

## **Integrity Agreement**

**between**

**Deutsche Gesellschaft für Internationale  
Zusammenarbeit (GIZ) GmbH**

**and**

**Firm of Consultants**



### **I. Introduction**

Integrity and anti-corruption have a particularly high status for GIZ. GIZ's values and integrity system, and the processes used to award contracts to consulting firms, suppliers, construction companies and recipients of financial contributions require the company, its staff, its contractors and partners to accept a large number of commitments.

This Integrity Agreement aims to

- present this values and integrity system in a compact form to Firms of Consultants operating on behalf of GIZ, with references to the pertinent original texts
- oblige Firms of Consultants operating on behalf of GIZ to comply with the provisions of this Integrity Agreement, to take the necessary organizational steps to inform their staff members and sub-contractors about the need to respect the terms contained herein, and to monitor this
- create in this way a fair order placement process, ensure that program and project implementation is in line with the principles of integrity, and establish mutual trust.

## II. GIZ's Integrity System

### Identity

GIZ has laid out its corporate vision, its mission, its common values and corporate guiding principles in the document [Our Corporate Identity](#). This document expresses our conviction that transparency and integrity ensure that all activities are clear and comprehensible inside and outside the company, thus generating confidence that development cooperation projects are being correctly managed.

### Code of Conduct

The GIZ [Code of Conduct](#) is derived from the values laid out in Our Corporate Identity. The guiding principles are equal rights, compliance with contract and statute, transparency, loyalty, confidentiality and cooperation in partnership.

The Code of Conduct lays out clear rules for action in order to avoid active or passive bribery, along with provisions governing the acceptance and offering of gifts and other advantages, conflicts of interests, employment of closely connected or related persons and separation of business and private spheres. Individual issues, such as the direct or indirect payment of "dispatch money", or how to act in cases of doubt are explained in concrete terms. The Code of Conduct is an integral part of the contracts of employment between GIZ and its employees at Head Office and in the field structure.

Should they have reasonable grounds to suspect any infringement of the Code of Conduct, business associates, project partners, target groups and interested members of the general public can contact the GIZ Integrity Advisor, Mr Detlev Böttcher, (email: [Integrity-Mailbox@giz.de](mailto:Integrity-Mailbox@giz.de)) or the GIZ's external lawyer and Ombudsman Mr Björn Rohde-Liebenau (email: [ombuds@risk-communication.de](mailto:ombuds@risk-communication.de) Tel: 0049 800/OMBUDS1 or 0049 40-2266 0 6620), in order to ensure that any information offered is treated with complete confidentiality. Where uncertainty exists, or where confidential advice is sought without initially contacting GIZ, a Firm of Consultants or its staff can contact the Ombudsman, Mr Björn Rohde-Liebenau at any time, who is obliged by GIZ to observe absolute discretion. If so desired by the Firm of Consultants, any contacts of this sort will remain completely confidential, and GIZ will not be informed.

An Integrity Committee also monitors compliance with the Code of Conduct; the Managing Directors are involved in the Committee.

### Orientation and Rules (O&R)

When procuring materials and equipment, services, and work and labor, GIZ complies with the respective contracting rules for the award of public service contracts (VOL, VOB, VOF). The following principles can be derived from these

- economic efficiency
- competitive tendering
- equal treatment of bidders
- transparency

The company's internal Orientation and Rules lay down binding rules and standards that must be observed by GIZ employees governing the placing of orders for services and the implementation of projects. Any infringement of predefined rules will entail sanctions. Only in exceptional circumstances, which must be justified and documented, can exceptions be made to fixed standards, and only where this is authorized at senior management level. The

[Guide to procurement of consulting services](#) is the equivalent of the GIZ's internal Orientation and Rules for external bodies and individuals in terms of the procedures required. It informs potential GIZ contractors in detail as to the course of procedure, internal responsibilities, and the main operations involved in the order placing procedure. The processes described in the guide and the guaranteed compliance vis a vis external partners makes GIZ a transparent and reliable partner of private industry.

### III. Declaration of the Firm of Consultants

1. The Firm of Consultants hereby declares that it is familiar with the GIZ's values and integrity system described above, and undertakes to observe this system. It shall comply in full with all commitments arising as a result of the GIZ's [General Terms of Contract governing Contracts for Consulting Services \(AVB-C\)](#).

Pursuant to Section 1.7 AVB-C, the Firm of Consultants undertakes to respect the directives and guidelines laid out in the Code of Conduct in all dealings with GIZ employees. It also guarantees to act impartially and loyally in its capacity as a consultant, and to disclose any conflicts of interests.

Section 1.8 AVB-C regulates the GIZ's right to terminate the contract, claims for damages and contractual penalties (of a minimum of EUR 25,000) that shall apply in the case of any restraint of competition or bribery.

2. The Firm of Consultants will make organizational provisions to inform employees and sub-contractors about the GIZ Code of Conduct, and to monitor compliance during the implementation of projects. At the same time, the Firm of Consultants shall inform its employees and sub-contractors that GIZ has appointed an external Ombudsman, Mr Björn Rohde-Liebenau, to whom any suspicions can be reported in confidentiality, ensuring the absolute anonymity of the reporter of any infringements of the above values and integrity system and, in particular, where corruption is suspected.
3. Where there are reasonable grounds to suspect that the GIZ order-placing procedure has not been correct, the Firm of Consultants should report its doubts to the officers responsible at GIZ or the Integrity Advisor, or to the Ombudsman, who is obliged to respect the anonymity of the reporter. The Firm of Consultants can also contact these individuals if it would like to report any infringement of the Code of Conduct.
4. The Firm of Consultants undertakes to contract GIZ employees only after submission of permission by GIZ authorizing extra-contractual activities. When contracting sub-contractors or employing staff, the Firm of Consultants shall take care not to give persons who are closely connected or related to GIZ employees preferential treatment.
5. The Firm of Consultants shall respect the fact that the GIZ employees involved in order placing are obliged to observe complete discretion. The Firm of Consultants shall request any information required on ongoing tendering proceedings only in writing from the Contracting, Procurement and Logistics Division, Contract Management Section; this Section is also responsible for coordinating responses to technical queries. The Firm of Consultants is aware that it can otherwise be excluded from the competitive bidding procedure.

GIZ  
(date, signature)

Firm of Consultants  
(date, signature, firm stamp)

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