DATE: 8th October, 2025

INVITATION TO BID: No. ITB/ NHF/GPON2025/1009

FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE SUPPLY OF CASE MANAGEMENT MATERIALS FOR MONGUNO, BORNO STATE

CLOSING DATE AND TIME: 28TH/OCTOBER/2025 – 23:59 hrs.

INTRODUCTION TO GPON

GOAL Prime Organization Nigeria (GPON) is a policy-driven humanitarian, non-governmental organization that implements her program through revitalized partnership. It seeks to improve. the lives of vulnerable people especially in the face of disaster or crises. GPON is presently operating in the Northeastern and Northwest regional part of Nigeria where we have—reached over 2,000,000 people, especially women and children in IDP camps, returnee. population and those in host communities with relief materials, child protection services, GBV mitigation services, livelihood skill-building, health services, and Education support services.

1. REQUIREMENTS

The Office of the GOALPrime Organization Nigeria (GPON), Headquarter Office Abuja, invites qualified suppliers, service providers and manufacturers to make a firm offer for the services of supply of case management materials for Monguno, Borno State.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 90 days (3 months) notice, in writing to the other party.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

QUALITY CONTROL THROUGHOUT THE FRAME AGREEMENT:

GPON will carry random quality inspections, including specific selected criteria for laboratory test to products or items selected by GPON or by an independent surveyor appointed by GPON from samples selected during production, upon departure, loading, unloading, arrival to destination or from any storage location. The cost of the quality control inspections and laboratory tests will be covered by GPON.

For potential dispute cases regarding the quality of items which shall be delivered to GPON, the Organization will keep reference samples for any further required testing.

Therefore, suppliers and manufacturers are requested to ensure that the quality of dispatched items shall fully comply with GPON technical specifications and requirements.

Also note that for all product deliveries by contracted suppliers, the suppliers will be requested to provide their respective in-house quality certificates, attesting to the conformity of the delivered product with technical specifications.

In cases of supplier's quality default, in addition to the good's PO penalty clauses, the inspection and laboratory cost will be charged to the supplier.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions

(Annex F.

Note: this document is not construed in any way as an offer to contract with your firm.

BIDDING INFORMATION:

2.1. ITB DOCUMENTS

The following annexes form an integral part of this Invitation to Bid:

Annex A: Calendar of activities

Annex B: GPON Technical Specifications

Annex C: Financial Offer Form

Annex D: Vendor Registration Form

Annex E: GPON Child Safeguarding Policy

Annex F: GPON PSEA Policy

Annex G: GPON Supplier Code of Conduct

2.2 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to and copy to and customerservice@goalprime.org as to: **The deadline for receipt of questions is 23:59 hrs CET 15th October, 2025.**

IMPORTANT:

Please note that Bid Submissions are not to be sent to the e-mail address above.

GPON will compile the questions received. GPON may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

2.3 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

IMPORTANT:

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other GPON staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the "Submission of Bid" section 2.6) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

2.3.1 **Content of the TECHNICAL OFFER**

IMPORTANT:

No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all the information required.

The technical details of the products requested by GPON can be found in **Annex B.**

Your technical offer should clearly state whether the goods you are offering are fully conforming to the product specifications given. Clearly state and disclose any discrepancies with the specifications given.

The following details shall also be provided in the Technical Offer.

Incoterms: The International Chamber of Commerce Incoterms 2010 (**DAP – Delivery at Place**) shall apply for this ITB and for any resulting purchase orders(s).

Packing and container utilization details: The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.) in compliance with the packing and transport requirements part of this ITB. (These are minimum packaging requirements; however, suppliers are encouraged to propose alternative options for better container utilization).

Production Capacity: The bidder shall state annual production capacity.

Delivery Capacity: The bidder shall state the mobilization time, ex-stock quantity, and quantities available after one, two, three, and four weeks of production lead time.

Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period.

Batch and Supplier Identification Marks: The successful bidders will be expected to a fix non-removable and permanent marking on each individual item clearly identifying the production batch and the supplier. Your technical offer should contain the details on how you would

implement such markings (as indicated in the technical specifications of the products found in Annex B).

Place of Inspection: The bidder shall state the place of inspection.

Warranty: The bid shall include defects and a liability period with terms of warranty.

Certificate: If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished product.

Please also include the following documents/information that should be a part of technical evaluation:

- Company profile and organization
- Company registration, extracted from trade registrar
- Company license
- Financial standing, (Bank statement)
- Declaration on the legal and commercial capacity to enter the contract.
- Experience working with the Nonprofit sector.
- Quality Management System in place
- Corporate Social Responsibility

IMPORTANT:

Pre-qualification of samples

Step1: Paper-based following sections 2.4.1 and 2.5.2

Successful bidders are required to obtain a certificate confirming the product(s) offered to meet the item specifications and compliance with the standards and testing criteria stated in Annex B 'Technical Specifications" from the Standard Organisation of Nigeria (SON).

Failure to provide the requested certificate in the Technical offer may result in disqualification of the offer.

Step 2: The companies having successfully provided the requested certificate, will be contacted with a request to send 1 (one) reference sample of the product(s) for visual/tactile inspection to the following address:

GPON Northwest Regional office Kastina and Zamfara

Supply Management Unit

House 3, Yusuf A. Zugu behind Dtravellers Hotel Gusau, Zamfara State.

&

Barhim Estate, NYSC Camp Road second gate Katsina

Failure to provide the requested sample upon request from GPON offer will result in disqualification of the offer.

Vendor Registration Form: If your company is not already registered with GPON, you should complete, sign, and submit with your technical proposal the Vendor Registration Form (Annex E).

GPON General Conditions for Provision of Goods: Your technical offer should contain your acknowledgment of the GPON General Conditions for Provision of Goods by signing Annex F.

Alternative Products: If you have an alternative product(s) that fulfill the same function or offer better performance in terms of quality, cost-effectiveness, environmental impact, etc.,

we would like to ask you to include them in your offer in addition to the offer for items specified in Annex B.

Please note, that if these alternative products are deemed as viable alternative to the existing product pending an evaluation from our technical experts, we will be issuing a separate tender notice for purposes of establishing agreements for those.

IMPORTANT NOTICE ON ETHICAL CONDUCT

Under no circumstances should a vendor pay GPON or a GPON Staff Member for the submission of a quotation, bid or proposal or for the fulfilment of a Contract. This includes non-cash gifts or favors to Staff Members. Be aware that if such payment or non-gifts or favors are made, it would result in the immediate termination of the vendor agreement or contract and the vendor would be disqualified from further Request for Quotations/Invitation to Bid/Request for Proposals with GPON. You are advised to read and understand the GPON Supplier's Code of Conduct specifically on Ethical Conduct.

I**MPORTANT:**

If you have alternative product to offer, please clearly indicate the advantages over the standard items (Annex B). Do not send only an offer for an alternative product, i.e. these should be sent in addition to an offer for the standard items requested. Do not send any samples of the products at this stage.

2.4.2 **Content of the FINANCIAL OFFER**

Your separate Financial offer must contain an overall offer in a single currency, in Nigeria Naira NGN.

The prices offered should remain valid for at least three months.

The price must remain unchanged for the duration of the Frame Agreement [(2 + 1 years)].

The Financial offer is to be submitted as per the Financial Offer Form (Annex C). Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit price naming the locations respectively having the transportation cost already included. The unit cost shall be provided for the supply of product in bulk as well as palletized. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

You are requested to hold your offer valid for 30 days from the deadline for submission. GPON will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. GPON's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

2.5.1 Supplier Registration:

The qualified suppliers will be added to the Vendor Database after verification of suitability based on the submitted Vendor Registration Form and supporting documents. The verification involves consideration of several factors such as:

- Company profile and organization
- Company registration, extracted from trade registrar 5
- Company license
- Financial standing, (Bank statement)
- Declaration on the legal and commercial capacity to enter the contract.
- Experience working with the Nonprofit sector.
- Quality Management System in place
- Corporate Social Responsibility

This will be followed later by supplier performance evaluation such as:

- Random/periodic testing of the supplier's products,
- Ability to respond quickly to the Agency's needs,
- Timely delivery,
- Dependability of products and services.

2.5.2 Technical evaluation:

The technical component of the submission will be evaluated using the criteria PASS or FAIL by using the same structure as outlined in Annex C, and based on the requirements from Annex B.

2.5.3 Financial evaluation:

The financial component will be analyzed only for those suppliers that pass the technical evaluation. All bids from pre-qualified suppliers will be evaluated based on:

- Compliance with the established GPON technical specifications
- Qualification and acceptance of product samples
- Unit price,
- Delivery capacity after two, four, six, and eight weeks or more.
- Warrant period (respecting given minimum periods)
- Further requirements set out in this ITB

Reference is also made to the Technical and Financial Offer Forms (Annexes B and C) For evaluation purposes only, all offers should be submitted in Nigeria currency.

2.6 SUBMISSION OF BID:

The offers must bear your official letterhead, clearly identifying your company.

Bids should be submitted through e-mail and all attachments should be in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats, etc.).

The technical and financial offers must be clearly separated. Bid must be sent by e-mail ONLY to: ***procurement.elect@goalprime.org;***

IMPORTANT:

The technical offer and financial offers are to be sent in separate documents/attachments. Failure to do so may result in disqualification.

The deadline for Submission of your offers is: 28th October 2025 at 23:59 HRS

IMPORTANT:

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

IMPORTANT:

Any bid received after this date or sent to another GPON address may be rejected. GPON may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

It is your responsibility to verify that all e-mails have been sent and received properly before the deadline. Please be aware of the fact that the e-mail policy employed by GPON limits the size of attachments to maximum of (25) Mb so it may be necessary to send more than one e-mail for the whole submission.

GPON will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

Please indicate in e-mail subject field:

- Bid Number ITB/ NHF/GPON2025/1009
- Name of your Company with the title of the attachment(s)
- Number of e-mails that are sent (example: 1/3, 2/3, 3/4).

For example: ITB/ NHF/GPON2025/1009 ...COMPANY ABC (email 1 of 3).

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by GPON as meeting the technical specifications.

2.7 2.8 BID ACCEPTANCE:

GPON reserves the right to accept the whole or part of your bid.

GPON may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

GPON may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by GPON at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that GPON is not bound to select any of the firm's submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to GPON's general principles, including economy and efficiency and best value for money.

2.8 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by GPON business owner.

2.9 GPON GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS

Please note that the General Conditions of Contracts (Annex F) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

ANNEX – A

CALENDER OF ACTIVITES

ACTIVITY	DATE

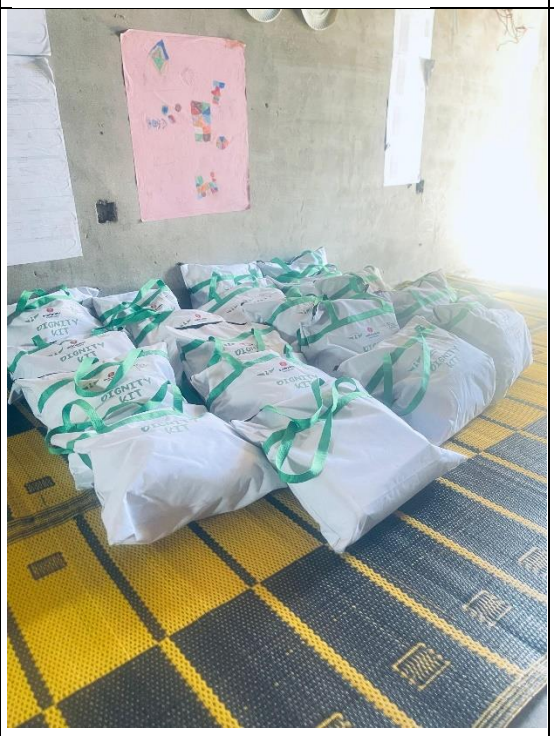
ITB sent to Bidders	8th October. 2025
Deadline to receive questions from bidders	15th October 2025
Answers to questions are responded	17th October 2025
Last Date of Bid Submission	28th October 2025
Finalization of technical and Financial Evaluations	2nd November 2025
Planned Contract awards	5th November 2025

GOALPRIME ORGANISATION NIGERIA				
Annex B - Technical Specification				
	PROCUREMENT OF CASE MANAGEMENT SUPPLIES			
S/N	**Item description**	**Unit**	**Image**	**Comments**
1.	25 kg rice	Pieces		
2.	15KG beans	KGs		
3.	Spaghetti	Carton		

4.	5 liters cooking oil	Pieces		
5.	5liters palm oil	Pieces		
6.	400g Maggi	Pieces		
7.	Dangote Salt	Pieces		

8.	Branded ghana must go bag	Pieces		Should have NHF and GPON logo on it and (Food items) under the logo
9.	Golden penny Semovita	Bag		
10	Foldable mattress	Pieces		
11	2 in 1 mats	Pieces		

12	Laundry soap (viva 250g)	Pieces		
13	Bathing soap (Dettol 250g)	Pieces		
14	9L bucket with lid	Pieces		
15	Toothbrush	Pieces		

16	Tooth paste	Pieces		
17	Slippers (Size 10-12)	Pieces		
18	Branded packaging bag	Pieces		Should have NHF and GPON logo on it and (Non-Food items) under the logo This bag design

19	Cup with lid	Pieces		
20	Plastic Kettle	Pieces		

Annex C - Financial Offer Form

ITB/ NHF/GPON2025/1009 - FRAME AGREEMENT FOR THE SUPPLY OF CASE MANAGEMENT MATERIALS

Name of Vendor:	
Address/Office Location:	

Please use this form for your financial proposal for the indicated goods giving fixed all-inclusive prices
*Please indicate **only one currency** and with Tax*

Bidders may bid for only one of the Lots or two lots or three lots or all of them.
All items within a lot to be quoted for otherwise the bid may be disqualified.

LOT 1: Case Management Supplies

No	Item Description (see Annex A for specifications)	Unit / Form (set/pack/pcs/ctn, etc.)	Estimated Requirement ***Quantity***	Unit Price (NGN)	Total Price (NGN)
1	25 kg rice	Bags	150		
2	15KG beans	Kg	150		
3	Spaghetti	Carton	150		
4	5 liters cooking oil	PCS	150		
5	5liters palm oil	PCS	150		
6	400g Maggi	Satchet	300		
7	Dangote Salt	Satchet	300		
8	Branded ghana must go bag	PCS	150		
9	Golden penny Semovita	Bag	150		
10	Foldable mattress	PCS	150		
11	2 in 1 mats	PCS	150		
12	Laundry soap (viva 250g)	PCS	300		
13	Bathing soap (Dettol 250g)	PCS	300		
14	9L bucket with lid	PCS	150		
15	Toothbrush	PCS	150		
16	Tooth paste	PCS	300		
17	Slippers (Size 10-12)	PCS	150		
18	Branded packaging bag	PCS	150		
19	Cup with lid	PCS	300		
20	Plastic Kettle	PCS	150		

NOTE :

This offer is valid only if detailed technical description is submitted in the technical offer

By submitting signed and stamped offer we acknowledge the acceptance of GPON payment terms as stipulated in the General Terms and Conditions

This offer is valid for 90 days

Company Name:	
Name & Title of Representative:	
Tel/Mobile No. :	
Signature:	
Company Stamp:	

GOALPrime VENDOR REGISTRATION FORM

Section 1: Company Details and General Information

1. Company name (full legal name):

2. Street Address:

Postal Code: City:

Country:

3. P.O. Box and Mailing Address:

4. Tel:

5. Fax(If any):

6. Email:

7. Company Website (If any) :

8. Contact Name and Job Title:

9. Email:

10. Parent Company (Full legal / officially registered company name):

11. Names of owner(s) and principals – Subsidiaries / Affiliates / CEO / Managing Director / Managing Member and those with controlling interests if applicable (attach a List if necessary):

12. International Offices/Representation (Countries where the Company has local Offices/Representation):

13. Type of Business (Mark one only):

Corporate/ Limited: ☐ Partnership: ☐ Other (specify):

14. Nature of Business:

Manufacturer: ☐ Authorized Trader: ☐ Agent: ☐ Consulting Company: ☐ Other (specify):

15. Year Established[1]:

16. Licence no./State where registered and validity date:

17. VAT No./Tax I.D:

Section 2: Banking Information – *OPTIONAL – to be provided only if payment from GPON is expected*

18. Bank Name (and Bank ID if any):

19. Branch Name (and Branch Code if any):

20. Branch Address:

22. Telephone number:

23. Bank Account Number:

24. Account Name[1]:

Section 3: Technical Capability and Information on Goods / Services Offered

25. For Goods only, do those offered for supply conform to National/International Quality Standards?

Yes ☐ No ☐

26. List below up to a maximum of ten (10) of your core Goods/Services offered:

Description (one Line for each Item)	

Section 4: Experience

25. Recent Contracts with the National and/or other International Aid Organizations:

Organization:		Value:	Year:	Goods/Services Supplied:	Destination:
	NGN				
	NGN				
	NGN				
	NGN				

26. Do you have outstanding bankruptcy, judgment or pending legal action that could impair operating as a *going concern*? Yes ☐ No ☐

If available, please provide Credit Rating by Dun and Bradstreet or equivalent:

[1] The Account name is the Name that the Bank uses for the Company. It should be the same as the Company Name as stated in section 1 above. A copy of a Bank Statement matching Vendor Name and Address should be provided.

25Please list any Disputes and Bankruptcy your Company has been involved in with any Organizations over the last 3 Years:

Section 5: GPON's PSEA Policy

26. Vendor who wish to do business with GPON are required to comply with the GPON PSEA policy.

☐ I read and understood the GPON's PSEA policy.

Section 6: Official not to benefit

27. By signing this VRF, potential vendors confirm that they have read, understood and will comply with the GPON policy on the "zero tolerance" that strictly prohibits the acceptance of any type of gift and/or hospitality by GPON staff members participating in the procurement process. Please confirm.

Yes ☐ No ☐ Any breach of this clause may lead to the termination of all contracts your Company may have with GPON.

GOALPrime Organisation Nigeria

. . . making lives better in nations

CHILD & YOUNG PEOPLE SAFEGUARDING POLICY

GPON SAFEGUARDING POLICY

DECEMBER 9, 2021

GOALPRIME ORGANIZATION NIGERIA
Plot 140 Ambassador Yusufari Street, Off NUJ Bama Road Maiduguri, Borno state

Purpose

GOALPrime Organization Nigeria recognises that violence against children and young people is prevalent throughout the world and in all societies. Violence against children includes physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment and sexual abuse. Furthermore, children and young people may be vulnerable and at risk due to, for example, reasons of gender, sexual orientation, ethnic origin, disability and age or illness.

GOALPrime Organization Nigeria is fully committed to ending violence against children and acknowledge that we have a duty to promote the gender responsive safeguarding of children and young people and particularly those with whom we work or are in contact.

The purpose of this policy is to ensure that:

- Everyone who work for and engage with us are skilled, confident, understand, and are well supported in meeting their responsibilities to safeguard children and young people from violence and engage positively with them in ways that enhance the achievement of our Purpose.
- we have in place procedures to prevent and deal with the actions/behaviour of our Staff, Associates, Visitors, or us as an organisation that result in violence against a child or young person and/or places them at risk of the same; and
- children and young people we work with are aware our responsibilities to prevent and respond to any harm against them arising from actions and behaviours of our Staff, Associates and Visitors, and the routes for reporting such incidents.

We are fully committed to the gender responsive safeguarding of all children and young people from all forms of violence. We take very seriously our responsibility and duty to ensure that we, as an organisation, and anyone who represents us does not in any way harm, abuse or commit any other act of violence against children and young people or expose them at any form of risk.

We promote child and youth safe practices, approaches, interventions, and environments which respects, recognises, and responds to the specific safeguarding needs and addresses the protection risks of the differing gender and other identities. We challenge and do not tolerate inequality, discrimination, or exclusion.

We respond to a child or young person who may need protection and or psycho-social support and intend that their welfare and best interests will always be paramount consideration.

We ensure all who work with and engage with us understand and are supported in their meeting safeguarding roles and responsibilities. We take positive action to prevent anyone who might be a risk to children and young people from becoming involved with us and take stringent measures against any Staff, Associate or Visitor who perpetrates an act of violence against a child. We promote the active involvement of children and young people in their own protection.

This Policy is underpinned by the following set of principles that guides its implementation:

1. All children and young people aged under 18 years have equal rights to protection from all forms of violence as declared in Article 19 of the United Nations Convention on the Rights of the Child. In addition, the Universal Declaration of Human Rights recognises fundamental human rights, the dignity, worth and equal rights of people at **any** age, thus including young people aged 18 to 24 years old.
2. The human rights of children and young people will be respected and applied to all irrespective of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, any history of conflict with the law or any other aspect of their background or identity. Inequality, exclusion, and discrimination will be challenged and will not be tolerated.
3. All children and young people should be empowered and encouraged to fulfil their potential. Decisions made about children and young people will be made as far as possible with their participation and in their best interest giving full consideration to how such decisions will affect them. Children will be encouraged to express their views this will be given 'due weight' in accordance with their age and level of maturity.
4. We have a responsibility to care for and protect children and young people, especially those that are vulnerable, and make sure they are not harmed.
5. We have particular responsibilities to children and young people with whom we come into contact. No child or young person must suffer harm, intentionally or unintentionally, as a result of their engagement, association or contact with us whether as a sponsored child, a participant in our programmes, projects, events, processes, or youth advisory panels or as part of a fundraising or influencing campaign.
6. We have a responsibility to inform and empower children and young people so that they learn about and are better able to exercise their rights to protection. We will work with children and young people ensuring they understand the essence of this policy, our safeguarding commitment, and the means via which they can report policy breaches. We will also involve them in the development of safeguarding measures within GOALPrime Organization Nigeria in accordance with their evolving capacities.

7. We are open and transparent and will hold ourselves to account for our commitment to safeguard children and young people. Safeguarding concerns can be raised and discussed, poor practice and inappropriate behaviour challenged and addressed, and our safeguarding measures continuously reviewed and strengthened to ensure we remain accountable to children, young people, and their families.
8. We will act on on safeguarding concerns, ensuring that our actions are timely, appropriate, and centered around the child or young person, taking into account their gender and other specific safeguarding needs and vulnerabilities.
9. We work together in partnership with other agencies to promote the safeguarding of children and young people within organisations engaged with us and in the wider community.
10. We will never knowingly allow a person to become or continue to be, a sponsor where the person:
    a. is currently in prison for any type of crime including awaiting trial; or

b. has committed crimes against children.

11. Our safeguarding approach recognises and responds to the specific safeguarding risks and needs of the differing gender and other identities. It takes appropriate measures to address gender bias and other forms of discrimination and violence which may arise as a result of these. It supports the empowerment and fosters the inclusion of girls in the safeguarding process, in a manner that promotes equality, equity and ultimately their increased safety and protection.

12. Our safeguarding approach is mainstreamed in all stages of our operations, thematic portfolios, programmes, projects, activities, influencing work, and interventions in both development and humanitarian settings thus ensuring that these are designed and delivered in a manner that does no harm to children and young people.

13. In light of our commitment and accompanying principles, we give the highest priority to the safety and protection of children and young people.

14. We will ensure our Staff, Associates, and Visitors are supported to meet their safeguarding responsibilities and requirements, understand the specific risks to children and young people of differing gender and other identities and how they can work and engage in ways that increase the safety and protection of children and young people with whom we are in contact.

15. Our Safeguarding Implementation standards lays down the requirements for ensuring safeguarding measures are embedded in all parts of our operations and interventions.

16. **Sanctions**

17. Breaches of this policy will be investigated in accordance with disciplinary procedures and contractual agreements, or a referral may be made to statutory authorities for criminal investigation under the law of the country in which they work. Breaches may incur sanctions including disciplinary action leading to possible dismissal, termination of all relations including contractual and partnership agreements, and where relevant, appropriate legal or other such actions.

18. If a legitimate concern about the suspected abuse of a child or young person is raised but proves to be unfounded on investigation, no action will be taken against the reporter. However, appropriate sanctions will be applied in cases of false and malicious accusation

ROLES AND RESPONSIBILITY

1. **All Staff, Associates and Visitors shall:**

a) commit and contribute to an environment where children and young people feel respected, supported, safe and protected.

b) never acts or behave in a manner that results in violence against a child or young person or places a child or young person at risk of violence.

c) be aware of and adhere to the provisions of this Policy.

2. **All Staff shall:**

a. complies with this GPON Policy, including the Safeguarding Code of

i. the Safeguarding Code of Conduct (Annex 1); or

ii. other appropriate guidance developed by a manager at the relevant GOALPrime Organization Nigeria Entity on appropriate behaviour towards children and young people as relevant to their engagement using the Safeguarding Code of Conduct (Annex 1) as a guide; or

a. Children, young people and communities with which we engage, work or are in contact are made aware of the provisions of this Policy to ensure they have the confidence and ability to report any incidents occurring against children and young people.

b. Staff, Associates, and Visitors are aware of the Safeguarding Implementation Standards that are applicable to their role or engagement with us.

c. they support and develop systems which maintains an environment which is safe for and prevents violence against children and young people; and

d. they are accountable for ensuring that the policy is fully embedded within their areas of responsibility in accordance with the Safeguarding Implementation Standards (Annex 2).

b. report and respond to safeguarding concerns and breaches of the policy in line with the applicable procedures of the applicable GOALPrime Organization Nigeria Entity.

3. Associates and Visitors shall:

a. agrees, by signing, to complying with either:
b. complies with his/her own Code of Conduct, provided the contracting Manager ensures that it complies and is consistent with this Policy.

4. Managers shall ensure that:

a. Children, young people and communities with which we engage, work or are in contact are made aware of the provisions of this Policy to ensure they have the confidence and ability to report any incidents occurring against children and young people.
b. Staff, Associates, and Visitors are aware of the Safeguarding Implementation Standards that are applicable to their role or engagement with us;
c. they support and develop systems which maintains an environment which is safe for and prevents violence against children and young people; and
d. they are accountable for ensuring that the policy is fully embedded within their areas of responsibility in accordance with the Safeguarding Implementation Standards (Annex 2).

5. Directors shall ensure that:

- The relevant GOALPrime Organization Nigeria Entity has in place local procedures that are consistent with this Policy and with the document *Reporting and Responding to Safeguarding Issues* which outlines the reporting requirements and the manner in which they are escalated within each GOALPrime Organization Nigeria Entity. These local procedures should be developed with the assistance of local advisers and updated regularly. The policy and applicable procedures must be made available in local languages and child-friendly formats; and
- The relevant GOALPrime Organization Nigeria Entity implements our Safeguarding Implementation Standards as they apply to their context, the people (Staff, Associates, and

Visitors), children and young people with whom they engage, as well as the processes, programmes, projects, events and activities they undertake.

6. **Organisations that work with us** in carrying out our programmes, projects, processes, events and/or activities involving children and young people must comply with the Safeguarding Guidelines contained in Annex 2.
7. **All GOALPrime Organization Nigeria Entities** shall monitor compliance with this Policy through the mandatory tracking and auditing of the Safeguarding Implementation Standards and Safeguarding Code of Conduct (see Annex 1). Auditing against the standards will be led by GPON Compliance and Assurance Department. In addition, we will work with and ensure the participation of children, young people, staff, associates and visitors to review, monitor and evaluate the implementation of this policy.

TERMS AND DEFINITION

The terms used in this document:

"Associate" refers to a range of contracted paid and non-paid individuals who have committed to work with or support a GPON Entity. It includes, among others, board members, volunteers (including community volunteers), interns, sponsors, researchers, donors, consultants and contractors, staff and/or representatives of partner organisations and local governments (when operating in partnership agreement with a GPON Entity).

"Child" in line with the United Nations Convention on the Rights of the Child and for the purposes of this policy, is defined as any person – girl, boy, young woman, young man, and children of other gender identities - under the age of 18 years (UNCRC Article 1). (See definition of Young Person/People or Youth below)

"***Director***" is an Executive Director of GOALPrime Organization Nigeria.

"Direct beneficiaries" are the people who are the target of and who we know will be immediately affected by one or more project outputs; irrespective of whether these are delivered directly by GOALPrime Organization Nigeria or by partners or organisations who are acting on behalf of GOALPrime Organization Nigeria.

- Direct beneficiaries are individuals who receive materials, equipment; interventions such as training, awareness raising, mentoring or other personal support.
- Direct beneficiaries may be a single member of a household (for example a mother participating in training on nutrition); or it may be all members in the household (for example, distribution of hygiene kits or malaria nets that the whole family use).

"***Harm"*** is any detrimental effect on a child's or young person's physical, psychological, or emotional wellbeing. Harm may be caused by abuse or exploitation whether intended or unintended.

"Manager" refers to a Staff member who has responsibility for line managing or supervising the work of Staff or Associates.

"National Organisation" or "NO" refers to a legal entity that has signed a Members' Agreement and License Agreement with GPON.

"GPON" refers to GOALPrime Organization Nigeria, Inc., including when operating through one of its subsidiaries. It generally includes international headquarters, regional offices, liaison offices, and country offices.

"'Safeguarding children and young people' is the responsibilities, preventative, responsive and referral measures that we undertake to protect children and young people, ensuring that no child or young person is subject to any form of harm as a result of their association with the organisation. This includes, ensuring that their contact with us and those associated with us and/or their participation in our activities, interventions and operations is safe and where there are concerns over a child or young person's welfare or where a child or young person has been subject to violence, appropriate and timely actions are taken to address this and incidents are analysed so as to ensure continued learning for GOALPrime Organization Nigeria Entities.

"***Safeguarding - Gender Responsive Safeguarding"***2 is a safeguarding approach that:

- Takes full account of gender in considering the specific safeguarding needs of girls, boys and other gender identities.
- integrates safeguarding measures that address protection risks for children and young people (girls, boys, young women, young men, and children of other gender identities) that stem from issues relating to gender bias and discrimination; and
- supports the empowerment and fosters the inclusion of girls, particularly in the safeguarding process, in a manner that promotes equality, equity and ultimately their increased safety and protection

"'Staff" refers to individuals who receive a regular salary for work in any GOALPrime Organization Nigeria Entity as well as individuals paid by or through a GOALPrime Organization Nigeria Entity but located in another entity.

"Violence" against a child or young person3 includes all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, emotional ill-treatment or psychological violence, sexual abuse and exploitation, harassment, and commercial or other exploitation of a child or young person. Acts of violence can also take place online through, for example, the web, social media or mobile phones. It may be an intentional act involving the use of physical force or power or it may be failing to act to prevent violence against a child or young person. Violence consists of anything which individuals, groups, institutions or organisations do or fail to do, intentionally or unintentionally, which either results in or has a high likelihood of resulting in actual or potential harm to the child or young person's wellbeing, dignity and survival and development.

"Visitor" refers to a range of persons who are visiting our offices or programmes and may come into contact with children and young people through a GOALPrime Organization Nigeria Entity, including journalists, media, researchers, visiting sponsors and celebrities.

"Young Person/People" or "Youth" in line with United Nations definitions, include individuals – young women, young men, and young persons of other gender identities - aged 15 years to 24 years old. This group spans the categories of 'children', 'adolescents' and 'adults' but regards young people as having safeguarding needs and requiring distinct consideration aside from younger children and older adults.

ANNEX 1

SAFEGUARDING CODE OF CONDUCT

GOALPrime Organization Nigeria is committed to creating a safe environment for children and young people. All staff have a duty to uphold the principles of this Policy on Safeguarding Children and Young People and commit to maintaining an environment that prevents violence against children and young people. Further to this, sexual exploitation and abuse by staff (including those that work in our humanitarian response) constitutes acts of gross misconduct and is therefore grounds for termination of employment.

As such, I agree that I will:

a. Adhere to the Policy on Safeguarding Children and Young People and be open and honest in my dealings with children and young people, their families, and communities participating in programmes, projects, processes, events, and activities.

b. Treat children and young people in a manner which is respectful of their rights, integrity, and dignity and considers their best interests regardless of age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, class, or any history of conflict with the law.

c. Create and maintain an environment which prevents the abuse and exploitation of children and young people ensuring that I am aware of potential risks with regards to my conduct and work, and take appropriate action so as to minimise risks to children and young people.

d. Contribute to building an environment where children and young people we engage with are:

i. respected and empowered to participate in and discuss decision making and interventions into their safeguarding in accordance with their age, maturity and evolving capacities; and

ii. well informed on their safeguarding and protection rights and what to do if they have a concern.

e. Display high standards of professional behaviour at all times, providing a positive role model for children and young people.

f. Comply with all relevant international standards and local legislation in relation to child labour, and refrain from using children and young people aged below 18 years for domestic or other labour, if such work is inappropriate, exploitative or harmful given their age or developmental capacity, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury, exploitation, or violence. In addition, I understand that I must not use children and young people of any age that we work with for domestic or other labour.

g. Respect the privacy and confidentiality of children and young people associated with GOALPrime Organization Nigeria. This means I will:

- Never ask for or accept personal contact details or invitations to share personal contact details (this includes email, phone numbers, social media contacts, address, webcam, skype, etc.) from any child or family associated or formerly associated[4] with our work or share my own personal contact details with such individuals except where this has been explicitly authorised by GOALPrime Organization Nigeria and/or for GOALPrime Organization Nigeria business purposes.

- ❖ Never disclose, or support the disclosure of, information that identifies sponsored families or children, through any medium, unless that disclosure is in accordance with standard GOALPrime Organization Nigeria policies and procedures and/or has the explicit consent of GOALPrime Organization Nigeria.[6] Media include paper, photographs, and social media.
- ❖ Never make any contact with a child, young person, or family members associated with GOALPrime Organization Nigeria's work that is not supervised by a (or another) member of GOALPrime Organization Nigeria Staff. Such contact may include but is not limited to visits and any form of communication via social media, emails, and letters.
- ❖ Always ensure that when on an official or work visit with GOALPrime Organization Nigeria and I wish to take pictures of children and young people associated with the organisation, for personal use, I will:

- Always consult first with the local GOALPrime Organization Nigeria office so as to make sure that it is ok to take pictures in the local context and that the intended use of the pictures does not conflict with GOALPrime Organization Nigeria's policies.
- Ask permission of the child or young person (or in the case of young children, their parent or guardian) informing them of the specific purpose(s) and intended use (including how and where) and respect their decision to say no making it clear that there will be absolutely no negative repercussions from denying such consent.
- Ensure the images are respectful and do not impact negatively on their dignity and privacy.
- Ensure that the use of the images does not put the child or young person at risk of being identified or located.
- Never upload the images of children and young people associated with GOALPrime Organization Nigeria to non-GOALPrime Organization Nigeria social media pages without the full and explicit consent of GOALPrime Organization Nigeria[7].

h. Report and respond to any concerns, suspicions, incidents or allegations of actual or potential abuse to a child or young person in accordance with applicable procedures of the engaging office.

i. Cooperate fully and confidentially in any GOALPrime Organization Nigeria investigation of concerns or allegations of abuse to children and young people.

j. Immediately disclose all charges, convictions, and other outcomes of an offence, which occurred before or occurs during association with GOALPrime Organization Nigeria that relate to exploitation and abuse of a child or young person.

I will not:

a. Abuse or exploit a child or young person or behave in any way that places a child or young person at risk of harm, including through harmful traditional practices such as, for example, Female Genital Mutilation, forced or child marriage.

b. Engage in any form of sexual activity or develop physical/sexual relationships with anyone under the age of 18 regardless of the age of consent locally. Mistaken belief in the age of a child is not a defence.

c. Engage in sexual relationships with GOALPrime Organization Nigeria youth direct beneficiaries aged 18 to 24 years as these undermine the credibility and integrity of GOALPrime Organization Nigeria's work and are based on inherently unequal power dynamics'.

d. Use physical punishment/discipline or use of physical force of any kind towards children and young people.

e. Engage young people in any form of sexual activity which involves the exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes exchange of assistance that is due to beneficiaries

f. Use language or behave towards a child or young person in a way that is inappropriate, offensive, abusive, sexually provocative, demeaning or culturally inappropriate.

g. Fondle, hold, kiss, hug or touch children or young people in an inappropriate or culturally insensitive way.

h. Have a child/children/young person with whom I am in contact in a work-related context, stay overnight at my home or any other personal residential location or accommodation.

i. Sleep in the same room or bed as a child or young person with whom I am in contact in a work-related context. Where it is necessary to sleep close to unaccompanied children and young people, I will make sure that another adult is present, and it is in line with authorised procedures.

j. Do things of a personal nature for children or young person, with whom I am in contact in a work-related context, (e.g. taking a child/young person to the toilet/bathroom; helping them get un/dressed etc.) that they can do for themselves.

k. Spend time alone away from others with children and young people with whom I am in contact in a work-related context; I will always make sure that another adult is with me and/or I am with the child/young person in an open public place, where others are around and in plain view of others.

l. Hit or otherwise physically assault or physically abuse children or young people.

m. Act in ways that shame, humiliate, belittle, or degrade children and young people, or otherwise perpetrate any form of emotional abuse.

n. Discriminate against, show differential or preferential to, or favour particular children and young people to the detriment of them or others.

o. Develop relationships with, engage in any practice with or develop behaviour towards children and young people which could in any way be deemed or interpreted as exploitive or abusive.

p. Condone or participate in behaviour of children or young people which is illegal, unsafe, or abusive.

q. Use any computers, mobile phones, video and digital cameras, or any such medium to exploit, harass or bully children or young people.

r. Use computers, mobile phones, or video/digital cameras or other electronic devices, to access, view, create, download, or distribute pornography, especially abusive images of children or young people.

The above is not an exhaustive list. Staff, Associates, and Visitors should consider all related actions and behavior which may compromise the rights and safeguarding of children and young people.

Personal Conduct outside Work or Engagement with Us

We do not dictate the belief and value systems by which Staff, Associates, and Visitors conduct their personal lives. However, actions taken by them out of working hours that are seen to contradict this policy will be considered a violation of the policy.

Our Staff, Managers, Associates, and Visitors are required to adhere to principles of the Policy on Safeguarding Children and Young People both at work and outside work.

ANNEX 2
GUILDLINE FOR IMPLEMENTING SAFEGUARDING IN PRACTICE

These guidelines outline the requirements for safeguarding children and young people that are applicable to organisations that work with GOALPrime Organization Nigeria Entities in carrying out our programmes involving children and young people.
They are particularly applicable to organisations assessed as having contact with children and young people, working with children and young people, and/or whose projects, programmes, processes, activities, advocacy and influence work impact on children and young people. Organisations funded by a GOALPrime Organization Nigeria Entity are expected to build on these guidelines as appropriate based on the nature of their activities and risks to children and young people.
The guidelines illustrate our commitment to support and respect children's and young people's rights to be protected from harm, and to provide a safe and protective environment for children and young people who are involved with any programmes funded by a GOALPrime Organization Nigeria Entity.

The guidelines should be applied in relation to children and/or young people as appropriate, depending on *the group the organisation works with.*

1. Prevention: The Organisation must take appropriate measures to manage child and/or youth safeguarding risk factors and prevent abuse and exploitation before it occurs. Prevention measures should include organisational safeguarding policies, codes of conduct and associated procedures; the management of safeguarding risks in relation to its operations, activities and interventions; and the production and promotion of 'child and young person friendly' safeguarding information and resources.

2. Code of Conduct: Each Organisation is required to ensure that their personnel avoid any behaviour or conduct that compromises the safety and protection of children and/or young people within its activities, operations and programmes. In addition, programmes and activities working directly with children and/or young people or involving direct contact between the same should develop guidance on expected and acceptable behaviour for children and/or young people towards each other. This should be incorporated into policy and practice documents.

3. Gender Equality and Non-Discrimination: The Organisation should ensure that all Safeguarding Children and/or Young People policies and procedures take into account gender equality and non-discrimination requirements. Recognising that girls, boys, young women, young men, and children and young people of different gender identities may face different risks relating to their safety and protection and that all children and/or young people have an equal right to protection, irrespective of: age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, language, religious or political beliefs, marital status, disability, physical or mental health, family, socio-economic or cultural background, or class.

4. Screening Procedures: There should be detailed screening procedures for all personnel (including unpaid volunteers) who will come into contact with children and/or young people (directly or indirectly). Screening procedures should be as available in each country and updated on a regular basis, where possible. Screening procedures may include certificate of good conduct, police reference checks or equivalent, verification that applicants are not listed in national registries of child offenders; a detailed application and interview process; references who support the applicant's suitability to work with children and/or young people.

5. Awareness: The Organisation should ensure that all personnel, sub-contractors or consultants or affiliates involved with children and young people's programmes are aware of safeguarding risks, policies and procedures; and their safeguarding responsibilities. In addition, children and/or young people engaged and their parents, guardians or carers should be informed of the same so that they know what behaviours to expect and how to report any concerns.

6. Capacity Building: The Organisation should develop the capacity of all who work with and for children and/or young people to appropriately prevent, detect, report and respond to safeguarding concerns and particularly as they pertain to differing gender and other identities. Efforts should be made to ensure organisational policies and practices are understood and can be effectively implemented through mandatory inductions and on-going training courses for all employees and volunteers and other associates.

7. Participation of children and/or young people: Children and/or young people should be actively, meaningfully and ethically involved in the development of safeguarding measures in accordance with their evolving capacities. Children and/or young people must not be treated simply as objects of concern but rather listened to and taken seriously and treated as individual people with their own views.

8. Reporting Mechanisms for children and/or young people and Staff: Mechanisms should be established that enable the safe reporting of safeguarding concerns. Such mechanisms should ensure appropriate escalation of concerns within the organisation, referral to the appropriate authorities and confidentiality. In addition child and youth reporting mechanisms should be accessible, friendly and sensitive to their differing needs

9. Response and Follow Up: Organisational policies and procedures should include appropriate measures to support and protect children and/or young people when concerns arise. All measures taken to respond to a safeguarding concern should take into account the best interest of the child or young person and be sensitive to their differing gender and other identities ensuring they are kept safe and protected. Response measures should be appropriately risk assessed and endeavour to ensure no further harm comes to the child and/or young person as a result of any actions taken by the Organisation.

Concerns should be written up and information kept in accordance with the privacy and confidentiality policies of the Organisation and/or local legislation. In addition, organisational processes should ensure response evaluation and follow up for organisational learning.

The Organisation should also advise GOALPrime Organization Nigeria of any complaints of abuse to children and/or young people in line with the working agreement.

10. Implementation, Monitoring and Review: The implementation and monitoring the Safeguarding Children and/Young People Policy for each Organisation should be reviewed at regular intervals as determined necessary by the Organisation, preferably at least every three (3) years, where possible.

11. Sanction and Discipline of Organisation personnel: The Organisation policies and procedures should provide for appropriate sanctions and disciplinary measures which ensures children and young people are protected from further potential harm. This may include the immediate suspension of personnel until such time as the allegations are followed up and either substantiated or refuted and/or where personnel is convicted of abusing a child or young person, the said personnel is immediately terminated with cause from his or her position.

12. Informed Consent: The Organisation should provide children and/or young people (and their parent(s)/legal guardian(s) where applicable), with all necessary details (including on any associated risk,) to make an informed decision regarding their participation in programmes and activities, including any voice recordings, video or photographs of children and/or young people (including how and where these will be used). Participation and/or usage of information and/or images should only take place after consent is obtained.

13. Protection of Personal Information: Personal information regarding any Child or children and/or young people, whether or not such information is obtained as part of the programmes involving children and/or young people, should be treated confidentially. There should be clear procedures showing the responsibilities within the organisation for accessing and using such data with appropriate authorisations. In addition such data should not be disclosed to any third party, except in accordance with the policies of the Organisation or as required by applicable local laws. Personal information includes, but is not limited to, any information that can be linked to or used to identify a Child and/or Young Person.

14. Working with partners: The Organisation should ensure adequate safeguarding assessments are made as part of its due diligence processes when it comes to partnership working. Third party entities that are contracted or supported to work with children must be subject to the same safeguarding principles and approach outlined in the Organisations policy and procedures. Vendors, suppliers and other contractors that may be in direct or indirect contact with children must also be subject to appropriate safeguarding measures.

This policy has has been reviewed and is approved by:
Mrs Chiamaka Christopher Chinedumuije (sign) _____
Chair of the GPON Board

GOALPrime Organisation Nigeria

...making lives better in nations

GOALPrime Protection from Sexual Exploitation and Abuse Policy

ADOPTED



GOALPrime Organization Nigeria
info@goalprime.org

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1. Policy objective

To promulgate policy of zero tolerance for sexual exploitation and abuse (SEA) for all GOALPrime Organization Nigeria (GPON) employees and related personnel and ensure that roles, responsibilities and expected standards of conduct in relation to SEA are known within GPON. To create and maintain a safe environment, free from SEA, by taking appropriate measures for this purpose, internally and in the communities where GPON operates, through robust prevention and response work.

1.1.Targeted Audience: All GPON employees and related personnel.

1.2. Effective Date: 10/06/2019

1.3. Mandatory Revision Date: 10/06/2021

We GOALPrime Organization Nigeria (GPON) Board members and management team on this day 10th of June 2019, after a collective evaluation of the protection from Sexual Exploitation and Abuse (PSEA) policy draft in a validation meeting, hereby validate this policy document and adopt it to be a working document in GPON's pursuit of marinating a working environment that it Zero tolerance to SEA for the best interest and protection of our beneficiaries.



For the Board of Directors

OGUEGBU CHRISTOPHER CHINEDUMUIJE
CHIEF EXCUTIVE OFFICER
GOALPrime Organization Nigeria

ADOPTED

2. Policy statement:

2.1. SEA violates universally recognized international legal norms and standards and are unacceptable behaviors and prohibited conduct for all humanitarian workers, including *GPON employees and related personnel*.[1]

1.2. GOALPrime Organization Nigeria has a policy of zero tolerance towards SEA. All GPON employees and related personnel[2] are expected to uphold the highest standards of personal and professional conduct at all times, and to provide humanitarian assistance and services in a manner that respects and fosters the rights of beneficiaries and other vulnerable members of the local communities.

3. Scope of application:

3.1. This policy sets out GPON's approach to prevent and respond to SEA. The policy applies to all employees and related personnel, both on-and off-duty.

4. Definitions[3]:

4.1. For the purposes of the present policy the term '**sexual exploitation'** means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

4.2. Similarly, the term **'sexual abuse'** means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

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[1] UN Secretary General's Bulletin ST/SGB/2003/13, 2003. https://undocs.org/en/ST/SGB/2003/13
[2] The term "related" personnel include, for example, sub-contractors, consultants, interns or volunteers associated with or working on behalf of the GOALPrime.
[3] Both definitions are adopted from the Secretary General's Bulletin ST/SGB/2003/13, 2003. https://undocs.org/en/ST/SGB/2003/13

5. Commitment to PSEA:

5.1. GOALPrime Organization Nigeria will make every effort to create and maintain a safe environment, free from SEA, and shall take appropriate measures for this purpose in the communities where it operates, through a robust PSEA framework, including prevention and response measures.

5.2. This PSEA framework, affirms GPON's commitment to the UN Secretary General's Bulletin on Special Measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13) and to achieving full, ongoing implementation of the IASC Six Core Principles relating to SEA[4].

6. Six core principles[5]:

6.1. SEA by GPON employees and related personnel constitute acts of gross misconduct and are therefore grounds for termination of employment[6].

6.2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defense.

6.3. Exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries.

6.4. Any sexual relationship between GPON employees or related personnel and beneficiaries of assistance or other vulnerable members of the local community that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work.

ADOPTED

[4] IASC Six Core Principles; available at: https://interagencystandingcommittee.org/inter-agency-standing-committee/iasc-six-core-principles-relating-sexual-exploitation-and-abuse.
[5] Modified for the purposes of this PSEA policy. *These acts are not intended to be an exhaustive list.*
[6] Including all other forms of contractual agreements, such as for example volunteer assignment.

6.5. Where a GPON employee or related personnel develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same organization or not, he or she must report such concerns via established reporting mechanisms.

6.6. All GPON employees and related personnel are obliged to create and maintain an environment which prevents SEA and promotes the implementation of this policy. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

7. PSEA framework:

7.1. Prevention:

7.1.1. Vetting: GOALPrime Organization Nigeria systematically vets all prospective job candidates in accordance with established screening procedures.

7.1.2. Training: GOALPrime Organization Nigeria holds mandatory induction and refresher trainings[7] for all employees and related personnel on the Organization's SEA policy and procedures.

7.2. Response:

7.2.1. Reporting: GOALPrime Organization Nigeria has safe, confidential and accessible mechanisms and procedures for personnel, beneficiaries and communities, including children, to report SEA allegations that and ensures that beneficiaries are aware of these.

7.2.2. Investigation: GOALPrime Organization Nigeria has a process for investigation of SEA allegations in place and shall properly and without delay conduct an investigation of SEA by its employees or related personnel or refer to the proper investigative body if the perpetrator is affiliated with another entity.

[7] The training includes at a minimum: 1) a definition of SEA (that is aligned with the UN's definition); 2) a prohibition of SEA; and 3) actions that employees and related personnel are required to take (i.e. prompt reporting of allegations and referral of survivors).

7.2.2.1. Referral to National Authorities: If, after proper investigation, there is evidence to support allegations of SEA, these cases may be referred to national authorities for criminal prosecution.

7.2.3. Victim assistance: GOALPrime Organization Nigeria has a system to promptly refer SEA survivors to available services, based on their needs and consent.

7.3. Cooperative arrangements:

7.3.1. All GPON contracts and partnership agreements include a standard clause requiring contractors, suppliers, consultants and sub-partners to commit to a zero-tolerance policy on SEA and to take measures to prevent and respond to SEA.

7.3.2. The failure of those entities or individuals to take preventive measures against SEA, to investigate allegations thereof, or to take corrective action when SEA has occurred, shall constitute grounds for termination of any cooperative arrangement.

8. Protection from retaliation and handling false allegation

GOALPrime Organization Nigeria maintains a zero tolerance policy for retaliation against anyone for reporting sexual exploitation or abuse, assisting in making a complaint or participating in an investigation.

Any staff, associate or volunteer who makes a good-faith complaint of sexual exploitation or abuse, assists, testifies or participates in any investigation or proceedings or who reasonably opposes such conduct in the workplace will not be adversely affected in the terms and conditions of his/her employment and will not be discriminated against or charged for engaging in such activity.

Retaliation not only affects the recipient, but can also spread rapidly throughout GPON. It destroys faith in GPON's leadership and can damage employee morale. Complaints of retaliation will be promptly investigated. If retaliation is substantiated appropriate disciplinary action, including dismissal, will be taken.

ADOPTED

9. PSEA Compliance Declaration

I_____ confirm that I have read and understood GPON Protection and Prevention against Sexual Exploitation and Abuse (PSEA) Code of Conduct and agree that in the course of my work and/or association with GPON, beneficiaries, especially children will comply with GPON PSEA Policy as stated. I understand that a breach of the PSEA Policy may provide grounds for disciplinary action, including grounds for termination of employment with. I also understand that a breach of the PSEA Policy, or applicable laws, could result in criminal prosecution, administrative penalties or other legal proceedings. To the extent permitted by applicable laws, I agree to indemnify and hold harmless GPON and its staff and directors, board members, volunteers, interns, consultants, contractors, any current or potential suppliers of any sort of good, services, or works and all other people not included in the above-mentioned categories who have signed a contract with GPON from and against any claims, expenses, liabilities, damages, proceedings, actions or causes of action brought against them resulting or arising from my breach of the PSEA Policy, or applicable laws.

I understand that it is my responsibility, as a person engaged by GPON, to use common sense and avoid actions or behaviors that are abusive or exploitative and could be construed as such. I authorize GPON to undertake any necessary inquiries, reference checks, as part of my appointment or recruitment process.

First Name: _____ Last Name: _____

Position: _____ Department: _____

Section: _____

Signature: _____

Date: _____

ADOPTED

GOALPRIME ORGANIZATION NIGERIA

CODE OF CONDUCT

Policy

GOALPrime Organization Nigeria has a mission TO PUTTING PEOPLE FIRST IN OUR COMMITMENT TO MAKING LIFE BETTER IN THE NATION. In pursuing its goals, GOALPrime Organization Nigeria serves those that are perceived to be vulnerable in Nigeria irrespective of race, color, ethnicity, or geographical location. Every vulnerable Nigerian is at risk of becoming a national nightmare. In delivering our programs to Nigerians, employees, and volunteers work with each other and the public at large. The following Code of Conduct ("the Code") is designed for GOALPrime Organization Nigeria to preserve its tradition of integrity and credibility with the public and within the Organization. This Code applies to all direct service program employees and volunteers (those in face to face contact with our beneficiaries and prospective beneficiaries), and any third party service provider in face-to face contact with our beneficiaries.

This Code of Conduct is organized into categories, as follows:

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Service

1. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall always act with fairness, honesty, integrity, and openness; respect the opinions of others and treat all with equality and dignity without regard to gender, race, color, creed, ancestry, place of origin, political beliefs, religion, marital status, disability, age, or sexual orientation.

2. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall always act to promote the mission and objectives of GOALPrime Organization Nigeria in all dealings with the public on behalf of the Organization and within GOALPrime Organization Nigeria.

3. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall always act in good faith to provide a positive and valued experience for those receiving service within and outside GOALPrime Organization Nigeria.

Accountability

1. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall act with honesty and integrity and in accordance with any professional standards and / or governing laws and legislation that have application to the responsibilities he or she performs for or on behalf of GOALPrime Organization Nigeria. GOALPrime Organization Nigeria is a national organization with regional and branch operations. GOALPrime Organization Nigeria's Human Resource policies apply to all volunteers and employees. Policies are reviewed every 2 years or sooner if an issue arises with its interpretation and use.

2. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall comply with both the letter and the spirit of any training or orientation provided to him or her by GOALPrime Organization Nigeria in connection with those responsibilities.

3. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall adhere to the policies and procedures of GOALPrime Organization Nigeria and support the decisions and directions of the Board of Directors and its delegated authority.

4. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall take responsibility for his or her actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that he or she does not exceed the authority of his or her position.

Conflict of interest

Conflict of interest arises when a person participates in a decision about a matter (including any contract or arrangement of employment, leasing, sale or provision of goods and services) which may benefit or be seen to benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

It is the duty of any person taking part in the operations of GOALPrime Organization Nigeria to adhere to the Conflict of Interest Policy at all times. In the event that such a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

Confidentiality

1. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, GOALPrime Organization Nigeria's business documents and printouts, and all-volunteer, employee membership, donor and supporter records.

2. All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding shall Respect and maintain the confidentiality of individual personal information about beneficiaries gained through his or her role in GOALPrime Organization Nigeria, for example, in support groups, meetings or in-service programs.

Prevention, Protection from Sexual Exploitation and Abuse (PSEA)

At GPON, we are intolerant of any form of sexual exploitation and abuse. We value the dignity of all our beneficiaries. GPON shall not tolerate its employees, volunteers, consultants, partners or any other

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representatives associated with the delivery of its work sexually exploit or abuse any of GOALPrime's beneficiaries. Such behavior goes against the very beliefs, values and mission of our organization. Safeguarding or our beneficiaries is a priority for GPON.

Sexual Exploitation and abuse, as well as a range of non-sexual abuses of power, take various forms and can happen to anybody at any time during their lives, but are more likely when one person is in a position of power over another. GPON recognizes that this can happen within our workplaces or project locations hence the need for this measure to mitigate the risk and possibilities or occurrence.

All employees and volunteers of GOALPrime Organization Nigeria upon whom this code of conduct is binding are obliged to report any suspicions of sexual exploitation or abuse. This can be done without sharing details of cases where information has been shared in confidence. Failure to report to a relevant person suspicion of abuse relating to someone else is a breach of the GPON policy, and could lead to disciplinary action being taken. GOALPrime maintains zero tolerance to Sexual Exploitation and Abuse and any confirmed defaulter shall be duly prosecuted in line with approved standards and protocols.

Personal or sexual harassment

Sexual harassment *is any conduct, comment, gesture or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on an employment or career development.*

Personal harassment *means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, sex, age or sexual orientation. It is discriminatory behaviour, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.*

GOALPrime Organization Nigeria has a zero tolerance policy with respect to Personal /Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Procedures for Personal Contact with Vulnerable People

Procedures for the care of others who may be vulnerable because of age or disability In the course of providing GOALPrime Organization Nigeria, our volunteers, employees, and third party service providers may come into contact with vulnerable individuals. These individuals are those who may be at risk of harm or harassment because of their age or disability. When this occurs, the following procedures should be followed:

1. Where practical to do so, GOALPrime Organization Nigeria related one-on-one meetings with beneficiaries who may be vulnerable be conducted in a business-like setting, public location or in an area that is private but visible to others.

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2. GOALPrime Organization Nigeria's volunteers, employees, and third party service providers who seek to initiate personal contact with vulnerable beneficiaries or prospective beneficiaries outside GOALPrime Organization Nigeria's program, are asked to seek prior approval from the appropriate employee/leadership volunteer, and, in the case of children/youth, from the parent/ guardian.

Implementation

1. Strict observance of this Code of Conduct is fundamental to the activity and reputation of the GOALPrime Organization Nigeria. It is essential that all direct service program volunteers (those in face to face contact with GOALPrime Organization Beneficiaries or Prospective Beneficiaries), all employees (permanent full-time, hourly, fixed term contract, permanent part-time), and any other third party service provider in face-to-face contact with our clients adhere to this Code of Conduct.
2. They will certify this by signing a Declaration that they have read and will abide by this Code.

FOR: THE BOARD OF DIRECTORS

GOAL Prime Organization SIGN: DATE: Nigeria

ONWUNALI OLUCHUKWU FAVOR

BoT CHAIRPERSON

GOALPRIME ORGANIZATION NIGERIA.

ADOPTED

CODE OF CONDUCT DECLARATION

I, _____, have read, understand, and agree to abide by the Code of Conduct of GOALPrime Organization Nigeria and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this _____ day of _____, _____.

_____ (Volunteer/EmployeeSupplier - Signature) ___

_____ Department/Region/Area/Section/BranchAdmin/procurement