



## **DECLARATION OF INTEREST FOR UNFPA CONTRACTORS**

UNFPA's work on reproductive health issues requires the assistance of external contractors who may have interests related to their expertise. To ensure the highest integrity and public confidence in its activities, UNFPA requires that contractors serving in an advisory role disclose any circumstances that could give rise to a potential conflict of interest related to the subject of the activity in which they will be involved. The contractors are always contracted through a sourcing exercise in accordance with UNFPA procurement procedures. Therefore, contractors provide services to UNFPA through a contracted company. The declaration of interest below encompasses all contractors providing services for UNFPA through a contracted company.

All contractors serving in an advisory role must disclose any circumstances that could represent **an actual or potential conflict of interest** (i.e. any interest that may affect, or may reasonably be perceived to affect, the expert's objectivity and independence). The contractor must disclose on this Declaration of Interest (DOI) form any financial, professional or other interest relevant to the subject of the work or meeting in which the contractor has been asked to participate in or contribute towards **and** any interest that could be affected by the outcome of the meeting or work. The contractor must also declare relevant interests of immediate family members of employees of the contractor (see definition below) and, if the contractor is aware of it, relevant interests of other parties with whom the contractor has substantial common interests and which may be perceived as unduly influencing the contractor judgement (e.g. partnerships, business dealings, administrative unit or department). Please note that not fully completing and disclosing all the relevant information on this form may, depending on the circumstances, lead UNFPA to decide not to appoint the contractor to UNFPA advisory bodies / functions in the future.

Please complete this form and submit it to UNFPA if possible at least 4 weeks but no later than 2 weeks before the meeting or work. The contractor must also promptly inform UNFPA if there is any change in this information prior to, or during the course of, the meeting or work. All contractors must complete this form before participation in a UNFPA activity can be confirmed.

Answering "Yes" to a question on this form does not automatically disqualify the contractor or limit the contractor participation in a UNFPA activity. The contractor answers will be reviewed by the UNFPA to determine whether the contractor has a conflict of interest relevant to the subject at hand. One of the outcomes listed in the next paragraph can occur depending on the circumstances (e.g. nature and magnitude of the interest, timeframe and duration of the interest).

UNFPA may conclude that no potential conflict exists or that the interest is irrelevant or insignificant. If, however, a declared interest is determined to be potentially or clearly significant, one or more of the following three measures for managing the conflict of interest may be applied. The UNFPA (i) allows full participation, with public disclosure of the contractor interest; (ii) mandates partial exclusion (i.e. the contractor will be excluded from that portion of the meeting or work related to the declared interest and from the corresponding decision making process); or (iii) mandates total exclusion (i.e. the contractor will not be able to participate in any part of the meeting or work).

All potentially significant interests will be **disclosed** to the other contractors/partners at the start of the activity and the contractor will be asked if there have been any changes. A summary of all declarations and actions taken to manage any declared interests will be **published** in resulting reports and work products. Furthermore, if the objectivity of the work or meeting in which the contractor is involved is subsequently questioned, the contents of the contractor DOI form may be made available by UNFPA to persons outside UNFPA if the Executive Director considers such disclosure to be in the best interest of the organization, after consulting with the contractor. Completing this DOI form means that the contractor **agrees** to these conditions.



If the contractor is unable or unwilling to disclose the details of an interest that may pose a real or perceived conflict, the contractor must disclose that a conflict of interest may exist and UNFPA may decide that the contractor be totally recused from the meeting or work concerned, after consulting with the contractor.

**Date and title of meeting or work, including description of subject matter to be considered** (if a number of substances or processes are to be evaluated, a list should be attached by the organizer of the activity):

---

---

Please answer each of the questions below. If the answer to any of the questions is "yes", briefly describe the circumstances on the last page of the form. For the purposes of this document, the following shall apply:

**The contractor** - refers to the natural person established with a legal entity, business or corporation which provides testing and/or consultancy services to UNFPA under terms specified in the contract.

**Immediate family members of employees of the contractor**, i.e., spouse (or partner with whom the contractor has a similar close personal relationship) and the contractor's children.

**Commercial entity** - includes any commercial business, an industry association, research institution or other enterprise whose funding is significantly derived from commercial sources with an interest related to the subject of the meeting or work.

**Organization** - includes a governmental, international or non-profit organization.

**Meeting** - includes a series or cycle of meetings.

### 1. CONSULTING AND PARTNERSHIP

Within the past 4 years, has the contractor received remuneration from a commercial entity or other organization with an interest related to the subject of the meeting or work?

- a) Partnership Yes  No
- b) Consulting, including services as a technical or other advisor Yes  No

### 2. RESEARCH SUPPORT

Within the past 4 years, have the contractor or the contractor research unit received support from a commercial entity or other organization with an interest related to the subject of the meeting or work?

- a) Research support, including grants, collaborations, sponsorships, and other funding Yes  No
- b) Non-monetary support valued at more than US \$1000 overall (include equipment, facilities, research assistants, paid travel to meetings, etc.) Yes  No
- c) Support (including honoraria) for being on a speakers' bureau, giving speeches or training for a commercial entity or other organization with an interest related to the subject of the meeting or work? Yes  No



**3. INVESTMENT INTERESTS**

*Does the contractor have current investments (valued at more than US \$10 000 overall) in a commercial entity with an interest related to the subject of the meeting or work? Please also include indirect investments such as a trust or holding company. The contractor may exclude mutual funds, pension funds or similar investments that are broadly diversified and on which the contractor exercises no control.*

- a) Stocks, bonds, stock options, other securities (e.g. short sales) Yes  No
- b) Commercial business interests (e.g. proprietorships, partnerships, joint ventures, board memberships, controlling interest in a company) Yes  No

**4. INTELLECTUAL PROPERTY**

*Does the contractor have any intellectual property rights that might be enhanced or diminished by the outcome of the meeting or work?*

- a) Patents, trademarks, or copyrights (including pending applications) Yes  No
- b) Proprietary know-how in a substance, technology or process Yes  No

**5. PUBLIC STATEMENTS AND POSITIONS (In the past 3 years)**

- a) As part of a regulatory, legislative or judicial process, have the contractor provided an expert opinion or testimony, related to the subject of the meeting or work, for a commercial entity or other organization? Yes  No
- b) Have the contractor held an office or other position, paid or unpaid, where the contractor represented interests or defended a position related to the subject of the meeting or work? Yes  No

**6. ADDITIONAL INFORMATION**

- a) If not already disclosed above, have the contractor worked for the competitor of a product that is the subject of the meeting or work, or will the contractor participation in the meeting or work enable the contractor to obtain access to a competitor's confidential proprietary information, or create for the contractor a financial or business competitive advantage? Yes  No
- b) To the contractor knowledge, would the outcome of the meeting or work benefit or adversely affect interests of others with whom the contractor have substantial common personal, professional, financial or business interests (such as the contractor employee adult children or siblings, close professional colleagues, administrative unit or department)? Yes  No
- c) Excluding UNFPA, has any person or entity paid or contributed towards the contractor travel costs in connection with this UNFPA meeting or work? Yes  No
- d) Have the contractor received any payments (other than for travel expenses) or honoraria for speaking publicly on the subject of this UNFPA meeting or work? Yes  No
- e) Is there any other aspect of the contractor background or present circumstances not addressed  No



above that might be perceived as affecting the contractor objectivity or independence? Yes

**EXPLANATION OF "YES" RESPONSES:** If the answer to any of the above questions is "yes", check above and briefly describe the circumstances on this page. If the contractor does not describe the nature of an interest or if the contractor does not provide the amount or value involved where relevant, it will be assumed the conflict is significant. Please attach any information the contractor deem relevant to the contractor answers.

Nos. 1 - 4: Question number + description of interest.	Name of entity	Relationship to entity	Amount of income received or value of interest	Current interest (or year ceased)
<p><b>Nos. 5-6: Describe the subject, specific circumstances, parties involved, time frame and other relevant details</b></p> <div style="height: 268px;"></div>				

CONSENT TO DISCLOSURE. By completing and signing this form, the contractor consent to the disclosure of any relevant conflicts to other meeting participants and in the resulting report or work product.



**DECLARATION**

**I hereby declare on my honour, that the disclosed information is true and complete to the best of my knowledge.**

**Should there be any change to the above information, I will promptly notify the responsible staff of UNFPA and complete a new declaration of interest form that describes the changes. This includes any change that occurs before or during the meeting or work itself and through the period up to the publication of the final results or completion of the activity concerned.**

*Name* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_