



TERMS OF REFERENCE (TOR)

Title	: Consultancy for Midline Data Collection and Analysis on Strengthening Community Preparedness, Rapid Response and Recovery in Bangladesh
Covered Thematic Area	: Humanitarian Action and Disaster Resilience (HADR)
Project/ Programme	: ACT II
Location	: Bangladesh
Duration	: 01 Jun 2025 – 07 Aug 2025
Contract Authority	: Oxfam in Bangladesh

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Across regions, from the local to the global, we work with people to bring change that lasts.

Oxfam in Bangladesh (OiBD) has been actively engaged in various humanitarian and development initiatives for more than 50 years, striving to improve the lives and livelihoods of vulnerable communities nationwide.

1. Rationale & Background of the Study

Bangladesh has been affected by more than 200 natural disasters over the last three decades. The country's geographical location next to the Bay of Bengal, low-lying terrain, monsoons, and significant rivers render the country very vulnerable to natural hazards. From 1970-2019, storms have been the most frequent disaster to affect Bangladesh at 52%, followed by floods at 31%, with the remaining disasters being epidemics, earthquakes, droughts, and landslides. In addition, Bangladesh is one of the countries in the world most at risk from the negative impacts of climate change including increases in incidence and intensity of extreme weather events and hazards such as soil salinization, rising sea levels and riverbank erosion. (source: Disaster Management Reference Handbook (2020) – Bangladesh).

There are two types of geographical areas like Coastal and Char basin are most climate change affected in Bangladesh. Poor communities are the most vulnerable to the impacts of climate change and extreme climatic events with environmental degradation. In a disaster situation early response is very much important to minimize the casualties and the damages to human lives caused (Chandio et al. 2006).

Disaster Management in Bangladesh is guided by a number of national drivers including plans, policies, and orders. The National DM plans (NPDMs) look at the risks and consequences of disasters and community involvement and integration of structural and non-structural measures. The DM Act 2012 endorses the Standing Orders on Disaster (SOD) and provides a legal basis. In order to disaster response including adaptation, disaster risk reduction and mitigation there are several Disaster Management Committee (DMC) like Union level DMC, Upazila and District level DMC in Bangladesh. However, Ongoing disaster management system and policies shows great deficiencies in all phases of disaster management cycles. This lacking shows poor institutional arrangement, lack of capacity, as well as weak collaboration and communication gap between different levels of Government to solve disaster related problems.

The project called "Strengthening Community Preparedness, Rapid Response and Recovery in Bangladesh" is funded by Margaret A. Cargill Philanthropies and it is a multi-country programme being implemented in the Philippines, Indonesia, and Nepal since October 2020, and has now entered its second phase starting of January 2024. This new phase will end in December 2026, and it is planned to collect data against established indicators on an annual basis.

This project aims to ensure that communities affected by recurrent disasters in highly vulnerable areas in Asia have enhanced capacities for disaster preparedness, response, and recovery, and are better equipped to co-lead on relief and recovery efforts in collaboration with local authorities, with the overall aim of reducing vulnerability and suffering among disaster-prone communities Oxfam in Bangladesh with their partners, SKS Foundation, JAGO NARI & Wave Foundation is implementing the programme in 12 communities in Gaibandha, Barguna and Barisal. This program will achieve three principal outcomes, each of which is designed to address the underlying causes of vulnerability of communities, and shortcomings in the humanitarian preparedness and response systems.

This midline study for the second phase of the project is intended to assess progress against the benchmark indicators initially identified and agreed upon during the baseline. The evaluation will be carried out collaboratively by Oxfam USA and Oxfam in Bangladesh, under the guidance of the MEAL team from both organizations. The study is scheduled to commence in early June 2025 and will be overseen by the Senior MEAL Officer of Oxfam in Bangladesh.

2. Project Summary

Outcome of the Project	<p>Outcome 1: Increase capacities and leadership of target communities to enable local actors to respond effectively to small-scale disasters with special emphasis on transformative leadership roles of women and youth.</p> <p>Outcome 2: Strengthen and protect the livelihoods of the most vulnerable socio-economic groups so they are able to respond to and recover from recurrent disasters caused by natural hazards, while maintaining or increasing their access to productive assets and actively engaging with relevant private and public sector actors to access services.</p> <p>Outcome 3: Communities, local and national actors, and international organizations systematically share knowledge to strengthen local humanitarian leadership to help communities be disaster ready.</p>
Project Locations	Gaibandha, Barguna, and Barisal
Project Participants	Community people, CBO, DMCs
Implementing Partners	Oxfam in Bangladesh with their partners, SKS Foundation, JAGO NARI & Wave Foundation

3. Objectives of the Consultancy

The objective of this midline study is to assess the extent to which the project is progressing toward its intended outcomes and indicators, using the established rubric-based measurement framework. The study will apply both quantitative and qualitative methods to assess results against the set rubric for each indicator, compare data between baseline and midline stages, and compare progress against baseline benchmarks, and interpret findings in alignment with rubric criteria. It will identify key challenges, enabling factors, and lessons learned, and generate evidence-based recommendations for improving the project's effectiveness, efficiency, and relevance in the remaining implementation period. In addition, the midline study will document success stories, unexpected outcomes, and emerging practices to support adaptive management, donor learning, and future programming decisions.

The specific objectives of the assignment are as follows:

Preparatory Stage:

- Review and update and/or improvement of the data collection based on past recommendations in previous report (baseline data from the current phase) and/or from staff.
- Estimate the sample size and plan for data collection while considering Oxfam's standard procedure.
- Hire local enumerators and train local enumerators.

During the Study:

- Train local enumerators¹ and supervise the data collection process and the quality of the data collection, analysing the data and documenting the findings.
- Oversee the quality of the midline process and write a clear report using data visualization techniques, comparing baseline, midline and endline data from the project's first phase, collecting explanatory

¹ local enumerators will be hired by Oxfam and/or local implementing NGOs working in the target areas of the projects. The leading consultant will have the responsibility to train the team of local enumerators for effective and quality data collection as well as supervising the quality of the entire process.

information on the changes observed in the data and other tools to summarize the key data against each indicator.

- Based on data analysis and consultations with stakeholders, provide concluding remarks and recommendations regarding the project's relevance and appropriateness to community needs, the effectiveness of implementation strategies in achieving intended results, and the efficiency of resource use.
- This project uses a rubric-based assessment framework to evaluate progress against key indicators. The rubrics provide a standardized set of criteria and descriptive performance levels that guide the scoring and interpretation of project achievements. The consultant will be expected to:
 1. Use the existing rubrics for rating current progress on each relevant indicator;
 2. Ensure alignment with the baseline rubric assessments for accurate comparison;
 3. Provide narrative justifications and qualitative insights alongside each rubric score;
 4. Recommend any necessary refinements to the rubrics based on field realities and learning from data collection;
 5. All findings and recommendations must be structured in a way that corresponds to the rubric levels to support donor reporting and learning.

Harvesting and Documenting:

- Provide short stories of successes and challenges, including the identification of disaster and climate resilient practices (adaptation, disaster risk reduction, and mitigation) within the targeted communities—detailing what actions/practices are employed, who is involved, where they occur, when they began, and why they are important for community disaster preparedness—and provide information on whether non-target communities are adopting project-promoted activities or approaches. Ensure that all data is disaggregated by sex, age, location, and main economic activity.
- Include a short description/timeline of climate change shocks, vulnerabilities that recently affected the targeted communities, and which socio-demographic groups in particular.
- Help identify the disaster and climate resilient practices (adaptation, disaster risk reduction and mitigation) of the targeted communities.
- Write a clear, comparative report using data visualization techniques and rubric-based analysis to summarize progress across outcome indicators, highlighting shifts in performance levels since baseline.

Assessment and Evaluation:

- Provide a short conclusion and corresponding recommendations relating to the project's relevance and appropriateness to community needs, the effectiveness of implementation strategies in achieving intended results, and the efficiency of resource use
- Conclude with a description of the capacity of Union Disaster Management Committees (Assessment, planning, budgeting and implementation), and some specific socio-demographic groups on disaster and climate resilience action (disaster response, preparedness, mitigation etc)
- Organize 1.5 hours workshop with Oxfam and partner teams for reflection on the data and recommendations (in order to finalise the midline data report) through which specific areas of projects' progress will be highlighted and open for discussion to capture additional qualitative and contextual information and develop recommendations or specific actions for successful implementation of the project.

4. Outcome Indicators of the Project

This outcome monitoring framework is composed of disaster preparedness indicators required by the donor and of country-specific indicators defined by implementing organizations. The baseline data of all these indicators is available in this Excel document: <https://oxfam.box.com/s/0mpl4il13662vt5am8bh8k8tzvu4iquo>.

- Number of communities with a DRR leadership group with relevant skills and knowledge recognized by the community and, where pertinent, the relevant official body
- Number of communities with DRR leadership group whose current membership reflects key socio-demographics of the community (in terms of gender, age, ethnicity, disability, livelihood groups, and others as pertinent to context).
- Number of communities whose DRR leadership group convenes, makes decisions, and implements them without outside assistance

- Number of communities that complete the actions in their disaster preparedness/disaster risk reduction plan, and review and update the plan regularly
- Number of communities where at-risk households/groups (women, youths, and others as pertinent to context) implement DRR measures promoted by the project
- Number of communities in which members obtain, communicate, and act upon EW information in a timely way and improve
- Number of communities where members of all socio-demographic groups feel the disaster preparedness/disaster risk reduction (DRR) plans and systems meet their priority needs
- Number of communities whose risk management plan receives support from local authorities or actors
- Best practices, tools, and experience on DRR in this project are identified, systematized, and disseminated to local governmental and non-governmental actors
- Uptake in non-target communities applying project approach/activities
- Number of local and inter-municipal coordination spaces where local authorities and community members exchange community disaster management plans and practices (cross- learning between UDMCs, number of inclusive disaster management (DM) plans)
- Number and percentage of community actors who presented/showcased/shared their models/tools/approaches/experiences with others within and/or outside the community.
- Number and percentage of people accessing financial and non-financial mechanisms to anticipate and mitigate risks/hazards.
- Number of communities with food and/or fodder bank where households experience less food (rice) shortage and reduce coping mechanisms at times of crisis
- Percentage of targeted vulnerable households in 12 communities reporting alternative resilient livelihood-based support contributed to financially recover from disaster impacts on their assets

5. Methodological Considerations

1. Past Data Collection and Analysis

All relevant data reports from the first phase of the project, including baseline, midline, and endline, along with the current second phase's baseline data, will be made available to the consultant. While most indicators remain consistent with those used over the past three years, a few have been updated or added to better reflect the evolving information needs of the project's monitoring and evaluation framework.

Previously collected data utilized a mixed-methods approach, integrating both quantitative and qualitative methodologies. Data and information were gathered from both primary and secondary sources. Quantitative data was collected through structured questionnaires administered to community members, particularly Community-Based Group (CBG) members. Qualitative data was gathered through Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), stakeholder meetings, and case studies. These involved a diverse set of stakeholders, including local leaders from Union and Upazila Disaster Management Committees (UDMCs, UzDMCs), Community-Based Organizations (CBOs), youth groups, Food and Fodder Bank groups, Civil Society Organizations (CSOs), elected representatives, and the project team.

The availability and use of this past data will enable a comparative analysis during this midterm data collection stage, allowing for assessment of trends, identification of key changes, and exploration of factors contributing to those changes. This will directly inform project teams on project progress and generate learning for improved implementation.

To keep consistency with past data analysis, please be aware of and consider the data collection process that was employed:

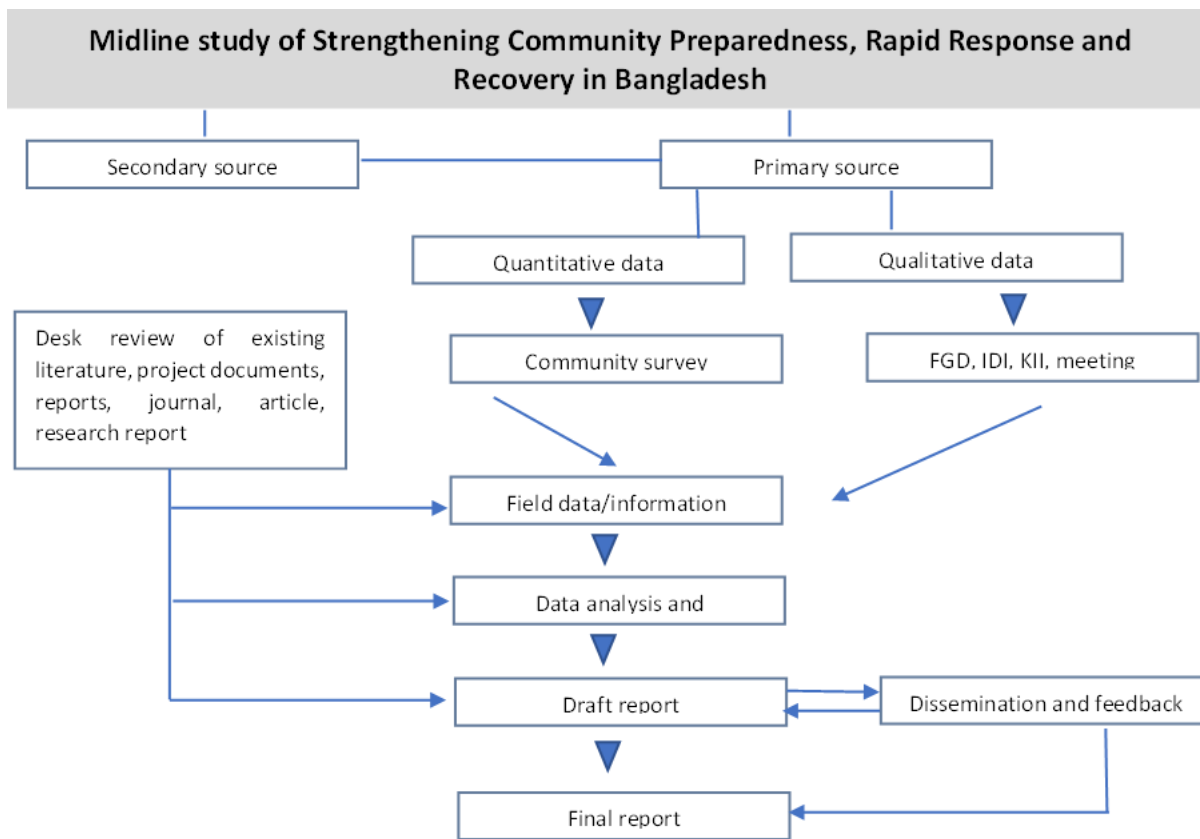


Figure 1. Design and framework of the study

Previously, the targeted respondents were identified using probability sampling technique like systematic, simple random and stratified random sampling techniques to represent the target population with study coverage. The project is implemented at 12 Unions in 4 sub-districts under 3 districts. **Respondents were selected as per ratio of gender, age, people with disability, ethnicity/minorities and economic occupation.**

A representative sampling approach was undertaken. The sample considered at a 95% confidence level, with an accuracy rate or amount of admissible error margin of 6% as we had exact beneficiary count and to sample the sample representative equally for each district and distributed proportionately in accordance with population size. The following sampling approach and statistical formula was applied for the sample design:

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$$n = \frac{z^2 \cdot p \cdot q \cdot N}{z^2 \cdot p \cdot q + (N - 1)e^2} = 265$$

Where,

n = Sample size

N = Targeted Population size

e = Admissible error in the estimate

p = Proportion of defectiveness or success for the indicator

q = $1-p$

z = Standard normal variable at the given level of significance

In the sampling estimate, given values are:

N = 46550 (total CBO households covered by the project)

e = 0.06 (6% significance level/admissible error margin)

p = 0.6

q = factor $q (1-p) = 0.6$

z = 1.96 (value of standard normal variable at 95% confidence level)

For ensuring representative sample size from each district the equal proportion of sample size would be selected. Area wise sample size distribution through stratified random sampling as follows:

$$\text{Formula: } n = \frac{\text{Area wise population (HHs base)}}{\text{Total population, HHs base (46550)}} \times \text{sample Population (265)}$$

Table 1: The detail of quantitative sample size distribution

Sample Size Distribution					
Area	Total population (targeted unions base)	Sample size	Female (60%)	Male (40%)	Of them Youth (20%)
Barisal	32075	149	89	60	30
Gaibandha	18248	85	51	34	17
Barguna	6875	32	19	13	6
Total	57198	266	159	107	53

Qualitative information was used to get more detailed and more specific information from relevant stakeholders of the project using different tools and techniques, namely Focus Group Discussion (FGD), Key Informants Interview (KII), In-Depth Interview (IDI), observation, case study, etc. A sample table is given below:

Table 2: Qualitative sample distribution

Tools	Target Groups and Criteria	Barisal	Gaibandha	Barguna	Total
FGD	Community	6	4	2	12
IDI	UDMC	6	4	2	12
	CBO leaders	No exist	4	2	6
	Food bank group	1	4	2	6
	Fodder group	No exist	4	No exist	4
KII	UzDMC	1	1	1	3
	Cavil society member	1	1	1	1
Meeting	CSO	1	1	1	3
	Total	47			

2. Important Considerations for this Data Collection and Analysis

- **Review all the data collection tools previously developed** to see if any adjustments or improvements are needed based on past recommendations (see past reports), on staff's recommendations and on the few new indicators added to the monitoring framework.
- **Apply a feminist and intersectional lens** when collecting the data ensuring that it is safe and easy for all socio-demographic groups in communities and UDMCs to attend meetings with the data

enumerators. Apply that same lens to the data analysis process to ensure that differential impacts on the diverse socio-demographic groups is analyzed and reported.

- **To provide reliable, valid and credible findings and conclusions, it is important to have a robust data triangulation process.**
- **Data should be collected and computed by online based data collection application using Kobo-tool box or Survey CTO (preferred).**
- **Compare the recently collected data with previous data points**, and highlight and explain any major changes in trends.
- **Build and train a team of local enumerators ensuring an equal number of men and women** who will be conducting data collection in the field with the different socio-demographic groups. Orientation/training session will be organized for the data enumerators on understanding tools, data collection ethics, quality control and management of the process of data collection.
- **Apply safeguarding principles at all times** in the data collection process. Oxfam teams will provide an induction to safe programming and safeguarding principles to the lead consultant(s) and this should, this run be part of the enumerators' training.
- **Be aware and stay abreast of the public health situation** to avoid any public health risks and find the adequate risks mitigation measures.

6. Deliverables, Report and Roadmap of the Study

1. Deliverables

The specific deliverables for this study are detailed in the following table.

Deliverable	Estimated Working Days	Products
Review and adjust data collection tools, and review some key documents, including coordination with partners	5	Inception report including the roadmap, timeline, methodology adjusted and finalized data collection tools
Train local enumerators in Bangladesh and test surveys and tools	2	
Collect Data and regular check-ins with enumerators, Clean and Analyse data collected	15	Debrief session to give updates to implementing organizations and Oxfam
Draft end line Report	7	Draft report 25 pages max (excluding annex)
1.5 hours of reflection and recommendations workshop/presentation with partners	1	Workshop PPT integrating reflections and recommendations
Final midline Report <i>Based on the feedback on draft report the report would be finalised. It would be in English</i>	5	Final report of 25 pages (excluding annex) with a table summarising data against each indicator (like our matrix of indicators)
Data sets	N/A	Soft copy of data sets, Final version of data (survey data and from interviews and FGDs)

2. Proposed Content of the Situation Assessment Report:

Content of the Study Report	
	Title page
	Acknowledgment
	Table of contents and list of figures and tables
	Acronyms/Glossary
	Executive summary with summarized indicator data– 3 pages
Chapter: 1	Introduction and background (short description of context, project background and description, study objectives) – 1.5 pages
Chapter: 2	Study methodology (description of study location, sampling procedure, data collection method, data quality assurance procedure, data processing and analysis, and limitations) 1 page
Chapter: 3	Key findings up to 15 pages comparing with previous data and explain changes in data trend, include short stories of any successes and challenges
Chapter: 4	Conclusion and recommendations highlighting and explaining where changes have occurred - 2 pages

Chapter: 5	List of references and Annexes: TOR, Work plan, List of informants, List of documents reviewed, tables, etc.
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3. Roadmap or Timeframe of the Study:

The tentative period of the study will be for 45 working days.

Activity	Timeframe: From June 2025 to July 2025 (depending on the start date)							
	1 st week	2 nd week	3 rd week	4 th week	5 th week	6 th week	7 th week	8 th week
Inception Meeting	1 st							
Submission of inception report	1 st							
Document review and tools preparation and data base designing		2 nd						
Data enumerators recruitment and training			3 rd					
Data collection (qualitative and quantitative), cleaning and processing/analysis			3 rd	4 th				
Draft report preparation and submission					5 th	6 th		
Debriefing session & feedback incorporation to submit Final report and data sets						6 th	7 th	
Final Report							7 th	8 th

7. Qualifications and Experience

The consultancy by an individual consultant or a team that has strong capacity in conducting research study for development and humanitarian issue. Consultants interested in submitting a proposal should have the following criteria:

- University degree in data analytics, statistics and/or social sciences or possess equal composition of qualified academic background, knowledge, experience and capacity to manage the research study (required).
- Excellent understanding on disaster risk management and related policy and development issues, in a humanitarian or development context, in Disaster Risk Reduction and Disaster Preparedness (required).
- Excellent communication skills to work with a wide range of actors part of the project, and to write clear and concise reports writing (required)
- Experience of working with participatory methodologies and qualitative data collection methods (required).
- Solid skills in data analysis and using mobile data collection tools and other programs/software to tabulate and analysis qualitative and quantitative data (required).
- Experience to maintain data security for research purpose and ensuring data protection requirement in place (required).
- Experience to maintain safeguarding protocol to manage data collection process is meet with safeguarding aspect in properly manner (required).
- Ability to comply with specific requirements and strict deadlines (preferable).
- Good knowledge and understanding of the study areas: Gaibandha, Barguna and Barisal.

8. Budget and Payment Schedule

The total budget for this assignment is BDT 1,000,000.00.

Payment Schedule:

- 30% upon submission of the Inception Report.
- 40% upon submission of the Interim Report.
- 30% upon approval of the Final Report.

9. Reporting and Supervision

The consultant or the internal lead of the assignment will report to Senior Programme Officer.

10. Risk Mitigation

Identify potential risks and the corresponding mitigation strategies. For example:

Risk	: Delays in data collection.
Mitigation	: Develop a detailed data collection plan and ensure timely coordination with stakeholders.
Risk	: Incomplete data.
Mitigation	: Use multiple data collection methods to ensure comprehensive coverage.

11. Compliance

Ensure compliance with OiBD's internal regulations and the regulations of donor organizations.

12. Application Process:

Topic	Page Limit (max.)
Technical Proposal	
<ul style="list-style-type: none"> A technical proposal explaining their proposed approaches for this assignment, including a timeline to conduct overall evaluation assignment, and clarifying the division of role and responsibilities of all team members, and annexing their resumes. State your availability period. One relevant sample of similar past assignments. 	
Financial Proposal	
<ul style="list-style-type: none"> A financial proposal outlining their expected fees and other related costs for travel and all necessary activities. Total base amount (inclusive of Tax) 15% VAT on the total base amount Grand total amount (Base amount + VAT) 	

Noted, the selection committee will evaluate both the technical and financial proposals of the consultants/ firms based on set out evaluation criteria as follows. A cumulative weighted-scoring method will be applied to evaluate the proposal. The award of the contract will be made to the consultant/ consulting firm whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this TOR.

Along with the technical and financial proposals, the following documents need to be submitted separately:

For Individual Consultant:

- A profile/CV of a maximum of 2 pages, highlighting related completed assignments with client names, contact persons, and contact numbers.
- One-paragraph short CVs for other team members involved in the assignment, highlighting related completed assignments and roles (if applicable).
- Proof of last two payments/ rates.
- Copies of NID, TIN, BIN, VAT Registration, Trade License, Work Permit, as applicable.

For Consultancy Firm:

- A firm profile of a maximum of 2 pages, highlighting completed related assignments with client names, contact persons, and contact numbers.
- The lead consultant's (who will lead the assignment) maximum 2-page CV, showcasing related assignments completed and specifying the role in each completed assignment.
- One-paragraph short CVs for other team members involved in the assignment, highlighting related completed assignments and roles.
- Proof of last two payments/ rates.

- Copies of the firm's certificate, TIN, BIN, VAT registration, and trade license and any other relevant documents.

The proposals must be sent in English and the submissions must reach Oxfam via email at Ban_Consultancy@oxfam.org.uk with the subject line “**Midline Study of ACT II Project**” by **13 May 2025**.

13. Evaluation Criteria:

	Mark Allocation	
Technical Proposal		80
Understanding of the ToR	10	
Skills & Expertise	20	
Methodology	20	
Quality Assurance & Data Management	10	
Team Composition	20	
Financial Proposal		20
Grand Total		100

Oxfam withholds the right to conduct interviews/presentation with one or more potential consultants before an award decision is made. The purpose of the interview/presentation is to seek further clarification on the submitted quotations and learn more about the background and previous experiences of the potential consultants and their teams.

14. General Terms and Conditions

- All payment will be made through A/C payee cheque or bank transfer.
- The consultant shall be responsible for their statutory income tax obligations and/or insurance during the assignment.
- The payment will be made only after formal acceptance of deliverables by Oxfam in Bangladesh and OGB Global Team
- Inability to comply with the works as per agreed timeline and quality will cause penalty from the payment. The penalty will be proportionate to the level of undelivered work.
- The consultant will ensure that data collection, processing and reporting meets Oxfam's high-quality standards and legal requirements (e.g., GDPR). The consultant shall have the responsibility to modify the report until the quality required by Oxfam has been reached.
- Confidentiality of information
 - The consultant will ensure appropriate ethical authorizations are in place, as required.
 - Informed consent processes must be followed prior to data collection including for interview recordings and photographs.
 - Interviewees will not be quoted in reports without their permission.
 - All documents and data collected will be treated as confidential and used solely for the purposes of carrying out this consultancy contract.
- All soft and hard copies of the assignment will be treated as the property of Oxfam.
- The consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
- In case of any deviation from the contract, Oxfam shall have the right to terminate the agreement at any point.
- The consultant shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation from the contract.
- Oxfam will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.
- Oxfam work is based on deeply held values and principles. The consultant will be bound by the principles and conditions of Oxfam Code of Conduct and other relevant policies, including those for safeguarding and child protection, throughout the duration of the assignment.



RIGHT TO SELECT/ REJECT

Oxfam reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Oxfam also reserves the right to reject any or all proposals received without explanation.

RESERVED RIGHTS

All applications and quotes become the property of Oxfam, and Oxfam reserves the right in its sole discretion to:

- Disqualify any offer based on applicant's failure to follow solicitation instructions.
- Waive any deviations by the applicant from the requirements of this terms of reference that, in Oxfam's opinion, are considered immaterial defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- Extend the time for submission of responses after notification to all applicants.
- Terminate or modify the process at any time and re-issue the request for quotation to whomever Oxfam deems appropriate.
- Issue an award based on the initial evaluation of offers without discussion.
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

CODE OF CONDUCT

Oxfam is committed to integrity in its operations and supply chains and ensuring high ethical standards. Complying with all laws and regulations and ensuring fair competition are fundamental to this commitment. We actively promote these principles and standards, and expect all Oxfam suppliers to demonstrate commitment towards them.

All consultants/applicant are required to agree and adhere to the [Oxfam Supplier Code of Conduct](#), whereas individuals (including consultants) must sign the [Oxfam Non Staff Code of Conduct](#)². These Codes of Conduct set out the specific standards and principles in the areas of human and labour rights, environmental impact and anti-corruption that suppliers must follow.

Oxfam has the following requirements of its service providers, to ensure integrity in its supply chain:

Bribery and Collusion

Oxfam does not tolerate fraud, including bribery or kickbacks, collusion among bidders, bribery or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities.

Employees and representatives of Oxfam are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange or as a reward for business.

False Statements

Bidders must provide full, accurate and complete information as required by this solicitation and Annexes. False statements in bids constitutes grounds for immediate termination of any agreement with the supplier. OXFAM takes misstatements, falsification, manipulation, alteration of facts and/or documents very seriously, has a zero-tolerance policy to such behaviours, and may choose to take legal action in a case of misrepresented disclosures by

Conflict of Interest

Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Oxfam having to re-evaluate the selection of a potential bidder.

² Non-Staff Code of Conduct applies for any self-employed individuals or contracted employees of suppliers who are working on Oxfam sites, or who have access to Oxfam materials, or who may represent Oxfam in any manner but are not part of Oxfam's legal entity)

Diversion of Funds

Oxfam is determined that all its funds and resources should only be used to further its mission and shall not be subject to illicit use by any third party nor used or abused for any illicit purpose. Suppliers (and their affiliates/group companies, employees, officers, owners, agents and sub-contractors) may be subject to formal screening against global lists of individuals subject to designation or proscription under financial sanctions or counter terrorism regulations.

MONITORING

Due Diligence: As a charitable organisation, Oxfam must take care to protect its assets and funds. One of the steps that Oxfam takes to comply with this legal duty is to conduct adequate and proportionate due diligence on suppliers prior to entering into a contract. This includes checking legal registration and financial solvency but may also include other checks.

Important Note: Oxfam performs a regular screening check of all suppliers against international sanctions lists.


Audit: Any audit requirements are detailed in the terms and conditions of business.

Data Protection: Oxfam is legally bound to ensure that all personal details held by the organisation relating to any individual or entity are kept secure and according to international data protection standards.

MISCONDUCT REPORTING AND WHISTLEBLOWING

Oxfam's reporting and whistleblowing mechanisms are available for Suppliers as well Oxfam employees, to ensure that Oxfam continues to operate under the highest ethical standards and principles.

You can use these reporting channels confidentially, anonymously, and in your own language to report any concerns involving fraud, corruption, waste, abuse or safeguarding concerns.

Speak up – Oxfam GB		
Email: 	SpeakUp@oxfam.org.uk	
Online: 	Oxfam Misconduct Reporting Webform (including possibility for anonymous reporting) https://oxfam.clue-webforms.co.uk/webform/misconduct/	
Phone: 	Global Phone Number: +44 1249 661808	

ANNEXURE: Attachments

Attachment 1: Code of Conducts

[Oxfam Non-Staff Code of Conduct \[English\]](#)

[Oxfam Non-Staff Code of Conduct \[Bangla\]](#)

[Oxfam Supplier Code of Conduct](#)

Attachment 2:

[OXFAM GB Feminist Principles](#)

Attachment 3:

[One Oxfam Child Safeguarding Policy](#)

Attachment 4:

[Oxfam Anti-Fraud and Corruption Policy](#)

Attachment 5:

[One Oxfam Policy on Protection from Sexual Exploitation, Abuse and Harassment \(PSEAH\)](#)

Attachment 6:

[Sexual Diversity and Gender Identity Rights Policy](#)