

CALL FOR APPLICATIONS IMPACT

Date: 17/07/2020

Tender N°: T/99AHY/VIRTUAL/CONSULTATION/GVA/17072020/1

IMPACT is requesting through this call for applications a company/consultant to provide detailed written quotations for the supply of the following services:

SERVICES SPECIFICATIONS:

1. Description: Support the Urban Settlements Working Group by developing an online workshop to showcase the Settlement Approach.
2. Category: Consultancy

RESPONSIBILITIES OF THE CONSULTANT:

1. Terms of delivery: One introductory session and two interactive sessions (see details in the Terms of Reference)
2. Date of delivery: September 26 2020 (latest completion date)
3. Validity of the offer: 2 months

The answers to this call should include the following elements:

- A CV
- A written quotation including all the service specifications, the price per task, quantity proposed and unit, and total price per day (in USD);
- A cover letter outlining the adequacy to the Terms of Reference and understanding of these.
- Two to three samples of written examples of similar services.

GENERAL CONDITIONS:

1. The **closing date** of this consultancy is fixed on **16/08/2020 at 11:59pm (Geneva time)** in IMPACT office at the following address: Chemin de Balxert, 9, 1219 Châtelaine, Switzerland.
2. The offer must be submitted to IMPACT's Hub Unit in an email referencing the tender number mentioned above to the following address tenders@impact-initiatives.org.
3. Late offers will not be considered.
4. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with IMPACT's anti-terrorism policy. To this end, IMPACT reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

NOTE: IMPACT adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, IMPACT has adopted a participatory approach to promote and ensure transparency within the organisation and has set up a Transparency focal point via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following e-mail address geneva.transparency@impact-initiatives.org.