



TENDER NOTICE

TENDER NO. AMREF/17/10/2023/021

**PRE-QUALIFICATION OF CONSULTANCY AND PROFESSIONAL
SERVICES FOR PERIOD 2024-2025**

CLOSING DATE: TUESDAY 31ST OCTOBER 2023 AT 12:00 PM EAT

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NO.	CONTACT DETAILS	
1.	Category number and name applied for (Only one category per document)	
2.	Name of Consultant/Consultancy Firm	
3.	Postal Address	
4.	Physical Location of the office	
5.	Name of contact person	
6.	Official email Address	
7.	Office telephone /Mobile number	
8.	Website address	



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TENDER NO: AMREF/17/10/2023/021

PRE-QUALIFICATION OF CONSULTANCY AND PROFESSIONAL SERVICES

Amref Health Africa invites applications from interested eligible firms/individuals for pre-qualification of consultancy and professional services under different categories for 2 years from **1st January 2024 to 31st December 2025**.

CONSULTANCY PREQUALIFICATION FOR PERIOD 2024-2025	
<u>Category Code</u>	<u>Category Description</u>
AHA/CS/001/2024-2025	Project/Programme evaluations/baselines
AHA/CS/002/2024-2025	Curriculum Development
AHA/CS/003/2024-2025	CSOs/SRs Capacity assessment
AHA/CS/004/2024-2025	Environmental Impact Assessment and Audit
AHA/CS/005/2024-2025	Baseline Assessment high impact practices in family planning
AHA/CS/006/2024-2025	Economic Evaluations
AHA/CS/007/2024-2025	Contract Management
AHA/CS/008/2024-2025	Strategy development /Review
AHA/CS/009/2024-2025	Project Documentation, writing, layout and editing
AHA/CS/010/2024-2025	Proposal Development/Writers
AHA/CS/011/2024-2025	Research proposal writing
AHA/CS/012/2024-2025	Technical Editors and copy writing (Both American and British English)
AHA/CS/013/2024-2025	Editor (Proposal Writing, Research reports, Board papers, Amref Publications)
AHA/CS/014/2024-2025	Proposal Costing and Budgeting
AHA/CS/015/2024-2025	E-learning content writing and conversion
AHA/CS/016/2024-2025	Rapporteur and Facilitation
AHA/CS/017/2024-2025	Public Relations
AHA/CS/018/2024-2025	Transcription and Translation services (English, Swahili, local languages in Kenya, sign language)
AHA/CS/019/2024-2025	French Translation Services
AHA/CS/020/2024-2025	Portuguese translation and interpretation services
AHA/CS/021/2024-2025	Lao Translation Consultant
AHA/CS/022/2024-2025	Russian Translation Consultant

CONSULTANCY PREQUALIFICATION FOR PERIOD 2024-2025	
<u>Category Code</u>	<u>Category Description</u>
AHA/CS/023/2024-2025	Communication and advocacy strategist
AHA/CS/024/2024-2025	Production of Radio and TV Programs, Documentaries, photography and films
AHA/CS/025/2024-2025	Media monitoring
AHA/CS/026/2024-2025	Digital Media services
AHA/CS/027/2024-2025	Interior Design – (space branding and concept design)
AHA/CS/028/2024-2025	Videography and Photography
AHA/CS/029/2024-2025	Photo and Video Licensing
AHA/CS/030/2024-2025	Graphic Designs Services and Illustrators (Comics)
AHA/CS/031/2024-2025	Sound animators and Graphic Animators
AHA/CS/032/2024-2025	Artistic Works, Layout Designs & Illustrations
AHA/CS/033/2024-2025	DATA Analytics and Visualization
AHA/CS/034/2024-2025	Visual graphics
AHA/CS/035/2024-2025	Instructional design and evaluation
AHA/CS/036/2024-2025	Digital transformation.
AHA/CS/037/2024-2025	Web Design
AHA/CS/038/2024-2025	Provision of IT Services, Software developers
AHA/CS/039/2024-2025	IT Audit and IT Security
AHA/CS/040/2024-2025	Human Resource Services
AHA/CS/041/2024-2025	Recruitment Services
AHA/CS/042/2024-2025	Learning & Development Services
AHA/CS/043/2024-2025	Micro-learning content development
AHA/CS/044/2024-2025	Learning management systems development
AHA/CS/045/2024-2025	Procurement of HR software tool
AHA/CS/046/2024-2025	Evaluation – Learning and Impact
AHA/CS/047/2024-2025	Audit and Tax Consultancy Services
AHA/CS/048/2024-2025	Asset Valuations
AHA/CS/049/2024-2025	Legal and arbitration services
AHA/CS/050/2024-2025	Legislative drafting consultant
AHA/CS/051/2024-2025	Health Economists
AHA/CS/052/2024-2025	Health Management Information Systems
AHA/CS/053/2024-2025	Water resources mapping and monitoring
AHA/CS/054/2024-2025	Hydrological/Geophysical Surveys
AHA/CS/055/2024-2025	Geographic Information System
AHA/CS/056/2024-2025	Statisticians
AHA/CS/057/2024-2025	Data science
AHA/CS/058/2024-2025	Social Return on Investment Assessment
AHA/CS/059/2024-2025	Social accountability specialist

CONSULTANCY PREQUALIFICATION FOR PERIOD 2024-2025	
Category Code	Category Description
AHA/CS/060/2024-2025	Mapping & Survey Services
AHA/CS/061/2024-2025	Events Planning and Coordination
AHA/CS/062/2024-2025	Team Building & Performance Improvement
AHA/CS/063/2024-2025	Food system Specialist
AHA/CS/064/2024-2025	Medical Diagnosis and treatment (Medical Specialists)
AHA/CS/065/2024-2025	Health financing (social Impact bonds, PPP, RBF) including other financing mechanisms
AHA/CS/066/2024-2025	Review and revise public health related Amref books
AHA/CS/067/2024-2025	Fire/Safety Services
AHA/CS/068/2024-2025	Quality Assurance
AHA/CS/069/2024-2025	ISO Certification and Training
AHA/CS/070/2024-2025	Medical and Laboratory ISO Accreditation
AHA/CS/071/2024-2025	Provision of Actuarial and Financial Modelling Services
AHA/CS/072/2024-2025	SMART Advocacy training
AHA/CS/073/2024-2025	Activity Logistics service Provider
AHA/CS/074/2024-2025	Laboratory Biosafety Consultant
AHA/CS/075/2024-2025	Calibration and maintenance of Laboratory Equipment Service
AHA/CS/076/2024-2025	EQA Trainer
AHA/CS/077/2024-2025	GeneXpert Training Services

Interested eligible candidates may download Pre-qualification/Registration of consultant's document from Amref Health Africa website link (<http://amref.org/ways-to-give/tenders>) and pay a non-refundable fee of **KSHS. 1,000 or US \$10** per category.

The payment should be made through the Bank accounts as detailed below:

Kenya Commercial Bank, Kipande House Branch, Account No: 1111429243 Bank & Branch codes: 01101 Swift code: KCBLKENXXXX	or	National Bank of Kenya, Wilson Branch, KES Account No: 01020058235400 USD Account No: 02020058235400 Bank & Branch codes:12038 Swift code: NBKEKENXXXX
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Completed Tender Documents and the banking or deposit slips, clearly referenced in the subject with the Category Number, Tender Reference Number should be submitted through consultancy.kenya@amref.org and to be received on or before **Tuesday 31st October 2023 at 12:00 PM EAT.**

**The email subject line should be: PRE-QUALIFICATION OF CONSULTANTS 2024-2025:
TENDER NO.: CATEGORY NO.:**

Only electronic bids will be accepted and should be received not later than **Tuesday 31st October 2023 at 12:00 PM EAT.**

Proposals will be opened immediately and Amref Health Africa shall communicate to all consultants after evaluation whether successful or not within 60 days from the closing date.

Consultants representatives who would like to attend the tender opening session can register in advance using the link below;

<https://amref.zoom.us/meeting/register/tZcodeyvrzljE9ODknhmSkBkpD4ojKEROjUr>

After registering, you will receive a confirmation email containing information about joining the meeting.

1.0 PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Amref Health Africa referred to as the “Company” would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Amref Health Africa to perform the contract of provision of consultancy and professional services to the Company.

1.2 Pre-qualification Objective

The main objective is to provide consultancy and professional services under relevant tenders/quotations to Amref Health Africa as and when required during the stated period.

1.3 Invitation of Pre-qualification

Consultants registered with Registrar of Companies under the Laws of their respective countries operating in consulting services are invited to submit their Pre-Qualification documents to Group Chief Executive Officer –Amref Health Africa so that they may be pre-qualified for submission of quotations. Proposals will be submitted in complete lots singly or in combination. The prospective consultants are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective consultants must have carried out successful undertaking and delivery of services to Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential consultants must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective consultants.

1.6 In order to be considered for pre-qualification, prospective consultants must submit all the information herein requested and any bidder who does not meet all the relevant **mandatory requirements** will be disqualified

1.7 Distribution of Pre-Qualification Documents

Completed Tender Documents and other requested information shall be submitted through consultancy.kenya@amref.org not later than **Tuesday 31st October 2023 at 12:00 PM EAT.**

1.8 Questions Arising from Documents

Questions or inquiry that may arise from the pre-qualification documents should be directed/forwarded via email through: eprequalification@amref.org

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Payments

All service orders shall be on credit of a minimum of thirty (60-90) days or as may be stipulated in the Contract Agreement. All Invoices shall be required to comply with Tax Invoice Management System (TIMS) for Kenya registered consultants.

3.0 PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, are to be completed by prospective consultants who wish to be pre-qualified for submission of tender for the various categories.

3.1.1 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective consultants is to be used by Amref Health Africa in determining, according to its sole judgment and discretion, the qualifications of prospective consultants to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective consultants will not be considered qualified unless in the judgment of Amref Health Africa they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for services.

3.3 Essential Criteria for Pre-qualification

3.3.1 Experience: Prospective consultants shall have at least 2 years' experience in the delivery of services and potential consultant should show competence, willingness and capacity to service the contract.

3.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-2.

3.3.3 Past Performance

Past performance will be given due consideration in pre-qualifying consultants. Letter of reference from past customers should be included in Form PQ-4 (at least from three organizations- attach copy of LPO/LSO/Contract) relevant to the category applied for.

3.4 Statement

Application must include a sworn statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification.

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Amref Health Africa reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6.1 The firm/consultant must declare any conflict of interest in relation to any member of staff. Amref Health Africa will not seek services from consultants where the employees have not declared conflict of interest

3.6.2 Any effort by the tenderer to influence Amref Health Africa in the tender evaluation, tender comparison or contract award decisions will result in the rejection of the tenderers' tender.

3.6.3 Mandatory Requirements

1. Attach a copy of a bank slip/deposit slip as proof of payment for this tender
2. Business registration certificate/Sole proprietorship license
3. Evidence of Tax registration/compliance

Note: Any Proposal without all the 3 mandatory requirements will be considered non-responsive and will not proceed to the next stage of evaluation.

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Pre-qualification/Consultancy Data	PQ-1	10
2. Supervisory Personnel	PQ-2	10
3. Confidential Report	PQ-3	9
4. Past Experience	PQ-4	10
5. Litigation History	PQ-5	10
6. Sworn statement	PQ-6	5
	<u>TOTAL</u>	<u>54</u>

FORM PQ-1 PRE-QUALIFICATION DATA

REGISTRATION FOR OTHER PROFESSIONAL SERVICES APPLICATION FORM

CONSULTANT BIOGRAPHICAL DATA SHEET

1. Name of lead consultant (Last, First, Middle) and/or consultancy firm

Name (Last, First, Middle):

Amref Health Africa

Consultancy firm:

2. Consultant's Address (include ZIP Code)

3. Consultant's email address

4. Consultancy Category Number/Name applied for

5. Telephone and cell phone numbers (include area code)

6. Citizenship (s)

7. EDUCATION

(include all college or university degrees)

8. LANGUAGE PROFICIENCY

(see instructions on reverse)

NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	YEAR	LANGUAGE	Proficiency Speaking	Proficiency Reading

9. EMPLOYMENT HISTORY Give last three (3) years.

POSITION TITLE	EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Employment Period: (most recent first)	
		From	To

10. SPECIFIC RELEVANT CONSULTANCY SERVICES (give last five (5) years)

SERVICES PERFORMED	COMPANY'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE NO.	Dates of Service (MM/DD/YY)		Daily Rate (dollars)	Days at Rate
		From	To		

11. CERTIFICATION:

Consultant certifies in submitting this form that the consultant has taken reasonable steps to ensure the accuracy of the information contained in this form. Consultant understands that Amref Health Africa may verify the information. Applicant understands that providing certifications that are false, fictitious, or fraudulent may result in appropriate remedial action by Amref Health Africa, taking into consideration all of the pertinent facts and circumstances, which may include immediate termination of any relationship with Amref Health Africa

Signature:

Date

For others

1/We hereby apply for registration as Consultant(s)
(Name of Company/Firm)

of
 (Item Description)

.....
 (Category No.)

Post Office Address

Town

Street

Name of building

Room /Office No. Floor No.

Telephone Nos.

Email address (MUST).....

Full Name of applicant

Other branches location

Organization & Business Information

- Management Personnel
- Chief Executive
- Secretary
- General Manager
- Treasurer
- Other.....

Partnership (if applicable)

Names of Partners

- 3. Business founded or incorporated
- 4. Under present management since
- 5. Net worth equivalent
 - KSHS/USD
- 6. Bank reference and address
- 7. Enclose copy of organization chart of the firm indicating the main fields of activities
 -

FORM PQ-2 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates)

Length of service with Consultancy position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 Points)

FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form.

Part I - General:

Firm's/Consultant's Name:
 Location of business premises (where applicable):
 Plot No.: Street/Road:
 Postal Address: Tel. No.:
 Email address (MUST):
 Nature of business:
 Current Trade Licence. No.: Expiring date:
 Maximum value of business which you can handle at any one time: KSHS/USD:
 Name of your bankers: Branch:
 Account No.: Branch:
 Swift code: Branch code:.....
 Bank Currency:

Part 2 (a) - Individuals:

Your Name in full:
 Nationality: Country of Origin:
 Citizenship details:

Part 2 (b) - Partnership:

Given details of partners as follows:

Name:	Nationality:	Citizenship Details:	Shares:
.....
.....
.....
.....

Part 2 (c) – Registered Company:

Private or Public:

State the nominal and issued capital of company-

Nominal KSHS/USD:

Issued KSHS/USD:

Given details of all directors as follows: -

Name:	Nationality:	Citizenship Details:	Shares:
.....
.....
.....
.....

Date: **Signature of Candidate:**

(9 Points)

FORM PQ-4 PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
- (Attach documental evidence of existence of contract relevant to the category applied)*

2. Name of 2nd Client (organization)

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
- (Attach documental evidence of existence of contract relevant to the category applied)*

3. Name of 3rd Client (organization)

- i) Name of Client (organization)
 - ii) Address of Client (organization)
 - iii) Name of Contact Person at the client (organization)
 - iv) Telephone No. of Client
 - v) Value of Contract
 - vi) Duration of Contract (date)
- (Attach documental evidence of existence of contract relevant to the category applied)*

4. Others

(10 Points)

3 marks each and an additional point for one other

FORM PQ-5 LITIGATION HISTORY

Name of Consultant

Consultant should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KSHS/USD. EQUIVALENT)

(10 Points)

FORM PQ-6 SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) We enclose all the required documents and information required for the pre-qualification evaluation.

Date:

Applicant's Name:

Represented by:

Signature:

(Full name and designation of the person signing and stamp or seal)

(5points)

NOTE:

- 1. Amref Health Africa has a safeguarding policy that ensures a comprehensively safe environment for all people that Amref Health Africa works with. All interested consultants **MUST** comply with the safeguarding policy attached (Annex 1).
- 2. Amref Health Africa reserves the right to accept or reject any or all proposals and is not bound to give reasons for its decision. Late proposals will be rejected.



Safeguarding Guidelines for Amref Health Africa Suppliers, Contractors and Service Providers

.....

Safeguarding shapes Amref Health Africa’s approach, culture, and practice in ensuring a comprehensively safe environment for all people that Amref Health Africa works with. Due to the nature of the work undertaken by Amref Health Africa, it is required by both legislation and donors to have robust policies and procedures to ensure the protection of children and at-risk adults. Amref Health Africa’s culture emphasizes the safety and protection of its staff, Partners, suppliers, contractors, service providers and the community we serve.

Amref will protect these people using a framework based on its three safeguarding pillars of Prevention, Reporting, and Response through:

- i) Pro-actively identifying, preventing and guarding against all risks of harm, exploitation and abuse, beginning with raising awareness of these issues as a first step in prevention;
- ii) Establishing and promoting effective systems for reporting potential harm or abuse, which are survivor centred, and also protect those accused until proven guilty; and
- iii) Responding appropriately and learning where risks occur.

Modern slavery

We are committed to improving our practices to combat slavery and human trafficking. We recognise that slavery and human trafficking is a real yet hidden issue in our society. We will not tolerate slavery and human trafficking in our business or supply chain.

The supplier/service provider/vendor/contractor must ensure that their Personnel comply with all applicable Anti-Slavery Laws when performing its obligations under this contract.

We have a zero-tolerance policy towards modern slavery, a crime and violation of fundamental human rights which includes any form of slavery, servitude and forced or compulsory labour.

Target groups of the policy

All Amref representatives, partner organisations, suppliers, contractors and service providers should be aware of and adhere to the policy. In addition to complying with the policy, all representatives must sign and will be held accountable to the Amref Safeguarding policy.

Principles of safeguarding

Amref is committed to six key principles that should underpin all safeguarding functions, actions and decisions, as set out by the UK Care Act 2014. The following principles are relevant for both child and adult safeguarding.

1. **Empowerment.** People are supported and encouraged to make their own decisions.
2. **Prevention.** It is better to take action before harm occurs and offer help and support to those at risk.
3. **Proportionality.** The least intrusive response appropriate to the risk presented.
4. **Protection.** Support and representation for those in greatest need.
5. **Partnerships.** Partnerships give organisations the opportunity to work together, as well as with the local community.
6. **Accountability.** Safeguarding is everyone's business and accountability makes sure that everyone plays their part when it comes to safeguarding vulnerable people.

Amref Health Africa Suppliers, Contractors and Service providers' responsibilities

Amref Health Africa is committed to upholding the highest standards of safeguarding in the work environment. Amref will not tolerate any form of abuse, exploitation, discrimination or harassment of any persons that come into contact with our staff and in undertaking our work.

The table below defines the responsibilities of Amref, its suppliers, contractors and service providers in managing safeguarding.

Standards and Aim	Specific areas of activity/Indicators	Owner
Supplier selection and support	Amref takes appropriate steps when selecting and working with Suppliers, Contractors and Service Providers to ensure that, there is a shared commitment to implement minimum safeguarding standards and that the organisation takes appropriate measures to uphold these standards.	Amref and Suppliers
All Amref Health Africa representatives	<ul style="list-style-type: none">• All Amref representatives and Suppliers are aware and responsible for complying with the policy and code of conduct, including following all reporting	Amref and Suppliers

<p>and Suppliers are aware of the Safeguarding Policy and are responsible for communicating its approach to key stakeholders</p>	<p>and response procedures outlined.</p> <ul style="list-style-type: none"> • Amref will make the policy available to the all suppliers, contractors and service providers through its website to demonstrate its commitment and the importance of the policy. • All suppliers, contractors and service providers will be expected to adhere to the policy. 	
<p>Reporting and responding to safeguarding incidents</p>	<ul style="list-style-type: none"> • All Amref representatives and Suppliers must ensure that safeguarding incidents against Amref staff are reported through the Amref hotline 0800-722- 626 or Email: safeguarding.reports@amref.org • Amref will ensure that all incidents reported by its Representatives and Suppliers are investigated and actioned. 	<p>Amref and Suppliers</p>
<p>Communication</p>	<p>Amref is committed to adhering to ethical guiding principles on communications to minimise the risks of people misusing photographs and related information beyond the agreed purpose and consent. The best interests of the featured adult or child are to be safeguarded as a primary consideration.</p>	<p>Amref</p>