



Declaration of Impartiality and Confidentiality,

Procurement ref: **SWPM-GIZ-2025-005 for the Notetaker Consultant** _____

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above-mentioned **SWPM-GIZ-2025-005 for the Notetaker Consultant**. By making this declaration, I declare that I am aware of the following:

1. Financial persons and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of WILPF INT and the Donor.

If such a risk exists, the person in question shall refrain from such action. He or she shall refer the matter to the authorising officer by delegation and inform his or her hierarchical superior. The authorising officer shall confirm in writing whether a conflict of interests exists. Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter. The authorising officer by delegation shall personally take any further appropriate action.

2. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial person or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient.

I hereby declare that, to my knowledge, I have no conflict of interest with the operators who have applied to participate in the submitted **SWPM-GIZ-2025-005 for the Notetaker Consultant** for this contract, including persons or members of a consortium or the subcontractors proposed.

I confirm that if I discover during the evaluation that such a conflict exists or might exist, I shall declare it immediately to the chairperson of the evaluation committee. In the case that such conflict is confirmed by the chairperson, I agree to cease from participating in the evaluation committee.

I confirm that I have familiarised myself with the information available to date concerning this **SWPM-GIZ-2025-005 for the Notetaker Consultant**, including the provisions of the Practical Guide relating to the evaluation process.

I shall execute my responsibilities impartially and objectively. I further declare that, to the best of my knowledge, I am not in a situation that could cast doubt on my ability to evaluate the **SWPM-GIZ-2025-005 for the Notetaker Consultant** applications.

I shall maintain the strictest confidentiality with respect to all information acquired as a result of my involvement in the evaluation process of the above-mentioned call, as well as any information relating specifically to the object of this call.

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I undertake neither to disclose such information to any person who is not already authorized to have access to such information nor to discuss it with any person in any public place or where others could overhear it.

(Name in Block letters, Date, Signature)



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I furthermore undertake to use this information only in the context, and for the purposes of, the evaluation of this specific call.

After the conclusion of the evaluation, I undertake not to retain copies of any written information, as well as any templates or models used in the course of my duties.

I understand that any unauthorised disclosure by me will result in the termination of my role as a member of this evaluation committee and may also render me liable to legal action.

I undertake to maintain this duty of confidentiality after the conclusion of my term as a member of this evaluation committee.

Name	Function	Representing	Signature

Signed by..... on

To be completed by all persons involved in an evaluation process, including members of the evaluation committee, whether voting (i.e. the evaluators) or non-voting and any observers.