



Invitation to Quote

Consultancy for the Final Evaluation of the Programme “Empowering communities to respond to conflict-induced protection risks and high food insecurity levels in six vast humanitarian crises” *September 2023*

0 Introduction

Oxfam-Solidariteit, hereafter Oxfam, non-governmental organization for humanitarian assistance and development cooperation launches an invitation to quote for proposals for the final evaluation of the project “Empowering communities to respond to conflict-induced protection risks and high food insecurity levels in six vast humanitarian crises.

The offer must be received by October 8th 2023. It has to be sent to OBE.tender@oxfam.org

The IQ is structured as follows

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

This invitation to quote does not entail any obligation for Oxfam to make a purchase. This invitation should not be interpreted as a contract offer with your company and/or organization. No compensation can be claimed in case of non-acceptance of an offer or non-granting of a contract.

1 Terms of reference

1.1. Summary of the evaluated project

Project title	Empowering communities to respond to conflict-induced protection risks and high food insecurity levels in six vast humanitarian crises.
Stakeholders	Oxfam Belgique (grant signatory), Oxfam in Countries, 11 partner organisations (at field level).
Funded by	Directorate-general Development Cooperation and Humanitarian Aid (DGD)
Geographical coverage	Middle East: Yemen and the occupied Palestinian territory Sahel: Burkina Faso, Mali and Niger Great Lakes: the DRC
Project duration	5th October 2021 – 30 November 2023 (including a 2-month NCE).
Project budget	9,880,000 EUR
Evaluation budget	80,000 EUR
Officer in charge of the evaluation	Oxfam Belgium Humanitarian Lead
Evaluation reference group (TBC)	Oxfam Belgium Humanitarian Lead; Institutional Partnership Manager (DGD); Oxfam International Protection Advisor; Oxfam International Protection and Hunger Policy Advisor; 1 focal point per country of implementation; 1 local partner representative per country of implementation.

The full consolidated project proposal will be shared with interested candidates.

1.2. Project background

Over the spring 2021, Oxfam Belgium and Oxfam International through the Global Humanitarian Team supported the development of multi-country Humanitarian Programmes that was submitted to the DGD on July 15th 2021 that had launched a “Protection financial framework”. For the first time, the Belgian Donor had attributed pre-identified envelopes to its 8 humanitarian partners. The Oxfam topline intervention had been discussed with the DGD prior to the final submission of the programme.

In line with DGD regulations, one final evaluation of the programme is required to justify the use of the funds. The evaluation report must be submitted to the administration within six months after the end of the action.

1.3. Project objective and outcomes

As per the Executive Summary of the Programme submitted on July 15th 2021:

As needs are rising, assistance and humanitarian funding remain insufficient. Governments need to play their role and meet their population needs; they must guarantee equal opportunities and safety. Communities, youth, women and the most vulnerable must be at the center of all responses to improve resilience, make their voice heard and be involved in developing sustainable solutions to food insecurity and protection mechanisms.

Oxfam and its dual approach on Protection

Within the humanitarian sector, two distinct practices are emerging among non-mandated protection actors: protection as an approach and protection as a sector. Oxfam works on both. On the one hand, this programme will use a safe programming approach to ensure that humanitarian work does not inadvertently cause harm by preventing or mitigating risks including – but not limited to - sexual exploitation and abuse and other forms of gender-based violence, by being conflict sensitive, and upholding humanitarian principles. In addition to this, Oxfam will also carry out specific protection activities, using the ‘sector’ approach. Protection work indeed involves understanding and responding to specific kinds of widespread and systematic threats: violence (e.g. arbitrary killing, torture and rape); coercion (e.g. forced recruitment and sexual exploitation); and deliberate deprivation (e.g. blocking access to basic supplies and appropriation of land) – and building a more protective environment both in the short and longer-term.

Oxfam’s integrated response

In fragile states, a two-stage approach is required. First, there is a desperate need for urgent humanitarian aid to meet food security and protection risks now, and secondly there is a need to address the root causes of those vulnerabilities, including most notably conflict, inequality, poverty, and the climate crisis. Oxfam will focus on the humanitarian response, but in line with the nexus approach it will be tied strongly to Oxfam’s broader advocacy on addressing the root causes of poverty and inequality beyond the humanitarian sphere. Under this intervention, Oxfam and its partners will implement a multi-country program in three regions - six countries under the same logical framework. Activities selected are needs and context-based, in line with previous interventions and countries’ strategies. The six countries will all intervene under protection, EFSVL and advocacy outcomes but not under all outputs of the common logical framework. The community-based approach and reinforcement of local structures are grounding this program’s approach.

Outcome 1: in each community across the six countries, Oxfam will support them identifying the main protection risks they face and self-organise to prevent, mitigate and address them, notably through action plans. The community-based protection approach aims at empowering women, men, girls and boys living in the targeted community to take the lead of their own protection. It enables communities’ members to play a more active and protective role face to old and new risks, identifying and implementing community-based solutions that promote peace and social cohesion.

Outcome 2: to meet immediate food security needs, Oxfam will provide food assistance through unconditional cash transfers and in-kind distributions. In a resilience approach, livelihoods opportunities will also be strengthened through income generating activities, the distribution of agricultural inputs and/or small ruminants as well as cash-for-work activities. To ensure preparedness of communities when a shock arises, community-based early warning systems will be strengthened, and community-led responses will be possible through Group Cash Transfers.

Outcome 3: Local advocacy will be context-based and defined during the project, following workshops and discussions with local actors and communities. This program will also contribute to continue building international advocacy to address the root causes of poverty and to press for action on the interplay between conflict, protection and hunger.

1.4. Evaluation objectives

The evaluation aims to provide Oxfam and our local partners, DGD, key local and national authorities and other stakeholders in the intervention countries with an assessment of the results generated by the programme. The evaluation will focus on a set of criteria which are deemed most relevant for a multi-partner programme addressing needs resulting from active conflicts in 6 different countries. These are taken from the Oxfam Humanitarian Indicator Tool (HIT) which incorporate DAC criteria and add others.

Overall, through this evaluation, Oxfam aims at:

- Evaluating the relevance, effectiveness and efficiency of the project and/or its implementation process, as well as the sustainability of the approaches used;

- Identifying the achievements and shortcomings in the implementation of the project and the corrective measures to be taken for future opportunities / analyse the strengths and weaknesses of the project;
- Providing stakeholders with recommendations that may be used to adjust the objectives and ways of working of the next phase (and other programmes); Fostering knowledge-building and sharing, and mutual learning among the different stakeholders of the programme.

The specific objectives of the evaluation include:

1. Assess the Extent of Identification and Mitigation of Primary Protection Risks Across Six Countries: This objective aims to gauge the degree to which communities in the six target countries have identified and effectively addressed their primary protection risks.
2. Measure Empowerment Across Gender and Age Groups: This objective seeks to quantify the empowerment levels of women, men, girls, and boys in assuming proactive roles in their own protection within their respective communities.
3. Analyze the Impact of Community-Based Solutions on Peace and Social Cohesion: This objective entails an examination of the influence of community-driven solutions on the promotion of peace and the enhancement of social cohesion.
4. Evaluate Community Readiness and Responsiveness: This objective focuses on assessing the readiness and responsiveness of communities by strengthening community-based early warning systems and implementing Group Cash Transfer programs.
5. Assess the Effectiveness of Contextual Local Advocacy Initiatives: This objective involves evaluating the effectiveness of locally-driven advocacy initiatives developed in partnership with local actors and communities.
6. Examine Advocacy's Contribution to Addressing Root Causes: Here, the goal is to evaluate how these advocacy efforts contribute to addressing the fundamental causes of poverty and foster action on the interconnected issues of conflict, protection, and hunger.
7. Analyze Alignment with Broader Advocacy Efforts: This objective will scrutinize the alignment of the humanitarian response with Oxfam's overarching advocacy endeavors aimed at addressing root vulnerabilities, such as conflict, inequality, poverty, and the climate crisis.
8. Evaluate the Strengthening of the Humanitarian-Development Advocacy Nexus: This objective involves assessing the extent to which the intervention reinforces the connection between immediate humanitarian assistance and long-term development and advocacy objectives.
9. Assess Adaptability to Diverse Needs and Contexts: This objective will evaluate how well the activities adapt to the unique needs and contexts of each country while remaining in harmony with Oxfam's strategic goals.
10. Evaluate Impact on Gender Equality and Inclusion: This objective will examine the intervention's impact on promoting gender equality and the inclusion of marginalized groups in decision-making processes, protection measures, and food security initiatives.
11. Assess Partnership Effectiveness: This objective will gauge the effectiveness of Oxfam's partnerships with local organizations and other stakeholders in executing the intervention.
12. Evaluate Synergy Between Oxfam and Partners: Lastly, this objective will analyze the synergy between Oxfam and its partners, exploring how effectively they collaborate to achieve the desired outcomes.

1.5. Evaluation questions

The project evaluation seeks to answer the following questions.

Central question: To what extent did Oxfam provide quality and accountable humanitarian assistance whilst also supporting action on the root causes in line with the nexus in 6 different responses to the humanitarian crisis, within a 24-month period?

Sub-learning joint questions (for all 6 countries):

	Objective	Key questions
1.	Assess the relevance and appropriateness of programme design and strategies as well as the accountability to the affected population	<p>How was the programme relevant to the beneficiaries' needs and priorities, generated or exacerbated by active conflicts and in contexts of pre-existing humanitarian needs? How much have they benefited from the programme interventions?</p> <p>Are the affected people consulted and actively involved in the design and implementation of the programme, and are there open channels for complaints and feedback of different natures?</p> <p><i>The design process, ways of working and approaches for the implementation will also be analyzed to address these questions. Was the approach to involving the programme's beneficiaries inclusive enough to take account of the specific characteristics of the vulnerable communities we supported?</i></p>

	Objective	Key questions
2.	Nexus: Timeliness and connectedness	How did the programme performed in responding to both immediate needs while also building the resilience of vulnerable populations caught in protracted crises? Where relevant, how has the response connected with long term efforts for resilient development, considering the triple nexus (Humanitarian/Development/Peace) and at what stage was this introduced to our analysis?
3.	Assess effectiveness in achieving programme outcomes	To what extent did the programme achieve its intended objectives? What factors have contributed to achieving the expected results of the programmes (enablers)? What factors (internal and external) hindered the programme implementation and intended outcomes (blockers)? Are the constraints on implementation and their impact on programme delivery being monitored? In what way? <i>The local humanitarian leadership, community engagement and coordination with local authorities components should be factored to address these questions.</i>
4.	Assess the impact of the programme outcomes: the integrated approach	Where the intended outcomes achieved at difference stages in the programme? Do the indicators used make it possible to detect any negative impact of the intervention on the achievement of the objectives? Are these observed, identified and anticipated? Has the integrated approach to achieve Protection outcomes been positive – neutral - negative? Did the programme improved the food security status of the targeted beneficiaries and reduced Protection threats (and vice versa)? Is the influencing strategy and work based in evidence, and linked to the programme? How did the different stakeholders work together to achieve the different goals set? The local to global approach: how has it worked and what can be improved?
5.	Gender Justice	To which extent the programme (including advocacy) addresses within communities Oxfam worked with gender equity and specific concerns and needs of women, girls, men and boys? How is this addressed at the level of the stakeholders' structures and ways of working? <i>These questions will have to be addressed specifically at field level at the Gender component did not perspire through the programme proposal.</i>
6.	Local Humanitarian Leadership (partnerships) and community-based approach	Were communities and local partners involved in the programme's design and implementation? How and what was the added value of their engagement? Are partner relationships defined, capacity assessed and partners fully engaged and supported in all stages of programmes cycle? How has this changed over the course of the programme and why? What have been the good practices and learning knowledge we can build on regarding the community-based approach? What clear recommendations could be drawn to move from a community-centred to a community-led approach?
7.	Resources	Where staff capacity and systems in place to ensure adequate management and best use of resources, and information available to enable programme decision making? Was capacity and staff resourcing appropriate and consistent throughout the programme to ensure quality programming?

Sub-learning country-specific questions:

	Country	Key questions
1.	Burkina Faso	A) Quel est le niveau d'adéquation, de cohérence et/ou de complémentarité entre les actions de protection et celles de sécurité alimentaire? B) Les approches de mise en oeuvre assurent-elles / garantissent-elles la pérennisation des structures de protection communautaire et de l'impact des résultats atteints?
2.	Mali	
3.	Niger	A) Comment Oxfam et ses partenaires ont-ils valorisés les connaissances endogènes dans la mise en oeuvre du projet ? B) Comment les filets sociaux et autres activités FSL ont-ils contribué à une meilleure protection de communautés dans le cadre ce projet ?
4.	Democratic Republic of Congo	A) Le programme a-t-il impliqué ou fait participer les personnes vulnérables y compris les femmes dans les analyses de prise de décision communautaire en matière de gouvernance des risques (PCCA) ? B) Le programme a-t-il été capable d'intégrer les approches communautaires utilisées par des différents secteurs de manière à éviter les duplications ou de manquer de répondre à des risques de protection?
5.	Occupied Palestinian Territory	A) How successful the project has been in strengthening the capacity of community-based protection groups/structures to identify and reduce protection risks? B) How effective has the project been regarding the integrated approach between the reduction of protection risks and the improvement of access to essential services and food security?
6.	Yemen	A) How successful the community centre was to facilitate access to protection services especially for women? B) How accountability was led and managed by the community members?

1.6. Evaluation scope & methodology

The evaluation will cover the full period of programme implementation. All interventions in the six countries will be reviewed. It will thus cover design, implementation, monitoring, reporting and evaluation of results and it will engage all programme stakeholders.

The consultancy team should propose a participatory and inclusive methodology which encompasses all components of the evaluation. Some evaluation activities can be conducted digitally and remotely. Field missions should be included, preferably to all programme locations (each of the 6 countries of implementation). They can be conducted by either international or local experts. Field missions will be hosted by Oxfam in Countries and the consultant.s will have to follow their security and logistics procedures.

It is expected that the consultancy team will employ a combination of both qualitative and quantitative evaluation methods. S/he should propose a methodology, which may include:

- **Document review of all relevant documentation.** This would include a review of programme consolidated as well as country-specific proposals, MEAL and workplans, interim reports, mid-term review report, financial reports, minutes of meetings, MoUs with local partners and framework agreements and other relevant reports.
- **Semi-structured interviews and focus groups discussions with key stakeholders.** This would include a representative sample of programme beneficiaries (*making sure beneficiaries of a certain sector are asked questions on that specific sector*), informants from communities, civil society organisations and authorities, and local partners. Evaluation questions tailored to the different needs and participation of various stakeholders will be developed. All interviews should be undertaken in full confidence and anonymity. The final evaluation report should not assign specific comments to individuals but indicate patterns according to categories of respondents.
- **Field visits and on-site validation of key tangible outputs for the review of interventions.** The review is expected to follow a participatory and inclusive consultative approach that ensures close engagement with the direct beneficiaries, implementing partners, the communities, and local authorities.
- **Other methods** such as group discussions, etc.
- **Data review and analysis** of monitoring and other data sources and methods (baseline and endline surveys, PDM, etc...).

All analysis must be based on observed facts, evidence, and data. Findings should be specific, concise, and supported by quantitative and/or qualitative information that is reliable, valid, and generalizable. The final methodological approach should be clearly outlined in the inception report and be fully discussed and agreed with the Evaluation Reference Group.

The evaluation should be carried out in accordance with DGD evaluation guidelines and policies and the DGD/Oxfam programme contract.

1.7. Deliverables

The consultancy team will be expected to deliver the following:

- a) Evaluation inception report (10-15 pages). The inception report should be drafted based on preliminary discussions with the Evaluation reference group and after the desk review. It should also contain the proposed table of contents of the final report. The inception report must be deemed acceptable by the group and other evaluation stakeholders prior to the continuation of the evaluation exercise.
- c) Draft evaluation report. The evaluation reference group and stakeholders will review the draft evaluation report and provide an amalgamated set of comments to the evaluator within 3 weeks, addressing the content required (as agreed in the inception report) and quality.
- d) Final evaluation report. The final report should address comments, questions, and requests for clarification. The final report should also contain:
 - a stand-alone executive summary of no more than five pages;
 - a proposed (set of) visuals – whenever possible interactive -, graphics for Oxfam and partners to be able to show the achievements of the programme to communities we work with;
- e) Presentation of the evaluation results: The consultancy team will be asked to share the evaluation findings at a learning event involving all stakeholders.

1.8. External evaluator: qualifications and competencies

The project evaluation will be conducted by a consultancy team which must have extensive experience in evaluating humanitarian programs and projects.

Responsibilities and qualifications of the consultancy team:

a) Responsibilities

- Conduct the entire evaluation process, including communicating all required information to the Evaluation Manager.
- Finalize the research design and questions based on the feedback and complete the inception report.
- Data analysis, draft and final report preparation and submission, and presenting the findings.

b) Profile – Education and Experience

- Minimum Master’s degree in relevant disciplines (development studies, social sciences, public health, or related fields).
- At least 7 years of experience in designing and carrying out program or project evaluation in a humanitarian context
- At least 7 years of experience and substantive knowledge on project design, results-based management (RBM) and participatory monitoring and evaluation methodologies and approaches
- Proven experience in conducting evaluations for large and complex projects is required.
- Experience working in, and knowledge of the countries of implementation would be an advantage; including working in and accessing highly volatile contexts;
- Demonstrated expertise and practical experience in Protection programming;
- Experience with evaluating humanitarian programs or projects funded by DGD would be an advantage
- Excellent analytical and problem-solving skills and proven ability to draft recommendations stemming from key findings
- Excellent report writing skills
- Fluent in English and French (written and spoken)

1.9. Evaluation process tentative calendar

The programme formally ends on 30th November 2023.

WHEN	WHAT	WHO
8 th October 2023	Date submission quotes	Consultant(s)
27 th October 2023	Final decision on the selection of consultant(s)	Oxfam
10 th November 2023	Signature contracts	Oxfam and consultant(s)
15 th December 2023	Inception report	Consultant(s)
15 th December 2023 – 15 th March 2024	Field work	Consultant(s) – with Oxfam support in countries

30 th March 2024	First draft final report	Consultant(s)
19 th April 2024	Comments on first draft	Oxfam
10 th May 2024	Final draft	Consultant(s)
31 st May 2024	Presentation to stakeholders	Consultant(s) and Oxfam

1.10. Dissemination strategy for sharing and using the findings

Evaluation reports are shared internally in Oxfam and with partners and are approved by DGD. All evaluations of Oxfam are published on the website of Oxfam (<https://www.oxfamsol.be/fr/publications/reports>) provided that the reports do not endanger partners, staff, people we work with, or our programs. The evaluation reports are read **by the Belgian public that visits our website**. Therefore, the evaluation report should be of sufficient quality to be published and understood by this public.

1.11. Oxfam general conditions

Oxfam general conditions are applicable, to the exclusion of all others. In case of any contradiction between the IQ and the eventual contract on one side, and the general conditions on the other side, the conditions in the IQ and the eventual contract take precedence.

1.12. Responsibility, social security and medical coverage

In no instance can Oxfam 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.

Oxfam 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.

1.13. Security measures

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

1.14. Confidentiality and use of information

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

1.15. Ethical and professional conduct

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

- being bankrupt or being wound up, being insolvent, having their affairs administered by the courts, having entered into an arrangement with creditors, having suspended business activities, being the subject of proceedings concerning those matters, or being in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- having been convicted of an offence concerning their professional conduct by a judgment that has the force of *res judicata*;
- having been guilty of practices of collusion;
- having 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.
- having been guilty, in the framework of another purchase process, of grave professional misconduct proven by any means that Oxfam can justify;
- not having 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;
- not respecting basic 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;
- employing child labour;
- being subject to a conflict of interests;
- being guilty of misrepresentation in supplying the information required by Oxfam;
- making gifts to personnel of Oxfam and/or partner organisations.
- make threats to the personnel of Oxfam and/or partner organisations;

- being involved in the production of tobacco;
- being involved in the production and sale of arms;
- being involved in acts of piracy or terrorism.

The supplier will

- ensure that his conduct is consistent with the human rights framework to which Oxfam subscribes ;
- contribute to preventing all forms of criminal or unethical activities;
- comply with local security management guidelines of Oxfam and act on appropriate risk assessments of Oxfam ;
- behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of themselves and others, including partner organisations and beneficiaries;
- use his discretion when handling sensitive or confidential information during the execution of his contract with Oxfam ;
- seek authorisation where necessary before communicating externally in Oxfam's name and be cautious to avoid any unintended detrimental repercussions for Oxfam;
- make every effort to protect the environment (nature) and work sustainably;
- be sensitive and respectful of local customs and cultures;
- contribute to a work environment characterized by mutual respect, integrity, dignity and non-discrimination;
- not work under the influence of alcohol and not use or be in possession of illegal substances in Oxfam's premises, vehicles or accommodation;
- not engage in relationships or behaviors based on exploitation, abuse or corruption;
- respect the rights of others, including the rights of children, and 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 behavior.

The supplier 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 with financial sanctions towards to supplier
- Excluding the supplier from future IQ's from Oxfam
- Informing the donor

1.16. Modification of contract

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

1.17. Cancellation of contract

The contract may be terminated by both parties in case of force majeure as defined in article 1.18. 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 repaid to Oxfam.

The contract may be terminated by Oxfam in case of non-compliance by the service provider with the security measures (1.13.), the clause on confidentiality and use of information (1.14) and the clause on ethical and professional conduct (1.15) The contract will be automatically terminated upon the sending by Oxfam of a registered letter, stating the termination as well as the causes thereof. No incurred costs fees will be refunded and eventual advance payments will have to be repaid to Oxfam.

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

Belgian law is applicable. In case of non-amicably solved disputes, the Dutch Speaking Tribunal of Commerce of the Judiciary Arrondissement of Brussels is solely competent.

1.20. Payment conditions

Oxfam 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.

- 60% on signing of the contract, on receipt of an invoice
- 40% after validation of the report, on receipt of an invoice.

2 Submission procedure: how, when, and where to submit, clarifications and contact

2.1. How to submit

2.1.1. Administrative details

- Name of the enterprise and the responsible person;
- 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.

2.1.2. Financial quote

The quote must include:

- The unit price
- The VAT rate
- The total price

Prices should be in Euro.

(Travel costs should be clearly identified in a separate sub-budget chapter so it can easily be adjusted as per the field trips actually carried out).

2.1.3. Methodology

2.1.4. Calendar

2.1.5. Experience

2.1.6. Ethical and professional conduct

Suppliers have to sign a declaration on ethical and professional conduct.



Declaration on
ethical and professional

2.2. When to submit (deadline for submission and the validity of the quote)

The quote must be received no later than October 8th 2023.

2.3. Where to submit (address for submission of the quote)

You can submit your quote by sending an e-mail to OBE.Tender@oxfam.org

Quotes should mention the reference of the IQ.

2.4. Clarifications and contact

You can contact Oxfam before the date for submission quotes to seek clarification.

Oxfam 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 procedure

Oxfam 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.

3.1. 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 conduct will be excluded

3.2. Award

The contract is automatically awarded to the quote with the highest score out of the following point system.

- 20 points: Level of understanding of Oxfam overall and specific objectives;
- 20 points: Relevance and clarity of the offer received, including the methodology to be used
- 20 points: Experience (thematic/Protection; geographic; multi-stakeholders evaluations) of the proposed evaluation team;
- 20 points: Quality and originality of the outputs proposed to be delivered;
- 20 points: Price of the quote. The lowest price gets 20 points, the others pro rata.

3.3. No obligation to award

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

3.4. Communication of award and signing of contract

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

If the successful bidder makes changes to the contract without the prior consent of Oxfam, Oxfam 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 supplier and Oxfam, copy received by e-mail being proof.