



Malaria Consortium Uganda Office

Expression of Interest (EOI) for provision of services, goods/supplies and works for the period -2026 -2027 and 2027 -2028

SPECIFICATIONS AND INSTRUCTIONS TO PROVIDERS

A. Malaria Consortium

Malaria Consortium is one of the world's leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. The Head Office is in London, at Malaria Consortium, The Green House, 244-254 Cambridge Heath Road, London E2 9DA, United Kingdom.

B. Administrative Information

- 1) It is the intent of this EOI to invite and receive information from potential companies / Firms for provision of services and goods/supplies for the period 2026 -2027 and 2027-2028 as per categories of Goods/ Supplies, Services and Works as indicated in the **Annex A. Categories of Goods/ supplies, services and works – 2026- 2027 and 2027 - 2028**
- 2) Providers shall submit sealed EOI documents addressed to:
Malaria Consortium Uganda
Plot 25, Upper Naguru East Road
Naguru, Kampala, Uganda

OR
Malaria Consortium Field Office in: Moroto
Malaria Consortium Field Office, Plot 1 Odeke Road, Moroto Municipality
- 3) EOIs must be received and registered at the reception desk by **Friday, 28th February 2025 at 4:00 PM**. EOIs submitted after this time will not be accepted.
- 4) Malaria Consortium will review the EOIs received, from which it will subsequently issue a 'Request for Proposal' or Request for quotation from providers who submitted a compliant EOI.
- 5) Malaria Consortium reserves the right to not issue a Request for Proposal or Quotation after the EOI process.
- 6) Malaria Consortium reserves the right to accept or reject any or all EOI, and to accept the EOI deemed to be in the best interest of Malaria Consortium.
- 7) The language for communications and required documents is English.
- 8) Envelopes should be clearly marked "Application for Expression of Interest (*indicate category being applied for*)."
E.g. EXPRESSION OF INTEREST- MC – UG - CORE / Medical Drugs and Equipment /2025
- 9) Malaria Consortium shall ONLY notify the prequalified bidder(s) and is under no responsibility to release the identity or contract terms of the winning bidder(s).

10) Due diligence will be done at any stage of the entire procurement process. Pre-Award Assessment will be carried out as part of bid evaluation. Misrepresentation and/or falsification of any information submitted at any stage shall lead to automatic disqualification.

C. Expression of Interest Requirements

11) The submitted EOIs must include the following information to be compliant. Failure to supply any of the below requested information and documents will disqualify the bidder from consideration.

1. Company details
 - a. Company Name, primary address, company email address, Key contacts and Location of all offices in Uganda
 - b. Company size/ capacity (Ugx / USD) annual turnover, total number of full-time employees, equipment, number of years in business not less than one year)
2. Details of relevant experience in similar services, goods or works offered by the company / service provider with demonstrated ability to deliver the goods or services evidenced by not less than three references.
3. Pricing plan in Uganda shillings) from the supplier, on a company headed paper with a stamp outlining:
 - Product prices in Uganda shillings for an agreed period not less than twelve months
 - Payment method (on invoice, bank transfer)
 - Payment terms (e. g 30 days after invoice)
 - Delivery period upon receipt of purchase order
4. Acceptance Signature to confirm compliance with Malaria Consortiums Policies and T&Cs as defined in the EOI and to allow Malaria Consortium to verify any references.
5. Bid Validity (120 days) from bid submission date and state any additional services that the Malaria Consortium should consider in the bid
6. **Completed Bidder Response Form as annex – B**
7. Specify if any part of the services is subcontracted to other parties, and if yes list the other parties
8. Certificate of Incorporation/Partnership deed/Business registration certificate for sole proprietorship.
9. Current Trading Certificate where applicable
10. Certificate of registration with relevant regulatory authorities or regulator's license where applicable
11. VAT registration certificate
12. Tax Compliance Certificate
13. Proof of ownership in terms of assets, equipment, Machinery, vehicles etc. that you are bidding for.
14. Proof of adherence / compliance to required standards (e.g. ISO, GMP for pharmaceuticals, Environmental standards etc.
15. A copy of Audited financials for at least the last two years (2023 and 2024).
16. List of any affiliated entities operating in the East African Region, if any
17. References from at least three (3) companies/ organisations where similar services have been / are being provided by your company with in the last three (3) years that shall include customer name, Company official email, address, telephone number.

NOTE: The documents must be provided in the order in which they appear in the above list and the **proposal (EOI) should be less than 100pages.**

D. Declaration by the Bidder:

I/we, the Bidder, hereby confirm compliance with the following (which are attached to this EOI):

- Malaria Consortium Terms and Conditions of Purchase
- Malaria Consortium's Anti-Bribery Policy
- Malaria Consortium's Anti-Fraud and Anti-Corruption policy
- Malaria Consortium's Child Protection policy

I/we also confirm that Malaria Consortium may in its consideration of our offer, and subsequently, rely on the information provided in this document, and may contact references to validate statements and service quality.

I (Name) _____ (Title)
_____ am authorized to represent the above-detailed company
and to enter into business commitments on its behalf.

Company Date

APPENDIX A.

Categories of Goods/ supplies, services and works-2026-2027 and 2027-2028

Item Number	CATEGORIES
	CATEGORY (A) GOODS
MC-UG-S001	Supply of IT Equipment (Copiers, Server, Scanners, Binders, LCD Projectors, Laptops, desktops, Router, Switches, printers, IT Accessories and Consumables)
MC-UG-S002	Supply and maintenance of network equipment e.g. LAN cabling, Cisco equipment, routers.
MC-UG-S003	Supply and maintenance of Office furniture, Fittings, Curtain Blinds cabinets, chairs, desks etc.
MC-UG-S004	Supply of Office stationery in the Lango, Acholi and Karamojong region
MC-UG-S005	Supply of construction & Hardware materials
MC-UG-S006	Supply and maintenance of Generators
MC-UG-S007	Supply of Drinking Bottled water (Refillable)
MC-UG-S008	Petroleum Products (fuel, gas, lubricants)
MC-UG-S009	Supply of Tyers, batteries and other accessories for Toyota Land cruisers and Isuzu vehicles
MC-UG-S0010	Supply and maintenance of Power generation equipment e.g. Solar inverters deep cycle batteries, UPS, thermal, etc.)
MC-UG-S0011	Supply of printed stationary in the Lango, Acholi and Karamojong region
MC-UG-S0012	Medical Drugs and Equipment's
	CATEGORY (B): SERVICES
	B 1: Non-Consultancy Services
MC-UG-S0013	Repair and maintenance of IT Equipment e.g. servers, laptops, photocopies, printers, laptops etc.
MC-UG-S0014	Electrical Works (Wiring, trouble shooting, earthling, etc.)
MC-UG-S0015	IT Works (Servicing, Networking, Cabling,)
MC-UG-S0016	Civil & masonry works (Including Painting, Plumbing Works Carpentry)
MC-UG-S0017	Auctioneering Services
MC-UG-S0018	Legal Services
MC-UG-S0019	Valuation services (Property, plant & Equipment)
MC-UG-S0020	Provision of Vehicle Tracking Services
MC-UG-S0021	Provision and maintenance of internet services, connectivity and infrastructure
MC-UG-S0022	Bulk (Cargo) and vehicle hire Transportation Services
MC-UG-S0023	Vehicle maintenance and Repairs for Toyota Landcruiser, and Isuzu vehicles
MC-UG-S0024	Supply and Maintenance of Air Conditioners
MC-UG-S0025	Supply and maintenance of Firefighting Systems and suppression equipment.
MC-UG-S0026	Insurance Services (Medical, GPA, Motor vehicle etc.....)
MC-UG-S0027	Hotel Services /conference facilities in Central, Lango, Eastern Acholi and Karamojong region
MC-UG-S0028	Engraving Services
MC-UG-S0029	Film & Video Production
MC-UG-S0030	Digital Marketing and Media (Radio, TV)
MC-UG-S0031	Agency / Creative works services

MC-UG-S0032	Outdoor Advertising (Billboards, Street Signage/Poles etc.)
MC-UG-S0033	Catering Services in Central, Lango, Acholi and Karamojong region
MC-UG-S0034	Agency/ Interpersonal Communication services
MC-UG-S0035	Agency/ Media Monitoring services
MC-UG-S0036	Agency/ Health Facility media provision services
	CATEGORY (C) WORKS
MC-UG-S0037	Building and Civil Contractors
MC-UG-S0038	Electrical and Mechanical Contractors
MC-UG-S0039	Repair and maintenance of premises electrical, civil, plumbing and minor repairs including painting, fittings etc.

Malaria Consortium Terms and Conditions of Purchase

1 Definitions and Interpretation

These terms and conditions (the **Conditions**) form part of the contract between the supplier (the **Supplier**) and Malaria Consortium “Malaria Consortium”), in relation to the purchase order or Agreement (the **Order**) (the Order and the Conditions are together referred to as the **Contract**). Terms not otherwise defined herein shall have the meaning given to them in the applicable Order.

2 Quality and Defects

2.1 The goods and or services shall, as appropriate:

- a) correspond with their description in the Order and any applicable specification;
- b) comply with all applicable statutory and regulatory requirements;
- c) be of the highest quality and fit for each purpose held out by the Supplier or made known to the Supplier by Malaria Consortium;
- d) be free from defects in design, material, workmanship and installation; and
- e) be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.

2.2 Malaria Consortium (including its representatives or agents) reserves the right at any time without the provision of prior notice to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.

3 Ethical Standards

- 3.1 The Supplier shall observe the highest ethical standards during the performance of its obligations under this Contract including international labour standards promoted by the International Labour Organisation including in the areas of child labour and forced labour.
- 3.2 The Supplier, its suppliers and sub-contractors shall comply with all environmental, public health & safety, and product safety statutory and regulatory requirements and standards, shall not in any way be involved in the manufacture or sale of arms or have any business relations with armed groups or governments for any war related purpose
- 3.3 The Supplier shall comply with the following Malaria Consortium Policies, copies of which are available on the Malaria Consortium website and at <https://www.malariaconsortium.org/pages/governance/policies.htm>: Anti Bribery Policy, Anti-Fraud and Anti-Corruption Policy, Anti-Money Laundering and Terrorist Financing Policy, Code of Conduct, Safeguarding Policy and Whistleblowing Policy.

4 Delivery / Performance

- 4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order, and in either case during Malaria Consortium's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.
- 4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give Malaria Consortium reasonable written notice of the specified date.
- 4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to Malaria Consortium or its agents at the address specified in the Order.
- 4.4 Risk of damage to or loss of the Goods shall pass to Malaria Consortium in accordance with the relevant provisions of Incoterms rules as in force at the date the Contract is made or, where Incoterms do not apply or are not stated in the Order, risk in the Goods shall pass to Malaria Consortium on completion of delivery.
- 4.5 Malaria Consortium shall not be deemed to have accepted any Goods or Services and shall retain its right to reject such Goods and Services until Malaria Consortium has had reasonable time to inspect them following delivery and/or performance by the Supplier and signed to confirm acceptance.
- 4.6 Malaria Consortium shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at Malaria Consortium's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, Malaria Consortium may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense and the Supplier shall repay to Malaria Consortium any amount paid in relation to such Goods or Services.

5 Indemnity

The Supplier shall indemnify Malaria Consortium in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by Malaria Consortium as a result of or in connection with any act or omission of the Supplier or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against Malaria Consortium by third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services or a breach of Clause 2.

6 Price and Payment

Payment in arrears will be made as set out in the Order unless otherwise stated in the contract and Malaria Consortium shall be entitled to off-set against the price set out in the Order all sums owed to Malaria Consortium by the Supplier.

7 Supplier's Warranties

- 7.1 The Supplier warrants to Malaria Consortium that:
 - a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;
 - b) it will not and will ensure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of Malaria Consortium; and
 - c) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for Malaria Consortium to expect in all the circumstances.

8 Force majeure

- 8.1 Neither the Supplier nor Malaria Consortium shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that party's reasonable control and was not reasonably foreseeable at the date of the Order (a "**Force Majeure Event**") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.
- 8.2 If any Force Majeure Event prevents the Supplier from carrying out its obligations under the Contract for a continuous period of more than 30 days, Malaria Consortium may terminate the Contract immediately by giving written notice to the Supplier.

9 General

- 9.1 The Supplier shall not use Malaria Consortium's name, branding or logo other than in accordance with Malaria Consortium's written instructions or authorisation.
- 9.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without Malaria Consortium's prior written consent.
- 9.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified in writing from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.
- 9.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.
- 9.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.
- 9.6 A person who is not a party to the Contract shall not have any rights under or in connection with it.

Anti-Bribery Policy

1. Purpose and context

Malaria Consortium's policy is to conduct its work in an honest and ethical manner. Malaria Consortium, wherever it operates, takes a zero-tolerance approach to bribery and is committed to ensuring that its employees act professionally, fairly and with integrity in all dealings wherever Malaria Consortium operates. This is to ensure that the organisation benefits from a valued reputation, and donor and partner and beneficiary confidence.

2. Principles

Malaria Consortium is committed to implementing and enforcing effective systems to counter bribery.

3. Scope

This policy applies to all individuals in the organisation, including trustees, senior managers, employees (whether permanent, fixed term or temporary), volunteers and interns, consultants, partners and any other person or organisation providing services to Malaria Consortium whether paid or unpaid.

All employees will be trained on this policy on joining the organisation as part of their finance induction. They will be asked to sign that have read, understood and agree to abide by its content. All other persons associated with the organisation will be informed of this policy through their contractual arrangements. For existing employees and associated persons the policy is to be communicated via the Country Director, the Regional Programmes Director in the regions and the Financial Controller in each country.

4. Definition and terms

What is a bribe?

A bribe is a financial or other advantage offered or given:

- To anyone to persuade them to or reward them for performing their duties improperly or;
- To any public official with the intention of influencing the official in performance of their duties. This includes any form of gift or payment to an official in an attempt to speed up or complete a process quicker than usual. The size of the gift is irrelevant.

5. Implementation

Any individual suspected of offering, promising or giving a bribe, requesting, agreeing to receive or accepting a bribe or bribing a public official will be investigated under the organisation's disciplinary policy and if found guilty will be dismissed for gross misconduct. For any contractor found to offer, promise or give a bribe or requested or agreed to receive or accept a bribe or bribing a foreign public official, will have their contract terminated immediately, all business dealings will cease and financial compensation will be sought and it will be reported to the authorities as required by the Act.

If any individual is confronted with a request to make a bribe, individuals are to present a copy or explain this Anti-Bribery Policy and must not agree to the bribe in any circumstances. All vehicles should carry a copy of the policy for this purpose.

Gifts and hospitality

This policy does not prohibit the giving and receiving of promotional gifts of low value and normal and appropriate hospitality. Low value gifts are defined as those below GBP 5.00 or currency equivalent. Gifts and hospitality may amount to bribery; therefore, these must not be offered or given with the intention of persuading anyone to act improperly or to influence a public official in the performance of his duties. Any gifts or hospitality offered must be reported to the Country Finance Manager before acceptance and instruction given to the individual on whether or not the gift is to be accepted.

Any offer or promise must be documented whether it is approved or not by the Country Finance Manager on the register of interest and gifts for the country. Malaria Consortium does not give out gifts, although within projects, some activities, such as low-cost incentives to voluntary workers, may be acceptable. These must be within the original project and its budget as agreed with the donor.

The register will be accessible by the Country Director, internal and external auditors and to regional and HQ staff performing checks on visits to the country.

Facilitation payments and kickbacks

Malaria Consortium does not make, and will not accept, facilitation payments or "kickbacks" of any kind. Facilitation payments are typically small, unofficial payments made to secure or expedite a routine government action by a government official, for example to clear goods or persons through customs. Kickbacks are typically payments made in return for a business favour or advantage, for example, to

reduce delivery time on goods and services. All employees must avoid any activity that may lead to, or suggest, that a facilitation payment or kickback will be made or accepted on behalf of Malaria Consortium.

Donations

Malaria Consortium does not make contributions of any kind to political parties.

Financial Systems

Malaria Consortium will keep financial records and ensure appropriate internal controls are in place to ensure there is an evidence trail for any payments made to third parties, to prevent corrupt payments taking place.

All expense claims relating to hospitality, gifts or expenses incurred to third parties must be submitted in accordance with the financial procedures and must specifically record the reason for the expenditure.

All accounts, invoices, memoranda and any other documents and records relating to dealings with third parties, such as clients, suppliers and other business contacts, must be prepared and maintained with strict accuracy and completeness. No accounts must be kept “off-book” to facilitate or conceal any payments.

Whistle Blowing

Employees are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage in accordance with Malaria Consortium’s Whistle Blowing Policy. Malaria Consortium will apply criminal and administrative sanctions in a robust manner to demonstrate a zero tolerance to bribery.

Monitoring

The effectiveness of this policy will be regularly reviewed by the Board of Trustees and internal control systems and procedures will be subject to audit under the internal audit

Anti-Fraud and Anti-Corruption Policy

1. Purpose and context

The aim of Malaria Consortium's fraud and anti-corruption policy is to minimise fraud through a series of measures, including clear policies and processes, regular internal and external audits and training for all staff.

2. Principles

Malaria Consortium is committed to investigate any and all suspected acts of fraud, misappropriation or other similar irregularity. Detecting fraud and corruption is everyone's responsibility and if any incident or potential incident is discovered staff must report it immediately, as required by Malaria Consortium's whistle blowing policy.

3. Scope

Malaria Consortium is committed to maintaining an untainted reputation with its donors, partners, beneficiaries and vendors. All Malaria Consortium employees and service providers are under obligation to maintain integrity in all actions and must avoid circumstances that compromise their decisions or actions. All employees must ensure that the ethical business practices and interests of the organisation are observed.

It is a major violation of Malaria Consortium's policies for employees or service providers to knowingly conceal, falsify or misrepresent a material fact relating to any transaction. Misrepresentation may include but is not limited to: signing for receipt of goods or services not yet received or completed, or altering any document to disguise or change the outcome, including the back-dating of documents. For employees proven violations will lead to disciplinary action up to dismissal from employment and legal action. For service providers proven violations will result in the immediate termination of their contract and the cessation of all business dealings.

4. Definition and terms

Fraud is defined in the Uganda Act, as false representation, failure to disclose information or abuse of position, in order to make a gain for yourself or another or to cause or expose another to a risk of loss. Fraud covers an act of deception, bribery, forgery, extortion, theft, misappropriation, false representation, conspiracy, corruption, collusion, embezzlement, or concealment of material facts.

Anti-corruption: relates to the measures taken to eradicate or prevent dishonest or fraudulent conduct.

Both corruption and fraud amount to abuse and theft. Acts of fraud and corruption include, but are not restricted to:

- Falsifying time sheets or payroll records
- Falsifying travel and entertainment expenses
- Fictitious reporting of receipts from suppliers or shipments to customers
- Creation of false invoices or purchase orders, including the back-dating of documents
- Misappropriation of Malaria Consortium and donor equipment, resources and even data
- Misstatement of income
- Misstatement of assets
- Understatement of liabilities

- Paying bribes, that is payment to another person to induce a certain action from them, this includes payments to officials such as police officers requesting unofficial payments on road blocks
- Receiving money or gifts in order to undertake a certain action for example ordering with a specific supplier
- Obtaining Malaria Consortium income or assets by deception
- Claiming to provide services to beneficiaries that do not exist, and other forms of identify fraud

5. Implementation

Steps to mitigate occurrence

The organisation adopts the following anti-fraud measures to minimise its risk from fraudulent activity:

- Clear policies on the expected conduct of staff in the organisation, for example Anti-Bribery and Code of Conduct communicated as part of induction programme and updates staff in team meetings.
- Records and investigates all incidences including suspected and confirmed fraud, in line with MC Guidance on Conducting a Fraud investigation.
- Reports fraud to the police and to the Charity Commission.
- Implements robust controls and informs staff about the procedures and measures in place.
- Ensures records of all income and expenditure are kept and receipts, invoices and supporting documents are adequate.
- Checks that financial controls are not overridden, by-passed or ignored
- Reconciles bank accounts monthly and conducts spot checks
- Uses tiered delegated authority and signature levels for all payments
- Restricts and closely monitors access to sensitive information
- Implements an Internal Audit function reviewing processes and procedures on a risk basis
- Establishes clearly defined roles for staff that include segregation of duties

Malaria Consortium has a zero tolerance to fraud and corruption. Malaria Consortium will apply robust sanctions to combat fraud and corruption including disciplinary action and reporting suspected criminal activity to the police.

Child Safeguarding Policy

STATEMENT OF COMMITMENT

Malaria Consortium is committed to comply with all relevant local law on child rights and welfare in order to provide what is in 'best interest of the child' including employment law that apply to children.

Malaria Consortium is committed to the welfare and rights of children. All staff, volunteers, interns, consultants, visitors, donors, service providers, trustees or sponsors of Malaria Consortium are expected to treat all children and other staff with respect and dignity regardless of race, colour, sex, language, religion or belief, political or other opinion, ethnic or social origin, disability, birth or other status. This includes all children less than 18 years of age.

Inappropriate, harassing, abusive, sexually provocative or demeaning language or behaviour towards children will not be tolerated. Different forms of child abuse include:

- **Physical Abuse:** Any punishments and physical abuse to children like beating including with a stick or other implement, poisoning, shaking and smothering or forcing the child to work in an unsafe way/environment. These are things that deliberately and negatively affect the physical well-being of children.
- **Mental Abuse:** Any actions (gestures, words and behaviour) that deliberately affect a child's mental/emotional well-being for example by making them afraid, anxious, annoyed or discouraged.
- **Neglect:** Any actions that deliberately neglect to provide the four essential rights of children (right to live, right to learn, right to participate and the right to speak).
- **Sexual Abuse:** Any actions with sexual intent towards children such as touching children's genitals, forcing child to watch or take part in pornography or coercing the child to have sex.

Malaria Consortium is committed to informing children, decision makers, and the public through the media that child abuse is wrong. It is also understood that keeping silent is also wrong.

Where possible children are also included as key stakeholders because Malaria Consortium believes that children have the right to speak and be heard. Involving them in the process also enables them to know their right to protection. Children are encouraged to have active cooperation, share information and be involved in advocacy initiatives.

All staff, visitors, partners and service providers agree to this policy, which is reviewed every two years.

BEHAVIOURAL PROTOCOLS

- Whenever possible, it should be ensured that another adult is present when working in the proximity of children. Sleeping close to unsupervised children will not be allowed unless necessary.
- That a child will not be engaged in any form of sexual activities or acts. Adults will always be responsible for their behaviour and cannot blame the child even if the child 'provokes' or acts in a 'seductive' way.
- That computers, mobile phones, video and digital cameras will be used appropriately, and never to exploit or harass children or to access child pornography through any medium.

- If protocols are broken, the person involved will be disciplined and such disciplinary action could result in summary dismissal.
- Communities and children with whom Malaria Consortium staff work will be informed of the protocols and will be assured that project support will not be discontinued if they report suspicious behaviour. Also Staff will not be asked to leave for reporting suspicious behaviour.
- Where children are placed in communities, there will be careful screening and training of foster parents to ensure safe and adequate care will be given.
- Malaria Consortium, its partners and service providers will not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.

RESPONSES TO ALLEGATIONS

Individuals must immediately report concerns or allegations of child abuse. Where an allegation has been made that a staff member/visitor/service provider to the organisation has abused a child then the Malaria Consortium will investigate and take the appropriate action to deal with the situation.

- Malaria Consortium will have a designated person who is to be responsible for dealing with child safeguarding issues in the organisation.
- Both victim (and perpetrator) will be treated with respect from the start of the process to the end.
- Children rarely lie in situations like this so their story must be heard and believed unless proven otherwise. They may also require extra protection if the perpetrator has not been arrested.
- Malaria Consortium will have a reporting procedure where the Country Director is informed and then others as the need arise.
- Records should be made of all facts related to the investigation and these should be carefully and confidentially filed.
- The relevant Embassy should be informed if a foreigner is involved.
- There should be a person designated to deal with the police.

USE OF CHILDREN'S IMAGES AND PERSONAL INFORMATION FOR PROMOTION, FUNDRAISING AND DEVELOPMENT EDUCATION

When photographing or filming a child for work related purposes, Malaria Consortium must:

- Before photographing or filming a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images.
- Before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. This must be explained to the child how the photograph or film will be used.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels do not reveal identifying information about a child when sending images electronically.

