



REQUEST FOR PROPOSAL

TO:

<Name and address>

Date of issue:	3 July 2018
File no.:	RFQ No. 001 (Lot SER 6)
Contract title:	Artist Consultant for creation of art-based school curriculum on gender equality and gender-based violence
Closing date:	25 July 2018 at 16:00 (Cambodia time)
For further information, please contact the Contracting Authority:	THE CAMBODIAN NGO COMMITTEE ON CEDAW (NGO-CEDAW) House #16, Street 99 Sangkat Boeung Trabek, Khan Chamkarmorn, Phnom Penh ngocedaw.pnh@gmail.com

THE CAMBODIAN NGO COMMITTEE ON CEDAW (NGO-CEDAW) INVITES YOU TO SUBMIT A PROPOSAL TO DESIGN AND IMPLEMENT AN ART-BASED SCHOOL CURRICULUM ON WOMEN/GIRLS' RIGHTS AND GENDER-BASED VIOLENCE

This Service is required for the project entitled "Voices for Gender Equality: Empowering women, LGBTQ persons, WHRDs and communities to demand justice and combat gender-based violence," an intervention supported by the EU. Please find enclosed the following documents, which constitute the Request for Proposal:

A – Instructions

B – Draft Contract including annexes

Annex 1: Terms of Reference (TOR)

Annex 2: Financial Proposal Submission Form (to be completed by the Candidate)

Annex 3: Code of Conduct for Contractors

Annex 4: NGO-CEDAW Child Protection Policy and contract addendum

If this document is a PDF format, upon request, a complete copy of the above documents can be forwarded in WORD format for electronic completion. It is forbidden to make alterations to the text.

We would be grateful if you inform us by email of your intention whether or not to submit a proposal.

Best regards,

CHIM Channeang

General Secretary of NGO-CEDAW

A. Instructions

In submitting a proposal, the Candidate accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever the Candidate's own conditions of services may be, which the Candidate hereby waives. Candidates are expected to carefully examine and comply with all instructions, forms, contract provisions and specifications contained in this Request for Proposal.

A.1. Scope of services

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

A.2. Cost of proposal

The Candidate shall bear all costs associated with the preparation and submission of the proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

A.3. Eligibility and qualification requirements

Candidates are not eligible to participate in this procedure if any key person has a history of domestic violence or child abuse or a criminal conviction for an act of violence or related to professional judgment or conduct. Candidates must be in compliance with the attached code of conduct (Annex 3).

Candidates shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

As a rule, the arrival of a proposal in due time is always the candidate's responsibility. Late proposals refer to any proposal arriving after the Closing date for submitting proposals, and any proposals arriving late due to a delay, for instance, in the delivery of mail or due to a technical problem related to electronic data transmission.

Candidates are also requested to certify that they comply with the Code of Conduct for Contractors.

A.4. Exclusion from award of contracts

Contracts will not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest; or
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information

A.5. Documents comprising the Request for Proposal

The Candidate shall complete and submit the following documents with the proposal:

- (a) CV / Resume for each individual team member / key persons
- (b) Cover Letter
 - Explain the applicant's qualifications for performing the requirements of the TOR
- (c) Written Proposal
 - Summary outlining the proposed method for developing, piloting, revising and fully implementing the two curricula within the allocated time and budget
 - Timeline and schedule for the consultancy
- (d) Financial Proposal Submission Form (Annex 2)
 - Use the format provided
 - Specify proposed budget, inclusive of tax
 - Sign and stamp

The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written either in the language of the curriculum to be designed, which is Khmer, or in the language of the procedure, which is English.

A.6. Financial proposal

The Financial Proposal shall be presented as an amount in US Dollar in the Proposal Submission Form in Annex 2. The remuneration of the Candidate under the Contract shall be determined as follows:

The Candidate shall indicate in the proposal the Candidate’s proposed global remuneration for the performance of the Services. The Candidate understands that the proposed global remuneration will be sufficient to cover the Candidate’s fee rate, including overhead, profit, all obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

VAT and/or any sales tax shall be indicated separately in the proposal.

A.7. Validity

Proposals shall remain valid and open for acceptance for 60 days after the closing date.

A.8. Submission of proposals and closing date

Proposals must be received at the address mentioned on the front page by hand or by email not later than the closing date and time specified on the front page.

A.9. Evaluation of Proposals

The evaluation method will be the selection based on quality and costs. A two-stage procedure shall be utilised in evaluating the Proposals; a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights of <90>% for the Technical Proposal; and <10>% for the offered price. Each proposal’s overall score shall therefore be: $St \times <90>\% + Sf \times <10>\%$.

Technical evaluation

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

Technical evaluation		Maximum Points	Candidate				
			A	B	C	D	E
Expertise of the Candidate submitting proposal							
1	Candidate’s experience in curriculum development and/or pedagogy	15					
2	Candidate’s knowledge of or experience addressing gender equality and gender-based violence in their work and/or experience working with NGOs	15					
3	Candidate’s artistic qualifications	10					
4	Candidate’s experience in Cambodia (e.g. knowledge of local language, culture, administrative system, government, etc.)	5					
Sub-total Candidate and/or Organisation		<45>					

Proposed Organisation and Methodology							
1	Degree to which the written proposal demonstrates an understanding of the assignment	15					
2	Creativity demonstrated in the candidate's proposal	15					
3	Is the tentative production schedule and planning logical, realistic and promising efficient implementation of the Contract?	5					
4	Does the methodology explain how the Candidate will include sufficient consultation with NGO-CEDAW and partners in performing the contract?	5					
Sub-total Organisation and Methodology		<40>					
Team composition							
1	Do the team members have the required technical expertise to complete the assignment (e.g. teaching, designing curricula, working with children, coordinating with authorities)?	10					
2	Do the team members have sufficient relevant academic background or equivalency of professional experience?	5					
Sub-total Key expert 1		<15>					
Total Technical Score		100					

Interviews

The Contracting Authority reserves the right to call to interview the Candidates having submitted proposals determined to be substantially responsive.

Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$, in which

Sf is the financial score

Fm is the lowest price and

F is the price of the proposal under evaluation

Negotiations

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

A.10. Award Criteria

The Contracting Authority will award the Contract to the Candidate whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.

A.11. Signature and entry into force of the Contract

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

Within 5 working days of receipt of the Contract, not yet signed by the Contracting Authority, the successful Candidate must sign and date the Contract and return it to the Contracting Authority. On signing the Contract, the successful Candidate will become the Contractor.

If the successful Candidate fails to sign and return the Contract within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on the Contracting Authority.

A.12. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the procedure at any stage.

B. Draft Contract



**គណៈកម្មាធិការនៃអង្គការមិនមែនរដ្ឋាភិបាលកម្ពុជា
ដើម្បីអនុវត្តការងារបំប្លែងច្រកនៃការរើសអើងលើស្ត្រីភេទ**
The Cambodian NGO Committee on CEDAW (NGO-CEDAW)

CONTRACT FOR EXTERNAL CONSULTANT

For **Designing and Implementing Art-Based School Curriculum on Gender**

This contract is made by and between

**The Cambodian NGO Committee on CEDAW (NGO-CEDAW),
a non-governmental organization registered with the Cambodian Ministry of the
Interior
House # 16, Street 99, Boeung Trabek, Chamkamorn, Phnomh Penh, Cambodia**

and

**CONSULTANT NAME, Artist Consultant
STREET ADDRESS in Cambodia
CONTACT INFORMATION**

This contract is made under the Cooperation Agreement between DanChurchAid (DCA) and NGO-CEDAW for the implementation of the Project titled “Voices for Gender Equality” with financing from the European Union under the contract number CSO-LA/2017/393-198.

I. SCOPE OF WORK

Background of the Project, objectives of the consultancy, scope of work (including tasks, cooperation with NGO-CEDAW and deliverables) and copyright of work product are defined in the attached Terms of Reference.

II. DURATION OF CONTRACT

The duration of the contract is for 1 year, beginning on the date of signature of this agreement until July 15, 2019.

III. FEES AND TERMS OF PAYMENT

The total value of the contract is US\$----- including all costs the Consultant may incur.

The Consultant will be responsible for the payment of Cambodian withholding tax of 15%, which NGO-CEDAW will deduct prior to paying any installment. Payments will be made in installments based upon satisfactory completion of agreed outputs, as follows:

Description	Estimated Date
33% Upon signing of the contract	3 August 2018
33% Upon submission of the deliverables 1, 2 and 3	1 December 2018
33% Upon submission of the deliverables 4-7	15 July 2019
TOTAL	

To process each payment, the Consultant has to provide an invoice to the finance officer of NGO-CEDAW and provide an original signed receipt after receiving payment.

We hereby agree with all above conditions with following signatures.

Date:
Signature:

Date:
Signature:

Name: CHIM Channeang
Position: General Secretary
The Cambodian NGO
Committee on CEDAW (NGO-
CEDAW)

Name: NAME of
CONSULTANT
Title: External Consultant

ANNEX 1: TERMS OF REFERENCE



គណៈកម្មាធិការនៃអង្គការមិនមែនរដ្ឋាភិបាលកម្ពុជា
ដើម្បីអនុវត្តការលុបបំបាត់រាល់ទម្រង់នៃការរើសអើងលើស្ត្រីភេទ
The Cambodian NGO Committee on CEDAW (NGO-CEDAW)

Terms of Reference for Artist Consultant

For Designing and Implementing Art-Based School Curriculum on Gender

I. BACKGROUND OF THE PROJECT:

NGO-CEDAW was founded in 1995 with the goal of promoting gender equality in Cambodia, primarily through promoting the implementation of the United Nations Convention on the Elimination of all forms of Discrimination Against Women (CEDAW). NGO-CEDAW has a project called Dignity Project that uses art to raise awareness of the need to end the stigma of and increase legal protection to survivors of gender-based violence (GBV). It is on Facebook: <https://www.facebook.com/Dignity-Project-Beyond-Domestic-Violence-1389637787933719> and on the NGO-CEDAW website: <http://ngocedaw.org/dignity-project/>

NGO-CEDAW and several in-country partner NGOs have received funding from the European Union for a new 4-year project entitled Voices for Gender Equality. The timeframe of the project is March 2018 through February 2022. The project includes a wide array of activities, including workshops for local authorities, advocacy at the UN, and work with target groups of women in the provinces, persons at risk of gender-based violence, and LGBTQ persons.

Part of the project is conducting additional Dignity Project activities, plus outreach in schools where art is used to teach children about women and girls' rights and ending violence.

II. OBJECTIVES OF THE PROJECT:

The purpose of this consultancy is to create an art-based learning medium for teaching children about the rights of women and girls. By developing creative learning modules, the activity will equip teachers with age-appropriate tools for broaching the sensitive subject of GBV and gender roles, increasing students' knowledge on these subjects and contributing to challenging social stereotypes. It is expected that the children will create their own art based on a template and instructions included in the curriculum.

NGO-CEDAW will work with the artist consultant to prepare a teaching module and art project based on current and past work of the Dignity Project. Two modules will be produced (for primary and secondary schools) to cater to the needs of different age groups. Both modules will include an age-appropriate lesson on GBV to accompany an art project designed to draw upon the experiences of local community members to encourage community cooperation in promoting behaviour change in children, parents and schools. The modules will be piloted in one school and reviewed and revised based on student and teacher feedback. Once finalized, the curriculum will be rolled out in 40 schools in the target areas of the Voices for Gender Equality project and will be made publicly available to NGO-CEDAW members and other CSOs for incorporation into their own behaviour-change programming. Local CBOs or CSOs that plan to utilize the curriculum in schools will be eligible to apply for support to do so through the Voices for Gender Equality funding to third parties.

III. SCOPE OF WORK

The Consultant will be responsible for the following tasks:

- Task 1. The Consultant will develop a proposal, timeline and schedule for the consultancy. The proposal, timeline and schedule will be subject to approval from NGO-CEDAW.
- Task 2. The Consultant will design two art-based teaching curricula (one for primary students and one for secondary students) on GBV in consultation with NGO-CEDAW, beneficiaries and teachers.
- Task 3. After designing the teaching modules, the Consultant will organize and conduct a meeting with NGO-CEDAW's staff and other stakeholders. At this meeting, the Consultant will provide an overview to NGO-CEDAW of the draft curricula. There will then be time allocated for staff and stakeholder feedback, corrections, comments and questions.
- Task 4. Based upon written and oral feedback from NGO-CEDAW, the Consultant will finalize the curricula by incorporating the feedback and making all necessary changes.
- Task 5. The Consultant will pilot the teaching modules in one school for each curriculum in consultation with NGO-CEDAW, beneficiaries and teachers.
- Task 6. Based on the experiences of the pilot and feedback, Consultant will revise and finalize both curricula to improve their usability and effectiveness.
- Task 7. The final curricula will each be implemented in 40 schools. The 40 schools selected for implementation of the primary school curriculum may overlap with the 40 schools selected for the secondary school curriculum if a school has classes in both levels.
- Task 8. Consultant will collect feedback from participants and document the implementation of the curriculum and submit this information to NGO-CEDAW.

The Consultant agrees to

1. Maintain regular communications with NGO-CEDAW.
2. Comply with NGO-CEDAW's child protection policy and ethical code of conduct.

3. Take photos and video of the process of creating and implementing the curricula, which will be shared with donors to NGO-CEDAW and with the public via social media and/or printed materials.
4. Keeping written receipts of all expenses directly connected to this contract.
5. Getting signed consent forms from all people mentioned or portrayed in the curricula or participating in the project. For children, consent forms will also be signed by at least one of the child's parents or guardians.
6. Be available to external evaluators/auditors of the Voices for Gender Equality and other NGO-CEDAW projects.

Assistance by NGO-CEDAW

NGO-CEDAW agrees to:

1. Provide consultant with copies of NGO-CEDAW's and donors' policies related to this activity
2. Provide Consultant with information, reports and statistics related to women and girls' human rights, the problem of gender-based violence in Cambodia, and the laws related to domestic violence (including child abuse).
3. Provide feedback on the curricula.
4. Provide guidance on selecting target areas and schools in which to implement the program.

IV. DELIVERABLES

The Consultant is expected to deliver and submit the following deliverables/products:

Deliverable 1: A timeline, schedule and evaluation matrix to be agreed at the start of the consultancy.

Deliverable 2: A teaching module on GBV for primary school including an instructor's manual, all videos to be presented, all slides and images to be presented and a three-dimensional sample with instructions of the art to be created. All materials should be in Khmer with a translation in English.

Deliverable 3: A teaching module on GBV for secondary school including an instructor's manual, all videos to be presented, all slides and images to be presented and a three-dimensional sample with instructions of the art to be created. All materials should be in Khmer with a translation in English.

Deliverable 4: A meeting to collect feedback from NGO-CEDAW and other stakeholders.

Deliverable 5: A revised set of teaching modules incorporating feedback will be developed.

Deliverable 6: Each teaching module will be piloted in a school. Photos and other records of these activities will be created to document the activity. Feedback from teachers, parents and students will be collected.

Deliverable 7: A final revised set of teaching modules will be created which incorporate the experiences and feedback from the pilot.

Deliverable 8: A report documenting the implementation of the two modules in 40 schools each.

V. DURATION OF THE WORK

The duration of the contracts is for 3.5 years, ending in February 2022. The first year will be a contract for the development and piloting of the two teaching curricula and related materials. If this part of the project is completed successfully, then the consultant will be approved for the second contract to implement each curriculum in 40 schools.

VI. BUDGET

The actual budget will be based upon the proposals provided and the actual availability of funds. The total value of the project will include all taxes and all costs the Consultant may incur. The initial one-year contract is to develop, pilot and revise the curriculum. The second contract is for 2.5 years to implement each of the two curricula in 40 schools.

The Consultant will be responsible for the payment of Cambodian withholding tax of 15%, which NGO-CEDAW will deduct prior to paying any installment.

VII. Copyright

NGO-CEDAW and Consultant agree to share the copyright of the curricula, so that either can reproduce and reuse this work without obtaining additional permissions or paying any additional fees to one another. Consultant may incorporate the artwork and curricula into a new art project. NGO-CEDAW agrees not to take any fee for use of the curricula itself and will use it solely for non-profit purposes.

Attribution: NGO-CEDAW agrees to include the Consultant's name when showing or publishing or reporting on the artwork. Consultant agrees to display the logos of NGO-CEDAW, the Voices for Gender Equality and its donors European Union and DanChurch Aid when exhibiting or using the curricula. Consultant agrees to mention NGO-CEDAW's and other donors' sponsorship of the work when communicating about the curricula and related art and implementation in schools whether in print or online or in interviews with the media.

Consultant expressly understands that the purpose of both the Dignity Project and Voices for Gender Equality project is to spread public awareness of gender-based violence through as many forms of media as possible, including future exhibition or publication of the curricula in a manner not identical to that of the original project. NGO-CEDAW will reuse the curricula and artwork created under this contract without further permissions from the artist.

Annex 2: Financial proposal submission form

My financial proposal for my services is as follows:

	Amount in USD
Global price (fees and expenses)	
VAT or other tax on services	
Total price incl. taxes	

CANDIDATE OR COMPANY INFORMATION	
Company (legal name)	
Licensing authority	
Licence number (VAT no./TAX id)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Director (name)	

REFERENCES				
Name and country of customer	Type of contract	Value	Contact name	Phone/fax and email

Include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate's assignments and periods of engagement. Additional documents can be attached to the above form.

The proposal is valid for a period of 60 days after the closing date.

After having read your Request for Proposal no. 11 (Lot SER 6) for Artist Consultant for creation of art-based school curriculum on gender equality and gender-based violence dated 26 June 2018, and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal and the draft Service Contract including all annexes.
- Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 3.

- Certify and attest compliance with the Child Protection Policy in Annex 4

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

The Candidate

Name of the company

Address

Telephone no.

Email

Name of contact person

Annex 3



CODE OF CONDUCT FOR CONTRACTORS

ETHICAL PRINCIPLES AND STANDARDS

By this Code of Conduct, the Contracting Authority applies ethics to procurement. We expect our contractors to act socially and environmentally responsible and actively work for the implementation of the standards and principles in this Code of Conduct. The Code of Conduct is applicable for all our contractors who supply goods, services and works to our operations and projects.

This Code of Conduct and its related principles and standards are based on recommendations from the Danish Initiative for Ethical Trade (DIEH)¹, the UN Global Compact principles² and ECHO's Humanitarian Aid Guidelines for Procurement 2011³.

General Conditions

The Code of Conduct defines the ethical requirements and standards for our contractors, whom we expect to sign and respect the Code of Conduct, and work actively towards the implementation hereof. By signing the Code of Conduct contractors agree to place ethics central to their business activities.

The provision of the ethical standards constitutes minimum rather than maximum standards. International and national laws shall be complied with, and where the provisions of law and the Contracting Authority's standards address the same subject, the highest standard shall apply. It is the responsibility of the contractor to assure that their contractors and subcontractors comply with the ethical requirements and standards set forth in this Code of Conduct.

The Contracting Authority acknowledge that implementing ethical standards and ensuring ethical behaviour in our supply chain is a continuous process and a long term commitment for which we also have a responsibility. In order to achieve high ethical standards for procurement we are willing to engage in dialogue and collaboration with our contractors. In addition we expect our contractors to be open and willing to engage in dialogue with us to implement ethical standards for their businesses.

Unwillingness to co-operate or serious violations of the Code of Conduct will lead to termination of contracts.

Human Rights and Labour Rights

Contractors must at all times protect and promote human- and labour rights and work actively to address issues of concern. As a minimum they are obliged to comply with the following ethical standards:

- *Respect for Human Rights* (UN Universal Declaration of Human Rights)
The basic principles of the Universal Human Rights are that all human beings are born free and equal in dignity and in rights, and everyone has the right to life, liberty and security of the person. Contractors must not flaunt their responsibility to uphold and promote the Human Rights toward employees and the community in which they operate.
- *Non exploitation of Child Labour* (UN Child Convention on the Rights of the Child, and ILO Convention C138 & C182)

Contractors must not engage in the exploitation of child labour⁴ and contractors must take the necessary steps to prevent the employment of child labour. A child is defined as a person under the age of 18 and children shall not be engaged in labour that compromise their health, safety, mental and social development, and schooling. Children under the age of 15 (in developing countries 14) may not be engaged in regular work, but children above the age of 13 (in developing countries 12) can be engaged in light work if it does not interfere with compulsory schooling and is not harmful to their health and development.

- *Employment is freely chosen* (ILO Convention C29 & C105)
Contractors must not make use of forced or bonded labour and must respect workers freedom to leave their employer.
- *Freedom of association and the right to collective bargaining* (ILO Convention C87 & C98)
Contractors must recognise workers right to join or form trade unions and bargain collectively, and should adopt an open attitude towards the activities of trade unions (even if this is restricted under national law).
- *Living wages are paid* (ILO convention C131)
As a minimum, national minimum wage standards or ILO wage standards must be met by contractors. Additionally a living wage must be provided. A living wage is contextual, but must always meet basic needs such as food, shelter, clothing, health care and schooling and provide a discretionary income⁵ - which is not always the case with a formal minimum wage.
- *No discrimination in employment* (ILO Convention C100 & C111 and the UN Convention on Discrimination against Women)
Contractors must not practice discrimination in hiring, salaries, job termination, retiring, and access to training or promotion - based on race, national origin, caste, gender, sexual orientation, political affiliation, disability, marital status, or HIV/AIDS status.
- *No harsh or inhumane treatment of employees* (ILO Convention C105)
The use of physical abuse, disciplinary punishment, sexual abuse, the threat of sexual and physical abuse, and other forms of intimidation may never be practiced by contractors.
- *Working conditions are safe and hygienic* (ILO Convention C155)
Contractors must take adequate steps to provide safe and hygienic working environments. Additionally workers safety must be a priority and adequate steps must be taken to prevent accidents and injury to health associated with or occurring in the course of work.
- *Working hours are not excessive* (ILO Convention C1 & C14)
Contractors must ensure that working hours comply with national law and international standards. A working week of 7 days should not exceed 48 hours and employees must have one day off per week. Overtime shall be compensated, limited and voluntary.

¹ <http://www.diehdk.com/diehdk/etiksk-handel/hvordan-etisk-handel/diehdk-retningslinjer-for-etisk-handel/diehdk-guidelines/>

² <http://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html>

³ http://ec.europa.eu/echo/files/partners/humanitarian_aid/Procurement_Guidelines_en.pdf

⁴ The definition of Child Labour can be found at : <https://www.unglobalcompact.org/what-is-gc/mission/principles/principle- and http://www.ilo.org/ilolex/cgi-lex/convde.pl?C138>

⁵ Discretionary income is the amount of an individual's income that is left for spending, investing, or saving after taxes and personal necessities (such as food, shelter, and clothing) have been paid.

- *Regular employment is provided* (ILO Convention C143)
All Work performed must be on the basis of a recognised employment relationship established through international conventions and national law. Contractors must protect vulnerable group's regular employment under these laws and conventions and must provide workers with a written contract.

International Humanitarian Law

Contractors linked to armed conflicts or operating in armed conflict settings shall respect civilian's rights under International Humanitarian Law and not be engaged in activities which directly or indirectly initiate, sustain, and/or exacerbate armed conflicts and violations of International Humanitarian Law⁶. Contractors are expected to take a 'do no harm' approach to people affected by armed conflict.

Additionally, Contractors shall not be engaged in any other illegal activity.

Involvement in Weapon Activities

The Contracting Authority advocates for the Ottawa Convention against landmines and the Convention on Cluster Munitions against cluster bombs. Contractors shall not engage in any development, distribution, sale, or manufacturing of anti-personnel mines, cluster bombs, components, or any other weapon which feed into violations of International Humanitarian Law and Human Rights.

Protection of the Environment

The Contracting Authority wishes to minimise the environmental damages applied to nature via our procurement activities and we expect our suppliers and contractors to act in an environmentally responsible manner. This involves respecting applicable national and international environmental legislation and acting in accordance with the Rio Declaration.

As a minimum contractors should address issues related to proper waste management, ensuring recycling, conservation of scarce resources, and efficient energy use.

Anti-Corruption

Corruption is by the Contracting Authority defined as the misuse of entrusted power for private gain and it includes bribery, fraud, embezzlement and extortion. The Contracting Authority holds a great responsibility to avoid corruption and ensure high standards of integrity, accountability, fairness and professional conduct in our business relations. Contractors are expected to have the same approach by undertaking good and fair business ethics and practices, take action to prevent and fight corruption, and abide by international conventions as well as international and national laws. To fight corruption and promote transparency, contractors who are confronted with corrupt practices are advised to file a complaint in a Complaint Mechanism⁷.

A contractor's involvement in any form of corrupt practice during any stage of a selection process, in relation to the performance of a contract or in any other business context is unacceptable and will lead to the rejection of bids or termination of contracts.

List of International Conventions and Treaties covered by this Code of Conduct for Contractors

- UN Universal Declaration of Human Rights, 1948;
<http://www.un.org/en/documents/udhr/index.shtml>
- Un Guiding Principles on Business and Human Rights, 2011;
http://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf
- Geneva Conventions I-IV, 1949 and additional Protocols;

<http://www.icrc.org/eng/war-and-law/treaties-customary-law/geneva-conventions/index.jsp>

- ILO Declaration on Fundamental Principles and Rights at Work, 1998; <http://www.ilo.org/declaration/lang--en/index.htm> and http://www.ilo.org/wcmsp5/groups/public/---ed_norm/---declaration/documents/publication/wcms_095898.pdf
- UN Child Convention on the Rights of the Child, 1990;
<http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>
- C182, Worst Forms of Child Labour Convention, 1999;
<http://www.ilo.org/ilolex/cgi-lex/convde.pl?C182>
- C138, Minimum Age Convention, 1973;
<http://www.ilo.org/ilolex/cgi-lex/convde.pl?C138>
- C87, Freedom of Association and Protection of the Right to Organise Convention, 1948;
<http://www.ilo.org/ilolex/cgi-lex/convde.pl?C087>
- C98, Right to Organise and Collective Bargaining Convention, 1949; <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C098>
- C29, Forced Labour Convention, 1930;
<http://www.ilo.org/ilolex/cgi-lex/convde.pl?C029>
- C105, Abolition of Forced Labour Convention, 1957;
<http://www.ilo.org/ilolex/cgi-lex/convde.pl?C105>
- C131, Minimum Wage Fixing Convention, 1970;
<http://www.ilo.org/ilolex/cgi-lex/convde.pl?C131>
- C100, Equal Remuneration Convention, 1951;
<http://www.ilo.org/ilolex/cgi-lex/convde.pl?C100>
- C111, Discrimination (Employment and Occupation) Convention, 1958;
<http://www.ilo.org/ilolex/cgi-lex/convde.pl?C111>
- The UN Convention on the Elimination on All Forms of Discrimination against Women 1979;
<http://www.un.org/womenwatch/daw/cedaw/text/econvention.htm>
- C1, Hours of Work (Industry) Convention, 1919;
<http://www.ilo.org/ilolex/cgi-lex/convde.pl?C001>
- C14, Weekly Rest (Industry) Convention, 1921;
<http://www.ilo.org/ilolex/cgi-lex/convde.pl?C014>
- C143, Migrant Workers (Supplementary Provisions) convention, 1975; <http://www.ilo.org/ilolex/cgi-lex/convde.pl?C143>
- C155, Occupational Safety and Health Convention, 1981;
<http://www.ilo.org/ilolex/cgi-lex/convde.pl?C155>
- The Rio Declaration on Environment and Development, 1992;
<http://www.unep.org/Documents/Multilingual/Default.asp?DocumentID=78&ArticleID=1163&I=en>
- The Ottawa Convention, 1997;
<http://www.apminebanconvention.org/en/>
- The Convention on Cluster Munitions, 2007;
<http://www.clusterconvention.org/files/2011/01/Convention-ENG1.pdf>
- Arms Trade Treaty, 2013;
<http://www.un.org/disarmament/ATT/>

⁶ This includes pillage/looting which is the unlawful taking of private property for personal or private gain based on force, threats, intimidation, pressure and through a position of power accomplished due to the surrounding conflict.

⁷ Contractors who have signed a contract with DCA, or DCA implementing partner, shall file a complaint through: <http://www.danchurchaid.org/about-us/quality-assurance/anti-corruption/complaints>

Annex 4: Child Protection Policy and contract addendum

Introduction

This document is the Child Protection Policy for The Cambodian NGO Committee on CEDAW.

NGO-CEDAW acknowledges that any person under the age of 18 is considered to be a child under Cambodian law and under the UN Convention on the Rights of the Child. We have a responsibility to ensure that the safety of children is, at all times, a priority. Some events and programs run by NGO-CEDAW may include children participating with or without the presence of their carer or an adult. If the child is unaccompanied by an adult, the child's welfare is the sole responsibility of our staff.

Principles, Values & Beliefs

NGO-CEDAW's core values include adopting a human rights approach and promoting equality and fairness. NGO-CEDAW's Code of Ethics requires all staff and steering committee members to act in accordance with national laws and human rights laws, in particular in relation to women and children, as stipulated in the Cambodian Constitution and the human rights documents of the United Nations. Moreover, NGO-CEDAW is committed to the enforcement of the Law on Prevention of Domestic Violence and Protection of Victims and the National Action Plan to Prevent and Respond to Violence against Children.

It is understood that children are vulnerable to abuse from adults. Children living with a disability are even more vulnerable as they are, depending on their disability, unable to identify risk situations or offer any form of defense from abuse. The purpose of this policy is to make sure that the actions of any adult who may come into contact with the child, whilst they are participating with the NGO-CEDAW, are transparent and promote and safeguard the welfare of all young people. NGO-CEDAW is committed to preventing any person who is deemed an unacceptable risk from working with children.

Additional principles upon which this Child Protection Policy is based:

- The welfare of any child or young person will always be a priority.
- Recognition of the best interest of the child.
- Regardless of whether a child has a disability or not the highest possible care and vigilance will be taken to ensure the welfare of the child.
- Sharing responsibility for child protection - The welfare of families will always be promoted.
- The rights, wishes and feelings of children, young people and their families will be listened to, heard and respected.
- Risk Management Approach - All staff and volunteers in NGO-CEDAW will work in accordance with the interests of children and young people and will follow the policy outlined below.
- NGO-CEDAW will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

Scope

In accordance with NGO-CEDAW's internal regulations, this child protection policy will be followed by all staff, volunteers, contractors, and steering committee members. It is the responsibility of the general secretary and the steering committee to ensure its effectiveness.

Reporting of Abuse

Physical, sexual, emotional violence against children and neglect of children's basic needs violates the Cambodian Criminal Code and is included in the definition of domestic violence in Cambodian law. NGO-CEDAW encourages all staff, volunteers, contractors and steering committee members to be aware of the signs of child abuse and take action to prevent and report the abuse of children.

Recognizing Signs of Abuse

A. Signs of Physical Abuse –Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or individual.

Physical Indicators:

- Unexplained bruises and welts on the face, throat, upper arms, buttocks, thighs or lower back in unusual patterns or shapes which suggests the use of an instrument (belt buckle, electric cord) on an infant in various stages of healing that are seen after absences, weekends, or vacations.
- Unexplained burns, cigarette burns, especially burns found on palms, soles of feet, abdomen, buttocks; immersion burns producing "stocking" or "glove" marks on hands and feet; "doughnut shaped" on buttocks or genital area.
- Rope burns.
- Infected burns indicating delay in treatment; burns in the shape of common household utensils or appliances.

Behavioural Indicators:

- Behavioural extremes (withdrawal, aggression, regression, depression).
- Inappropriate or excessive fear of parent or caretaker.
- Antisocial behaviour such as substance abuse, truancy, running away, fear of going home.
- Unbelievable or inconsistent explanation for injuries.
- Lies unusually still while surveying surroundings (for infants).
- Unusual shyness, wariness of physical contact.

B. Signs of Emotional Abuse – Emotional abuse includes a parent or caregiver's inappropriate verbal or symbolic acts toward a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence.

Physical Indicators:

- Eating disorders, including obesity or anorexia.
- Speech disorders (stuttering, stammering).

- Developmental delays in the acquisition of speech or motor skills.
- Weight or height level substantially below norm.
- Flat or bald spots on head (infants).
- Nervous disorders (rashes, hives, facial tics, stomach aches).

Behavioural Indicators:

- Habit disorders (biting, rocking, head-banging).
- Cruel behaviour, seeming to get pleasure from hurting children, adults or animals; seeming to get pleasure from being mistreated.
- Age-inappropriate behaviours (bedwetting, wetting, soiling).
- Behavioural extremes, such as overly compliant-demanding; withdrawn-aggressive; listless or excitable.

C. Signs of Sexual Abuse – the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or any other object, fondling breasts, voyeurism, and exhibitionism and exposing the child to, or involving the child in, pornography.

Physical Indicators:

- Torn, stained or bloody underclothes.
- Frequent, unexplained sore throats, yeast or urinary infections.
- Somatic complaints, including pain and irritation of the genitals.
- Sexually transmitted diseases.
- Bruises or bleeding from external genitalia, vagina or anal region.
- Pregnancy

Behavioural Indicators:

- The victim's disclosure of sexual abuse.
- Regressive behaviours (thumb-sucking, bedwetting, fear of the dark).
- Promiscuity or seductive behaviours.
- Disturbed sleep patterns (recurrent nightmares).
- Unusual and age-inappropriate interest in sexual matters.
- Avoidance of undressing or wearing extra layers of clothes.
- Sudden decline in school performance, truancy.
- Difficulty in walking or sitting.

D. Signs of Neglect – Neglect includes the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.

Physical Indicators:

- Poor hygiene, including lice, scabies, severe or untreated diaper rash, bedsores, body odour.
- Squinting.
- Unsuitable clothing; missing key articles of clothing (underwear, socks, shoes); overdressed or underdressed for climate conditions.

- Untreated injury or illness.
- Lack of immunizations.
- Indicators of prolonged exposure to elements (excessive sunburn, insect bites, colds).
- Height and weight significantly below age level.

Behavioural Indicators:

- Unusual school attendance.
- Chronic absenteeism.
- Chronic hunger, tiredness, or lethargy.
- Begging for or collecting leftovers.
- Assuming adult responsibilities.
- Reporting no caretaker at home.

Reporting Mechanism

All forms of abuse are serious because any abuse may have a lasting harmful effect on the child.

If any suspicion of child abuse or neglect is detected and the child is in immediate physical danger, then law enforcement and/or medical professionals should be contacted at once and steps to protect the child's life should be taken. In addition, the General Secretary must be immediately informed.

For all other cases, the suspicion of abuse should be brought to the attention of the General Secretary or her representative if she is unavailable.

If the complaint is against the General Secretary, then the Chairperson of the Steering Committee must be notified instead.

Steps in NGO-CEDAW's response:

- A report of abuse from anyone associated with NGO-CEDAW will be brought to the attention of the General Secretary.
- The General Secretary verifies the report and seeks guidance from any child care institutions to further investigate the claim.
- If the victim gets injured, NGO-CEDAW will call for emergency medical attention and take the child to the nearest hospital for emergency assessment and treatment.
- The case will be then referred to an NGO-CEDAW member organization providing legal services to children, such as Legal Support for Children and Women or LICADHO.
- If the alleged perpetrator is a participant of NGO-CEDAW activities or a staff member, they will be suspended from active participation in the organisation, even when there is no criminal investigation. A more thorough investigation will be conducted to determine whether the alleged perpetrator should be terminated from employment or future participation, or instead be reprimanded and allowed to return to NGO-CEDAW.
- Parents/Carers should be informed if a referral is being made, except when the parent/carer is the alleged perpetrator of abuse. However, inability to inform parents must not delay the process of reporting/referral.

Follow-up Action

There should be detailed and accurate reports of concerns, actions taken and any evidence gathered. This needs to be recorded, dates and times also need to be recorded along with name of the person reporting the incident and any agreed action or whether no further action is to be taken. If no further action is to be taken, then a detailed reason as to why not needs to be included.

Confidentiality

The organization should ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

All verbal and/or written information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and therefore, the issue of confidentiality is secondary to a child's need for protection.

What to do if children talk about abuse or neglect.

In some cases children might seek support and share information with a member/staff of NGO-CEDAW. In these situations staff must:

- Listen carefully to the child. DO NOT directly question the child – this may appear to put ideas in the child's thinking.
- Give the child time and attention.
- Allow the child to give a spontaneous account – never stop the child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away, keep it in a safe place that is always confidential.
- Use the child's own words where possible.
- Explain that you will need to speak to others about the information they have shared.
- Reassure the child that:
 - You are glad they have told you
 - They have done nothing wrong
 - What you are going to do next.
- Explain that you will need to get help to keep them safe.
- Do NOT ask the child to repeat his or her account of events to anyone – you have already taken notes use those when reporting the incident.

Risk Management

To ensure the welfare of all children participating in programs at NGO-CEDAW, it is important to identify, analyse and assess risks, however it is also important to prepare for risks and have contingency plans in place to minimise the possibility of risks arising.

The best way to circumvent any potential risk to a child is to have set recruitment and training processes for staff.

Recruitment Process

Each new applicant for volunteer and/or staff positions must provide NGO-CEDAW with a detailed Curriculum Vitae as well as the names and contact details of two referees who can verify their experience and knowledge as well as their work ethic and character. Also required is a letter detailing what they can offer NGO-CEDAW, as well as what they wish to personally gain from their association with NGO-CEDAW. Interviews will be conducted in accordance with NGO-CEDAW's internal regulations. In addition, for any position which requires working directly with children, the recruitment interview shall include behavioural-based questions. Questions can include asking applicants about their attitude towards children, or protection of children.

- A verbal referee check and viewing any reference documents must be confirmed and recorded.
- All applicants will be asked to provide verification that they have no criminal convictions that would affect child safety. Acceptable forms of verification are a criminal record check, statutory declaration, or certified affidavit.
- Staff and volunteers must abide by the NGO-CEDAW's Code of Conduct as a condition of their employment/participation with NGO-CEDAW.
- Each successful candidate who works with NGO-CEDAW including volunteers will be required to sign a statement agreeing to abide by the Child Protection Policy listing specific actions that they will and will not do when interacting with children. The statement will state that they received a copy of the full child protection policy and internal regulations and code of conduct and that they are clearly understood. Contracts will also include consequences for breaches of the Code of Behaviour or the Child Protection Policy including dismissal.

Orientation

All new staff, regardless of role and/or responsibility in NGO-CEDAW will undertake an orientation which will cover the following information:

- Roles and responsibilities of the specific position
- Structure of NGO-CEDAW
- Constitution
- Internal Regulations
- Code of Conduct for Ethical Behavior and the Prevention of Corruption
- Child Protection Policy
- Expectations by Management and the Board
- Consequences of breaches of Code of Conduct and/or Child Protection Policy

Staff Training

When the Child Protection Policy is initially introduced a general staff meeting will be conducted to discuss and explain all requirements within the policy. For those external organisations who work on a regular basis with NGO-CEDAW, a copy of the policy will be forwarded to them for their reference.

To ensure that the importance of the Child Protection Policy is prevalent in the minds of the staff and members, NGO-CEDAW will conduct an annual training session on Child Protection as a matter of priority. The training will be conducted prior to the review date of this policy. This training session will be interactive whereby staff and stakeholders will discuss any incidents that have been reported over the previous year, without any identification of victims, participate in brainstorming activities to develop contingencies to identify and mitigate risks and make recommendations to update the policy.

Code of Conduct for child protection

This Code of Conduct addresses the minimum appropriate levels of behaviour, practice and conduct required from NGO-CEDAW staff, volunteers, contractors and steering committee members. Everyone involved in our programs and activities should accept the roles and responsibilities that they undertake as we commit ourselves to maintaining an enjoyable and safe environment for children. The safeguarding of children will always be a key priority as we recognise that the welfare of the child is of paramount importance in our work.

This Code should be used in line with the position responsibilities outlined for each position within NGO-CEDAW. All NGO-CEDAW staff, volunteers, contractors and steering committee members should ensure that children benefit significantly from NGO-CEDAW programs by promoting a positive, healthy and participatory approach in our work. Participants should always remember that they are role models for the children they meet.

Positive Behaviors. Everyone involved in NGO-CEDAW activities should:

- treat all children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- wherever possible, ensure that another adult is present when working in the proximity of children
- comply with all relevant legislation, including labor laws in relation to child labor
- be aware of what constitutes abusive behavior or indications of abuse
- immediately (within 24 hours) report concerns or allegations of child exploitation and abuse in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with NGO-CEDAW that relate to child exploitation and abuse.

Negative Behaviors. Everyone involved in NGO-CEDAW activities should:

- avoid actions or behavior that could be perceived by others as child exploitation and abuse
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible

- not use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- 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

Photos and Video. When photographing or filming a child or using children's images for work-related purposes, persons acting on behalf of NGO-CEDAW must:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this they must explain 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, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Environmental Risk

Whenever NGO-CEDAW holds activities in any environment where children are present, it is important that participants remain vigilant at all times for the welfare of the children with whom they come into contact. If NGO-CEDAW representatives identify situations that could potentially put a child at risk, this must be brought to the attention of the necessary authorities and with the General Secretary of NGO-CEDAW. A record will be made in writing.

Information to be recorded will include:

- Date of risk identification
- Location of risk
- Reason for concern for risk
- Person making the report.

Once the information is brought to the attention of the General Secretary and recorded in the Risk Assessment Register, recommendations to mitigate the risk will be discussed and determined. These recommendations will be forwarded to the person responsible for the location of the risk, be that a parent, caregiver, teacher, workplace, etc.

Whenever recommendations are developed, NGO-CEDAW staff must be mindful of cultural, financial and ethical considerations to ensure they are not seen to be intruding or overstepping their responsibilities.

Contract Addendum: Child Protection Code of Conduct

I agree that while implementing NGO-CEDAW-funded activities, I **must**:

- treat children with respect regardless of race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- be aware of what constitutes abusive behavior or indications of abuse
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts
- wherever possible, ensure that another adult is present when working in the proximity of children
- not invite unaccompanied children into my home, unless they are at immediate risk of injury or in physical danger
- not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible
- use any computers, mobile phones, video cameras, cameras or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium
- not use physical punishment on children
- 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
- comply with all relevant legislation, including labor laws in relation to child labor
- avoid actions or behavior that could be perceived by others as child exploitation and abuse
- immediately report concerns or allegations of child exploitation and abuse in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurs during my association with NGO-CEDAW that relate to child exploitation and abuse.

When photographing or filming a child or using children's images for work-related purposes, I must:

- assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. As part of this I must explain 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, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- I will use common sense and avoid actions or behaviors that could be construed as child exploitation and abuse.

Signed:

Name:

Date: