How to use an Integrity Pact

1. Commit to using an Integrity Pact
   - Identify a public procurement project / tender that will benefit from an Integrity Pact
   - Determine resources to pay for a monitor
   - Announce that an Integrity Pact will be used in the tender process
   - Consider having the IP in place from pre-tendering phase through to contract execution

2. Engage a monitor
   - Identify a suitable monitor or monitors*
   - Agree on the monitoring process, including how to identify, report and sanction potential integrity issues

3. Create and sign the Integrity Pact
   - Draft the Integrity Pact with the help of the monitor*
   - Ensure all parties sign the Integrity Pact at the start of the process

4. Proceed with the tender
   - Set up communication channels between the monitor(s) and all parties
   - Respect the independence of the monitor(s) to investigate or manage any disputes

5. Maintain integrity commitment throughout the project
   - Consider maintaining the Integrity Pact commitments between the procurement authority and winning bidder during project execution
   - Analyse and report on the impact of the Integrity Pact to maximise transparency, trust and guidance for future tenders

*The Banknote Ethics Initiative and Basel Institute on Governance are working together to advise procuring authorities on how to tailor Integrity Pacts to different countries’ legal frameworks and industry specifications. They can also help identify monitors, such as individuals or organisations without conflicts of interest and who have relevant expertise in the technical field as well as procurement and anti-corruption compliance.