

## TERMS OF REFERENCE (TOR)

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 (OxBD) 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.

<b>Title</b>	: Consultancy for From Margins to Leadership: Impact Assessment of the CCK Project on Women's Empowerment and Resilience in Munda Indigenous Communities
<b>Covered Thematic Area</b>	: Economic Inclusion and Justice
<b>Project/ Programme</b>	: Creating Women Leadership for Resilience in Munda Adibasi (Indigenous) Community
<b>Assignment Location</b>	: Shyamnagar, Satkhira
<b>Assignment Duration</b>	: 1 October – 30 November 2025 (15 <sup>th</sup> November preferred if possible)
<b>Contract Authority</b>	: Oxfam in Bangladesh

### 1. BACKGROUND AND CONTEXT

The Munda community, an indigenous ethnic minority group residing in the Sundarbans mangrove ecological zone of Shyamnagar, Satkhira, possesses a unique cultural heritage and historical presence in southwestern Bangladesh. Having migrated from India approximately 300 years ago, the Munda have become an integral part of the region's socio-ecological landscape. Traditionally regarded as 'jungle-clearers' or Bunos, the Munda people have long depended on the biological resources of the Sundarbans for their subsistence—including fishing, honey collection, and seasonal forest product gathering. However, the ongoing impacts of climate change, environmental degradation, and structural marginalisation have significantly undermined their traditional livelihoods and socio-economic security.

The frequency of tropical cyclones and tidal surges, particularly the devastating effects of Cyclone Amphan, has heightened the Munda community's exposure to climate-induced vulnerabilities. Rising salinity, submergence of agricultural lands, and increasingly unstable livelihood patterns have left them with limited options, often forcing them into precarious work as day labourers. Systemic inequalities—such as exclusion from mainstream economic programs, poor infrastructure, and limited market access—have further entrenched their poverty. These challenges are particularly acute for Munda women, who, despite often holding decision-making power within their households, face severe socio-cultural barriers to participating in broader leadership, governance, and resilience-building structures.

In response to these intersecting vulnerabilities, Oxfam, in collaboration with local partners, launched the "Creating Women Leadership for Resilience in Munda Adibasi Communities (CCK Project)" to promote women's leadership and livelihood resilience in the climate-vulnerable region of Shyamnagar. The initiative has aimed to empower Munda women through enhanced decision-making capacity, improved access to skills and resources, and increased participation in household, community, and institutional levels. Two years into implementation, Oxfam intends to commission an impact study to assess the effectiveness of these interventions using a mixed-methods approach, with a particular emphasis on qualitative insights into the lived experiences of women within the community.

### 2. OBJECTIVES OF THE ASSIGNMENT

The impact study will aim to examine the outcomes and community perceptions related to the CCK project, with a particular focus on how women's leadership and livelihood resilience have been fostered in the Munda Adibasi context. The specific objectives are as follows:

- To explore the project initiatives aimed at strengthening women's leadership roles in decision-making processes at the household, community, and institutional levels within the Munda Adibasi community.
- To assess the effectiveness of livelihood resilience-building interventions introduced by the CCK project in addressing the socio-economic and climate-induced vulnerabilities of Munda women—particularly in terms of access to productive resources, skill development, and adaptive capacity.
- To identify social, cultural, and institutional barriers that hinder the participation of Munda Adibasi women in leadership roles and in building resilience against climate-induced challenges, while also exploring pathways to promote their greater inclusion and agency.
- To capture community perceptions and attitudes regarding the empowerment of women as leaders, including the influence of traditional gender norms, beliefs, and roles on women's leadership and participation.
- To examine how women's leadership contributes to broader community resilience, focusing on collective decision-making, social cohesion, and the strengthening of community-based economic initiatives and climate adaptation strategies.

### 3. SCOPE OF WORK

The selected consultant or research team will be responsible for carrying out a comprehensive set of tasks to ensure the successful completion of this impact study. The work will be structured into distinct phases, beginning with inception and continuing through fieldwork, analysis, reporting, and knowledge sharing. Key responsibilities include:

#### Inception Phase

**Tool Finalization:** The consultant will work closely with Oxfam and its implementing partners to review, adapt, and finalize the research instruments. This will include interview guides, FGD checklists, consent forms, and participatory tools, ensuring they are culturally appropriate and aligned with the study's objectives.

**Work Plan and Ethical Framework:** A detailed work plan outlining timelines, responsibilities, and deliverables will be developed. Additionally, the consultant will design an ethical framework for the fieldwork, emphasizing informed consent, confidentiality, and culturally sensitive engagement with Munda Adibasi women and community members.

**Stakeholder Coordination:** The consultant will coordinate with relevant local actors, including community leaders, local government bodies, and partner organizations, to secure community entry, build rapport, and facilitate smooth access to field sites in Shyamnagar, Satkhira.

#### Data Collection

The consultant will carry out questionnaire survey as well as qualitative fieldwork using a mix of Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), In-depth Interviews (IDIs), and participatory tools involving Munda community's members will be appreciated. Data collection will prioritize inclusive and meaningful participation, especially of Munda women, ensuring their voices and experiences are central to the study. Sessions will be designed to be respectful of indigenous customs and gender dynamics.

#### Data Analysis

All collected qualitative data will be transcribed, coded, and systematically analyzed using a thematic analysis. This analysis will directly correspond to the study's core objectives around leadership, livelihood resilience, inclusion, and gender norms. Where relevant, existing project monitoring data will be reviewed and integrated into the analysis to strengthen findings and provide quantitative support to qualitative narratives.

## **Reporting**

A draft report presenting preliminary findings, key themes, and emerging case studies will be submitted for Oxfam's feedback and validation. Following the feedback process, the consultant will revise and deliver a final report that includes a synthesis of findings, detailed analysis, and actionable recommendations for future programming. The report will also feature selected case studies and voices from the field to illustrate impact.

The consultant will deliver a presentation of findings to Oxfam, local partners, and stakeholders, facilitating dialogue on insights and implications.

## **Knowledge Sharing**

If requested by Oxfam, the consultant will support the preparation of a summary brief, infographic, or other dissemination materials suitable for external audiences, highlighting the key findings and strategic recommendations of the study in a concise and accessible format.

## **4. METHODOLOGY**

The impact study will adopt a mixed-methods approach, integrating both quantitative and qualitative research techniques to comprehensively assess the effectiveness, sustainability, and inclusiveness of the project interventions, with a particular emphasis on the lived experiences of Munda women and other marginalized groups. The approach is designed to generate rich empirical evidence to inform adaptive learning, strategic planning, and future programming for Oxfam and its partners. The methodology will be structured around three key phases: (1) Study Design and Inception, (2) Primary Data Collection and Analysis, and (3) Synthesis, Reporting, and Dissemination.

### **Phase 1: Study Design and Inception**

This phase will focus on laying a strong foundation for the study through participatory design, tool development, and planning.

#### **Desk Review and Contextual Understanding:**

The consultant will conduct a thorough review of secondary data sources, including project documents, monitoring reports, baseline data, policy frameworks, and academic literature relevant to gender equality, Indigenous rights, leadership, and climate resilience. This review will help frame the study in the broader social, environmental, and political context of the Munda communities in Shyamnagar, Satkhira.

#### **Theory of Change (ToC) Development:**

A conceptual framework or Theory of Change will be developed based on the desk review and consultations with Oxfam and implementing partners. This ToC will articulate the assumed causal pathways of change and guide the formulation of study questions and indicators.

#### **Development and Validation of Tools:**

The consultant will design a comprehensive set of data collection tools, including structured questionnaires for surveys, guides for key informant interviews (KIIs), focus group discussions (FGDs), and in-depth interviews (IDIs), as well as participatory techniques. These tools will be validated through a consultative process involving Oxfam staff and local stakeholders.

#### **Stakeholder Mapping and Sampling Framework:**

Respondents will be identified through a stakeholder mapping exercise, ensuring coverage of all relevant actors including beneficiaries, community leaders, project staff, and government representatives. Sampling strategies will be carefully selected to ensure representativeness and inclusiveness.

## **Phase 2: Primary Data Collection and Analysis**

### **Quantitative Data Collection:**

A structured household survey will be conducted using digital platforms such as SurveyCTO or KoBoToolbox to ensure real-time data capture and quality control. The survey will aim to provide statistical evidence on key indicators related to project outcomes. Appropriate sample size and representative sampling procedure for selecting Munda communities will be explored.

### **Qualitative Data Collection:**

To capture nuanced, context-rich, and culturally grounded insights, the study will employ a range of qualitative methods tailored to the lived realities of the Munda community and other marginalized groups. These approaches will be designed not only to collect information but also to honour local knowledge, build trust, and create safe, inclusive spaces for dialogue and reflection.

Key Informant Interviews (KIIs) will be conducted with a diverse array of stakeholders including project managers, implementing partners, local government officials, community elders, and leaders of traditional or informal institutions. These interviews will uncover perspectives on project design, implementation challenges, community participation, and perceptions of change. KIIs will be instrumental in identifying both the systemic enablers and barriers to achieving project outcomes, particularly from a governance, institutional coordination, and policy advocacy lens.

Focus Group Discussions (FGDs) will be organized separately with women, men, adolescents, youth, and members of marginalized or excluded groups, such as persons with disabilities or religious/ethnic minorities. These discussions will be conducted in safe and comfortable environments to encourage open dialogue, mutual learning, and collective reflection. Facilitators will employ participatory facilitation techniques to ensure that all voices—especially those of Munda women and young girls—are heard and respected. FGDs will explore themes such as social norms, leadership opportunities, access to resources, decision-making processes, and experiences of inclusion or exclusion in community institutions.

In-depth Interviews (IDIs) will delve into the personal journeys of transformation and resilience. These life-history style interviews will focus particularly on Munda women who have emerged as leaders, entrepreneurs, or change agents as a result of the project interventions. Through these conversations, the study will document rich narratives of empowerment, intergenerational change, and resistance to structural inequalities. These stories will serve as powerful illustrations of impact and will be synthesized as part of the final report in the form of detailed case studies or human-interest stories.

In addition to these standard methods, the study will incorporate Participatory Rural Appraisal (PRA) tools and community-driven techniques that allow Munda people to express their realities in culturally relevant and visual ways. Depending on the community's comfort and familiarity, tools might be adopted.

**Feminist and Intersectional Lens:** The study will embrace a feminist research methodology, centered on empowerment, co-creation, and reflexivity. The approach will actively seek to amplify voices of Munda women and other underrepresented groups by fostering inclusive, non-extractive, and safe environments. It will also address intersecting identities (gender, ethnicity, age, disability, economic status) and examine how power dynamics influence access, leadership, and decision-making.

## **Phase 3: Data Synthesis, Reporting, and Dissemination**

### **Data Processing and Analysis**

The study will adopt a systematic and rigorous approach to data processing and analysis to ensure that the findings are credible, contextually grounded, and aligned with the overall objectives of the impact assessment.

### **Quantitative Data Processing and Analysis**

All quantitative data collected through digital tools (such as KoBoToolbox or SurveyCTO) will undergo a thorough cleaning process to address inconsistencies, missing values, and entry errors. This step will involve data validation checks, logic verification, and consistency analysis to ensure accuracy and completeness.

Once cleaned, the data will be coded and entered into appropriate statistical software—MS Excel, SPSS, or STATA—depending on the complexity of the dataset and the analytical needs. The analysis will involve both descriptive statistics (such as frequencies, means, medians, and percentages) to summarize basic patterns, and inferential statistics (such as cross-tabulations, chi-square tests, t-tests, and regression analysis) to explore relationships and test hypotheses relevant to the study questions.

Quantitative findings will be disaggregated by gender, age, disability status, and geographic location to uncover trends and disparities within different sub-groups. Where applicable, the data will also be analyzed against key project indicators to assess progress, effectiveness, and impact across target populations.

### **Qualitative Data Processing and Analysis**

All qualitative data collected through interviews, focus group discussions, and participatory methods will be audio-recorded (with informed consent), transcribed verbatim, and translated into English where necessary. Each transcript will be reviewed and cleaned to ensure accuracy and completeness before analysis begins.

The data will then be systematically coded—either manually or using qualitative analysis software such as NVivo, Atlas.ti, or Dedoose—to identify key themes, categories, and patterns. A thematic analysis approach will be employed, guided by the study's objectives and the overarching Theory of Change (ToC) framework. This will enable the team to trace pathways of change, uncover barriers and enablers, and explore nuanced experiences across diverse social groups.

To strengthen the reliability and richness of insights, the qualitative findings will be triangulated with quantitative data and cross-validated with project documentation, monitoring data, and stakeholder inputs. This mixed-methods triangulation will enhance the depth of understanding and offer a more holistic view of the project's impact.

### **Reporting and Knowledge Sharing:**

- A draft report will be submitted to Oxfam, including key findings, analysis, and emerging recommendations.
- Upon feedback incorporation, a final report will be submitted, along with case studies, good practices, lessons learned, and strategic recommendations.
- A presentation of findings will be delivered to Oxfam and partners.
- If required, the consultant will also support the development of briefs, infographics, or knowledge products for broader dissemination.

## **5. DELIVERABLES FROM THE CONSULTANT**

The entire assignment is expected to be completed within a period of 60 days from the signing of the contract. The study will follow a milestone-based schedule with clearly defined deliverables at each stage. The consultant

is expected to maintain close collaboration with the Oxfam team, particularly the Economic Inclusion Justice unit, throughout all stages—from planning and data collection to analysis and final reporting.

Deliverable	Format	Length	Details	Timeline
Inception Report & Detailed Work Plan	MS Word	As needed	An inception report outlining the study methodology, sample design, site selection, tools to be used, data quality assurance mechanisms, ethical considerations, limitations, reporting format, and detailed timetable. A separate work plan will describe how the consultant will operationalize the study in line with Oxfam's framework.	Within 10 days of contract signing
Finalized Data Collection Tools (questionnaire and interview checklists)	MS Word	As needed	Draft tools will be prepared and submitted for Oxfam's review. After incorporating feedback and conducting a field pre-test, the tools will be finalized for use in data collection.	Within 18 days of contract signing
Data Collection and Analysis	SurveyCTO/ KoBoToolbox/ SPSS / Excel/ Word / Stata	As needed	Field data collection (qualitative and quantitative), data cleaning, coding, and analysis will be conducted. Raw and cleaned datasets (including transcripts and codebooks) will be shared with Oxfam. Consultant will work closely with the EIJ team to ensure contextual accuracy and quality.	Data collection to be completed by Day 30; analysis by Day 40
Draft Report	MS Word	30–40 pages (excluding annexes)	A draft report detailing study findings, disaggregated data analysis, community-level insights, and recommendations will be submitted for Oxfam's review. It will include an executive summary, methodology, key results, case studies, and annexes.	By Day 45
Final Report	MS Word & PDF	As per final format	Based on feedback from Oxfam, the final version will be submitted, incorporating necessary revisions. All supporting documents and data files will also be submitted in accessible formats.	By Day 50

## 6. BUDGET AND PAYMENT SCHEDULE

Total budget for the assignment : BDT 1,000,000 [Ten Lacs Taka only] (all inclusive)

### Payment Schedule:

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

## 7. EXPERIENCE OR PROFILE REQUIREMENTS

The organization/ individual(s) should have the following competencies:

The Consultant should have at least the following qualification:

- The applicant (lead consultant) must be an individual or an institution holding the necessary legal status to work in Bangladesh.
- Master's degree/Ph.D. in social science e.g., Gender studies/ Sociology/ Anthropology/ economics /statistic or equivalent fields



- Demonstrated experience, particularly in research, baseline study, outcome survey, evaluation, impact assessment, and gender studies.
- Experience in utilizing feminist and decolonizing principles and practices for research and analysis
- Demonstrated experience in methodologies and approaches such as process and contribution tracing.
- In addition, at least one co-researcher must have gender expertise, and at least one person must have research experience.
- Demonstrated experience conducting multi-stakeholder evaluations or reviews in the development or not-for-profit sector.
- Experiences prior working with Munda Ethnic minority will add additional value to the assignment

The consultancy team:

- The international consultant should preferably be fluent in English
- The local consultant involved in Bangladesh should be fluent in Bengali and English.
- Good communication and relationship building skills.
- Demonstrated experience in using the relevant tools and digital platforms such as SurveyCTO and conducting data analysis using software such as STATA /SPSS / Excel / NVivo or others.
- Ability to facilitate and relate to stakeholders at multiple levels and in diverse contexts.
- Ability to co-facilitate workshops on data analysis and sense-making.
- The team should be as much as possible gender-balanced

## 8. APPLICATION PROCESS

The proposals must be sent in English, electronically and the submissions must reach Oxfam via email at [Ban\\_Consultancy@oxfam.org.uk](mailto:Ban_Consultancy@oxfam.org.uk) with the subject line “**Impact Assessment of CCK Project**” by **13 September 2025**.

To be shortlisted for evaluation against award criteria, the following documents must be submitted with this application.

Technical Proposal
Technical proposal / approach paper to conduct the assignment and achieve objectives including methodology, proposed work plan and timelines
Financial Proposal
<ul style="list-style-type: none"> <li>▪ <b>Detailed Budget:</b> Breakdown of all costs.</li> <li>▪ <b>Total Base Amount:</b> The total cost before VAT (<i>Note: Do not mention the tax amount separately in the budget; it must be included in the cost.</i>)</li> <li>▪ <b>VAT:</b> 15% VAT applied to the total base amount.</li> <li>▪ <b>Grand Total Amount:</b> The sum of the base amount and VAT.)</li> </ul>

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

### For Individual Consultant:

- **Curriculum Vitae(s) (CV) of the proposed consultant(s)**, proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included.
- **Two relevant references** (minimum) for previous comparable assignments.
- **Evidence of previous work:** List of similar publications or any other documents proving similar experience and technical and thematic knowledge
- **Proof of last two payments/ rates** (required after selection process).
- **Legal documents:** Copy of NID, TIN, BIN, Proof of Submission Receipt (PSR) of the Income Tax Return for the latest assessment year, 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.

- **Curriculum Vitae(s) (CV) of the proposed consultant(s)**, proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included.
- **Two relevant references** (minimum) for previous comparable assignments.
- **Evidence of previous work:** List of similar publications or any other documents proving similar experience and technical and thematic knowledge
- **Proof of last two payments/ rates** (required after selection process).
- **Legal documents:** Copy of the registration copy, TIN, BIN, trade license, Proof of Submission Receipt (PSR) of the Income Tax Return for the latest assessment year and any other relevant documents.

## 9. EVALUATION AND AWARD CRITERIA

The selection committee will evaluate both the technical and financial proposals of the consultants/firms based on established evaluation criteria as follows. A cumulative weighted scoring method will be applied to assess the proposal. The contract will be awarded to the consultant/firm whose offer has been assessed and determined to be responsive/ compliant/acceptable with reference to this TOR.

Evaluation Criteria	Weight
<b>TECHNICAL</b>	<b>80</b>
<b>1. Expertise of the consultants/ consulting firm/ organization</b>	
<i>Understanding of the TOR</i>	20
<i>Strong skill and expertise on carrying out similar assignment (based on provided evidence)</i>	15
<b>2. Methodology</b>	
<i>Appropriateness of methodology in response of the indicators</i>	25
<b>3. Management structure and qualifications of key personnel</b>	
<i>Team composition</i>	20
<b>FINANCIAL</b>	<b>20</b>
<b>GRAND TOTAL</b>	<b>100</b>

[Only quotations with combined scores of at least **60 points** for the technical award criteria qualify for the financial evaluation.]

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.

## 10. 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.
- Conditions for participating in the procurement process are detailed in the [Terms & Conditions of Bidding](#)

## 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](#)<sup>1</sup>. 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

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<sup>1</sup> 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)

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.

### **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.

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

## **ANNEXES**

### **Attachment 1: Code of Conducts**

*Oxfam Non-Staff Code of Conduct [English]*

*Oxfam Non-Staff Code of Conduct [Bangla]*

*Oxfam Supplier Code of Conduct*

*Conflict of interest declaration form for 3rd parties*

### **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*