

Annex 3. Plagiarism Statement

Refers to General Terms and Condition of the Contract – Required Content :

All reports and the associated documents must clearly indicate the ultimate commissioning party/client, any other financing parties and GIZ. The reports must be concise and limited to information directly relevant to the contract. They must be dated and hard copies need to be signed. Any sources and references must be stated.

I. Plagiarism Policies.

Code of Conduct Policy on Plagiarism

Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another consultant's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the Contractor. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. Any work, in whole or part, taken from the internet without properly referencing the corresponding URL may be considered plagiarism. An author's name and the title of the original work, if available, should also be included as part of the reference. The Contractor is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

If Contractor relies on others' work in preparing any report materials (e.g., written assignments, presentations, etc.) the Contractor must cite the source correctly. Failure to do so is plagiarism. Copying and pasting even part of a sentence or phrase is plagiarism, even when the source is cited correctly. Paraphrasing a source in a way that copies the phrase or sentence structure of a source is also plagiarism. To avoid plagiarism, Contractors are expected to properly paraphrase others' ideas.

II. Plagiarism Statement. Read the statement below and sign/date beneath it to indicate your agreement.

The Contractor have read the policies on plagiarism from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The Contractor will avoid committing plagiarism, including (but not limited to) ensuring sufficient preparation time in accordance with the Contract's policy for assignments, saving electronic drafts of assignments at each stage of development, and taking notes in their own words from outside sources that they use. Any work submitted by the Contractor under their name will reflect their own ideas and effort. The Contractor will properly cite all material that is not their own.

The Contractor understands that there is no acceptable excuse for committing plagiarism, as it is a violation of the Contractor Code of Conduct. Should plagiarism—intentional or unintentional—be found in their work for this assignment, the incident will be reported to the Contract and Procurement Department.

The penalty will refer to the provisions outlined in the special agreement **between Contractor and German Development Cooperation.**

Contractor Signature

Printed Name

Date