

Invitation to quote

Risk analysis including stakeholder consultation in the coffee value chain (Uganda-Belgium)

0. Introduction

Oxfam Wereldwinkels (hereafter OWW), a non-governmental organisation for humanitarian assistance and development aid, launches an Invitation to Quote (IQ) under Making Agricultural Trade Sustainable (MATS, INTCE 205) for a risk analysis including stakeholder consultation in the coffee value chain.

The quote must arrive at the latest on 15 March, midnight CET and stay valid until 15 April, midnight CET

The Invitation to Quote (IQ) is structured as follows:

1. Terms of reference
2. Submission procedure
3. Decision procedure

Your quote could form the basis for a contract between your company and OWW. However, this invitation to quote does not oblige OWW to proceed with the actual act of purchasing. No compensation can be claimed in case of non-acceptance of a quote or non-award of a contract.

Oxfam General Purchase Conditions apply to all Oxfam purchases. If there is an inconsistency between any of the provisions of these conditions and a particular provision in the IQ or a contract then the provision in the IQ or the contract will prevail.



General Purchase
Conditions.docx

1. Terms of reference

1.1. General information

Organisation	Oxfam Wereldwinkels (OWW)
Tentative title	Risk analysis including stakeholder consultation in the coffee value
Budget	33.500 EUROS
Period	March-September 2023

1.2. Objectives

Oxfam Wereldwinkels (OWW), since 2020 an integral part of Oxfam België (OBE), has been working on the topic of Business and Human Rights and specifically on Human Rights and Environmental Due Diligence (HREDD) since 2019. As part of this work, OBE is applying HREDD in the coffee value chain of our own Fair Trade cooperative, Oxfam Fair Trade (OFT). Building on the previously taken steps of value chain mapping and exploratory risk scoping, we now envision a more in-depth appraisal of the human rights and environmental risks in the upstream segment of the OFT coffee value chain in Uganda.

A primary set of research objectives relates to the direct use of the research results in OBE's work on HREDD. At this level, the research is in essence a light human rights

impact assessment and should 1) map salient human rights and environmental risks in the first upstream segments of the Ugandan coffee value chain, caused by, contributed to by or directly linked to OFT's (omission of) actions, and recommend possible solutions; 2) provide insights to inform the improvement of OFT's existing risk-management systems and the development of an HREDD approach for OFT; 3) provide experience-based insights into conditions, barriers, and approaches for meaningful stakeholder engagement in HREDD, that can inform our practice and policy recommendations on that topic.

A secondary set of objectives is related to the contribution of this research to our understanding of the complex relations between trade policy and market, agro-food value chains, investments and governance arrangements with respect to sustainable development impacts in different contexts. As part of MATS (see 1.3.2), the case study insights should contribute to two meta-questions 1) how do trade regimes (such as sustainability standards like HREDD), local/national legislation, and investments into the value chains influence the human rights and environmental risks in the value chain?; 2) how can a positive impact of food trade regime on sustainable development and human rights be fostered in this case?

1.3. Background

1.3.1. Policy debate at different levels

International law requires States to respect, protect and fulfil human rights. Drawing on these international human rights obligations, the former UN Special Representative together with governments, business and civil society drafted the [UN Guiding Principles on Business and Human Rights](#) (2011) containing the responsibility of companies to respect human rights including in their business relationships. Along with the [OECD Guidelines for multinational enterprises](#) (2011) and accompanying [due diligence guidances](#) (2018), they constitute a global standard of practice that is now expected of all states and businesses regarding business and human rights. Under these guidelines, businesses are expected to implement human rights due diligence and address their adverse impacts, while states are expected to provide a smart mix of policy measures to ensure businesses respect human rights.

While initially, the emphasis of policy makers has been on encouraging voluntary actions and initiatives, recent years have seen a shift to the development of legislation, as research increasingly showed that corporations had made little substantive changes in their practices since 2011. In response, there is an increasing trend worldwide towards disclosure and transparency laws, and mandatory human rights (and environmental) due diligence. At national level, legislation has been adopted in France (2019), Germany (2021) and Norway (2021). In Belgium a [law proposal 1903/001](#) (April 2021) and an important [amendment 1903/003](#) (August 2022) have been tabled, but the parliamentary debate has slowed down. At EU-level an [own-initiative report by the European Parliament](#) (2020) was followed by a [proposal by the European Commission for a Corporate Sustainable Due Diligence Directive](#) (February 2022) and a [general approach by the Council](#) (December 2022). Currently the European Parliament is defining its position, in preparation of trilogues. Finally, there are also ongoing discussions on a legally binding UN treaty on business and human right.

Support for (especially European) legislation on mandatory human rights and environmental due diligence for companies is growing across the board, including

amongst financial investors and business. However, beneath this apparent consensus lies a lot of contention on what the actual content of such legislation should be: What responsibilities and obligations for companies can and should it introduce? Should these cover the entire value chain or part of it? Which companies should be in or out of scope? How should the enforcement be designed? How much room for manoeuvre should be left to member states in the transposition to national law? Etc.

Oxfam has been working on the broad field of business and human rights for over a decade, in a range of ways and forms. Today, the UNGPs are the basis of many company scorecards in Oxfam's private sector influencing, Oxfam is carrying out human right impact assessments itself and continues to campaign in several countries and regions for advancement on business and human rights. This work includes intensive advocacy for mandatory human rights due diligence at EU and national level. Oxfam advocate for legislation that guarantees access to justice for victims and that embeds HREDD in the core business processes of all companies, requiring them to address the root causes of risks in their value chain. In our advocacy we stress, in particular, 1) the need for companies to address lack of living wages/living incomes and to examine the company's own purchasing practices; 2) the importance of stakeholder engagement and taking gender into account, and 3) the importance of a strong liability regime and measures to ensure access to justice.

Fairtrade International and the World Fair Trade Organisation have joined international NGOs and trade unions in calling for such HREDD legislation. Although managing a voluntary instrument for responsible business conduct, fair trade actors believe that tackling and remediating human rights violations at a systemic level requires a smart mix of measures that includes both mandatory legislation and voluntary initiatives. They have also witnessed the rise of many unproductive voluntary initiatives that are blind to vulnerable groups and turned into a proliferation of requirements for farmers and workers already living in poverty. Taking into account these concerns, the Fair Trade Advocacy Office (FTAO) therefore advocates for HREDD legislations that 1) push companies to assess and change trading, pricing and purchasing practices that contribute to or cause adverse impact ; 2) empower farmers and workers to play a leading role in HREDD processes to build credible effective prevention, mitigation and remediation mechanisms; 3) avoid irresponsible disengagement by companies from risk-full contexts; and 4) recognize living wages and living incomes as indivisible human rights, that are often underlying conditions for the enjoyment of other human rights.

1.3.2 Oxfam België on HREDD

Oxfam Wereldwinkels, now part of [Oxfam België](#) (OBE), has been working on the topic of Human Rights and Environmental Due Diligence (HREDD) since 2019. OBE applies two strategies to promote HREDD: 1) advocacy at EU and national level to achieve legislation that makes HREDD mandatory for all companies; 2) applying HREDD in the activities of our own fair trade cooperative, [Oxfam Fair Trade](#) (OFT), to lead by example.

In pursuit of the latter, an HREDD pilot project has been launched in one of OFT's key value chains: coffee. The 2020-2023 project aims to apply HREDD to OFT's coffee chain, as a learning path and stepping stone to the integration of HREDD within OFT's overall policy and practice. The intended outcome is to address remaining risks in the

coffee value chain, and to make recommendations for a home-made HREDD approach by the end of 2023. While we know that the Fairtrade Standards, OFT's current risk management framework and OFT's frequent contact with trade partners already cover substantial aspects of HREDD, we also know that they do not add up to a comprehensive, systematic and consolidated HREDD approach. This project therefore addresses both clear needs and opportunities. The project is necessary to address potential risk management gaps and to ensure coherence between our policy requirements and our own practice. The project creates the opportunity to improve the efficiency and effectiveness of our risk management tools, and showcase the company's ambition to be a frontrunner and raise the bar inside and outside the Fair Trade market (beyond certification).

OBE's understanding of HREDD is shaped by 1) Oxfam's overall policy and work on this topic; 2) Fair trade's policy and experiences on this topic; and 3) our engagement in the Belgian Working Group on Corporate Accountability. Hence, when implementing HREDD ourselves, there are a number of publications and tools that we should use as reference or inspiration. A list of key resources has been provided in annex 1.

In order to gain access and contribute to peer-learning and academic insights on sustainable business and trade practices, OWW & OFT have engaged in two academic collaborations. The design and deliverables of the research envisioned in these ToR should be aligned as much as possible with both, discussed below (additionally, some key references are listed in annex 1 and OBE is available for a scoping workshop at the early start of the research, to ensure this alignment is represented in the final research plan).

Firstly, OWW/OFT participates in [HuRiSM](#) (Human Rights Due Diligence in Small and Medium Sized Enterprises), coordinated by HIVA-KU Leuven. The research project seeks to identify the barriers and opportunities that SMEs are facing when trying to assume their responsibility to respect human rights, by carrying out HREDD. In HuRiSM, OFT participates, via its pilot project, in action research aimed at understanding and improving how OFT as an SME engages with the concept and practice of HREDD. It involves systematic dialogue with the researchers, who have been witness to or actively involved in different steps of the pilot project. The research envisioned in these ToR can and should build on the lessons learned so far.

Secondly, OWW participates in [MATS](#) (Making Agricultural Trade Sustainable). MATS is 3.5 year research project carried out by a consortium of 14 organisations, with EU Horizon funding. MATS aims to identify key leverage points for changes in agricultural trade policy that foster the positive and reduce the negative impacts of trade on sustainable development and human rights. OBE participates in MATS in different ways, including by [contributing several case studies to work package 3](#) (WP3) that will provide a comprehensive assessment of the linkages between agricultural trade, agricultural and rural investments, environmental sustainability and human well-being. The research envisioned in these ToR will be one of these case studies, and should take into account the objectives and case study approach of MATS.

1.3.3 Coffee at OFT

In Belgium, Oxfam has been the key fair trade player for over 50 years. With a Tanzanian coffee in 1971, it was the first to import a fair trade product to Belgium. Anno

2022, its cooperative company Oxfam Fair Trade (OFT) brings 266 different fair trade products from 19 different countries to the Belgian market. These are distributed to Belgian consumers through retail (e.g. Carrefour, Colruyt, Delhaize, Färm), business catering or one of the 200 Wereldwinkels spread across the country. Coffee is one of OFT’s key value chains. OFT has developed a wide [assortment of coffee products](#) with value chains leading to Tanzania, Ethiopia, Uganda, Burundi, Democratic Republic of Congo, Peru, Honduras, and Nicaragua. Oxfam coffee is the bestselling fair trade coffee in Belgium, and coffee is OFT’s bestselling product in terms of volumes and turnover. The HREDD pilot project hence focuses on OFT’s most symbolic, commercially most important and potentially most impactful value chain.

An exploratory risk scoping exercise of OFT’s coffee value chains has been conducted. A research aimed at a deeper risk analysis and stakeholder consultation in OFT’s Honduran value chain was conducted in October-December 2022. We aim to complement the study in Honduras with a similar & complementary research at a different location: South-Western Uganda.

1.4. Research questions

1	<p>What contextual factors and which actors determine this segment of the coffee value chain?</p> <ul style="list-style-type: none"> - What steps and actors does the production process up until export of green coffee beans involve in this specific location and value chain? → Context-specific reconstruction of production process & division of labour - What are the respective interests, roles and resources of these different actors? How are the power relations between them? How is the cooperative organized? How does it relate to and communicate with farmers and workers? → Stakeholder & power map that takes into account gender and other grounds for discrimination. - In what local operational context do cooperative and farmers operate? What political, environmental, social, legal, technological, ...factors shape this part of the coffee value chain and determine sustainability in it → Context description, including data on relevant SDG indicators (to be determined by Oxfam and consultant). - What policies or practices at international (e.g. trade regimes), domestic (e.g. policy with regard to labour, agriculture, human rights, or environment), local (e.g. access to public services) and sector/company level (e.g. sustainability standards, pricing, trading practices) have impact on this segment of the value chain and how? How are they evolving? → Identification of policy impacts and of any ongoing transformations in the coffee value chain.
2. Key Re-search Questions	<p>What are the salient human rights and environmental (HRE) risks, root causes and possible solutions in this segment of the coffee value chain?</p> <ul style="list-style-type: none"> - What do rights holders and stakeholders consider salient HRE risks, causes and solutions? How does this assessment of risks/causes/solutions differ depending on the key characteristics of the rights holder/stakeholder (e.g. gender, age, education, disability, ethnicity, legal status, etc.)?

	<ul style="list-style-type: none"> - (How) do OFT's purchasing and trading practices, marketing choices and lobbying activities affect these identified risks? - What recommendations can be made to OFT for ceasing, mitigating, preventing and remediating the identified risks?
3	<p>How does HREDD as a sustainability tool affect the rights holders and stakeholders in the upstream parts of the coffee value chain?</p> <ul style="list-style-type: none"> - (How) do rights holders and stakeholders experience the more demanding social and environmental standards that companies proclaim to apply (including potential increasing requests for participation to Human Rights Impact Assessments or HREDD processes). (How) does this development influence their work, farming, or trade? - To what extent do rights holders and stakeholders feel equipped and well-positioned to participate in one-off or ongoing dialogues aimed at mapping and addressing HRE-risks? What conditions and obstacles for meaningful engagement do they experience?
4	<p>What lessons can be learned for the design and implementation of HRIA and HREDD approaches?</p> <ul style="list-style-type: none"> - What capacity constraints have been encountered both with stakeholders and OFT during the research that would need to be taken into account when developing an HREDD approach? - What recommendations can be made to inform an effective and feasible HREDD-approach in which meaningful engagement of stakeholders and a gender dimension are ensured? - What insights does the case study offer on how to design and implement HREDD in a way that fosters a positive impact of food trade on sustainable development and enjoyment of human rights?

1.5. Suggested research methods

A combination of quantitative and qualitative research methods should be applied, with the emphasis on the latter. The research should place the relationship OFT - coffee cooperative - farmers/workers at its centre but should also take into account the broader context that shapes this part of the coffee value chain. A strong gender analysis should run through the entire research. Data collection (selecting of interviewees, locations of interviews, data management) should take into account that stakeholders may fear negative consequences due to their participation in the research and appropriate measures to protect them should be taken.

The main data sources should include:

- academic and grey literature;
- interviews with key staff at OFT, OBE, Oxfam Uganda, where a lot of insights into the first two sets of research questions already exist.
- interviews with OFT trade partners (cooperatives) and other relevant stakeholders or experts (including elsewhere within the Oxfam confederation);
- interviews or focus groups with a meaningful sample of participants from each of the relevant following groups:
 - Farmers, workers (including temporary/seasonal workers) and workers' families, both in and out of OFT's coffee value chain
 - Business relationships linked to the impact
 - Workers associations, trade unions

- Affected communities including minority and vulnerable groups
- Civil society organizations, women's rights organizations and indigenous groups, religious leaders and/or relevant religious organizations
- Government representatives from the relevant ministries, regulatory authorities in the sector (e.g. Uganda Coffee Development Authority), local and regional authorities, labour inspections.
- Industry level organizations
- documents shared by OFT/OWW/OBE;
- supply chain prices, living income data

The methodology should be informed by:

- UN Guiding Principles on Business and Human Rights (UNGPs) and be informed by the OECD Due Diligence Guidance for Responsible Business Conduct.
- Existing Oxfam methodology regarding Human Rights Impact Assessments and gender analysis (see annex 1)
- The MATS case study guidelines (see annex 1)
- Guidelines for undertaking research with ethics (see annex 2)

1.6. Requested profile

- The consultant(s) should be independent from OFT.
- The consultant(s) should demonstrate strong research skills, in particular related to participatory research, political economy analysis, human rights-based approach and gender analysis. The consultant(s) should ideally have 1) prior engagement with rights holders and understanding of local context; 2) expertise related to business and human rights in general, and HREDD and HRIA in particular.
- PhD or Master's degree in an area relevant to the assignment.
- Demonstrated analysis, synthesis and writing capacity in English.
- Ability to write for policy makers and the wider public.
- Professional knowledge of Swahili or Dutch is an asset

1.7. Budget

33.500 EUR. The application must include logistics expenses and the cost of a field mission. Please note that the available budget for this call for proposals is conditioned by the further receipt of funding under the MATS program.

1.8. Deliverables

Deliverables will have to fit the requirements of MATS project (template under development), and OBE quality standards.

- A research/case study report of 30-50 pages, in line with OBE quality standards and where possible aligned with the requirements of MATS (template under development, preliminary section headings see annex 3).
- Visualization of key insights on how change is believed to happen in this coffee value chain (ToC).
- Access to any used data sets if these are freely accessible or otherwise produced under this agreement, with all steps of calculations shown.
- Data on the number of informants/interviewees involved, including dates of participation in the research, disaggregated at minimum by gender & age, and where possible without compromising anonymity in case this was requested: nationality, ethnicity, disability, legal status, etc. The consultant must provide Oxfam, upon request, access to the preparatory materials for interviews and focus

groups (questionnaires, topic lists) and, where possible without compromising requested anonymity, the recording of these events.

- Data collected on 15 SDG-related indicators, to be determined by the consultant and Oxfam
- Timesheet for reporting requirements within MATS

1.9. Calendar

The research has to be conducted between March 2023 and September 2023, taking into account the harvesting period in the selected location as the ideal timing for field research. A brief internal progress report has to be delivered on June 15, 2023. The deadline for the draft report is August 20, 2023. The deadline for the final report is September 15, 2023.

1.10. Communication and monitoring between the consultant and OXFAM

The consultant will be under the supervision of OBE policy team. The consultant will be accountable to a Steering Committee and will have to present periodic proof of progress for the research. A monthly meeting between OBE and the consulting team will also ensure a follow up of the project.

1.11. Responsibility, social security and medical coverage

In no instance can OWW be held liable for material or moral damage (including bodily) that can be caused by third parties to the service provider in the activities to be carried out by her and subject of the contract. Also, the service provider will sign up for all insurance policies necessary for the conduct of activities that can be undertaken by service providers as part of the execution of the contract.

OWW is released from any responsibility for social and medical insurance of service providers. Service providers will make it their responsibility to ensure all the steps necessary to guarantee their social security and medical coverage.

1.12. Security measures

OWW will send the security measures to the service provider, who undertakes to follow them at all times. Non-compliance removes any liability of OWW regarding the safety of the person or persons concerned and will immediately lead to the termination of the contract.

1.13. Confidentiality and use of information

The service provider undertakes to refuse any advertising, commercial or outside profits for their own account. He undertakes not to make any statement to the media in connection with the mission/support without the agreement of OWW, or use at any time the information, funds and equipment at their disposal of either OWW or of the partner or local institutions for purposes other than those outlined in the contract.

1.14. Ethical and professional conduct

Service providers and their subcontractors cannot be in one of the following situations:

- be bankrupt or being wound up, be insolvent, having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, be the subject of proceedings concerning those matters, or be in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- have been convicted of an offence concerning their professional conduct by a judgment that has the force of res judicata;
- have been guilty of practices of collusion;
- have been the subject of a judgment that has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity.
- have been guilty, in the framework of another purchase process, of grave professional misconduct proven by any means that OWW can justify;
- have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country where the contract is to be executed;
- do not respect basics social rights and working conditions, and the labour legislation of the country in which they are established or in the country where the contract is to be performed;
- employ child labour;
- be subject to a conflict of interests;
- be guilty of misrepresentation in supplying the information required by OWW;
- make gifts to personnel of OWW and/or the partner organisation.
- make threats to the personnel of OWW and/or the partner organisation
- be involved in the production of tobacco
- be involved in the production and sale of arms
- be involved in acts of piracy or terrorism

The service provider

- will make every effort to protect the environment (nature) and work sustainably.
- will be sensitive and respectful of local customs and cultures
- contribute to a work environment characterized by mutual respect, integrity, dignity and non-discrimination.
- will not work under the influence of alcohol and will not use or be in possession of illegal substances in Oxfam's premises, vehicles or accommodation.
- will not engage in relationships or behaviour based on exploitation, abuse or corruption.
- respect the rights of others, including the rights of children, and will not engage in the abuse or sexual exploitation of children, or any other person of any age.
- never trade money, job offers, jobs, goods or services for sexual acts or any other humiliating, degrading or exploitative behaviour.

The service provider will sign a statement accordingly. Oxfam has the right to investigate.

Non-respect of one or more ethical and professional clauses may result in

- Dissolving the contract
- Excluding the service provider from future IQ's from OWW

1.15. Sanctions

In case of non-respect of the calendar a penalty equivalent to 1 % of the contract value will be deducted from the invoice for every day of delay. Beyond October 30th this will be considered as a unilateral termination of the contract by the service provider. These sanctions do not apply in case of force majeure.

1.16. Modification of contract

Any modification or termination requires the prior written agreement of both parties.

1.17. Termination of contract

The contract may be terminated by both parties in case of force majeure as defined in article 1.17. of the contract. Termination for force majeure must be announced by the party asserting it, in writing with a motivation and written proof provided by neutral instances. The other party shall notify its acceptance or refusal in writing, with a motivation.

In case of unilateral termination of the contract by the service provider without any motive able to be considered as one of force majeure, no incurred costs will be refunded and eventual advance payments will have to be refunded to OWW.

The contract may be terminated by OWW in case of non-compliance by the service provider with the ethical and professional conduct (1.14.) the clause on confidentiality and use of information (1.13.) and the security measures (1.12). The contract will be automatically terminated upon the sending by OBE of a registered letter, stating the termination as well as the causes thereof. No incurred costs fees will be paid and eventual advance payments will have to be refunded to OWW.

1.18. Force majeure

Force majeure means any situation or event which is unforeseeable and exceptional, independent of the will of the parties and not due to the fault or negligence of any of them (or any of its subcontractors, agents or employees) which prevents either party to perform any of its contractual obligations and which could not be overcome despite all due diligence (e.g. evacuation).

A case of force majeure must always be notified immediately when it occurs, in writing, providing motive and proof by neutral instances.

In case of force majeure resulting in a disruption in the field, the actual costs incurred and already spent by the service provider will be reimbursed on the basis of supporting documentation (transport, hotel). The fees will be paid in proportion to the number of days of actual execution of the contract. The eventual continuation of the mission will be the object of an addendum to the contract.

1.19. Legal disputes

The contract shall be governed by and in accordance with the laws of the federal state of Belgium and shall be subject to the exclusive jurisdiction of the Dutch Speaking Tribunal of Commerce of the Judiciary Arrondissement of Brussels.

1.20. Payment conditions

50% will be provided at signature of the contract, and 50% after validation of the agreed outputs.

OWW can only pay on an account number belonging to the legal entity (enterprise or moral person) with which the contract has been signed and only on an account number in the country where this entity is established.

2. Submission

Send all required documents before 15 March 2023, midnight CET to OBE.TENDER@oxfam.org, with sarah.vaes@oww.be in copy, and with the title: Risk analysis including stakeholder consultation in the coffee value consultancy

2.5. Administrative details

- name of the enterprise and the responsible;
 - address;
 - telephone, fax and e-mail;
 - legal status
 - VAT-number and/or chamber of commerce reference.
 - name and address of the bank, account number, IBAN and SWIFT code.
- OWW can only pay on an account number belonging to the legal entity (enterprise or moral person) with which the contract has been signed and only on an account number in the country where this entity is established.
Join a copy of your register of commerce.

2.6. Financial quote

- consultancy fees
- operational costs: travel, accommodation, daily fee, software, etc.
- VAT: if not applicable, mention the legal provision

2.7. CV and experience

- curriculum vitae
- prior reports or publications which have been previously developed by the consultant in relation to the topic.

2.8. Methodology

A methodological proposal to conduct this study/research, including understanding of the study's issues and of the terms of reference; background of the study/research; presentation of the objectives (overall & specific); location; target countries; presentation of the methodological framework: study design, data collection, data processing, data analysis, ethical considerations.

2.9. Calendar

A timeline, clearly detailing the research's implementation, execution, monitoring and final presentation

2.10. Ethical and professional conduct

Service providers have to sign a declaration on ethical and professional conduct.



Declaration on
ethical and professional

2.11. Clarifications and contact

You can contact OWW before the date for submission quotes to seek clarification. Any questions related to this IQ should be directed at OBE.TENDER@oxfam.org, with sarah.vaes@oww.be in copy.

OWW can contact you

- to inform you of errors, lack of accuracy, omissions or other faults in the IQ.
- to ask you to complete your file.
- to negotiate the price.

All communication has to be in writing (e-mail, fax or letter)

3. Award

OWW will appoint a selection committee of at least three (3) persons, which will

- check whether the bidders meet the exclusion criteria
- assess each quote which has passed the exclusion stage

3.5. Exclusion

- Any quotes that arrive after the deadline date can be excluded;
- Any quote that exceeds the budget may be excluded
- Any quote without proof of legal existence will be excluded
- Any quote without signed declaration of compliance with the ethical and professional code of conduct will be excluded

3.6. Award

OWW awards the contract to the bidder offering the best value for money. The selection committee will evaluate the qualitative criteria of the quotations and award points for each criterion. The quote with the most points wins.

Criteria	Points
Expertise of the institution	10
Profile and experience of consultant(s)	10
Alignment with Oxfam	5
Understanding of assignment	10
Proposed methodology	10
Gender dimension	5
Quality of delivered outputs	5
Proposed calendar	5
Cost	10
General presentation	3
Total	63

OWW is not under any obligation to choose the quote with the lowest price.

3.7. No obligation to award

Please note that OWW is not bound to select any of the proposals submitted.

3.8. Communication of award and signing of contract

The unsuccessful bidder will receive a no award notification, which will contain the reasons for this non-selection. The successful bidder will receive a notification of award within 30 days of the deadline for submission. This notification shall be accompanied by the contract.

If the successful bidder makes changes to the contract without the prior consent of OWW, OWW will not sign and the contract may then be awarded to the candidate in second place or Oxfam can decide not to proceed to a purchase.

The contract will enter into force after signature by the service provider and OWW, copy received by e-mail being proof.

Annex 1: Key sources to be consulted

Key references shaping our HREDD & HRIA ambitions

Understanding Oxfam's and Fairtrade's institutional approaches to HREDD would require consultation of key resources persons in both networks and the following documents:

- Oxfam Technical briefing - Business and Human Rights: An Oxfam perspective on the UN Guiding Principles Business and Human Rights (2013) <https://oxfam.box.com/s/dn1ee6j2vy1hyb1wotr17s6cbb4hap76>
- Oxfam Guideline & Toolkit. Quick Guide to Gender Analysis (2014). <https://policy-practice.oxfam.org/resources/quick-guide-to-gender-analysis-312432/>
- Oxfam human rights impact assessment of SOK Corporation's Italian Processed Tomato Supply Chains: The People Behind the Prices (2019): <https://policy-practice.oxfam.org/resources/the-people-behind-the-prices-a-focused-human-rights-impact-assessment-of-sok-co-620619/>
- Oxfam research: Women's perspectives matter. Providing an enabling environment for women to be heard in the workplace (2020): <https://www.oxfam.org/en/research/womens-perspectives-matter>
- Oxfam Briefing paper: From Risk to Resilience: A good practice guide for food retailers addressing human rights in their supply chains (2020): <https://policy-practice.oxfam.org/resources/from-risk-to-resilience-a-good-practice-guide-for-food-retailers-addressing-hum-621029/>
- Oxfam human rights impact assessment of the Systembolaget's Italian wine supply chains: The Workers behind Sweden's Italian Wine (2021): https://www.oxfam.se/sites/default/files/the_workers_behind_swedens_italian_wine.pdf
- Oxfam submission to the UN Working Group on Business and Human Rights (2021): <https://oxfam.box.com/s/kzd1957l9wjk8naa3mf1q7ocinvamfdc>
- Oxfam, FIDH & PODER methodology for participatory HRIAs: Getting it Right. Community-based Human Rights Impact Assessment tool (2022 revision): <https://hria.oxfam.org/home/hria/landing>
- Oxfam support to the integration of a "gender transformative approach" into the policies and practices of the coffee industry: Four steps to transform women's lives in coffee farming (2022): <https://views-voices.oxfam.org.uk/2022/01/four-steps-to-transform-womens-lives-in-coffee-farming/>
- Oxfam Internal documents on Human Rights Impact Assessment Framework & the Policy Compendium on HREDD.
- Fairtrade's Vision for Human Rights and Environmental Due Diligence. Strengthening Legal Frameworks for Business and Human Right (2020): <https://files.fairtrade.net/Fairtrade-Human-Rights-Due-Diligence-Vision-September2020.pdf>
- Fair Trade Advocacy Office & Brot für die Welt Report: Making human rights due diligence frameworks work for small farmers and workers (2020): <https://fairtrade-advocacy.org/ftao-publications/publications-statements/making-human-rights-due-diligence-frameworks-work-for-small-farmers-and-workers/>
- Fairtrade International. Standards for Small-scale Producer Organizations (2019): <https://www.fairtrade.net/standard/spo>

- Fairtrade International. Standards for Traders (2019): <https://www.fairtrade.net/standard/trader>
- OFT internal documents with regard to partner monitoring and risk management in the value chains.
- Belgian Working group on Corporate Accountability. Memorandum. Essentiële bouwstenen voor een Belgische Zorgplichtwet (2020): https://www.oxfamwereldwinkels.be/wp-content/uploads/2020/12/NLFR_Memorandum_Zorgplicht_final-27-11-2020.pdf

References shaping our contribution to MATS and HuRiSM

Understanding the ongoing academic research in which this consultancy should be embedded, would require consulting the OBE colleagues coordinating this work, the HIVA-researchers involved in HuRiSM, and relevant HuRiSM and MATS documents, including MATS deliverable [D2.3 Sustainable Trade Toolbox \(update M36\)](#) and MATS deliverable [D3.1 Methodological guidelines and reporting template](#).

Annex 2: Guidelines for undertaking research with ethics

Any research must follow ethical principles and particular care must be taken when it involves people as participants or is likely to impact directly upon them. This section sets out *minimum* ethical standards required in *all* commissioned research. When context-specific and/or more detailed guidance is provided, researchers must adhere to the relevant protocols and demonstrate that they have done so.

1. The three principles of research ethics:

- Respect: The researcher must recognize the capacity and rights of all individuals to make their own choices and decisions, and their right to be treated with dignity;
- Beneficence: The researcher's primary goal must be to improve the lives of participants and protect their physical, mental and social well-being;
- Justice: The researcher must ensure that the benefits for participants are at least as great as the risks.

2. Putting the principles into practice

These principles need to be reflected in each stage of research including: designing research; selecting participants; gaining their consent; conducting the research; and using the research findings.

a. Designing research

- The research must be designed to reduce risks for participants and increase their possible benefits from its outcome.
- The research must be designed especially to protect vulnerable participants – for example, children or women workers in a garment factory.
- Questions for surveys and interviews should be respectful and phrased in culturally-appropriate language.

b. Selecting participants

- Participants should only be involved in research that has potentially some benefit for them. Possible outcomes, such as a safer society or better working conditions in the long-run, may be benefits if the individual participants consider them to be so. Some participants may feel a benefit simply from having the chance to tell their story. But it is up to them to decide whether or not this is so.
- No individual or group of participants should face more risks than benefits from participating. If the research has a higher risk than benefit for participants, then it should be redesigned to reduce those risks.

c. Gaining the consent of participants

- Researchers must gain informed and voluntary consent before conducting research with participants. This means that the participants must:
 - have the relevant information about what the research is;
 - understand it, including the possible risks and benefits to themselves;
 - be free to choose whether or not to participate, without inducement;
 - give their consent, either written or verbal;
 - have the right to withdraw from the research at any time.
- The depth of this consent-taking process will depend on the topic of research and the extent to which it could impact on the participants' lives.
- If research involves children (as defined by national law, or as those under 18) then their parents or guardians must also give consent. It is best to get their written consent, in (the rare) case of disputes later.
- Special care must be taken when seeking consent from vulnerable groups, for example prisoners.
- Researchers must ensure that no participants are forced to take part, for example by their employer, their parents, or by village elders.

d. Conducting the research

- Researchers should be qualified and/or trained for the task. They need to have good self-awareness and strong listening skills.
- Research should be conducted in places that are socially comfortable for the participant and where they are able to speak freely.
- If the participant has incurred direct financial costs for participating then they can be reimbursed, but they should not be paid to participate.
- The participants must be able to contact the researchers, either directly or through local partners.
- If a participant reports any serious adverse effects as a result of participating – such as losing their job, or being physically abused – then this must be reported to the project manager by the researcher.

e. Using the research findings

Participants in research should be told how the research findings are likely to be used (for example as part of a campaign). They must then be asked, and must be free to choose, whether or not:

- they can be quoted in materials;
- their real name can be used in materials;
- their photographic image and/or film of them (if taken) can be used in materials.

Their choices must be clearly recorded and always kept with their testimony and/or the relevant media.

If it is agreed that all or any part of a participant's testimony should be confidential then that commitment must be clearly recorded and respected. If the testimony is to be made anonymous, or used with a false name, make sure that any other identifying details are also changed.

3. Additional resources on research ethics

The standards in this guideline are based on the materials produced by FHI 360 (formerly Family Health International) for its Research Ethics Training Curriculum, which includes a free, online self-study course that takes 2-3 hours to complete. Although this focuses on health-related research, it is highly recommended for any

social science researcher (see: www.fhi360.org/en/RH/Training/trainmat/ethicscurr/index.htm).

The Framework for Research Ethics (FRE), produced by the Economic and Social Research Council (ESRC), provides the basic standards for UK-funded social science research (for further information and a copy of the FRE see: www.esrc.ac.uk/about-esrc/information/research-ethics.aspx).

Annex 3: Proposed section headings in final MATS case study report

Executive summary outline

1. Introduction
2. Box: Basic data for the case study
3. Objectives and approach: Brief description of specific objectives and methodology used for the case study, in particular data collection and analysis
4. Key features of trade policy regime, investments in agro-food value chains, and sustainability standards
5. Key impacts of agro-food trade on sustainable development and on human rights
6. Linkages: From trade policy regime, investments and sustainability standards to impacts; description based on the common set of core indicators plus case-study specific indicators
7. Impact pathways: Visualisation and identification of key leverage points in agro-food trade/impact system
8. Actors and gender: Key actors with their roles, interests and responsibilities; Gender issues; how to address issues of power inequality, participation, and public interests
9. The role of national and supranational legal and policy frameworks with particular attention paid to the EU and the WTO (information required for WP4). Facultative: to respond to 2.3.1 you could prepare a political economy mapping of the different protagonists, including WTO rules, FTA, national authorities, local actors, private sector, donors
10. Based on the evidence from the case study: Key determinants/topics for each case study shaping future developments and sustainability impacts; ways forward; Recommendations on fostering the positive and reducing the negative impacts of agro-food trade (information required by WP5)