Declaration of Interest

**Option 1:**

**I do not have** any conflicts of interest that prevent my full and unprejudiced participation in this project & procurement exercise (examples provide on page 2).

|  |  |  |
| --- | --- | --- |
| **Name:** | **Signature:** | **Data:** |

**Option 2:**

**I do have** a conflict of interest that may prevent my full and unprejudiced participation in this project & procurement exercise. The nature of this conflict is described below:

|  |  |
| --- | --- |
| **Person/organisation to declare interest in** | **Nature of relationship/potential conflict of interest** |
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| --- | --- | --- |
| **Name:** | **Signature:** | **Data:** |

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| **Conflict of Interest** |
| **Conflict of Interest** refers to situations in which personal interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interests of the project. |
| Examples of conflicts of interest include: *(This is not an exhaustive list)* |
| * Having a financial interest (e.g. holding shares or options) in any entity involved in the procurement exercise |
| * Having a financial or any other personal interest in the outcome of the evaluation |
| * Being employed by (as staff member or volunteer) or providing services to any entity involved in the procurement exercise |
| * Receiving any kind of monetary payment or non-monetary gift or incentive (including hospitality) from any entity involved in the procurement exercise |
| * Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above |
| * Having indirect interests, such as having a close member of your family (which includes unmarried partners) or personal friend who falls into any of the categories outlined above |
| * Having any other close relationship (current or historical) with any any entity involved in the procurement exercise |
|  |
| It is the individual’s responsibility to ensure that any and all potential conflicts are disclosed. |
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