



Society for Human Rights & Prisoners' Aid (SHARP) Pakistan

Invitation to bid

Procurement of CFS (CHILD FRIENDLY SPACE) Sports Items Kits (Total 25 Units)

ITB No:	Ref: SH/ITB/2026/0003
Tender Title:	CFS (CHILD FRIENDLY SPACE) Sports Items
Publication Date	04 th July, 2026
Bid closing date & Time:	20 th July, 2026 11:00am
Bid opening Date:	20 th July, 2026 01:00pm

Dear Concern,

Subject: Invitation to bid For Procurement of CFS (CHILD FRIENDLY SPACE) Sports Items Kits

- A. Society for Human Rights and Prisoners' Aid is a non-governmental organization registered under the Voluntarily Social Welfare Registration and Control Ordinance, 1961 vide registration # VSWA/ICT/300. The organization is working on human rights, Gender base violence and empowerment of marginalized youth since 1999 in all over Pakistan.

You are requested to submit a bid for the provision of CFS (CHILD FRIENDLY SPACE) Sports Items.

To enable you to submit a proposal, please find enclosed.

Annex-I	Introduction to SHARP-PAKISTAN
Annex-II	Description of required services & Price Proposal
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This letter is not to be construed in any way as an offer to contract with your company.

Manner of Submission:

Your proposal should be prepared in English.

Your proposal shall comprise Single-Stage: Two-Envelope

The bid must be submitted in original, two sealed envelopes simultaneously, one containing the technical proposal and the other the price proposal, enclosed together in an outer single envelope.

Technical Envelope:

- Bid Security
- Tender Document (**ANNEX I to Annex XII except Annex II**)
- Company Profile (Certificates NTN, Registration)
- Past Performances
- Bank Statement
- Annex VIII (Filled separately for different models.)

Financial Envelopes

Annex-II: Description of required services & Price Proposal

Price Proposal on Company Letter Head

Society for Human Rights and Prisoners' Aid (SHARP-Pakistan)

Plot No. 17, Service Road, I-11/3, Islamabad

Land Line: 051-6133451

The tender will be conducted using SHARP standard bidding documents, open to all qualified suppliers and service providers. The Bidding Documents in English and free of cost can be downloaded at www.sharp-pakistan.org.

Bids must be submitted in sealed envelope on or before on 20th July, 2026 @ 1100 Hours by hand or through courier at Address:

Plot No. 17, Service Road, I-11/3, Islamabad

Your offer must be accompanied by **PKR 200,000 (Bid Security)** in the form of Demand Draft in favor of SHARP (Society for Human Rights and Prisoners' Aid). Without Bid Security bid will not be considered. (Bid Security) must be in Technical Envelope.

The successful bidder will be required to submit 5% of "The Purchase Order's" Amount as performance security at the time of award of the contract.

Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable and cannot be included as a direct cost of the assignment.

Description of the Firm and Firm's qualifications:

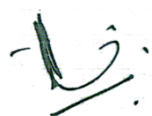
- i. Registration of Business: (NTN, STRN, Form H, Incorporation Certificate, whichever is applicable)
- ii. Registration with tax authorities and name appearing active tax payer list of FBR.
- iii. Earnest Money: Your offer must be accompanied by PKR 200,000/- (Bid Security) in the form of a Demand Draft in favor of SHARP (Society for Human Rights and Prisoners' Aid). Without Bid Security bid will not be considered. Demand Drafts from unsuccessful bidders will be returned to the respective suppliers as soon as possible whereas the earnest money from the successful suppliers will be retained until the completion of work.
- iv. Bidder Check List Form
- v. Bidder's Questionnaire
- vi. Bidder's Ethical Declaration
- vii. Vendor registration form

Financial Component:

Your separate financial component must contain an overall quotation in PKR inclusive of all applicable taxes as per government applicable laws. In addition, the component must cover all the services to be provided mentioned in Annex II

Note: SHARP payments terms are within 05 week after receipt of documents in order.

Yours faithfully,



Annex-I

Introduction to SHARP-PAKISTAN

Society for Human Rights and Prisoners Aid (SHARP), is a Non-Profitable, Non-Political, and Non-Governmental Organization (NGO) registered with the Voluntary Social Welfare Agencies, Islamabad Capital Territory under Registration and Control Ordinance 1961 (XLVI of 1961). It got Registration No. VSWA/ICT/300 on 11th March 1999.

Society for Human Rights and Prisoners' Aid (SHARP) is striving for a human rights-friendly Pakistan since 1999 by working for the well being of vulnerable segments of the society through various means, by it advocacy, community services, capacity building, emergency response and etc. SHARP has had experience of working with various population groups (refugees, IDPs, women, street children etc.) in different thematic areas including Protection, Child Protection, Emergency Response, Advocacy, Education, Infrastructure development, health, and other rights based approaches throughout the country.

All the initiatives carried out by SHARP focus on ensuring equal opportunities for the deprived segments of the society through improved access to justice. SHARP concentrates on building capacities, ensuring promotion of human rights and access to justice by developing linkages and narrowing the gap between the deprived sections of the society and government institutions like law enforcement agencies, police, judiciary, government machinery and the national and international humanitarian community that are responsible for providing justice and ensuring rights of the poor and needy segments of the society.

Geographical coverage:

SHARP advocates the rights of deserving and distressed individuals and communities across Pakistan. The ongoing interventions in the thematic areas of protection, child protection, livelihoods and education are being carried out in Islamabad capital territory, Punjab, Khyber Pakhtunkhwa (KPK), Sindh, Balochistan and Azad Kashmir, which are managed through the field offices in the locations. The head office of SHARP is based in Islamabad.

Population of concern:

SHARP is an ardent advocate of diversity and therefore, believes in mainstreaming age, gender and diversity (AGD) in all its interventions. The areas of expertise held by SHARP are in the thematic areas of protection, child protection, women empowerment, livelihoods, education and emergency response. And SHARP indiscriminately responds to the needs of affected population.

Organizational response strategy:

SHARP recognizes the current Human Rights state in Pakistan and keeping in view the current rights-based approaches prevalent within our country; SHARP has developed a three-pronged strategy to deal with the adverse socio-economic and politico-legal situation in Pakistan. These are as follows:

1. Carrying out community and policy advocacy for the population of concern
2. Developing strategic partnerships with the likeminded stakeholders
3. Carrying out service delivery and capacity building initiatives

Annex-II:

Description of required services & Price Proposal

SHARP(Society for Human Rights & Prisoners' Aid), is inviting suppliers under open tender process for procurement of CFS (CHILD FRIENDLY SPACE) Sport Items Kit. SHARP will need 25 Kits in total. The Column (Qty / Sets) belongs to one set of each item (Description of Item) and we will need total 25 sets of CFS (CHILD FRIENDLY SPACE) Sports items list. Terms & Conditions or below

	Description of items	Quantity Per Single Kit (Unit Count)	Location	Delivery Timeline	Total Quantity Requested for 25 Kits (Bulk Count)
1	Soccer ball	2	Peshawar	Within 07 working days of the award of the contract	
2	Basket Ball	1	Peshawar	Within 07 working days of the award of the contract	
3	Basket Ball Net/Basket	1	Peshawar	Within 07 working days of the award of the contract	
4	Pumps to refill football	1	Peshawar	Within 07 working days of the award of the contract	
5	Jumping Rope for Sports Kids	3	Peshawar	Within 07 working days of the award of the contract	
6	Puzzles	25	Peshawar	Within 07 working days of the award of the contract	
7	Bouncing Ping Ball	12	Peshawar	Within 07 working days of the award of the contract	
8	Cricket Bats	2	Peshawar	Within 07 working days of the award of the contract	
9	Cricket Tennis balls	12	Peshawar	Within 07 working days of the award of the contract	
10	Tennis Ball tapes	6	Peshawar	Within 07 working days of the award of the contract	
11	Wickets (wooden)	3	Peshawar	Within 07 working days of the award of the contract	

12	Clown Party Colour Play Dough	4	Peshawar	Within 07 working days of the award of the contract	
13	Badminton kit	1	Peshawar	Within 07 working days of the award of the contract	
14	First Aid Box	1	Peshawar	Within 07 working days of the award of the contract	
15	Learning books (abc)	5	Peshawar	Within 07 working days of the award of the contract	
16	Learning books (123)	5	Peshawar	Within 07 working days of the award of the contract	
17	Learning books (vegetables)	5	Peshawar	Within 07 working days of the award of the contract	
18	Learning books (fruits)	5	Peshawar	Within 07 working days of the award of the contract	
19	Learning books (animals)	5	Peshawar	Within 07 working days of the award of the contract	
20	10" LCD Writing Tablet	6	Peshawar	Within 07 working days of the award of the contract	
21	Kids dinosaurs/animals/fruits/vegis stickers	20	Peshawar	Within 07 working days of the award of the contract	
22	Multi-Color Puzzle Blocks	6	Peshawar	Within 07 working days of the award of the contract	
23	Ring Throwing Game for Kids	2	Peshawar	Within 07 working days of the award of the contract	

The specifications listed above represent the **absolute minimum technical requirements**. Bidders are encouraged to quote their **latest available stock models** that meet or exceed these standards. Higher specifications will be considered.

Annex-III:

BIDDER'S CHECK LIST

Before sending your BIDDING DOCUMENTS, please check that each of the following ITEM is complete and respect the following criteria :

Description	To be filled in by Bidder		For SHARP use only (to be filled in by Procurement Committee)		
	Included		Present		Comments
	Yes	No	Yes	No	
1.An original and one copy of the bid have been provided (compulsory)					
2. Instructions to Bidders is attached, filled, signed and stamped by the supplier. (compulsory)					
3. Offer Form is attached, filled, signed and stamped by the supplier. (compulsory)					
4. The prices in the Offer Form are in PKR (compulsory)					
5. Vendor Registration form (Compulsory)					
6. Bidders Questionnaire Form is attached, filled, signed and stamped by the supplier. (compulsory)					
7. Bidder's Ethical Declaration is attached, filled, signed and stamped by the supplier. (compulsory)					
8. The Bidding documents are filled in English.					
9. ANNEXES – Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items) are provided					
10. ANNEXES – A Copy of Company registration documents and licenses are included					
11. ANNEXES – Color pictures of item(s) are included					

Name & Position of Bidder's authorized representative _____

Authorized signature _____

Annex-IV:

BIDDER'S QUESTIONNAIRE

A. Company Name: _____

B. Company Owner(s) / Partners full names:

- 1
- 2
- 3
- 4

C. Company Legal Authorized Representative for this Tender:

Complete _____ Name:

Position _____ in _____ the Company:

Signature: _____

D. Additional Information about the Company:

1 Official Date of Registration: _____

2 Company Type / Profession as per Registration: _____

3 Full Name of the Three Company Representatives: _____

Name	Position	Location	Mobile Number

4 Total number of full time employees: _____

5 Company Telephone Number: _____

6 Company Fax Number: _____

7 Email Address: _____

8 Have you worked with NGOs before? If Yes, please list them with detailed information:

-
-
-

9 Have you worked on similar types of projects before? If Yes, please list them below with detailed information (if needed please provide a separate list):

-
-
-

10 Bank Accounts:

(Please mention yes or no only)

In [Country]	In Pakistan	Other

11 Registration with Government like NTN/STRN.

(Please mention yes or no only)

12. Previous experience in similar product/services

(Please mention yes or no only)

13. Do the offered specifications substantially conform to the required specifications :

(Please mention yes or no only)

14. Delivery timeline acceptable (07 days) : Yes/No

-

E. Past Performances:

1.Contract Award History

Please share the last supply contracts awarded by your company since 2020 up to now

No	Project Description	Location	Partner Name	Duration	Project Cost (USD)
1					
2					
3					
4					
5					

2.Company Assets as of January 1st [year]:

Please list your Company main assets (machine, equipment, premises & warehouses, trucks & heavy machines, production center, etc)

No	Description	Location/Address	Quantity
1			
2			
3			
4			
5			

F.

I undersigned, certify that I am the designated legal representative of this Company, that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge. I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the Bidder, even if discovered later.

Name _____

Position: _____

Signature & Stamp: _____

Date: _____

Annex-V:

BIDDER'S ETHICAL DECLARATION

Tenderer's name: _____

Tenderer's address: _____

Code of Conduct:

1. Labour Standards

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

- Employment is freely chosen

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with the employer and are free to leave their employer after reasonable notice.

- Freedom of association and the right to collective bargaining are respected

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. The employer adopts an open attitude towards the legitimate activities of trade unions. Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

- Working conditions are safe and hygienic

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. Access to clean toilet facilities and potable water and, if appropriate, sanitary facilities for food storage shall be provided. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. The company observing the standards shall assign responsibility for health and safety to a senior management representative.

- Child Labour shall not be used

There shall be no new recruitment of child labour. Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.

- Living wages are paid

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

- Working hours are not excessive

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. In any event, workers shall not on a regular basis be required to work in excess of the local legal working hours. Overtime shall be voluntary, shall not exceed local legal limits, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

- No discrimination is practised

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- Regular employment is provided

To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice. Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is

no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

- No harsh or inhumane treatment is allowed

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

B. Environmental Standards

Suppliers should as a minimum comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- Waste Management

Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution are adopted. In the case of hazardous materials, emergency response plans are in place.

- Packaging and Paper

Undue and unnecessary use of materials is avoided, and recycled materials used whenever appropriate.

- Conservation

Processes and activities are monitored and modified as necessary to ensure that conservation of scarce resources, including water, flora and fauna and productive land in certain situations.

- Energy Use

All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

- Safety precautions for transport and cargo handling

All transport and cargo handling processes are based on the need to maximise safety precautions and to minimise potential injuries to SHARP beneficiaries and staff as well as the suppliers's employees or those of its subcontractors.

C. Business Behaviour

The conduct of the supplier should not violate the basic rights of SHARP's beneficiaries.

The supplier should not be engaged

1. in the manufacture of arms
2. in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.
- 3.

D. SHARP procurement rules and regulations

Suppliers should comply with SHARP procurement rules and regulations outlines in SHARP's Logistics Manual Version 1.3. or above. In particular, SHARP's procurement policy set out in Section 2.1 and 2.4. (contract awarding). By doing so, Suppliers acknowledge that they do not find themselves in any of the situations of exclusion as referred to under section 2.4.2.

Operating Principles

The implementation of the Code of Conduct will be a shared responsibility between SHARP and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

SHARP will:

1. Assign responsibility for ensuring compliance with the Code of Conduct and PSEAH to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g. by collaborating with other NGOs, and by prioritising the most likely locations of non-compliance.

SHARP expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contrSHARP or sub-contrSHARP and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct and PSEAH to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, and communicate this to staff and suppliers as well as to SHARP.

Both parties will

1. require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. seek arbitration in the case of unresolved disputes.

Qualifications To The Policy Statement

The humanitarian imperative is paramount. Where speed of deployment is essential in saving lives, SHARP will purchase necessary goods and services from the most appropriate available source.

SHARP can accept neither uncontrolled cost increases nor drops in quality. It accepts appropriate internal costs but will work with suppliers to achieve required ethical standards as far as possible at no increase in cost or decrease in quality.

I undersigned [tenderer's name], agree to adopt the above Code of Conduct and to commit to comply with the labour and environmental standards specified, both in my own company and those of my suppliers.

Name & Position of Tenderer's authorized representative _____

Authorized signature _____

Annex-VI:

VENDOR REGISTRATION FORM –ANNEX VI

Section 1: Company Details and General Information

1. Name of Company:

2. Street Address:

3. P.O. Box and Mailing Address:

Postal Code:

City:

Country:

4. Tel:

5. Fax:

6. Email:

7. WWW Address:

8. Contact Name and Title:

9. Email:

10. Parent Company (Full legal / officially registered company name):

11. Subsidiaries, Associates - name, city, country (attach a List if necessary):

12. International Offices/Representation (Countries where the Company has local Offices/Representation):

13. Type of Business (Mark one only):

Corporate/ Limited: ☐ Partnership: ☐ Other (specify):

14. Nature of Business:

Manufacturer: ☐ Authorised Agent: ☐ Trader: ☐ Consulting Company: ☐ Other (specify):

15. Year Established:

16. Number of Full-time Employees:

17. Licence no./State where registered:

18. VAT No./Tax I.D:

19. Technical Documents available in:

English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (specify)

20. Working Languages:

English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (specify)

Section 2: Banking Information

21. Bank Name: 22. Branch Name:
23. Branch Address: 24. Tel. number:
25. Fax number: 26. Bank Account Number:
27. Account Name: 28. Account currency:
29. Swift/Bank Identifier Code (BIC):
30. International Bank Account Number (IBAN):
31. Routing Bank details (if applicable): full details to be provided as per above

Section 3: Technical Capability and Information on Goods / Services Offered

32..Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (please provide a Copy of your latest Certificate):

33.For Goods only, do those offered for supply conform to National/International Quality Standards?

Yes ☐ No ☐

34. List below up to a maximum of ten (10) of your core Goods/Services offered:

Description (one Line for each Item)	National/International Quality Standard to which Item conforms
--------------------------------------	--

Section 4: Experience

35. Annual Value of Total Sales for the last 2 Years:

Year : PKR

Year PKR

36. Annual Value of Export Sales for the last 3 Years: If applicable

Year : PKR
PKR

Year PKR

Year

37. If available, please provide a copy of the company's latest annual or audited Financial Report.

Do you have outstanding bankruptcy, judgment or pending legal action that could impair operating as a going concern?

Yes ☐

No ☐

Section 5: Official not to benefit

46. By signing this VRF, potential vendors confirm that they have read, understood and will comply with the SHARP policy on the “zero tolerance” that strictly prohibits the acceptance of any type of gift and/or hospitality by SHARP staff members participating in the procurement process. Please confirm.

Yes ☐ No ☐
Company may have with

Any breach of this clause may lead to the termination of all contracts your

Name:
Functional Title:
Signature:
Date:

Please courier the completed BID documents to:
SHARP Procurement Department Islamabad
Plot # 17, Service Road, I-11/3,
Islamabad
Tel+92 51 6133451

Annex VII: DETAILS OF THE EVALUATION

To be responsive offers must contain all information required as described above. Responsive offers will be subjected to technical evaluation and financial evaluation. The offers will be evaluated as per below-standard criteria and scoring.

Technical Evaluation : 30%

Financial Evaluation: 70%

Description	Marks			
			Total Marks	
	Yes	Marks	Obtained	
1. An original and one copy of the bid document have been provided	☐	10		15
	☐	05		
	☐			
	☐			
	☐			
2. Tax Registration Certificate attached NTN – STRN	☐			
3. Sample (Yes / No)	☐	10		35
	☐	25		
	☐			
	☐			
	☐			
4. Quality of Sample	☐			Quality A = 25 Quality B= 20 Quality C= 15
5. Proofs of past performances in a similar field of activity (e.g. past deliveries of similar items)	☐	30		(01-03 Purchase Orders = (10) (04-07 Purchase Orders = (15) (07-10 Purchase Orders = (20) Above 10 PO's= 30
6. Delivery Time (agreed on 07 Days)	☐	10		10
7. Bank Statement / Audit Report	☐	05		05 (03 Years) 04 (02 years) (01 Year Statement is equal to 03 Number)
8. Employees details (Full Time)	☐	05		05
Total				100
Passing Marks				70

Initially, only the technical proposals will be opened on 20th July,2026 . The Financial price proposals will remain sealed and will be held in custody by the purchaser. The technical proposals will be evaluated by the procurement committee. Amendments or changes to the technical proposals will not be allowed after opening.

Bids of bidders who do not conform to the specified requirements may be rejected. Technical Criteria is mentioned above.

Annex VIII:

Technical Specification of items

Technical Specification		
Sr.	Particulars	Details
1	Soccer ball	Size 5 standard match/training soccer ball, high-durability TPU/PVC leather coating, 32-panel machine-stitched structure, rubber bladder for shape retention.
2	Basket Ball	Size 7 composite rubber/leather basket ball, heavy-duty pebbled texture for superior grip, suitable for indoor/outdoor play.
3	Basket Ball Net/Basket	Standard steel basketball rim/ring with all-weather nylon net, includes mounting bolts and hooks.
4	Pumps to refill football	Hand-operated portable ball air pump with flexible extension hose and heavy-duty steel/alloy inflating needles.
5	Jumping Rope for Sports Kids	Adjustable length nylon/PVC speed skipping rope, lightweight ergonomic non-slip handles, durable and tangle-free design for kids sports.
6	Puzzles	Educational jigsaw puzzles for kids, 50 to 100 pieces, high-quality thick cardboard/wood material, vibrant non-toxic printing with various themes.
7	Bouncing Ping Ball	

		High-bounce mini rubber/plastic balls or table tennis style ping balls, durable, standard sizing, assorted bright colors.	
8	Cricket Bats	Size 5/6 high-quality wooden cricket bats (Poplar/Willow), fitted with durable rubber grip and full-sleeve cover, lightweight for youth/recreational use.	
9	Cricket Tennis balls	Heavy-duty felt-covered tennis balls specifically optimized for street/recreational cricket, excellent bounce and durable seam.	
10	Tennis Ball tapes	Premium quality PVC electrical/cricket insulation tape, high adhesion, standard width (approx. 0.75-1 inch), used for wrapping cricket tennis balls.	
11	Wickets (wooden)	Standard wooden cricket stumps/wickets set, includes 3 vertical stumps and 2 bails, durable polished hardwood finish.	
12	Clown Party Colour Play Dough	Non-toxic, soft, and reusable modeling play dough set. Includes multiple vibrant colors with plastic molding tools/cutters, child-safe certification.	
13	Badminton kit	Complete badminton set including 2 steel/aluminum alloy rackets, 1 nylon/feather shuttlecock pack (min. 3 pcs), and a durable carrying bag.	
14	First Aid Box		

		Comprehensive emergency first aid kit in a portable plastic container. Includes bandages, antiseptic wipes, medical tape, gauze pads, scissors, and tweezers.	
15	Learning books (abc)	Early childhood English alphabet learning book, fully illustrated with colorful pictures, thick durable pages or board-book format.	
16	Learning books (123)	Early childhood numbers and counting learning book, fully illustrated with colorful pictures, thick durable pages or board-book format.	
17	Learning books (vegetables)	Early childhood vocabulary book featuring vegetables, fully illustrated with colorful pictures, thick durable pages or board-book format.	
18	Learning books (fruits)	Early childhood vocabulary book featuring fruits, fully illustrated with colorful pictures, thick durable pages or board-book format.	
19	Learning books (animals)	Early childhood vocabulary book featuring animals, fully illustrated with colorful pictures, thick durable pages or board-book format.	
20	10" LCD Writing Tablet	10-inch electronic drawing and writing tablet, ultra-thin and lightweight, clear screen with one-button erase lock, includes stylus pen, battery powered.	
21	Kids dinosaurs/animals/fruits/vegis stickers		

22	Multi-Color Puzzle Blocks	Interlocking plastic building/puzzle blocks, multiple shapes and vibrant colors, smooth edges, promotes motor skills and creativity.
23	Ring Throwing Game for Kids	Plastic ring toss game set, includes sturdy target pegs/base and multiple colorful tossing rings, lightweight and durable for indoor/outdoor play.

1. Please specify any other specs & details of items in detail.
2. Share one sample each item along with quotations with clear tagging of your company name.

Annex IX:

General Terms and Conditions for the Purchase of Goods/Services

The submission of any bid shall constitute acceptance of the SHARP General Terms and Conditions for the Purchase of Goods/ Services, except to the extent they may be modified by special conditions attached to the Contract or Purchase Order (PO). These General Terms and Conditions are then an integral part of the Contract or PO to which they are attached.

No additional or inconsistent provisions and no variations in or modifications of that Contract or PO made by the Contactor shall be binding unless agreed to in writing by the SHARP (hereinafter called the SHARP).

The Contractor shall not assign or transfer any of its obligations under the Contract/PO. It shall be solely responsible for the performance of the Contract/PO in every respect. The Contractor shall indicate the Contract/PO number on all correspondence which shall be addressed to the Bank, unless otherwise stated. The Contractor shall immediately report to the SHARP in writing any problems encountered which may jeopardize the performance of the Contract/PO.

The Contractor shall be responsible for obtaining and renewing at its own cost and in due time such approvals, consents, governmental and regulatory authorizations, licenses and permits as may be required or deemed necessary by the SHARP to perform the Contract/PO. The Contractor agrees to provide the works or services (hereinafter called the "Services"), as the case may be, required hereunder in accordance with the requirements set forth in the Contract or PO documents. The Contractor undertakes to perform the Services hereunder in accordance with the highest standards of professional competence and integrity in the Contractor's industry, having due regard for the nature and purposes of the SHARP as an international organization and to ensure that the employees assigned to perform any Services under the Contract or PO will conduct themselves in a manner consistent therewith. The Services will then be rendered in (1) an efficient, safe, courteous and businesslike manner; (2) in accordance with any specific instructions issued from time to time by the SHARP's designated Project Manager; and (3) to the extent consistent with the above as economically as sound business judgment warrants. The Contractor shall provide the services of qualified personnel through all stages of this Contract/PO. The Contractor shall promptly replace any member of the Contractor's project team that the SHARP considers unfit or otherwise unsatisfactory. The Contractor represents and warrants that it is in compliance with all the applicable laws of the remuneration of the Contractor shall constitute the sole remuneration in connection with the Contract/PO. Contractor shall not accept for its benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract/PO or in the discharge of its obligations hereunder, and the Contractor shall use its best efforts to ensure that any subcontractors, as well as the personnel and agents of either of them, similarly shall not receive any such additional remuneration.

Contractor or the contractor's employees, subcontractors and subcontractor's employees shall, during the term of the Contract/PO strictly avoid carrying out any other assignments that may be in conflict with this assignment for the SHARP.

The financial liability of the SHARP under this Contract/PO shall not exceed the total amount of the Contract/PO. Nothing in the Contract/PO is subject to the laws of Govt of Pakistan, unless otherwise specified in a specific provision of the contract/PO

The Contractor shall procure and maintain during the entire period of performance of this Contract/PO, all adequate insurance required by law in the jurisdiction where the Services will be performed. Upon request of the SHARP, the Contractor shall be able to furnish evidence of such insurance, or can be asked to take complementary coverage in order to meet the requirements of the present article.

The Contractor shall furnish all documents and technical information that the SHARP may deem necessary for the performance of the Contract/PO. The Contractor shall, in the language requested, attach to each unit of the goods any information necessary for their maintenance and operation.

Payment will normally be made through check or bank transfer within 05 weeks after receipt and acceptance of the Services or from receipt of a correct signed invoice whichever is later. Invoices must be sent in duplicate (one original and one copy) to Finance Department at the following address:

Finance Department
Plot# 17, service road, I-11/3, Islamabad

Appropriate documentation should accompany all invoices. Irrespective of their nature, all claims of the contractual parties, other than warranty claims, arising from or in any way connected with the Contract/PO, shall be asserted within six (06) months after its termination.

The Contract/PO Number must appear on all invoices, shipping documents, packing slips, packages and correspondence.

The SHARP may, at any time by written order designated or indicated to be a change order, make changes to the Contract/PO or any part thereof.

If any such change increases or decreases the cost of and/or the time required for the performance of any part of the Contract/PO, an equitable adjustment shall be made in the Contract/PO price or time schedule or both, and the Contract/PO shall accordingly be amended. No change in, modification of, or revision to the Contract/PO shall be valid unless in writing and signed by an authorized representative of the SHARP.

Prices indicated in the Contractor's bid shall, at all times, be deemed to be firm and not subject to revision. The Contractor warrants that the Services provided under this Contract/PO will conform to the specifications, or other descriptions furnished or specified by the SHARP.

If the Contractor fails to comply with the above requirements, the SHARP may after notice to the Contractor, take action at the Contractor expense which in the opinion of the SHARP is necessary.

The Contractor shall ensure that itself and all Contractor personnel observe and comply with all applicable safety rules including those specified by the Contractor and the SHARP and the SHARP's fire, safety and security regulations. The Contractor shall ensure that any work areas assigned by the SHARP to the Contractor are cleaned daily and remain free of hazards.

The SHARP may at any time suspend the performance of the Contract/PO or any part thereof, even for its convenience, by a written notice specifying the part to be suspended, the effective date and the anticipated period

of suspension. The SHARP shall not be responsible for the cost of the Contractor's further performance of the suspended part after the Contractor has been directed to suspend performance.

Suspension of the Contract/PO shall not prejudice or affect the accrued rights or claims and liabilities of either party to this Contract/PO.

The SHARP may, by written notice, without the authorization of a court or any other authorization and without prejudice to any other remedy, terminate the Contract/PO in whole or in part: If the Contractor fails to perform any of its contractual obligations and does not immediately rectify such failure after receipt of a written notice by the SHARP;

If the Contractor becomes insolvent or bankrupt or ceases paying its debts generally as they mature. For convenience, without assigning any reason Termination of the Contract/PO in whole or in part by the Bank is not limited to a fundamental breach of Contract/PO and shall not prejudice or affect the accrued rights or claims and liabilities of either party to this Contract/PO.

If SHARP terminates the Contract/PO pursuant to paragraph 12.1 (i), the SHARP may procure, upon such terms and in such manner as it may deem appropriate, services and works similar to those not delivered and the Contractor shall be liable for any excess costs or damage caused to the SHARP by the Contractor's default. The SHARP reserves the right to offset costs, incurred by it in relation to the termination of the Contract/PO, from any monies due. In case of partial termination of the Contract/PO, the Contractor shall continue performance of the Contract/PO to the extent not terminated.

If the SHARP terminates the Contract/PO pursuant to paragraph 12.1

(iii) For convenience, the notice of such a termination shall state that termination is for the SHARP's convenience, the extent to which the performance under the Contract/PO is terminated, and the effective termination date. The SHARP will issue an equitable adjustment, not to exceed the total Contract/PO price, to compensate Contractor for:

- (i) the Contract/PO price for the Services accepted by SHARP but not paid previously and adjusted for any savings,
- (ii) (ii) the costs incurred in the performance in the work terminated, including initial and preparatory expenses; (iii) the cost of settling and paying other Contractors, subcontractors under terminated agreements properly chargeable to the terminated portion of the Contract/PO and not included in items (i) and (ii) hereof; and (iv) a reasonable profit on item (ii) above.

If the Contractor is found to have engaged in any corrupt or fraudulent practices in connection with the Contract/PO, the SHARP may in its sole discretion do any or a combination of the following: (i) declare void or terminate this Contract; (ii) declare the Consultant ineligible to contract with the SHARP or to enter into contracts financed by the SHARP; and (iii) pursue legal proceedings against the Contractor. For purposes hereof,

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the procurement process or in Contract/PO execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract/PO to the detriment of the SHARP, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the SHARP of the benefits of free and open competition.

The period of performance of the Services shall be as stated on the front of the Contract/PO. The schedule for submitting deliverables shall be as stated either in the statement of works attached to this Contract/PO or in front of this Contract/PO. Deliverables must be completed within the specified period.

13.2 If the Contractor fails to perform the Contract/PO or any part thereof within the specified period, the SHARP may, without prejudice to any other remedy under the Contract/PO, deduct from the Contract/PO price, as liquidated damages, a sum equal to 0.5% of the Contract/PO value for each week of delay until actual performance, up to a maximum of 5% of the Contract/PO value.

The Contractor shall be liable for all damages arising from its action or that of its agents, of which he or its agents could be held liable under the applicable laws.

The Contractor shall bear the full financial consequences of any material damage or personal injuries, including death which, through its action or that of its agents, may be suffered by himself, its agents, the SHARP or its agents or any third party.

The Contractor undertakes to indemnify and hold the SHARP and its agents and principals harmless against all claims, suits and losses that are due to personal injury (including death) or property damage to the extent caused, or alleged by a claimant to have been caused, connection with the performance of the Services under this Contract/PO, by (i) improper or defective work performed by the Contractor; (ii) improper or defective machinery, materials, supplies, implements, equipment or appliances provided, installed or used by the Contractor; and (iii) negligent or wrongful acts or omissions of the Contractor.

The Contractor agrees to indemnify and hold harmless the SHARP, its officers, employees and agents against all claims, suits and losses that arise from patent, trademark and/or copyright infringement by the Contractor. The Contractor further agrees and indemnifies the SHARP in any action against the SHARP by the Contractor’s employees seeking further compensation for claims covered by the Contractor’s worker’s compensation insurance. The obligation set out in this Article shall survive the expiration or termination of the Contract/PO.

The Contractor shall not, while performing the Contract/PO or at any time thereafter, use, or disclose in any manner prejudicial to or incompatible with the interests of the SHARP any information of a restricted or confidential nature that may come to its knowledge in connection with the performance of this Contract/PO. The Contractor shall not use the SHARP’s name or emblem without prior written authorization.

The parties shall make every effort to resolve any disagreement or dispute arising between them under or in connection with this purchase order amicably by direct informal negotiation. The party asserting the existence of a disagreement or dispute shall, promptly upon becoming aware of such disagreement or dispute, notify the other party in writing (such writing being referred to herein as the “Notice of Dispute”) specifying the nature of the disagreement or dispute, and shall also provide such other information about the disagreement or dispute as the other party may reasonably require.

If, forty-five (45) days after the date the Notice of Dispute has been given, the parties have been unable to amicably resolve the dispute or difference, either party may

Require that such dispute be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.

The arbitral tribunal shall comprise one arbitrator jointly chosen by the parties. However, where the parties are unable to reach an agreement within sixty (60) days of notification of the Conciliation Notice, the Session Court shall become the appointing authority.

The arbitration shall take place in Islamabad shall be in the English language. The resulting award shall be final and binding on the parties and shall be in lieu of any other remedy. Nothing contained in this Contract shall be construed as or constitute a waiver, renunciation or other modification of any privileges, immunities and

exemptions accorded to the SHARP under the Agreement Establishing the SHARP, international conventions or any other applicable laws.

The provision of this article shall remain in force after the termination of this contract.

This Agreement shall be governed by, enforced and construed in accordance with the laws of Government of Pakistan.

"Force Majeure" means any event or condition which (a) wholly or partially delays or prevents a party from performing any of its obligations under the Contract/PO, (b) is unforeseeable and unavoidable, (c) is beyond the reasonable control of such party, and (d) occurs without the fault or negligence of such party.

The party affected by such Force Majeure shall give prompt written notice to the other party of the nature and probable duration of such Force Majeure, and of the extent of its effects on such party's performance of its obligations hereunder.

During the continuance of such Force Majeure, the obligations of the affected party shall be suspended to the extent necessitated by such Force Majeure.

In the event of Force Majeure which delays performance of the Contract/PO or any part thereof by more than thirty (30) days, either party shall have the right, by notice to the other party, to terminate the PO.

If any provision of the Contract/PO is held to be invalid or unenforceable, the remainder of the Contract/PO will remain in full force and effect, and such provision will be deemed to be amended to the minimum extent necessary to render it enforceable.

The deliverable reports) and other creative work of the Contractor called for by this Contract/PO, including all written, graphic, audio, visual and other materials, contributions, applicable work product and production elements contained therein, whether on paper, disk, tape, digital file or any other media, (the "Deliverable Work") is being specially commissioned as work made for hire in accordance with the applicable copyright, data protection and design laws of the country governing the Contract/PO originated. The SHARP is the proprietor of the Deliverable Work from the time of its creation and owns all right, title and interest therein throughout the world including, without limitation, copyrights and all related rights. To the extent that it is determined that the Deliverable Work does not qualify as a work made for hire within the meaning of the applicable copyright, data protection and design laws of the country governing the Contract/PO, then the Contractor hereby irrevocably transfers and assigns to the SHARP all of its right, title and interest, throughout the Pakistan and in perpetuity, in and to the Deliverable Work, including without limitation all of its right, title and interest in copyright and related rights free of any claim by the Contractor or any other person, General Terms and Conditions for the Purchase of Goods, Works and Services.

ANNEX X

PSEA POLICY WITH GUIDELINES, FLOWCHART AND PROCEDURES

I. Introduction

SHARP-Pakistan (www.sharp-pakistan.org) is committed to creating a safe and conducive environment for all staff including partners, people we server and receive at SHARP premises and interact in communities. SHARP-Pakistan a zero-tolerance policy for Sexual Exploitation and Abuse (SEA) and committed to preventing, responding to, and reporting all forms of SEA. This policy aligns with the

International humanitarian community's commitment to protecting the people we serve and upholding the highest ethical standards.

II. Definitions

Sexual Exploitation: An actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

- **Vulnerability:** The victim is in a vulnerable position due to factors like poverty, subordination and dependence on the perpetrator for basic needs, or a lack of education or awareness.
- **Power or Trust:** The perpetrator has power or trust over the victim, which they exploit for sexual gain. This power imbalance can be economic, social, moral, and hierarchical or based on a trusted relationship.
- **Sexual Purposes:** The perpetrator's motivation is to obtain sexual gratification or benefit from the victim sexually. This benefit can be, but not limited to financial, social, or political.

Examples:

- **Aid Worker and Beneficiary Relationship:** An aid worker working with a programme distributing food aid starts a relationship with a female beneficiary. The aid worker uses the promise of continued aid to pressurize or coax the female into sexual activity, exploiting her dependence on the programme for her survival.
- **Local Staff and International Volunteer:** A local staff member working for an international NGO is pressurized by a visiting international volunteer to provide sexual favors in exchange for a recommendation for a scholarship or job abroad. The volunteer abuses their position of power and access to opportunities

Sexual Abuse: The actual or threatened physical intrusion of a sexual nature, whether by force, or under unequal or coercive conditions. It includes sexual slavery, pornography, child abuse and sexual assault.

- **Force or Coercion:** This can be physical force, threats, intimidation, blackmailing or manipulation. Someone cannot truly consent to sexual activity if they are afraid, pressured, or under the influence of intoxication.
- **Sexual Gratification:** The perpetrator's motivation is to satisfy their own sexual desires, not the desires of the victim.
- **Another Person:** Sexual abuse can happen to anyone, regardless of age, gender, or sexual orientation.

Examples:

- **Doctor at a Refugee Camp:** A doctor working at a refugee camp uses their position of authority and access to healthcare to coerce female refugees into sexual activity in exchange for medical treatment or basic necessities like food or shelter.
- **Teacher at an Orphanage:** A teacher at an orphanage preys on orphaned children who lack parental figures and grooms them for sexual abuse, exploiting their vulnerability based on dependence and limited options.

Sexual Harassment: is a form of harassment that involves unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature. It can create a hostile work or learning environment and can make someone feel threatened, embarrassed, exploited or uncomfortable.

- **Unwelcome:** The key factor is whether the behavior is unwelcome. Even if the person harassing someone doesn't intend to cause offense, it's still considered sexual harassment if the recipient finds it offensive.

- **Verbal or Physical:** Sexual harassment can be verbal (e.g., lewd comments, inappropriate jokes, threats), physical (e.g., unwanted touching, groping, sexual assault), or visual (e.g., displaying pornography).
- **Hostile Environment:** Sexual harassment can create a hostile work or learning environment if it is severe, pervasive, inescapable, persistent, or interferes with someone's ability to perform their job or studies.
- **Power Imbalance:** Sexual harassment can at times involve a power imbalance, where the person harassing someone has authority over them (e.g., supervisor, service provider, instructor).
- **Not Always Explicit:** Sexual harassment doesn't always have to be explicitly sexual. Inappropriate comments about someone's appearance or sexual orientation and opinion can also be considered sexual harassment.
- **Impact on Victim:** The severity of sexual harassment is determined by its impact on the victim, not the intent of the perpetrator.

Examples:

- **Influential Supervisor:** A supervisor/team lead at a social service agency makes constant lewd comments about a female employee's appearance, tells offensive jokes with sexual undertones, and creates a hostile work environment.
- **Unwanted Advances from a Colleague:** A male colleague at a human rights organization constantly asks a female colleague out on dates despite her repeated refusals. He makes her feel uncomfortable with unwanted touching and lingering physical closeness.

III. Scope of the Policy

This policy applies to all staff members (national and international), beneficiaries of our programmes, contractors, consultants, volunteers, stakeholders and partners working with SHARP Pakistan.

IV. PSEA Principles

- **Zero Tolerance:** SHARP has a zero-tolerance approach to all forms of SEA.
- **Confidentiality:** SHARP will respect the confidentiality of reports to the best extent possible.
- **Support:** SHARP will provide comprehensive support services to victims/survivors of SEA.
- **Accountability:** SHARP will hold perpetrators accountable for their actions.
- **Prevention:** SHARP will take proactive measures to prevent SEA from happening.

V. PSEA Guidelines

- **Training:** All SHARP-Pakistan staff will receive mandatory PSEA training upon induction and refreshers periodically thereafter. Training will cover the PSEA policy, prevention strategies, reporting procedures, and available support services.
- **Code of Conduct:** Code of Conduct will be applied to staff, beneficiaries, and partners, outlining acceptable behavior and expectations regarding SEA. These Codes will be translated into relevant local languages and readily available.
- **Reporting Mechanism:** A clear and accessible reporting mechanism is developed and implemented for suspected or actual SEA incidents. This will include multiple reporting channels, such as designated PSEA focal points, a confidential hotline, and online reporting forms.
- **PSEA Focal Points:** SHARP Pakistan will designate PSEA focal points who are trained to receive reports, provide initial support, and coordinate responses to SEA incidents.
- **Collaboration:** SHARP will collaborate with relevant authorities, partners, stakeholders and other organizations to investigate and address SEA incidents. This may include government agencies, UN agencies, and NGOs specializing in survivor support.

VI. Flowchart for Reporting SEA Incidents

[Insert Flowchart Here]

The flowchart should visually depict the following steps:

1. **Identify a potential SEA incident:** This could involve witnessing an incident, receiving a report, or suspecting abuse based on observations.
2. **Report the incident:** Staff, beneficiaries, or bystanders can report incidents through various channels:
 - **PSEA Focal Point:** Contact a designated PSEA focal point within SHARP-Pakistan.
 - **Confidential Hotline:** Call a designated confidential hotline number.
 - **Online Reporting Form:** Submit a report through a secure online form through email complaint@sharp-pakistan.org.
3. **Receive immediate support and information:** The victim/survivor will receive immediate emotional support and information on available options, including medical care, legal assistance, and psychosocial counseling services.
4. **Investigation of the incident:** A designated committee will investigate the reported incident, ensuring confidentiality and respecting the victim/survivor's privacy and human needs.
5. **Taking appropriate action:** Based on the investigation committee's findings, appropriate action will be taken. This may include:
 - **Disciplinary Action:** For staff members found to have committed SEA, disciplinary action will be taken, up to and including termination of culprits' employment, consultancy, vendor services contracts etc
 - **Support for Victim/Survivor:** Comprehensive support services will be provided to the victim/survivor.
 - **Reporting to Authorities:** If the incident involves criminal activity, it will be reported to the concerned competent authorities.

VII. Procedures with Different Scenarios

If a Staff Member is Suspected of SEA:

1. **Reporting the Incident:** The suspected SEA incident will be reported to a designated PSEA focal point within SHARP-Pakistan. This can be done through various channels, such as a confidential hotline (0330-0007072), email (complaint@sharp-pakistan.org) (Memoona@sharp-pakistan.org, 0346-6666883) (aatif@sharp-pakistan.org, 03009541239) (Jahanzeb@sharp-pakistan.org, 0333-5089627), or in-person meeting.
2. **Investigation:** A designated inquiry committee independent from the accused staff member, will be established to conduct a thorough and impartial investigation. Confidentiality of the victim/survivor and the accused will be maintained throughout the process.
3. **Disciplinary Action:** Based on the investigation's findings of inquiry committee, appropriate disciplinary action will be taken against the staff member, up to and including termination of employment. This will be done in accordance with SHARP-Pakistan's internal disciplinary procedures, ensuring fairness and due process.

B. If a Beneficiary is Suspected of SEA:

1. **Prioritizing Safety:** The safety and well-being of the victim/survivor will be the top priority. SHARP-Pakistan will take steps to ensure their physical and emotional safety, including offering counseling and medical support if needed.
2. **Assessment and Support:** A trained professional will assess the situation and determine the most appropriate course of action. This might involve mediation or conflict resolution if both parties are willing and the safety of the victim/survivor is not compromised.
3. **Reporting to Authorities:** If the incident involves element of criminality it will be reported to the concerned competent authorities. SHARP-Pakistan will cooperate with law enforcement investigations.

4. **Programme Continuation:** Depending on the severity of the incident and the impact on the programme, SHARP management may need to take further action, such as suspending or terminating the beneficiary's participation in the programme. This will be done on a case-by-case basis, considering all relevant factors.

C. If a Partner's Staff Member is Suspected of SEA:

1. **Reporting and Collaboration:** The incident will be reported to the PSEA focal point within SHARP-Pakistan and communicated to the partner organization.
2. **Joint Investigation:** SHARP-Pakistan will collaborate with the partner organization to investigate the incident. This may involve a joint investigation team or information sharing.
3. **Joint Action:** Based on the investigation's findings, SHARP-Pakistan will work with the partner organization to determine appropriate action. This could involve disciplinary action against the staff member, suspension or termination of the partnership depending on the severity of the incident.

D. If a Bystander Witnesses an SEA Incident:

1. **Reporting the Incident:** If a bystander witnesses a potential SEA incident, they are encouraged to report it to a PSEA focal point within SHARP-Pakistan. This can be done anonymously, if preferred by the bystander.
2. **Supporting the Victim/Survivor:** If possible, bystanders can offer support to the victim/survivor by showing empathy and offering to help them report the incident.

Additional Considerations:

- In all scenarios, SHARP-Pakistan will provide comprehensive support services to the victim/survivor, regardless of who is suspected of the SEA incident.
- All reported incidents will be documented, recorded and maintained confidentially.
- SHARP-Pakistan will strive to create a safe and supportive environment for all staff, beneficiaries, and partners to report SEA incidents without fear of stigma and retaliation.

SHARP-Pakistan is committed to providing multiple, accessible channels for reporting suspected SEA incidents. Here's how you can report:

Reporting Mechanism

Complaint Options:

- **PSEA Focal Points:** SHARP-Pakistan have designated PSEA focal points in each office location (Islamabad, Khyber Pakhtunkhwa-KP etc.). These trained staff members will be the primary point of contact for reporting SEA incidents. You can report in person, by phone, or email to your designated PSEA focal point.
- **Confidential Hotline:** A dedicated confidential hotline number is established for anonymous reporting. This allows individuals to report incidents without revealing their identity.
- **Complaint Boxes:** Secure, locked, tamper-proof complaint boxes are installed in all SHARP offices across Pakistan and Afghanistan. These boxes are located in high-visibility areas with clear instructions on how to submit reports.
- **Online Reporting Form:** A secure online reporting form will be available on the SHARP-Pakistan website for electronic submissions of complaints and incidents. This provides an option for those who are uncomfortable reporting in person.
- **Mobile Phone Call or WhatsApp:** Reports can also be made via mobile phone call or WhatsApp message to a designated PSEA focal point number. This allows for flexibility and accessibility, especially for those in remote locations.

Whom to Report To:

- **PSEA Focal Point:** In most cases, you are encouraged to report the incident directly to a designated PSEA focal point in your respective SHARP office office. They are trained to receive reports, provide support, and initiate the investigation process.
- **Alternative Options:** If you feel uncomfortable reporting to a PSEA focal point in your location, you can report to any other PSEA focal point within SHARP-Pakistan, the Admin HR Officer, the Director of your specific office (Islamabad, K-P, etc.), or even the CEO office in Islamabad.

Maintaining Confidentiality:

- Affected person / Victim have the right to report anonymously. SHARP-Pakistan will respect confidentiality to the greatest extent possible, regardless of the chosen method for reporting.

Complaint Boxes and Visibility Materials:

- Secure complaint boxes with clear instructions are installed in all SHARP offices across Pakistan and Afghanistan. These boxes are placed in highly visible areas with easy access.
- Visibility materials, such as posters and flyers, are displayed prominently in all SHARP offices. These materials will explain PSEA, the different reporting methods available, and contact information for PSEA focal points and the confidential hotline.

Complaint Log:

- SHARP-Pakistan will maintain a confidential log of all reported SEA incidents. This log will be used for internal monitoring and evaluation purposes only. It will track the number of reported incidents, types of incidents, and actions taken. This data will be anonymized and will not identify any individuals involved.

ANNEX XI

The Society for Human Rights and Prisoners Aid (SHARP) adopts this Code of Conduct as the appropriate standard of conduct for the employees of SHARP

The SHARP-Pakistan Code of Conduct sets ethical standards for SHARP-Pakistan employees to embrace and advocate. This ethical framework delivers an environment in which SHARP-Pakistan employees can perform extremely well regardless of race, religion, age, disability or gender. The following principles govern our act wherever SHARP operates. The staff members of SHARP, are personally (on individual basis) and collectively (on team basis) responsible for upholding and promoting the highest degree of ethical and professional conduct, thereby, maintaining the standards, as set out in this code.

This code applies to all SHARP staff members, irrespective of their assignment. All SHARP staff members including regular position-holders, consultants and interns are requested to sign and abide by this code.

Moreover, all SHARP staff members are expected to be responsible for encouraging, advocating and promoting the dissemination of the code of conduct. They also have a role in implementing, monitoring and enforcing its standards.

SHARP expects good behavior & attitude of its workers on the basis of personal commitment, professional ethics, moral humanistic norms and respect for human rights; characterized by neutrality/impartiality, confidentiality and non-discrimination.

As an individual working for SHARP in any capacity, one is representing the organization, and as such one's behavior influences the way the organization is perceived. One's statements as well as conduct can be interpreted as an expression of SHARP. It is, therefore, essential that the following code, under all circumstances, is held onto.

1. PLEDGE TO THE SHARP CODE OF CONDUCT

.....

As a staff member of SHARP, I solemnly commit myself to:

1. Deal with all beneficiaries, fellow colleagues and counterparts outside the organization fairly and with respect and dignity.

1.1 I will always seek to understand the difficult and disadvantaged conditions that the beneficiaries are living in and will care for and protect the rights of women and children and will act in a manner that ensures that their best interests shall be the paramount consideration.

1.2 I will always show respect for the opinions, knowledge, living style, religion, beliefs and attitude of beneficiaries, national and non-national SHARP staff as well as related people outside the organization.

1.3 I will endeavor to observe the strictest political, religious and racial impartiality at all times whilst dealing with beneficiaries, colleagues and/or related people outside the organization and abide by local, national as well as international laws (so far as they do not contradict the humanitarian principles of SHARP).

2. Uphold the integrity of SHARP=Pakistan, by ensuring that my personal and professional conduct is, and is seen to be, of the highest standard.

2.1 I will demonstrate integrity, truthfulness, dedication and honesty in my behavior, attitude and actions. I will be patient, respectful and courteous to all persons with whom I deal in an official capacity, including beneficiaries, colleagues and representatives of other organizations, governments and donors.

2.2 I will not make any statements, promises or commitments that are believed to be false or otherwise which, SHARP or I do not intend and/or are able to honor. In all communications, I will adhere to the truth, and will not knowingly make false statements, nor mislead directly, indirectly or by omission.

2.3 I will always protect the reputation and image of SHARP. I will not use the name of SHARP, nor any information obtained in the course of my employment or as a result of my position with SHARP, to further any personal transaction or gain. I will use goods, services and facilities provided to me by SHARP strictly in accordance with terms and condition on which they are provided, and will ensure that such goods and facilities are properly protected.

3. Perform my official duties and conduct my private affairs in a manner that avoids conflicts of interest, thereby preserving and enhancing public confidence in SHARP-Pakistan.

3.1 My actions will be free of any consideration for personal/social gain. I will resist any undue political pressure in decision making. I will neither seek nor accept instructions regarding performance of my duties from any government, national authorities or from an authority external to SHARP.

3.2 I will discharge my duties and obligations as a staff member of SAHRP with only the interest of the organization in mind. I will not seek or accept instructions while employed with SHARP from any other source/person whether governmental or otherwise.

3.3 I will neither accept nor provide any gift, favor and/or remuneration of any kind to/from any beneficiary, donor and/or government, without prior authorization, particularly in circumstances that could be reasonably regarded as creating a business obligation on SHARP, donor, beneficiary and/or any other party.

3.4 I will always avoid assisting private persons or companies in their undertakings with SHARP where this may lead to actual or perceived preferential treatment. In the similar connection, I will never participate in activities related to procurement of goods or services, or in human resource activities, where a conflict of interest may arise.

3.5 I will, immediately and fully, disclose to my supervisors any personal matters that may lead to actual or perceived conflicts of interest. My dealings with my colleagues, beneficiaries and other persons of concern will always be at arm's length to avoid the possibility of actual or perceived conflicts of interest.

3.6 I will never engage in any outside occupation or employment without prior authorization. I will not accept supplementary payments or subsidies from a government and, for that matter, any other source, or participate in certain political activities such as standing for or holding public office etc.

4. Contribute to building a harmonious workplace base on team spirit, mutual respect and understanding.

4.1 I will show respect to all my colleagues, regardless of status or position, and will allow all colleagues the opportunity to have their views heard, and to contribute from their knowledge and experience to team efforts. I will communicate openly and share relevant information (subject to confidentiality) with other colleagues, and will endeavor to respond in a timely manner to queries.

4.2 I will respect my colleagues' privacy, and avoid misinformation. I will seek to resolve differences and solve problems when they arise. I will contribute in building constructive dialogue, guided by mutual respect with an open and positive approach, between management and staff.

4.3 I will always render myself available and be helpful in the process of integrating a new staff member in the team.

4.4 As a Manager/Supervisor I will be open to the views of all team members. I will provide timely feedback on the performance of each team member through guidance, motivation and full recognition of their merits.

5. Safeguard the confidentiality of information and make responsible use of the information and resources to which I have access by reasons of my employment with SHARP-Pakistan.

5.1 I will exercise due care in all matters of official business, and not divulge any confidential information about beneficiaries, colleagues and other work-related matters.

5.2 I will protect, manage and utilize SHARP human, financial and material resources efficiently and effectively, bearing in mind that these resources have been placed at the disposal of SHARP for the benefit of beneficiaries.

5.3 I will not use any information obtained in the course of my employment or as a result of my position with SHARP for personal financial gains nor allow that information be used to obtain financial benefit for any other person.

6. Refrain from any involvement in criminal or unethical activities; activities that contravene human rights, or activities that compromise the image and interests of SHARP-Pakistan.

6.1 I will neither support nor take part in any form of illegal, exploitative or abusive activities that may undermine the image of SHARP or activities that may not be in accordance with human rights principles. Such activities may include child labor, bonded labor and trafficking of human beings and commodities etc.

7. Refrain from any form of harassment, discrimination, physical or verbal abuse, intimidation or favoritism in the workplace.

7.1 I will never engage in or tolerate any form of harassment in the workplace, including sexual harassment, coercion, undue influence and abuse of power.

7.2 As a Manager/Supervisor I will not solicit favors, loans or gifts from staff, nor will I accept unsolicited ones that are more than token value.

7.3 Sexual harassment and sexual abuse violate the universally recognized international legal norms and standards and have always been regarded as unacceptable behavior and prohibited conduct by the United Nations so in order to protect sexual exploitation and abuse I will avoid using inappropriate language and/or keeping or posting inappropriate materials in the work area.

8. Maintain discipline within the office; abide by office rules and regulations and work proactively to encourage others to do the same.

8.1 I will always respect and abide by the rules and regulations as set out by SHARP, as appearing in Standard Operating Procedures (SOP) and those appearing in this code, under all circumstances.

I understand fully the importance of maintaining discipline in the office and I will always act in a rational manner thereby keeping the spirit of discipline intact.

In the similar notion, I will also encourage others to do the same and shall report to my supervisors in case I see someone putting forth a statement or otherwise engaging in an action contrary to the office rules and regulations.

9. Promote the safety, health and welfare of all SHARP staff members as a necessary condition for effective and consistent performance.

9.1 I will always remain aware of my health, safety and welfare and that of the other colleagues. I will always consider the safety of staff in operational decisions.

9.2 As a Manager/Supervisor, I will endeavor to ensure that the health and well-being of staff and their families are not subjected to undue risk. I will promote a healthy work-life balance for staff, and will respect staff entitlements.

My signatures on this document indicate that I have read and fully understand the intention, implications and consequences to my behavior and attitude towards SHARP. I undertake to affirm that after signing this code of conduct, I will utilize my full potential in upholding this code and will also encourage my fellow colleagues to do the same.

Signature

Date

Name



**Society for Human Rights and
Prisoners' Aid (SHARP)
Conflict of Interest Declaration (Induction/Annual)**

I understand that any person involved in any business activity/process i.e. recruitment/procurement/bidding for a project/entering into joint business relationship (JBR) shall avoid conflict of interest. Any personnel having a conflict of interest or potential conflict of interest is required to immediately notify the Admin/HR Manager and the Internal Audit Manager.

A person shall be considered to have a conflict of interest in the following situations inter alia:

- i. He or any member of his immediate family has a direct/indirect financial interest in the business activity (recruitment/procurement/JBR) that is conflicting with interests of SHARP's.
- ii. He or any member of his immediate family has a direct/indirect financial interest as an officer, director, trustee, partner, or employee in a business/or in an organization, which is competitor of SHARP's or bidding for same opportunity.

I hereby declare that I have not had any conflicts of interest during the year ____ to ____ that may have prevented my unprejudiced participation in any business activity i.e. recruitment/procurement process in such year.

"Or"

I have the following conflict of interest to declare with respect to SHARP's Conflict of Interest Policies.

1

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I also declare that I will inform the the Admin/HR Manager and the Internal Audit Officer immediately, should my circumstances change in any way that affects this declaration.

Name of employee _____

Designation _____

Department _____

Date _____

Signature _____