



## RFSA Lead Technical Writer Request for Proposal: Scope of Work

<b>RFP Number</b>	US4574
<b>Consultancy Title</b>	RFSA Lead Technical Writer
<b>Location</b>	Remote/Field
<b>Contract Duration and LOE</b>	Potentially, multiple 9 month duration projects, consuming no more than 80 working days each, most likely between the October-June timeframes of years 2022-2024
<b>Contact Person</b>	Chris Mericle
<b>Deadline for Questions</b>	Friday, May 13 <sup>th</sup> , 2022 at 3:00 PM ET (GMT-4)
<b>Submission Deadline</b>	<b>Tuesday, May 31<sup>st</sup>, 2022 at 3:00 PM ET (GMT-4)</b>

### I. About CRS

Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. CRS saves, protects and transforms lives in more than 100 countries, without regard to race, religion or nationality. We are called to save lives, address the root causes and effects of poverty, promote the sacredness and dignity of human life, and help build more just and peaceful societies outside the United States. Our programs touch more than 190 million lives. We welcome as part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

### II. Background

CRS is the largest implementer of USAID/Bureau for Humanitarian Assistance (BHA) Resilience Food Security Activities (RFSAs), with seven current awards. Each year BHA issues 2-3 Requests for Assistance (RFA) for new or continuing RFSAs programs. Draft RFAs are typically released in the 1st quarter of the fiscal year (e.g., late Fall), followed by final RFAs in the 2nd quarter with proposal submission dates about two months later.

CRS is seeking consultant proposal lead writers for anticipated RFSAs submissions for the FY23 and FY24 proposal cycles. Countries are expected to be chosen from the list of USAID Resilience Focus Countries: Burkina Faso, Democratic Republic of the Congo, Haiti, Ethiopia, Kenya, Malawi, Mali, Mozambique, Niger, Nigeria, Somalia, South Sudan, Uganda, and Zimbabwe.

### III. Primary Purpose

To serve as Lead Writer for USAID/BHA RFSAs proposals.

### IV. Timeframe and Locations

The time frame and locations for consultancy(ies) will be determined based on the specific opportunities as they are released by the donor or based on specific requests by a country program, region, or HQ.

The consultant may be asked to work remotely or on-site, based on the CRS requestor’s needs. Airfare, accommodation, and per diems within the country of service will be paid for based on CRS per-diem and accommodation rates. As described in section IX below, for international travel that may be required for the consultancy, the consultant will be required to hold medical insurance and medical evacuation insurance valid for the country and duration of travel. In order to meet this requirement, if the consultant needs to purchase medical insurance and medical evacuation insurance, the consultant will be fully responsible for the cost of these insurances. For the avoidance of doubt, CRS will not reimburse the consultant for the cost of medical insurance or medical evacuation insurance.

## V. SOW

The RFSA Proposal Lead Technical Writer will have primary responsibility for producing a high quality technical narrative and select annexes for the proposal, reflective of the inputs provided by CRS staff and adhering to CRS style guidance. The technical narrative must ensure alignment between technical and cost application documents, integrating the range of technical elements to produce a cohesive and convincing narrative. The lead writer is a key member of the proposal team, working in close collaboration with the proposal coordinator, design lead, purpose/sector leads and management/operations lead, and participating in major proposal development workshops and design meetings.

The following is a non-exhaustive list of anticipated tasks to achieve the SOW:

1. Participate in and document results of problem analysis, theory of change, design and/or activity workshops and any purpose/sector write-shops.
2. Travel to the target country for some major workshops and deliverables; in-country stays not to exceed two weeks per trip
3. Contribute to the development of a sound program design and implementation strategy, under the guidance of the design lead and management/operations lead
4. Lead the writing of the technical narrative, incorporating and unifying contributions from other writers (e.g., purpose leads) as appropriate
5. Support CRS staff leading development of select key annexes (to be confirmed based upon final RFA requirements): Environmental Safeguards Plan, Participant Financial Analysis, Gender Analysis Summary, Monitoring & Evaluation Plan, Activity Learning Plan, and Sustainability Transition Plan
6. Prepare proposal team submissions for (internal) pink and red reviews and incorporate feedback as directed by proposal leads
7. Participate in management and budget meetings to ensure alignment between technical and cost applications

## VI. Deliverables and Level of Effort

### Deliverables:

1. Write-ups of workshop products
2. Drafts and revisions of various proposal elements
3. Drafts and revisions of the full technical proposal
4. Final proposal annexes (list to be determined after the RFA is released)

### Level of Effort:

It's estimated that 80 days is the maximum number of working days that each project will take to complete, and it is anticipated there will be multiple projects to commence between fiscal years 2023 and 2024. The most likely timeframes for these projects is from October 2022-June 2023, and October 2023-June 2024. The winning Respondent/s may or may not receiving multiple projects, depending on a myriad of factors, including, but not limited to, satisfaction with prior work product.

## VII. Qualifications, Experience, and Personal Skills

### Qualifications and Experience

1. Bachelor's degree in international development, relevant technical sector, business management or related field
2. Minimum five years of successful proposal development experience with USG, preferably BHA
3. Experience as lead writer for RFSA proposal
4. Strong understanding of international development and context in developing countries
5. Exceptional writer with expert command of English grammar and AP style

6. French language proficiency highly desirable
7. Knowledge of CRS programs a plus
8. Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems

### **Personal Skills**

1. Strong analytical and information management skills
2. Self-motivated as well as a strong team player
3. Strong communications and presentation skills
4. Proactive, resourceful, solutions-oriented and results-oriented

### **VIII. Contact Person/Key Working Relationships**

#### **Contact Person:**

CRS Proposal Coordinator

#### **Key Working Relationships:**

**Design Lead, Management/Operations Lead, Purpose Leads, MEAL Lead, Budget Lead,** Regional Business Development Manager, HQ Senior Business Development Specialist – Food Security

### **IX. Application Components**

#### **Applicants must submit the following:**

1. Cover letter, which describes a brief summary of approach that demonstrates qualifications in undertaking the Scope of Work. This summary should highlight how the applicant will complete the deliverables (Document cannot exceed 2 pages single-spaced).
2. Compensation rate per day
3. Résumé/ CV (Document may be no longer than 2 pages).
4. Three professional references, with the following details about the references: (a) name, (b) position, (c) company, (d) phone number, (e) email address, and (f) city, state, country

### **Travel and Insurance Requirements**

For international travel, the consultant would be responsible for procuring and covering the cost of medical insurance and medical evacuation insurance. Medical insurance and medical evacuation insurance must be valid for the country and duration of travel. If international travel is planned, prior to obtaining airline tickets, the identified consultant will complete and submit an "Acknowledgement and Warranty of Insurances" form to CRS HQ/GSCM at [GSCMconsultancies@crs.org](mailto:GSCMconsultancies@crs.org) and to the CRS Contact Person.

### **X. Proposal Deadline**

All proposals must be received by Chris Mericle at [chris.mericle@crs.org](mailto:chris.mericle@crs.org) no later than **May 31<sup>st</sup>, 2022 at 3:00 PM EDT (GMT-4)** for electronic submission. The solicitation name "**US4574: RFSA Lead Technical Writer**" must be included in the subject line.

### **XI. Q&A Opportunity**

Prospective bidders may submit any clarification questions to Chris Mericle at [chris.mericle@crs.org](mailto:chris.mericle@crs.org), by **3:00 PM EDT (GMT-4) May 13<sup>th</sup>, 2022**. Responses will be provided to any known prospective bidders on May 19<sup>th</sup>, 2022.

### **XII. Terms of Payment**

The consultant/s shall be compensated for provision of the deliverables outlined above. Payment shall be processed after work is completed upon receipt and approval of an invoice. Payment terms are net 30 days. All work will be considered complete once all milestones are satisfactorily finished.

## Annex A

### The Consulting Agreement

## CATHOLIC RELIEF SERVICES - UNITED STATES CONFERENCE OF CATHOLIC BISHOPS

### CONSULTING AGREEMENT #[INSERT PO OR CPA NUMBER]

This CONSULTING AGREEMENT (the "Agreement") is entered into as of \_\_\_\_\_, 20\_\_\_\_, between **CATHOLIC RELIEF SERVICES - UNITED STATES CONFERENCE OF CATHOLIC BISHOPS** ("CRS") and \_\_\_\_\_ ("Consultant"). In consideration of the mutual covenants and promises set forth below, CRS and Consultant agree as follows:

#### **Article I DUTIES AND TERMS**

Scope of Services. CRS hereby engages Consultant to perform consulting services, as set forth in the attached Scope of Work (**Attachment I**, AKA the "Services"), on the terms and conditions described in this Agreement. Consultant hereby accepts the engagement as a consultant to CRS and agrees to provide the consulting services set forth in the Scope of Work on the terms and conditions described in this Agreement.

Independent Contractor. Consultant shall provide services under this Agreement as an independent contractor, and not as an employee or agent of CRS or any subsidiary or affiliate of CRS (collectively, a "CRS Entity"). Nothing in this Agreement shall at any time be construed so as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between Consultant and any CRS Entity.

Term of the Agreement. The term of this Agreement (the "Consulting Period") shall be \_\_\_\_\_, 20\_\_ through \_\_\_\_\_, 20\_\_. The Agreement may be terminated before the end of the Consulting Period only in the circumstances described in Article IV. In the event that CRS and the Consultant wish to extend this agreement beyond the expiration date, the parties will mutually agree in writing to the extension prior to the End date. Absent such written agreement, the Agreement will automatically expire on the End date.

Time and Attention. Consultant shall devote such time and attention to Consultant's duties under this Agreement as may be necessary to discharge the duties properly, and Consultant shall exert Consultant's best efforts in the performance of the duties. Consultant shall not be subject to a fixed work schedule, but shall be available, consistent with Consultant's personal needs and other commitments, to provide the services set forth in the Scope of Work during the Consulting Period. Notwithstanding this section, with regard to any and all dates and time periods set forth or referred to in this Agreement, the attached Scope of Work, time is of the essence.

Business Activities. Consultant's services under this Agreement shall not cause Consultant to be directly involved in the business operations of CRS. Consultant shall have no responsibility for the day-to-day management of any CRS Entity, nor shall Consultant supervise, or be supervised by, personnel of

any CRS Entity. Consultant shall have no authority to execute any document or enter into any contract on behalf of a CRS Entity, or to bind a CRS Entity in any relationship with a third party.

Non-exclusive Agreement. CRS acknowledges and agrees that during the Consulting Period, Consultant is free to engage in other business activities or to provide consulting services to other parties without the approval or consent of any CRS Entity.

Reports and Data. All reports and data prepared by Consultant in connection with the services performed under this Agreement shall be the property of CRS and shall not be used by Consultant in connection with any other activity.

## **Article II COMPENSATION AND EXPENSES**

1. Compensation. As compensation for Consultant's services under this agreement, CRS shall pay Consultant based on the deliverables found in **Attachment I** ("Scope of Work/Deliverables/Pricing") completed. CRS will then have 30 days from receipt of invoice to remit funds for services satisfactorily performed. Consultant shall receive no other compensation for providing services under this Agreement. On an agreed upon basis, the Consultant shall submit to the CRS Contact Person an itemized invoice, preferably by email, for the Services, and/or any additional Services and any authorized expenses incurred. For any US bank used for payment, the Consultant can be paid by check or direct deposit and for banks outside of the US, the Consultant will be paid by wire transfer.

When days are the unit of measure for billing purposes, 8 hours is the equivalent to one full calendar day's work, and 4 hours is the equivalent to one-half calendar day's work. For contracts where work is accounted for by the hour, 60 minutes is the equivalent of one-hour's work. 30 minutes is the equivalent of one-half hour's work. No smaller units than one-half day (for when day's are the unit of measure for billing) or one-half hour (for when hours are the unit of measure for billing) may be utilized for purposes of billing. Rounding of hours or days is not permissible. Only when these full-day, half-day, full-hour, and half-hour thresholds are individually met or surpassed will those units be billable.

Equipment and Work Space. Consultant shall provide basic office equipment (including computer, fax machine, and/or copier) and work space at Consultant's expense as necessary to provide services under this Agreement. If it is necessary for Consultant to perform consulting services under this Agreement at CRS's place of business or using CRS's specialized equipment, CRS may provide temporary work space or may make available specialized equipment to Consultant to the extent CRS deems necessary.

Business Expense. Consultant may hire at Consultant's own expense, without prior approval of any CRS Entity, any assistants or other personnel necessary to enable Consultant to provide services under this Agreement. Consultant shall be responsible for any such business expense incurred by Consultant in connection with the performance of services under this Agreement. CRS shall not reimburse Consultant for any such business expense.

Other Expenses. CRS shall reimburse Consultant for reasonable expenses incurred in connection with the performance of the Services solely at its discretion and upon presentation of

appropriate documentation detailing such expenses, which must arise as a direct result of services rendered to CRS by Consultant for this engagement. Invoices for such reimbursable expenses shall be submitted to CRS for approval, together with all supporting documentation reasonably required by CRS, and CRS shall pay such invoices within thirty (30) days following such approval. Consultant shall maintain books and records supporting all reimbursable expenses incurred in connection with performance of the Services for the duration of this Agreement, and for a period of four (4) years thereafter. CRS shall have access during Consultant's regular business hours to such books and records of Consultant as required to verify any and all reimbursable costs.

Travel Arrangements and Expenses. In order to contain costs and to benefit from economies available to humanitarian organizations, CRS will arrange for and provide to the Consultant the travel reasonably required to perform the Services under this Agreement. Upon CRS' prior written approval, the Consultant may arrange for actual, reasonable, out-of-pocket expenses for such travel reasonably required to perform the Services under this Agreement and submit such expenses to CRS for reimbursement in accordance with the payment structure described above in Article II (4). Consultant shall be bound by CRS requirements and policies, provided, in writing, by the CRS Contact Person to the Consultant.

Severance and Benefits. During the Consulting Period, Consultant shall not be eligible to participate in, or to earn any benefit under, any employee benefit plan, fringe benefit program, bonus or incentive program, or other compensation arrangement of a CRS Entity (including, but not limited to, any comprehensive medical insurance, workers' compensation, disability insurance, accidental death or dismemberment insurance, life insurance, or any defined benefit plan or defined contribution plan sponsored by any CRS Entity). The preceding sentence shall apply throughout the Consulting Period even if Consultant is later reclassified as a common law employee for part or all of the Consulting Period. Consultant shall have no right to, and agrees not to, make any claim against CRS under any workers' compensation or unemployment compensation statute. Nothing in this Agreement, nor any payments made to Consultant under this Agreement, shall be construed to reduce any severance payment or other benefit to which Consultant is or may become entitled as a result of Consultant's employment by a CRS Entity before or after the Consulting Period. To the extent that Consultant is entitled to receive benefits under any compensation arrangement of a CRS Entity upon Consultant's termination of service, Consultant acknowledges that the terms of the compensation arrangement and applicable law will determine whether the distribution of the benefit will be postponed while the Consultant provides services under this Agreement. For the avoidance of doubt, CRS will not pay for nor reimburse Consultant for medical insurance or medical evacuation insurance.

### **Article III COVENANTS**

2. Personal Contract. Subject to Article II, Section 3, Consultant acknowledges that CRS has contracted for Consultant's services in recognition of Consultant's knowledge and prior experience. Consultant agrees that this Agreement is personal in nature and Consultant shall not subcontract or assign any duties under this Agreement without CRS's prior written consent.

Confidential Information. Consultant acknowledges that during the Consulting Period, Consultant has been or will be entrusted with certain business, financial, technical, personnel, or other proprietary information and materials that are the property of CRS ("Confidential Information").

Consultant agrees that during and after the Consulting Period, Consultant will not directly or indirectly communicate, disclose, or use (except for the purposes of performing services under this Agreement) any Confidential Information. Consultant agrees that, at the expiration of the Consulting Period, or at any earlier termination of this Agreement, Consultant will promptly return to the CRS Contact Person identified on the Scope of Work all Confidential Information in Consultant's possession, and Consultant will not keep or retain copies of such Confidential Information in any form whatsoever.

Work Product. Consultant agrees that all work performed by Consultant during the Consulting Period for any CRS Entity is a "work for hire" as defined under United States copyright law, and that all such work and any intellectual property rights contained therein, including (but not limited to) data, creative works, trademarks, patents, proprietary processes, and copyrights, ("Work Product") is the property of CRS. All inventions and devices designed, created, developed, and/or built by Consultant, either alone or with others, in connection with providing the Services listed in the Scope of Work, shall be the property of CRS and Consultant shall execute such documents and assignments as may be necessary to vest the copyrights or patent rights therein in CRS. Consultant agrees that, upon request of CRS, at the expiration of the Consulting Period, or at any earlier termination of this Agreement, Consultant will promptly return to the CRS Contact Person identified on the Scope of Work all Work Product in Consultant's possession.

Consultant Warranties; Conflict of Interest. Consultant represents and warrants to CRS as follows: (a) Consultant has the expertise, experience and knowledge to perform and deliver the Services; (b) Consultant will use reasonable commercial efforts to perform and deliver the Services in a diligent and timely manner; (c) Consultant is not a party to any agreement which prohibits, and is not otherwise prohibited from, performing and delivering the Services; (d) any work product prepared by Consultant as a consequence of the Services will not misappropriate or infringe the intellectual property rights of third parties; (e) Consultant will perform and deliver the Services in accordance with the Scope of Work; (f) Consultant will comply with the U.S. Foreign Corrupt Practices Act (the "FCPA") and its prohibitions regarding payment to foreign officials; and (g) Consultant will perform and deliver the Services in accordance with all applicable laws, ordinances, requirements, directions, rules, statutes, regulations or lawful orders of any governmental authority or agency, including but not limited to the provisions of the FCPA.

Consultant represents and warrants that at the time of entering this Agreement, Consultant is not engaged, by contract or otherwise, in consulting or providing any services in any manner or capacity to a direct or indirect competitor of CRS that has not been previously disclosed to CRS during the negotiation of Consultant's engagement by CRS and this Agreement. A direct or indirect competitor of CRS for purposes of this Agreement is defined as any individual, partnership, corporation, and/or other business entity that engages in international relief and development. Furthermore, Consultant covenants and agrees not to consult or provide any services in any manner or capacity to a direct or indirect competitor of CRS during the duration of this Agreement unless express written authorization to do so is given by CRS. Consultant further acknowledges that even if such authorization is granted by CRS, the provisions of Article III, Section 2 (Confidential Information) are fully applicable.

Employment and Income Taxes. Consultant acknowledges and agrees that Consultant shall be solely responsible for the full amount of any federal, state, local, or foreign income, employment, or self-employment tax (including, but not limited to, any FICA, FUTA, SECA, and Medicare tax) associated with any payments Consultant earns or receives under this Agreement, and for any

interest, penalty, or other addition that arises in connection with such tax. CRS shall not be responsible for withholding, depositing, or paying any amount of tax due to any government agency in connection with any payments Consultant earns or receives under this Agreement. CRS acknowledges and agrees that CRS shall not treat Consultant as an employee for federal, state, or local income or employment tax purposes with respect to the consulting services rendered under this Agreement unless CRS is directed in writing to do so by the relevant taxing authority.

Compliance with Applicable Laws. Consultant shall comply with all applicable laws and regulations in connection with Consultant's performance of this Agreement. Consultant shall indemnify and defend CRS from any and all suits, claims, or losses that CRS might suffer, pay, or incur as a result of Consultant's failure to comply with applicable laws or regulations.

The Consultant agrees to comply with the CRS Supplier Code of Conduct set forth in **Attachment II**.

Compliance with Policy on Safeguarding. Consultant acknowledges, understands, and agrees to comply with the [CRS Policy on Safeguarding](#).

Code of Conduct and Ethics. CRS encourages Consultant to have or develop a Code of Conduct and Ethics substantially similar to the [CRS Code of Conduct and Ethics](#) and receive training on the same. In the absence of such a policy and training, Consultant is encouraged to voluntarily adopt and train its staff on this CRS policy.

#### **Article IV PERFORMANCE AND TERMINATION**

3. Disputed Work. CRS may, upon notice to the Consultant, withhold payments for received work which is not performed in compliance with this Agreement and/or reasonably question any item(s) reflected on the Consultant's invoice ("the Disputed Work"). Pending the settlement or resolution of the Disputed Work, the non-payment of these items shall not constitute a default of this Agreement. CRS shall pay all amounts due that are not in dispute. In the event CRS withholds any payments from the Consultant due to the Disputed Work, CRS shall concurrently provide the Consultant with a detailed written notice setting forth the reason(s) for such non-acceptance, and the Consultant shall have a reasonable opportunity to correct such work. Upon such correction, the withheld amounts will be promptly paid.

Termination by Consultant. Consultant may terminate this Agreement if CRS fails to pay the Consultant in accordance with the terms of this Agreement.

Termination by CRS. CRS may terminate this Agreement in whole or in part without penalty: (a) if the Consultant fails to comply with or breaches any of the material terms or conditions of this Agreement; (b) if the Consultant is unable or fails to carry out its obligations under this Agreement in a satisfactory or timely manner; (c) immediately, if the Consultant fails to comply with the CRS Policy on S Safeguarding; or (d) at its convenience and without fault of the Consultant upon fifteen (15) calendar days' written notice.

CRS may terminate this Agreement pursuant to (3)(a) or (3)(b) of this section upon fifteen (15) calendar days' written notice to the Consultant. This notice shall (i) describe the breach and (ii) state CRS's intention to terminate this Agreement.



**Article V  
FORCE MAJEURE**

4. Neither Party shall be liable for its failure to perform under this Agreement (a) to the extent the non-performance is caused by events or conditions beyond that Party's control, and (b) provided that Party gives prompt notice to the other Party and makes all reasonable efforts to perform.

**Article VI  
INDEMNIFICATION AND LIMITATION OF LIABILITY**

5. Consultant shall and does hereby indemnify, defend and hold harmless CRS, its affiliated entities, successors and assignees and their respective officers, directors, managers and employees from and against any and all claims for damages for personal injury or property damage, or any other claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, and reasonable attorney fees and costs, that CRS may incur or suffer and that result from Consultant's performance of Services, or are related to any breach or failure of Consultant to perform any of the representations, warranties and agreements contained in this Agreement.

**Article VII  
NOTICES**

6. All other general correspondence required or permitted under this Agreement shall be in writing and shall be deemed validly given when delivered by a method reasonably calculated to effect delivery under the circumstances, preferably by email. Whether that be by hand, by recognized professional courier service, by recognized overnight express delivery service, by First Class mail, certified, return receipt requested, or by email, written confirmation requested, addressed as follows:

**If to Consultant:** To the Consultant's electronic or physical mailing address of **[NAME]** (**[ORGANIZATION]**, **[ADDRESS]**), or their electronic mail address of [\[EMAIL\]](#).

**If to CRS:** To the physical mailing address of **[NAME]** (**[ORGANIZATION]**, **[ADDRESS]**), or their electronic mail address of [\[EMAIL\]](#). Either party may change the email address to which notices are to be sent by giving written email notice of such change of address to the other. Any termination notice must be communicated by email.

**Article VIII  
ENTIRE AGREEMENT**

1. This agreement embodies the entire understanding between the parties with respect to the subject matter of the Agreement. No change, alteration, or modification of this Agreement may be made except in writing signed by both Consultant and CRS.

**Article IX  
MISCELLANEOUS**

2. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect.

**Survival.** The expiration or termination of this Agreement for any reason shall not terminate the obligations or liabilities of the parties under Article I §7, Article II §6, Article III §2, Article III §3, Article III §6, Article VI, and the applicable portions under this Article IX §2, each of which shall survive any such expiration or termination.

**Article X  
APPLICABLE LAW**

1. This agreement shall be governed by the laws of the state of Maryland.

\*\*\*\*\*The Remainder of this Page Left Intentionally Blank\*\*\*\*\*

IN WITNESS WHEREOF, the parties to this Agreement have duly executed and delivered this Agreement as of the day and year first above written.

**Catholic Relief Services:**

By: \_\_\_\_\_  
(Authorized HQ Global Supply Chain Management Unit Signature)

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_  
HQ Department of Global Supply Chain Management Unit

**Consultant:**

By: \_\_\_\_\_  
(Consultant's Signature)

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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**ATTACHMENT I**  
**SCOPE OF WORK/DELIVERABLES/PRICING**

**ARTICLE I**

**SCOPE OF WORK/DELIVERABLES**

**[INSERT SOW/DELIVERABLES]**

**ARTICLE II**

**DELIVERABLES SCHEDULE**

**[INSERT DELIVERABLES SCHEDULE]**

**ARTICLE III**

**PRICING**

**[INSERT PRICING]**

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## ATTACHMENT II

### CRS SUPPLIER CODE OF CONDUCT

#### SUPPLIER / SERVICE PROVIDER CODE OF CONDUCT

[Catholic Relief Services \(CRS\)](#) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the [United Nations Global Compact initiative](#), the [United Nations Guiding Principles and Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), [ETI Base Code](#), and applicable [CRS' Policies, Procedures and Standards](#).

##### 1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, [exploitation and abuse](#), including sexual exploitation and abuse, and [trafficking in persons](#).<sup>1</sup> All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

##### 2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
- Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per [CRS Responsible Data Values and Principles](#)
- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

<sup>1</sup> Refer to pages 6 and 7 of CRS' Policy on Safeguarding for further details on prohibited exploitative conduct, including procurement of commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive.



faith. action. results.

### 3) ENVIRONMENT

- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the above mention requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS' Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS Whistleblower site: <http://bit.ly/crshotline>
- Email: [alert@crs.org](mailto:alert@crs.org)
- Phone/Skype: 1-866-295-2632
- Mail: (mark "Confidential")  
Attention: General Counsel  
Catholic Relief Services  
228 W. Lexington Street  
Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document.

# **Annex B**

## Terms and Conditions

### **I. Terms and Conditions**

Attachment I, The Consulting Agreement, presents the Terms & Conditions (“T&Cs”) which CRS considers to be essential and relevant to the contractual relationship between the parties. Bidders are expected to familiarize themselves with these T&Cs and be prepared to be governed by them in substantially the form presented here. In submitting a proposal, a vendor who desires to request an exception to these T&Cs and/or desires to propose an alternative approach to a particular provision should identify such provision(s) and explain the rationale for the exception or alternative. Additionally, should the Bidder propose to use a form contract adapted to its particular services which substantially conforms to the T&Cs presented here, that form contract should be submitted as part of the Bidder’s Bid Package with Annex B.

### **II. Terms and Conditions Acceptance**

I hereby accept and agree to the Terms and Conditions of this Request for Proposal for “RFSA Lead Technical Writer” to be carried out for Catholic Relief Services-United States Conference of Catholic Bishops, located at 228 W. Lexington St., Baltimore, MD. 21201.

Name and Title of Authorized Respondent:

Signature:

Date: