

Communication on Progress – 2020

Statement of Continued Support

Supporting the Sustainable Development Goals (SDGs) continues to be at the heart of TRANSTEC's work. And since endorsing the UN Global Compact initiative, TRANSTEC has also integrated the UNGC's Ten Principles into its overall strategy and operations.

At the occasion of the second annual Communication on Progress, we wish to reiterate our continued commitment to supporting and promoting the initiative and its principles.

This second year of participation to the UNGC has been the opportunity on the one hand to consolidate the achievements of our first year - namely the creation of a comprehensive set of policies and their corresponding procedures – and on the other to develop new initiatives in line with the Ten Principles.

1. In accordance with our assessment mechanism, we have carried out the yearly review of all our policies. Based on the lessons learned we have been able to identify additional measures to put in place and have updated our policies accordingly. We have also provided additional training to staff including specialized training on issues such as Safeguarding.
2. We have launched a series of initiatives to continue to improve our performance in the areas of the UNGC. This year we have prioritized actions related to the Environment and we will continue to develop this in the coming year.

Also, in the current global sanitary crisis we have taken the measures possible at all levels to contribute to the fight against Covid-19.

At corporate level, we have setup a Covid-19 Committee which works on a daily basis to ensure the health and safety of both our workers and our project teams.

At project level, we implement wherever possible initiatives that help the most vulnerable. For instance in Somalia we will, as part of a DfID funded Programme, assess healthcare facility and community preparedness for and response to the Covid-19 outbreak. In the other countries where we operate, our teams are also working on finding new and innovative ways to help communities in the face of this crisis.



Throughout the next year we will continue to consolidate our ethical approach to doing business at corporate level as well as strengthening it at project level. We will also continue to reinforce our actions in the SDGs. Finally, we will follow the initiatives launched to improve our performance in the areas of the UNGC namely environmental protection.

A handwritten signature in blue ink, appearing to read "Marie Astrid Corbisier".

Marie Astrid Corbisier
Managing Director
TRANSTEC



Transtec is a Belgian development consulting company operating internationally.

For 35 years, we have been providing professional assistance to official development agencies, international organisations and governments. We have adopted an integrated and sustainable approach to projects and programmes funded under official development assistance (ODA).

Studies and Strategic Advice

Providing expertise to conduct studies, analysis and strategic foresight.

Technical Assistance

Designing and developing quality proposals, finding solutions to meet our clients' needs.

Ensuring smooth implementation of projects in complex environments.

Management of Framework Contracts / Long-Term Agreements

Mobilisation, rapid deployment and safeguarding of specialists in the field, throughout the whole project cycle.

Monitoring and Evaluation

Providing innovative and independent M&E solutions for donors and operators. Our aim is to measure real-time performance of their actions, evaluate results and impact, and inform strategic future programming.

KEY FIGURES 2018



45
staff



70
intervention countries



650
experts deployed



114
Ongoing field projects



€30M
turnover



OUR SERVICES

To address global challenges, Transtec proposes innovative and creative services.

- Environmental sustainability, climate change, sustainable management of natural resources

Transtec advises stakeholders, designs policies and implements projects addressing the challenges of sustainability.

- Inclusive sustainable economic development

Transtec strengthens institutional capacities to improve regulatory environments and foster economic development.

- Security, peace, mediation

Transtec operates in Fragile and Conflict-Affected States (FCAS), designing and implementing actions within the complete peace-building cycle.



- Human rights, fundamental freedoms, democracy

By strengthening and building the capacities of democracy's guardians, Transtec empowers NGOs, CSOs, parliaments, and electoral processes.

- Justice, rule of law, good governance

Transtec supports good governance by building and strengthening the capacities of governments, institutions and oversight actors, thus promoting rule of law and ensuring fair access to justice.

- Human development and social cohesion

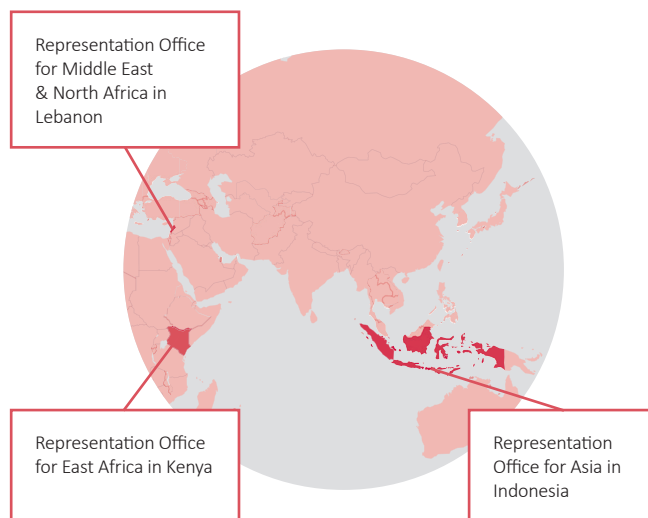
Transtec provides technical expertise in the education sector to support vocational education and training (VET), employment, and youth and gender equality in order to build inclusive, sustainable and equitable societies.

OUR CLIENTS 2018

AFD	Agence Française de Développement
DFID	UK Department for International Development
EC	European Commission
EIB	European Investment Bank
Enabel	Belgian Development Agency
ETF	European Training Foundation
EF	Expertise France
FCO	UK Foreign & Commonwealth Office
GAC	Global Affairs Canada
IFAD	International Fund for Agricultural Development
IMF	International Monetary Fund
ICMPD	International Centre for Migration Policy Development
JICA	Japan International Cooperation Agency
SDF	Somaliland Development Fund
SIDA	Swedish International Development Cooperation Agency
UNDP	United Nations Development Programme
UNHCR	United Nations Refugee Agency
UNICEF	United Nations Children's Fund
WBG	World Bank Group
WFP	World Food Programme

Ministries and institutions of the partner countries of development agencies mentioned above

TRANSTEC REGIONAL OFFICES



Representation Office for Middle East & North Africa in Lebanon

Representation Office for East Africa in Kenya

Representation Office for Asia in Indonesia

Human Rights

- ✚ *Businesses should support and respect the protection of internationally proclaimed human rights;*
- ✚ *Make sure that they are not complicit in human rights abuses.¹*

As mentioned in our first annual Communication on Progress, to ensure that the above mentioned principles are upheld at TRANSTEC we have drafted a Safeguarding Policy that aims to protect people's physical and mental health and creates an environment that prevents safeguarding violations from taking place.

This Policy also outlines clear reporting procedures so that anyone victim of or witness to any form of Human Rights violation knows both how to report it and that they are protected by our Whistleblowing Policy from any form of retribution or victimisation.

This preventive and protective framework continues to be in place and has been strengthened further to the annual review and update of the policy. Indeed this review has led to the following changes:

- a wider definition of what constitutes a violation of our Safeguarding Policy;
- strengthening the victim-centered aspect of the response to a violation;
- nomination of an additional Safeguarding Focal Point bringing the number to two (one man and one woman);

The updated Policy has been presented in detail to TRANSTEC staff and we have started to present it also at project level.

Besides this annual training to staff, additional specific trainings were provided to or attended by staff, including:

- a specific half a day awareness raising session on psycho-social risks at work, how these could be prevented was given to the entire Board of Directors;
- a workshop "Safeguarding – Leading Culture Change" given by the Department for International Development (DfID) – United Kingdom;

Measurement of outcome:

- The Safeguarding Policy and the Whistleblowing Policy have been reviewed and updated and all staff have been provided with a training on the updated version of these policies;
- Projects have also started to receive an Ethics Training which also includes among other issues Safeguarding, Social Responsibility and Human Rights;
- Nomination of an additional Safeguarding Focal Point;

¹ The Principles of the UN Global Compact: <https://www.unglobalcompact.org/what-is-gc/mission/principles>



Tools:

- ❖ Safeguarding Policy and Procedures
- ❖ Safeguarding Register
- ❖ Whistleblowing Policy and Procedures

Labour

- ✚ *Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;*
- ✚ *The elimination of all forms of forced and compulsory labour;*
- ✚ *The effective abolition of child labour; and*
- ✚ *The elimination of discrimination in respect of employment and occupation².*

These four principles continue to be upheld in the same way as before because as a Belgian company TRANSTEC is bound to comply with a series of national laws and international conventions and regulations that ensure the respect for international principles on labour and ethical employment. This includes legislation:

- against sexual exploitation, abuse and harassment at work;
- against child abuse and exploitation;
- against inequality or discrimination on the basis of race, age, religion, sexuality, culture of disability; prohibition of slavery;
- for the promotion of equality between men and women;

TRANSTEC continues to recognise and uphold the right of its employees to freedom of association and collective bargaining. All of these commitments form an integral part of TRANSTEC's Charter of Conduct and Ethics.

TRANSTEC's Labour Regulation (Règlement de Travail) continues to ensure¹ that the national legislation on working hours and leave entitlements is complied with, thereby providing decent working conditions for all its staff.

In parallel, TRANSTEC's Recruitment Policy makes a clear and strong statement against any form of discrimination in our recruitment process. It ensures that all the necessary procedures are put in place to guarantee that our equal opportunity policy is complied with at all stages of recruitment. With this policy any person in charge of a recruitment is bound to make sure that applicants are evaluated and selected in a consistent and fair manner based on criteria related to their ability to meet the requirements of the job description and specifications.

Our Recruitment Policy is in line with all relevant legislation regarding the European General Data Protection Regulation (GDPR).

Measurement of outcome:

- The Recruitment Policy has been reviewed and updated and all staff have been provided with a training on the updated version of the policy;
- Projects have also started to receive an Ethics Training which also includes among other issues recruitment best practices to be applied also at project level;

² The Principles of the UN Global Compact: <https://www.unglobalcompact.org/what-is-gc/mission/principles>



Tools:

- ❖ Recruitment Policy and Procedures
- ❖ Internal Labour Regulation (Règlement de Travail)
- ❖ Statement of Compliance with Ethical Employment Standards

Environment

- ✚ *Businesses should support a precautionary approach to environmental challenges;*
- ✚ *Undertake initiatives to promote greater environmental responsibility; and*
- ✚ *Encourage the development and diffusion of environmentally friendly technologies³.*

As mentioned in our first Communication on Progress environmental protection and climate action constitute an important action area for TRANSTEC. Therefore, in addition to the annual review and update of our Environmental and Sustainability Policy and the ensuing training provided to staff we have also launched a series of initiatives that aim to contribute to a reduction of our environmental footprint.

Along with the existing measures – such as offering staff “eco vouchers” that can be used to purchase environmentally friendly goods and services - here are some of the initiatives put in place in the last year:

- promoting the use of the Ecosia⁴ search engine;
- offering the possibility of a “car-free day” for HQ staff;
- compensating the carbon footprint created from unavoidable travel of TRANSTEC staff by supporting environmentally projects certified by the Gold Standard Labels;
- using of a zero carbon emission logistics service for all Brussels-based postal deliveries from HQ;
- whenever possible favouring teleconferencing to travel;

In addition to the above we have also taken the first steps to complete our registration with the “Label Entreprise Eco Dynamique”. This label rewards and encourages Brussels based companies, associations and institutions that act to reduce the impact of their activity on the environment. The label promotes eco-management approaches, particularly in terms of waste management and prevention, rational use of energy, management of worker mobility.

As part of that effort the TRANSTEC Environmental Protection Officer has attended a series of trainings including on issue of “Communication and Environment: how to mobilise your teams”.

Measurement of outcome:

- The Environmental and Sustainability Policy has been reviewed and updated and all staff have been provided with a training on the updated version of the policy;
- Projects have also started to receive an Ethics Training which also includes among other issues Environmental Protection;
- A series of initiatives have been launched to contribute to a reduction of our environmental footprint;

³ The Principles of the UN Global Compact: <https://www.unglobalcompact.org/what-is-gc/mission/principles>

⁴ Ecosia is a search engine which uses its profit to fight against deforestation and has built its own solar energy plant to power searches made.

⁵ The Gold Standard Label is a best practice standard for climate and sustainable development interventions, Gold Standard for the Global Goals, to maximise impact, creating value for people around the world and the planet we share.



Tools:

- ❖ Environmental & Sustainability Policy and Procedures
- ❖ Headquarters Environmental Risk Register
- ❖ Project Environmental Risk Register

Anti-Corruption

- ✚ *Businesses should work against corruption in all its forms, including extortion and bribery.*

As mentioned in our first annual Communication on Progress TRANSTEC has set in place a robust system of policies and procedures to reduce the risk of corruption, fraud, conflict of interest and other forms of malpractice as well as to provide the necessary reporting mechanisms.

As part of our annual assessment mechanism we have reviewed all our policies that aim to prevent malpractice and based on the lessons learned we have updated these policies accordingly.

In particular we have further strengthened our due diligence both in the procedures to be followed at each stage of a contract and in the elements to be assessed regarding :

- participation in a criminal organisation,
- corruption,
- fraud,
- money laundering,
- terrorist financing,
- child labour or other offences concerning trafficking in human beings
- professional misconduct
- any other unlawful or unethical conduct

As a result we have stronger tools and procedures that enable us to make a comprehensive analysis of potential partners and follow their continued compliance with our standards and this throughout the duration of a contract.

Measurement of outcome:

- The Anti Fraud and Corruption Policy, the Conflict of Interest Policy, the Supply Chain Management Policy and the Whistleblowing Policy have been reviewed and updated and all staff were provided with a training on the updated version of these policies;
- Projects have also started to receive an Ethics Training which also includes among other issues combating fraud, corruption and other forms of malpractice;

Tools:

- ❖ Anti Fraud & Corruption Policy and Procedures (including Register)
- ❖ Due Diligence Questionnaire
- ❖ Gifts & Hospitality Register
- ❖ Conflict of Interest Policy and Procedures (including Register)
- ❖ Supply Chain Management Policy and Procedures
- ❖ Whistleblowing Policy and Procedures

Links with the UN Sustainable Development Goals

Since its inception in 1983, TRANSTEC's core activity has been that of promoting what is now referred to as the SDGs. From a small consulting practice working on poverty eradication in rural areas and designing famine early warning systems we have now become an organisation that bilateral and multilateral funding agencies can rely on to promote the progress of SDGs.

In 2020, TRANSTEC continues to actively contribute through the projects and programs it implements to the advancement of several SDGs, including amongst others:

- **Goal One and Two “No Poverty” and “Zero Hunger”**: improving the livelihoods of pastoralists and agro-pastoralists communities in Somaliland and Djibouti (IFAD); through a framework contract for the evaluation of food security, food aid, food assistance and livelihood recovery projects worldwide (EU) ; evaluating a livestock emergency supportive treatment program triggered by the drought and targeting a total of 14.7 million livestock in Somalia (DfID); monitoring of projects and providing recommendations on how to improve food security programming in Syria (DfiD); elaborating the national adaptation plan – component food security in Tunisia (AFD).
- **Goal Three “Good Health and Well-being”**: monitoring and evaluation of the Somalia Humanitarian, Resilience and Health Programme (MESH) and conducting field surveys of 60 health facilities (DfID); assessment of healthcare facilities and health worker conditions in Syria (DfID); assessment of healthcare facility and community preparedness for and response to Covid-19 outbreak in Somalia (DfiD);
- **Goal Four “Quality Education”**: supporting over 20 countries in their efforts to improve their vocational education and training systems, analyse their skills needs, and develop their labour markets (ETF); evaluating an Education and training project for young people from the eastern suburbs of Niamey – Niger (AFD).
- **Goal Five “Gender Equality”**: monitoring of a project providing legal services to women-headed households with children and adolescents (DfID).
- **Goal Six "Clean Water and Sanitation"**: evaluating i) a project supporting the National Office for Water and Sanitation (ONEA) in connecting to the network of drinking water for 8,000 households in Burkina Faso and ii) a project financing of family latrines in the northeast districts from the city of N'Djamena (AFD).
- **Goal Seven “Affordable and Clean Energy”**: evaluating a project that aims to improve access to energy of 10,000 households and small economic operators from 12 northern cities in Burkina Faso (AFD); reassessing the hydro-power capacity plan in Ivory coast (AFD); Study on investment opportunities in the Pacific region towards a carbon-neutral, blue/green, circular, inclusive and sustainable future (EU).
- **Goal Eight “Decent Work and Economic Growth”**: implementing an Employment Enhancing Program in Egypt (AFD).

- **Goal Nine “Industry, Innovation and Infrastructure”**: promoting research and innovation with the development of the Borj-Cedria Scientific and Technological Park in Tunisia (JICA); Feasibility Studies on ways to strengthening the national innovation ecosystem in the Former Yugoslav Republic of Macedonia (EU).
- **Goal Ten “Reduced Inequalities”**: evaluating a project which aims to improve the inclusion and quality of life for people with disabilities by reducing barriers to accessing services, social participation and economic development in Chad (AFD); integrating gender approaches in environment-based solutions to adapt to climate change in the Caribbean Region (AFD).
- **Goal Eleven “Sustainable Cities and Communities”**: through an Early Recovery Program rebuilding urban infrastructures, improving economic livelihoods and strengthening social resilience in Ukraine (EIB); evaluating the Support Program for natural resource and land management (PACOF) of Burkina Faso’s territorial communities (AFD); evaluating how communities in Somalia prepare for, withstand, and recover from different shocks and how their resilience strategies may differ from communities whose vulnerabilities require longer-term resilience support (DfID).
- **Goal Twelve “Responsible Consumption and Production”**: Promotion of inclusive and sustainable growth in the Agricultural Sector in Cambodia (EU); Definition of a coherent and strategic approach to guide interventions in the sector of sustainable agriculture in Tanzania (EU).
- **Goal Thirteen and Fifteen “Climate Action” and “Life on Land”**: implementing the Paris Agreement by contributing to the implementation of CDN (Contributions Determined at National level) in various beneficiary countries (AFD); Technical assistance to the implementation of the "Environment and Climate" strategy of West African Development Bank (BOAD).
- **Goal Fourteen “Life Below Water”**: evaluation of the Atlantic Ocean Tuna Tagging Programme (EU).
- **Goal Sixteen “Peace, Justice and Strong Institutions”**: through election observation missions worldwide (EU); supporting the ECOWAS Regional, Peace, Security and Stability Mandate; providing technical assistance in Support of the Reform of the Security Sector in the Democratic Republic of Congo (EU); developing the High National Elections Commission’s capacity to prepare for and administer inclusive and credible elections in Libya; Support to the African Union in operationalizing the African Peace and Security Architecture; providing technical assistance to support ECCAS (Economic Community of Central African States) institutional capacity building and reforms – peace and security sector (PARCIC).
- **Goal Seventeen “Partnership for the Goals”**: Advancing EU’s role in multilateral fora in Asia covering political, economic and socio-cultural cooperation between the two continents (EU); implementing the “Environment and Climate” strategy of the West African Development Bank (BOAD) in close partnership with its peers (inter alia AFD and KfW).

In addition to the above, **Goal Five “Gender Equality”** and **Goal Ten “Reduced Inequalities”** are also addressed as horizontal issue in our projects.