

1. Definition:

Conflict of Interest - A situation in which professional or objective judgment, or behaviour concerning a primary interest (in this case the integrity of the United Nations) has been improperly influenced by a different interest (such as, but not limited to, financial gain) by a contractor, employee or implementing partner of the United Nations (and/or his/her immediate family, close relatives or personal friends).

2. Filling the Declaration of Conflict of Interest:

This declaration of Conflict of Interest shall be retained in a secure file at OCHA *Syria* for the duration of three years after completion of the Capacity Assessment, after which it will be destroyed under the direction of OCHA *SYRIA* Head of Office.

Any information provided in the disclosure statement will be treated as confidential.

3. Failure to Complete the Declaration of Conflict of Interest

Completion of this Declaration of Conflict of Interest is a requirement for selection, award and appointment of contracts with OCHA *SYRIA*. Failure to comply with this Declaration of Conflict of Interest may be considered cause for removal as a candidate for selection of contracts.

4. UNOCHA Syria Response to the Declaration of Conflict of Interest

A disclosure made by an individual that upon review **does not** appear to constitute an issue of sufficient magnitude to warrant further action will be retained in a secure file as noted in section 2 (above).

An individual who has made a disclosure that upon review **does** appear to constitute an issue of sufficient magnitude to warrant further action will be so informed in writing.

The individual will have the opportunity to fully present his or her view of the situation (by letter, teleconference, or other agreed upon means). If it is determined that the disclosure poses a conflict of interest or could create a substantial perception of a conflict of interest, the individual will be asked to withdraw voluntarily from the contracting process or from the service that he or she currently performs on behalf of OCHA *SYRIA*.

Should the individual decline to withdraw, the matter will be escalated to the OCHA *Syria* Head of Office. The individual shall have the opportunity (by letter, teleconference, or other agreed upon means) to state the grounds upon which he or she believes that the Head of Office should reverse the decision. If the Head of Office decides not to alter the earlier determination, he/she shall have the right to terminate the individual's contract application or service to OCHA *Syria*.

Declaration of Conflict of Interest

I would like to declare the following existing and/or potential conflict of interest situation:

- **Businesses** in which I, or any family members, own or have a financial interest in (brief description):

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- **Non-Profit Organisations and/or Non- Government Organisations** with which I, or any family members, are involved (brief description):

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- **Government Agencies and/or Government Employees** with which I, or any family members are involved (including employed as) or interact with in the course of our work (brief description):

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I, _____, have read, understood and agree to the above statement. I have fully disclosed any potential conflicts of interest,

Signed:

Name:

Position:

Date: