They are engaged in the exploitation of child labour.

(h) They do not respect their employees' basic social rights and working conditions.

## **13. Bid Conditions and Process**

- All bids should be sealed; they should clearly specify whether all of the above conditions will be accepted. Bids which are not or only partly in conformity with the tender terms and conditions risk to be excluded from participation.

- All bids should be sent to this address:
  - KIRDARC Coordination Office Sanepa, Lalitpur (01-5421678) / Province Office- Surkhet (083-525664) / District Office, Chandannath Jumla (087-520201/520185) / District Office, Manma Kalikot (087-440150)
- Sealed bids should reach KIRDARC Nepal's respective offices no later than at 4:00 PM on 5 December 2022.
- KIRDARC Nepal Reserves the right to accept or reject wholly or partially or all of quotations without declaring any reason, whatsoever.

**14. Bid Opening, Evaluation and Notification of Award.**

- Bids will be opened by the Procurement Committee and bidders will not be invited in the bid opening process; however shortlisted bidders will be communicated.
- Comparative tables including all award criteria will be compiled, based on which the winning bid will be declared. Bidders will be informed no later than four days after the final result of the tender.

### 15. List of Books

(3 school of Kalikot and 2 School of Jumla)

S.N.	Books for ECD	Books for Grade 1	Books for Grade 2	Books for Grade 3
1.	<b>All in One</b> (5 pcs*5 school = 25 pcs)	<b>Are We There Yet?</b> (5 pcs*5 school = 25 pcs)	सुनको स्याल (बाल उपन्यास) (5 pcs*5 school = 25 pcs)	पालैपालो कथा भनाँ (5 pcs*5 school = 25 pcs)
2.	कोठामै भ्यागुतो (बाल चित्रकथा) (5 pcs*5 school = 25 pcs)	रमाइलो व्याकरण (कक्षा १) (5 pcs*5 school = 25 pcs)	डडेलो र जुरेली (बाल कथा सङ्ग्रह) (5 pcs*5 school = 25 pcs)	अमर बाल कथाहरु (5 pcs*5 school = 25 pcs)
3.	बिजुलीको क्यामरा (बाल चित्रकथा) (5 pcs*5 school = 25 pcs)	यसरी बोल्छन् (बाल गीत) (5 pcs*5 school = 25 pcs)	भेडकाका दुईटा पाठा (बालकथा) (5 pcs*5 school = 25 pcs)	तिन सल्लेको वनभोज (बालकथा) (5 pcs*5 school = 25 pcs)
4.	सचित्र अंक ज्ञान (5 pcs*5 school = 25 pcs)	आगो ओकल्ने पाहाड (बाल कथा सङ्ग्रह) (5 pcs*5 school = 25 pcs)	बाख्री र बुढो जोगी (बालकथा) (5 pcs*5 school = 25 pcs)	मखमलीका राजाहरु (5 pcs*5 school = 25 pcs)
5.	क-ख पढ (5 pcs*5 school = 25 pcs)	बाल कविता (5 pcs*5 school = 25 pcs)	रजियाको कमाल (बालकथा) (5 pcs*5 school = 25 pcs)	सिस्नुपानी उखान (5 pcs*5 school = 25 pcs)
6.	अ-आ चिनौ (5 pcs*5 school = 25 pcs)	तरकारी खेती (कक्षा १) (5 pcs*5 school = 25 pcs)	सानीको बर्थडे (बालकथा) (5 pcs*5 school = 25 pcs)	पशुपंक्षीको सहरभोज (5 pcs*5 school = 25 pcs)
7.	मोबाइल (5 pcs*5 school = 25 pcs)	दाजु बहिनीका कुरा (बाल उपन्यास) (5 pcs*5 school = 25 pcs)	सुरुवालको फुल (हास्य प्रधान बालकथाहरु) (5 pcs*5 school = 25 pcs)	चन्द्रमा र मुनियाँ (बाल नाटक) (5 pcs*5 school = 25 pcs)
8.	मेरो माछा ! होइन, मेरो माछा ! (5 pcs*5 school = 25 pcs)	<b>Barnamala</b> (5 pcs*5 school = 25 pcs)	चीँमुसी (बाल कविता सङ्ग्रह) (5 pcs*5 school = 25 pcs)	बाल कविता तथा गित पुस्तक (5 pcs*5 school = 25 pcs)
9.	भुइँचालो (5 pcs*5 school = 25 pcs)	<b>Short Stories for Children</b> (5 pcs*5 school = 25 pcs)	सुगा र काग (भाग २) (5 pcs*5 school = 25 pcs)	छिचिमिरे आँखा (5 pcs*5 school = 25 pcs)
10.	चन्द्र सुर्य (5 pcs*5 school = 25 pcs)	यो मेरो टोपी होइन (5 pcs*5 school = 25 pcs)	तरकारी खेती (कक्षा २) (5 pcs*5 school = 25 pcs)	रमाइलो व्याकरण (कक्षा ३) (5 pcs*5 school = 25 pcs)
11.	<b>ABCD चिनौ</b> (5 pcs*5 school = 25 pcs)	रामका कथा (5 pcs*5 school = 25 pcs)	बाघको भिडियो (5 pcs*5 school = 25 pcs)	तरकारी खेती (कक्षा ३) (5 pcs*5 school = 25 pcs)
12.	क-ख पढ (5 pcs*5 school = 25 pcs)	झ्यागनहरु (5 pcs*5 school = 25 pcs)	मुनामदन (5 pcs*5 school = 25 pcs)	<b>The Pigeons and Little Boy</b> (5 pcs*5 school = 25 pcs)
13.	क का कि की (5 pcs*5 school = 25 pcs)	चतुरे र चमेली (भाग १) (5 pcs*5 school = 25 pcs)	बादलपानी (5 pcs*5 school = 25 pcs)	अमरको अनार (5 pcs*5 school = 25 pcs)

14.	रमाइलो नेपाली (क) (5 pcs*5 school = 25 pcs)	सोनियाका कुखुरा (5 pcs*5 school = 25 pcs)	परेवा र सानो बाबु (5 pcs*5 school = 25 pcs)	Neeru's Teeth Complain (5 pcs*5 school = 25 pcs)
15.	पाटे बाघ र डल्ले कमिलो (5 pcs*5 school = 25 pcs)	बाघको भान्जा (5 pcs*5 school = 25 pcs)	हात मुखको झगडा (5 pcs*5 school = 25 pcs)	चिन्तनशील गमबुट (5 pcs*5 school = 25 pcs)
16.	रमाइलो चित्र हेरी अंकगन्ने (5 pcs*5 school = 25 pcs)	माहुरीको रुख (5 pcs*5 school = 25 pcs)	तीनसल्लेको बनभोज (5 pcs*5 school = 25 pcs)	The Wise Shepherd (5 pcs*5 school = 25 pcs)
17.	सेतो छडी (5 pcs*5 school = 25 pcs)	स्वर व्यन्जन मिश्रण (5 pcs*5 school = 25 pcs)	चरीका रमाइला कथा (5 pcs*5 school = 25 pcs)	फोके बाजे (5 pcs*5 school = 25 pcs)
18.	रमाउँदै पढौं (5 pcs*5 school = 25 pcs)	सानी र घाम (5 pcs*5 school = 25 pcs)	बाल्यकालको उपद्रो (5 pcs*5 school = 25 pcs)	इमानदार पन्ना (5 pcs*5 school = 25 pcs)
19.	स्याल र लोटा (5 pcs*5 school = 25 pcs)	कथै कथा (5 pcs*5 school = 25 pcs)	कोठामै भ्यागुतो (5 pcs*5 school = 25 pcs)	गँगटा सम्मेलन (5 pcs*5 school = 25 pcs)
20.	सात वटा आखाँ बदल्ने मुसा (5 pcs*5 school = 25 pcs)	चिँमुसी (5 pcs*5 school = 25 pcs)	विजयी सेनापती (5 pcs*5 school = 25 pcs)	गणित र गरिमा (5 pcs*5 school = 25 pcs)

**Note:**

**20 books \* 25 pcs each\* 4 classes = 2000 books (Total)**

*20 books \* 15 pcs each \* 4 classes = 1200 books (For Kalikot)*

*20 books \* 10 pcs each \* 4 classes = 800 books (For Jumla)*

**16. List of Playing and Learning Materials**

S.N.	Particulars	Qty
1.	Wild Animal(6pcs pack) large	1 set
2.	Domestic Animal (6pcs pack) large	1 set
3.	सानो बल (१ प्याक ) ( 12pcs)	1 set
4.	टेनाग्राम ( Forex 12 x 12)	1 set
5.	चरा ( Forex 12 x 12)	1 set
6.	Birthday चार्ट (Flex + bunting12x18 )	1 pcs
7.	फलफुल तरकारि पोका ( 12 Pcs)	1 set
8.	फलफुल वा जनावर पजल (Forex+Flex18 x 12)	1 set
9.	चरा वा जनावर पजल (Forex+Flex 18 x 12)	1 pcs
10.	Demo घर ( Forex 12 x 12)	1 pcs
11.	डोमिनो	1 set
12.	डे( Day) चार्ट (Forex+Flex 18 x 18)	1 pcs
13.	Beauty or डाक्टर सेट Demo	1 set
14.	(Month) चाट (Bunting+Flex 18 x 12)	1 pcs
15.	नेपालको नक्सा (Flex 20 x 36)	1 pcs
16.	सरस्वती फोटो (bunting+Flex 18 x 12)	1 pcs
17.	Bird Demo ( Forex 12 x 12)	1 pcs
18.	प्याकीड ब्याग (Forex+Flex 18 x24x10)	1 pcs
19.	घडी(Forex+Flex 18 x 18)	1 pcs

20.	बाधने कस्ने कपडा र चप्पल	1 set
21.	ठुलो बेलुन (१००पिस)	1 set
22.	नेपाली महिना चार्ट (Flex + bunting 12x18)	1 pcs
23.	Weather चार्ट (Flex + bunting 12x18 )	1 pcs
24.	चुचु बाजा (6 Pcs)	1 set
25.	किचन सेट Demo	1 set
26.	Pocket Puzzle /large	1 set
27.	काठको किचन सेट पजल	1 set
28.	काउन्टर गन्ती गोटी ४ Colour(65 pcs )	1 set
29.	सेप्स एण्ड साईज बोर्ड र गोटी ( Forex 12 x 12)	1 set
30.	डल - (Doll) (Medium size Pcs )	1 pcs
31.	क ख ग बोर्ड र अक्षर ( Wooden 18 x 12)	1 set
32.	अ आ बोर्ड र अक्षर ( Wooden 12 x 12)	1 set
33.	A B C D बोर्ड र अक्षर ( Wooden 10x 12)	1 set
34.	१-१० बोर्ड र अक्षर( Wooden 10x 12)	1 set
35.	1-10 वार्डर अक्षर ( Wooden 10x 12)	1 set
36.	abcd बोर्डर अक्षर( Wooden 10x 12)	1 set
37.	जनावर पजल ( Wooden 10 x 12)	1 set
38.	सर्प पजल ( Wooden 18x 12)	1 set
39.	माछा पजल ( Wooden 18 x 12)	1 set
40.	हात्ति पजल ( Wooden 10x 12)	1 set
41.	फलफुल( Wooden 10x 12)	1 set
42.	तरकारि ( Wooden 10x 12)	1 set
43.	Flash Card (3x4 inch 30 pcs)	1 set
44.	मानव सरिरका अंग ( Wooden 10x 12)	1 set
45.	Owl ( Wooden 10x 12)	1 set
46.	Wooden Pink Tower	1 set
47.	Wooden Nepal Map	1 pcs
48.	Wooden Sabda Chitra Block (4 goti)	1 set
49.	जेडा मिलाउने कार्ड 1.5 X inch ३२ पिस	1 set
50.	हुलाहुप	1 set
51.	Water Animal 6 pcs large	1 set
52.	विन ब्याग 4 pack	1 set
53.	Pocket Puzzle /large 100 goti	1 set
54.	काठको कृषी सेट(१८पिस) With packing box	1 set
55.	Musical set 4 type madal/khaigadi/chinchin/murali	1 set
56.	Wooden Building Block	1 set

**17. BID FORM:**

**Package A: Sitting Arrangement Materials**

S.N.	Items Name	Specifications	Unit	QTY	Unit Cost	Total Cost	Brand
1.	Round Table	4 ft Diameter and 1 ft height, with Drawer, 12mm ply wood, 30 pcs for Kalikot & 22 Pcs for Jumla	Pcs	52			
2.	Water Filter Table	Small size, (1.5 ft height, saal or seaso leg), must fit 15 litre water filter in it 12 pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
3.	Shoe Rack	Made of 12 mm Ply, 3 Shelf (Khana), 12 pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
4.	Water Filter	Stainless steel, 15 litre, good quality, 12 pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
5.	Bucket	10 litre, plastic bucket, without lid, 12 Pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
6.	Door Mat	1 Meter pcs cut from roll, good quality, Plastic, 12 meter/pcs for Kalikot and 8 meter/pcs for Jumla	Meter/ pcs	20			
7.	Water Jug	1 litre, made of plastic, good quality, 12 pcs for kalikot and 8 pcs for Jumla	Pcs	20			
8.	Dustbin	Simple 5 litre dustbin without lid, 12 pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
9.	P- Foam	Good quality p-foam, 300 Meter for Kalikot and 200 Meter for Jumla	Meter	500			
10.	Carpet	Jute carpet yeti or equivalent, 300 meter for Kalikot and 200 Meter for Jumla	Meter	500			
11.	Cushion	Sitting Cushion with cover, good quality, 300 pcs for Kalikot and 200 pcs for Jumla	Pcs	500			
	<b>Sub-Total</b>						
<b>Add</b>	<b>13 % VAT</b>	<b>(on applicable items only)</b>					
	<b>Total</b>						
<b>Add</b>	<b>Transportation</b>	<b>Up to Naraharinath Kalikot and Sinja Jumla</b>					
	<b>Grand Total</b>						

**Package B: Book Corner Establishment Materials**

S.N.	Items Name	Specifications	Unit	QTY	Unit Cost	Total Cost	Brand
1.	Book Bag	Cloth made hanging book bag to keep books, 48 pcs for Kalikot and 32 pcs for Jumla	Pcs	80			
2.	Story Books	For Grade 1,2 & 3, (1200 pcs for Kalikot) and (800 pcs for Jumla), different topics, list attached in point no 15 of this TOR, average rate has to calculated in this	Pcs	2000			
3.	White Board	Good quality, (approx size: 4ft*5ft), 12 Pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
4.	Alphabet chart	Plastic laminated, good quality, 12 pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
5.	Animal Chart	Plastic laminated, good quality, 12 pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
6.	Vegetables Chart	Plastic laminated, good quality, 12 pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
7.	Fruit Chart	Plastic laminated, good quality, 12 pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
8.	Mathematics Chart	Plastic laminated, good quality, 12 pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
9.	Barakhari Chart	Plastic laminated, good quality, 12 pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
10.	Cloth Chart	Plastic laminated, good quality, 12 pcs for Kalikot and 8 pcs for Jumla	Pcs	20			
	<b>Sub-Total</b>						
<b>Add</b>	<b>13 % VAT</b>	<b>(on applicable items only)</b>					
	<b>Total</b>						
<b>Add</b>	<b>Transportation</b>	<b>Up to Naraharinath Kalikot and Sinja Jumla</b>					
	<b>Grand Total</b>						

**Package C: ECD Playing and Learning Materials**

S.N.	Items Name	Specifications	Unit	QTY	Unit Cost	Total Cost	Brand
1.	ECD Playing Materials	Good quality, 4 sets for Jumla, List attached in point no 16 of this TOR, requested to calculate average rate.	set	4			
	<b>Sub-Total</b>						
<b>Add</b>	<b>13 % VAT</b>	<b>(on applicable items only)</b>					
	<b>Total</b>						
<b>Add</b>	<b>Transportation</b>	<b>Up to Sinja Jumla</b>					
	<b>Grand Total</b>						

**Note:**

- Bidder can quote for single/multiple packages too.
- Based on the budget availability, the quantity of items might increase/decreases.
- Bidders are discouraged to add VAT on VAT free items like: transportation and books.
- The ultimate delivery time for the delivery of materials is 10 days.
- The grade wise list of books are attached in point no 15 and list of ECD Playing materials are attached in point no 16, so bidders are requested to put the average prices on the bid form.

## **KIRDARC Nepal code of conduct for staffs and other associates**

### **Introduction:**

KIRDARC Nepal beliefs on good governance, human rights, non-discrimination practices regardless caste, gender, ability, age and geography. It promotes transparent system in all structures and encourages other for the same at all level. Respecting these all dimensions, KIRDARC provisions respective policies and guidelines approved by its board of director legally. Based on these policies and provisions, the following code of conduct will be apply to all KIRDARC's board, staffs, consultants, vendors and associates directly and indirectly:

### **GENERAL:**

- Respect and duly implement KIRDARC's all policies and guideline when and where applicable during performing the organizational task.
- Respect the organizational Strategy Plan and promote the interventions to achieve the organizational vision, mission and goals.

### **GENDER EQUITY AND SOCIAL INCLUSION:**

**Harassment-***The organization must bond strictly to the provision regarding any form of harassment as mentioned in **Human Resource Policy** under clause no. 46*

- Any kinds of Harassment and discrimination (sexual, racial, weight, absurdity, religious, age, ethnic etc.) behaviours hurt everyone and contribute to an unfriendly work environment. If any kind of harassment activities within the office or in the field is found it will be considered as a serious misconduct and taken the disciplinary action to the concern staff. The repeated contravention of the above obligations will lead serious action without information.

**Sexual Harassment** *the organization must bond strictly to the provision regarding upgrading on the basis of experience and efficiency particularly to the women, Dalit and other disadvantaged groups as mentioned in **Human Resource Policy** under clause no. 47*

- Sexual Harassment is unlawful discrimination against a person with respect to that person's compensation, terms of employment, conditions of employment, or privileges of employment, because of or on account of the person's gender. Staff found committing sex oriented harassment between or among the staff could be charged serious action without prior notice.

**Gender Friendly working environment** ○ Use of gender friendly languages, no use of jokes that disrespect any opposite sex, provision of care taker to accompany lactating mother to attend any organization's programs such as training, workshop, seminar, female staff travelling at night time, etc. issues must be discussed with her line manager priory for an appropriate arrangement. Special consideration for women staff with regards to transfer to spouse location must be granted where possible.

### **Caste based discrimination free working environment**

- Discrimination against a person based on caste is against the law therefore, with due respect to the law no one within and outside the organization will be vulnerable to such inhumane activity. Staff found committing such activities between or among the staff could be charged serious action as per the organization's decision.

## **KIRDARC Nepal code of conduct for staffs and other associates**

### **CHILD PROTECTION:**

KIRDARC Nepal adhere to the International Child Protection standards and commit that its employees action will not harm children from the target population with physical, sexual or emotional abuses or exploitation such as forced labor, and that all KIRDARC Nepal Staffs will comply with Child Protection Code of Conduct as follows:

- Treat children with respect regardless of race, color, sex, language, religion, political, or other opinion, ethnic or social origin, property, disability, birth or other status.
- Do not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Do not engage children (person below age of 18) in any form of sexual activity or acts, including paying for sexual services or acts, regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- Wherever possible, ensure that another adult is present when working in the proximity of children
- Do not invite unaccompanied children into office or guest house of the organization, unless they are in immediate risk of injury or in physical danger.
- Do not sleep close to unsupervised children unless absolute necessary, in which case obtain supervisor's permission, and ensure that another adult is present if possible.
- Use any computers, mobile phones, or video and digital cameras appropriately, and never to exploit or harass children or to access child pornography through any medium
- Refrain from physical punishment or discipline of children
- Refrain from hiring children for domestic or other labor which is inappropriate given their age or development stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- Comply with all relevant local legislation; including labor laws in relation to child laboroimmediately report concerns or allegations of child abuse in accordance with appropriate procedures.

### **Acceptance**

I confirm that I have read, understood and shall abide by the above mentioned Code of Conduct for the entire period I am associated with, and/or represent, KIRDARC Nepal. I understand that the violation of any of the above policy can result in immediate discipline, suspension or termination of contract.

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Name and signature

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Place and Date

## स्व घोषणा पत्र

श्री कर्णाली एकीकृत ग्रामीण विकास तथा अनुसन्धान केन्द्र (किर्डाक) नेपाल

**बिषय: स्व-घोषणा सम्बन्धमा ।**

उपरोक्त विषयमा ..... फर्म/कम्पनी/उद्योगले आजका मिति सम्म कुनै पनि अपराधिक क्रियाकलाप, ठगी, भष्ट्रचार, जालसाचि, कालोबजारी गरी नेपाल सरकारको कानून बमोजिमको कुनैपनी सजाय नभोगेको व्यहोरा त्यस कार्यालयलाई जानकारी गराउनुका साथै अनुरोध गर्दछौं ।

सञ्चालको नाम :

सम्पर्क नम्बर :

हस्ताक्षर :

मिति :