



PROCUREMENT POLICY





SAEDI Consulting (Barbados) Inc.

Procurement Policy

SAEDI Consulting (Barbados) Inc. is a values-driven, virtual global consulting firm operating primarily online. We provide gender-responsive, climate-smart, and socially inclusive consulting services, and are committed to excellence, innovation, and justice in all our operations.

Our virtual work model requires that procurement processes be not only transparent and efficient, but also adaptable to digital platforms and dispersed team environments.

Purpose

The purpose of this Procurement Policy is to guide the acquisition of goods and services in a manner that is transparent, fair, efficient, and aligned with our mission. It emphasizes value for money, ethical engagement, sustainability, and the integration of Gender Equality Disability and Social Inclusion (GEDSI) principles.

Our GESDI approach:

SAEDI's GESDI approach is grounded in:

- Feminist principles and intersectionality
- A commitment to gender and climate justice
- A focus on empowerment and inclusion of historically marginalized populations, including women, persons with disabilities (PWD), indigenous and tribal peoples, LGBTQIA+ communities, youth, and the elderly

These values are actively embedded in policy, operations, stakeholder engagement, and partnerships. (See Appendix v)

This policy supports strategic decision-making, risk mitigation, and responsible use of emerging technologies, including Artificial Intelligence (AI).

Scope

This policy applies to the procurement of goods, services, consultants, subcontractors, travel, digital tools, and technology. It is relevant to all SAEDI team members but primarily guides the work of the Head Office or Management Team, as well as the HR function in its supportive role.

It covers both operational and project-based procurements, including domestic and international engagements.

Roles and Responsibilities

The Designated Procurement Officer or team member (as assigned by the Head Office) oversees all procurement. Project leads can request procurement aligned with project budgets. Conflict of Interest declarations required for all involved in procurement decisions.

| Procurement Team | Date Appointment | End of Appointment |
|---------------------------|----------------------------|---------------------------|
| Blessing Baderinwa (Lead) | 20 th July 2025 | |
| Leisa Perch | 20 th July 2025 | |
| Donna Allman | 20 th July 2025 | |

Vendor Sourcing and Selection

Our sourcing and selection process will endeavour to promote local and women-led, youth-led, Indigenous, and disability-inclusive businesses where possible. We will evaluate vendors based on technical competence, alignment with GEDSI values, cost-effectiveness, and past performance.

Assessment of vendors of goods or services will be done using the prescribed form in Appendix I.

Assessment of AI tools or software will be done using the prescribed form in Appendix II.

We will strive to maintain a pre-qualified vendor database with periodic updates.

Procurement Methods

Procurement methods are selected based on the value, urgency, and complexity of the need. We will follow a tiered approach to sourcing that ensures proportionality, competition, and accountability across all levels of procurement—including acquisition of AI tools and services.

GEDSI Considerations

Apply intersectional GEDSI frameworks throughout the procurement process, including review of vendor diversity, accessibility of deliverables, and commitments to inclusive employment practices. We will:

- ✓ Ensure products/services procured are accessible to diverse users (e.g., inclusive language, visual accessibility).
- ✓ Require consultants to show prior experience or training in GEDSI.
- ✓ Apply a GEDSI checklist (Appendix IV) during procurement evaluations.

Travel and International Engagements

All travel must be approved by the Head Office or Management Team and accompanied by a travel budget and risk assessment. We will ensure we comply with host country regulations (e.g., visa requirements).

Travel requests must be submitted using the prescribed form in Appendix III.

Contract Management

All contracts must specify:

- ✓ terms for dispute resolution,
- ✓ payment schedules,
- ✓ non-performance consequences,
- ✓ clauses on digital security and ethical AI usage where applicable,
- ✓ confidentiality clauses,
- ✓ clear deliverables and timelines,
- ✓ intellectual property clauses,
- ✓ GEDSI and anti-harassment provisions, and
- ✓ use performance reviews to inform future procurements.

Sustainability and Ethical Procurement

Our procurement process will endeavour to ensure:

- ✓ Prioritisation of eco-friendly materials,
- ✓ Avoid vendors with poor human rights records, and
- ✓ Embrace e-procurement tools and digital contracts.

This policy is subject to review within 2 years of approval, or earlier in the event of strategic organisational changes.

| | Date | Signature |
|----------|----------------------------|------------------|
| Approved | 20 th July 2025 | Leisa Perch |
| Reviewed | | |
| | | |

APPENDICES

Appendix I

Template 1: Vendor Assessment

| Name of Vendor | Contact Details | Goods/Services Provided | GEDSI Alignment* | Technical Capacity | Cost Estimate | Delivery Timeline | References or Past Performance | Risk Flags or Concerns |
|----------------|-----------------|-------------------------|------------------|--------------------|---------------|-------------------|--------------------------------|------------------------|
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*The degree to which the vendor’s /contractor’s workforce/product/services and organisational values, policies and practices promote inclusion and equity, and are responsive to the needs of vulnerable or marginalized groups (PWDs, women, youth, IPs, LGBTQIA+ persons, etc)

Appendix II

Template 2: AI Tools Assessment

| Name of Tool | Purpose/Use Case | Data Privacy Considerations | Licensing/Costs | Alignment with Ethical Standards | GEDSI* Sensitivity | Usability and Accessibility | Risks or Limitations |
|--------------|------------------|-----------------------------|-----------------|----------------------------------|--------------------|-----------------------------|----------------------|
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*The extent to which an AI tool, technology or digital solution has been developed and is conscious of, and responsive to, algorithms that could reinforce stereotypes or discrimination, ensures access to PWDs, and include datasets that reflect gender, cultural and social diversity.

Appendix III

Template 3: Travel Approval



| | | | |
|--|----------|-----------|-------|
| Travel Approval Template | | | |
| Name of Traveler | | | |
| Purpose of Travel | | | |
| Destination | | Dates | |
| | | | |
| Estimated Budget | | | |
| Item | Quantity | Unit Cost | Total |
| Travel | | | |
| Accommodation | | | |
| Per Diem) | | | |
| Total | | | |
| Risk Considerations (health, safety, political): | | | |
| Approval by Head Office or Management Team | | | |
| Signature | | Date | |
| | | | |




The travel request (Approval Template) must, as far as possible, be supported by estimates of cost of tickets and accommodation.


Appendix IV

Template 4: GEDSI Checklist

This checklist is designed to ensure that Gender Equality, Disability and Social Inclusion (GESI) considerations are integrated throughout SAEDI Consulting's procurement processes. It should be completed during vendor selection, contracting, and service delivery stages.

| Checklist Category | Questions/ Indicators | (Yes / No) | Notes/Actions |
|---|---|---------------|---------------|
|  Vendor Profile | Is the vendor a women-led, youth-led, Indigenous, LGBTQI+, or disability-inclusive enterprise? | | |
| | Does the vendor have an internal GEDSI or DEI (Diversity, Equity, Inclusion) policy? | | |
| | Has the vendor demonstrated past experience delivering inclusive services/products? | | |
|  Workforce Diversity & Practices | Does the vendor employ individuals from diverse backgrounds (gender, age, disability, ethnicity) | | |
| | Are there fair labour practices in place, including anti-harassment and equal pay commitments? Based on available information online via websites and other social media presence? | | |

| | | | |
|--|--|--|--|
| | Does the vendor offer flexible or remote work options that support inclusion (e.g., for caregivers, PWDs)? | | |
|  Product/Service Accessibility | Are the goods or services accessible to a wide range of users, including persons with disabilities? | | |
| | Are the materials, platforms, or events inclusive in language and imagery (non-gendered, non-stereotypical)? | | |
| | Does the service accommodate different language, cultural, or literacy levels? | | |
|  GEDSI in Design & Delivery | Has the service/product been co-designed with diverse stakeholders or end-users? | | |
| | Is there an explicit commitment to intersectional gender and social inclusion goals? | | |
| | Are monitoring mechanisms in place to track equity impacts or barriers? | | |
|  Contractual & Legal Compliance | Will the contract include clauses on GEDSI expectations and anti-discrimination? | | |
| | Is there a grievance mechanism accessible to all | | |

| | | | |
|---|---|--|--|
| | genders and social groups? | | |
| | Are GEDSI-specific deliverables or milestones included in the contract scope of work? | | |
|  Environmental and Social Impact | Does the vendor integrate eco-conscious and socially responsible practices? | | |
| | Is the procurement activity contributing to community empowerment or knowledge sharing? | | |

SCORING

Each YES answer in the checklist should be scored on a scale of 1 to 5, based on relevance and priority for the specific contract or project. This allows flexibility to reflect project-specific GEDSI goals while maintaining consistent standards.

Relevance Weighting

| Score | Criteria |
|-------|---|
| 1 | Minimal relevance to project goals |
| 3 | Moderately relevant or indirectly impacts GEDSI outcomes |
| 5 | Critical to the success of GEDSI goals for the project/contract |

*Document rationale for scores of 1 or 5 to ensure consistency across assessments.

Core Requirements

Regardless of project context, all vendors must demonstrate:

- Basic anti-discrimination compliance
- Accessibility provisions for persons with disabilities
- Fair labour practices

These elements automatically receive minimum relevance scores of 3.

Assessment Thresholds

| Score Range | Status | Requirements |
|-------------|-------------------------------|--|
| < 60% | Does not meet GEDSI standards | Significant improvements required before consideration |
| 60% to 79% | Acceptable with conditions | Must provide improvement plan with timeline and monitoring |
| ≥ 80% | Meets GEDSI standards | Can proceed with standard contract terms |

Intersectional Assessment

Vendors must achieve acceptable performance in at least 3 of the 5 major GEDSI categories:

1. Vendor Profile
2. Workforce Diversity & Practices
3. Product/Service Accessibility
4. GEDSI in Design & Delivery
5. Environmental and Social Impact

Implementation Notes

- Procurement leads must document reasoning for unusual relevance scores
- Improvement plans must include specific actions, timelines, and measurable outcomes
- Annual team calibration exercises will ensure consistent application
- GEDSI requirements may be adjusted during contract performance if circumstances change significantly

Appendix V

SAEDI Consulting (Barbados) Ltd GEDSI Approach

1. Foundational GEDSI Principles:

SAEDI's GEDSI approach is grounded in:

- Feminist principles and intersectionality
- A commitment to gender and climate justice
- A focus on empowerment and inclusion of historically marginalized populations, including women, persons with disabilities (PWD), indigenous and tribal peoples, LGBTQIA+ communities, youth, and the elderly

These values are actively embedded in policy, operations, stakeholder engagement, and partnerships.

2. Internal GEDSI Practices (Institutional Level)

Human Resources:

- Equal opportunity hiring and contracting
- Flexible and inclusive working conditions
- Grants in lieu of paid leave for maternity, paternity, and health-related challenges
- Gender-sensitive Grievance Redress Mechanism (GRM)
- Anti-discrimination and zero tolerance for harassment

Environmental and Social Safeguards:

- Promotes gender-sensitive and inclusive virtual workspaces
- Encourages reduction of environmental footprint
- Treats care work and social wellbeing as professional concerns

3. External GEDSI Commitments (Programs and Projects)

Stakeholder Engagement:

- Inclusive stakeholder mapping and participation tools
- Core values: trust, collaboration, equity, sustainability, empowerment
- Multiple inclusive communication mechanisms
- Gender- and power-sensitive grievance redress systems

CSR Commitments:

- Links corporate responsibility to gender and environmental justice
- Grants for women-led environmental and disaster resilience initiatives
- Support and empowering strategies for indigenous knowledge and inclusive technologies
- Internships for young professionals from marginalized groups

4. Integration Across Policies

SAEDI aligns all its core operational policies with a coherent GEDSI framework. This approach reinforces accountability and ensures GEDSI is not treated as an add-on, but as a cross-cutting imperative.

Conclusion

SAEDI Consulting's GEDSI approach is systemic and strategic. It is:

- Gender-transformative: seeks to shift power relations
- Disability-inclusive: promotes universal access and targeted support
- Socially responsible: guided by climate justice and care ethics

SAEDI Consulting demonstrates a good practice model for GEDSI integration in consulting for social change.