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Standard Procurement Documents

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**Declaration of Impartiality and Confidentiality**

1st Edition

December 2020

*insert*

*project logo*

*(if existing)*

*[insert purchaser/procuring entity]*

Declaration of Impartiality and Confidentiality[[1]](#footnote-1)

*[insert procurement title]*

Ref No:*[insert ref no]*

**Submission Date**

I hereby acknowledge and accept my certification on the following:

1. I agree to participate in the evaluation/review of the bids/proposals for the above-mentioned procurement process. I confirm that I have carried out my best efforts to familiarize myself with all information available to date concerning both my participation and the procurement process. I understand that I shall execute my responsibilities as part of this review team honestly and fairly.
2. I do not have any relation or affiliation with any party submitting a bid/proposal for this procurement process. To the best of my knowledge and belief, neither I nor my spouse, child, general partner, or any person or organization which I am serving as an officer, director, trustee, general partner, or employee, or any person or organization with whom I am negotiating or have an actual, or potential arrangement concerning prospective employment, has an actual, potential or reasonably perceived conflict of interest, including of financial nature, that may be affected by any recommendation or decision I make on this report.
3. To the best of my knowledge, my spouse, child, general partner, or any organization which I am serving (or have served within twelve months from the date of this declaration) as an officer, director, trustee, general partner, or employee, or any person or organization with whom I am negotiating or have an arrangement concerning prospective employment are not parties to and do not represent, may not potentially have prospective employment or represent, and cannot be reasonably be perceived to have prospective or actual employment or represent a party who has an interest in the matter.
4. I acknowledge my responsibility to immediately disclose any conflict of interest, including of financial nature and those described above that would be affected, may be affected or might reasonably be perceived to be affected by any action I may take in connection with this report and to disclose any conflict of interesting, including of financial nature that I, or anyone listed above, has in any entity that is competing for award of this procurement.
5. I agree to hold in trust and confidence any information or documents (“Confidential Information”) disclosed to me or discovered by me or prepared by me in the course of or as a result of the review/evaluation of this procurement and agree that it shall be used only for the explicitly authorized purposes of the review/evaluation and shall only be disclosed on a need-to-know basis. I also agree to immediately return or destroy, at the discretion of the Procuring Entity[[2]](#footnote-2), any copies of any written information or prototypes supplied to me, obtained by me or created by me.
6. I agree to abide by the provisions in the IFAD Project Procurement Guidelines, IFAD Procurement Handbook, the IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations[[3]](#footnote-3), IFAD’s Anti-Money Laundering and Countering the Financing of Terrorism Policy[[4]](#footnote-4) and IFAD's Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse.[[5]](#footnote-5)
7. If any circumstances arise that affect, may affect, or might reasonably be perceived to affect my impartiality in any matter relevant to my duties, I shall immediately inform the chair of the Evaluation Committee as soon as I become aware of such circumstances. In a situation of this nature, I acknowledge and agree that I shall not participate in any capacity in the procurement process.
8. I acknowledge and understand that any non-compliance with this certification may result on appropriate actions by the Fund or the Procuring Entity, including my removal from the selection process and administrative sanctions.

|  |  |
| --- | --- |
| **Name** |  |
| **Signed** |  |
| **Date** |  |

1. The present Declaration is based on the 1st edition of the IFAD-issued standard procurement document governing declarations of impartiality and confidentiality to be used in projects financed by IFAD, available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document. [↑](#footnote-ref-1)
2. “Procuring entity” or “implementing agencies” means the party designated in the financing agreement by the Borrower/Recipient as responsible for implementing and managing a project or programme. It refers equally to the procuring entity, lead implementing agency, project coordination unit and project implementation unit. [↑](#footnote-ref-2)
3. The policy is accessible at [www.ifad.org/anticorruption\_policy](http://www.ifad.org/anticorruption_policy). [↑](#footnote-ref-3)
4. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>. [↑](#footnote-ref-4)
5. The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>. [↑](#footnote-ref-5)