**ODK PROCUREMENT**

**TERMS OF REFERENCE FOR (RESTRICTED) TENDER**

**Strengthening implementation of Women, Peace and Security agenda in Niger through participatory action research and civil society engagement**

**Background**

For nearly 25 years, the Security Council, the UN and Member States have pledged their support for women’s full, equal, meaningful and safe participation in peace and security. The **UN Security Council Resolution 1325** on Women, Peace and Security (WPS) was adopted on the 30th of October 2000, and hence has its 25th anniversary in 2025. The resolution calls on all parties to conflict to take special measures to protect women and girls from gender-based violence and human rights violations and reaffirms the crucial role that women play in the prevention and resolution of conflicts and in humanitarian response, recovery and peacebuilding. Yet today 25 years on, women’s rights are under [ceaseless attack](https://www.ohchr.org/en/statements/2023/06/turk-urges-solidarity-face-gender-equality-backlash) in contexts marked by intensifying conflict, rising [authoritarianism](https://www.hrw.org/news/2023/01/04/fight-womens-rights-fight-against-authoritarianism),[militarization](https://bicc.de/Publications/Report/Global-Militarisation-Index-2023/pu/14293) and [backlash](https://www.cambridge.org/core/journals/politics-and-gender/article/abs/gender-equality-and-authoritarian-regimes-new-directions-for-research/8FDC3B640958F9D2C90964F7C7458F7B). Women’s participation in peace processes remains unacceptably low, and is decreasing even in UN-supported peace processes[[1]](#footnote-1). Women are disproportionately affected by conflicts, yet their voices are seldom heard. Extensive research has shown that women's participation is a necessity to create sustainable and lasting peace. On top of this, the operating landscape for the applying organizations has changed the past couple of years, with Russia’s invasion of Ukraine, the military aggression in Gaza as well as the global backlash on women’s rights and the climate crisis. These changing global geopolitical-, climate- and security conditions call for a renewed focus on, as well as new approaches to implementing the resolution 1325 in relevant ways for the three applying organizations.

Given alarming trends globally, Oxfam has strengthened its programming and policy work in relation to the Women Peace and Security (WPS) agenda. Oxfam’s gender justice programming and policy approach applies across the humanitarian, peace, development nexus. Oxfam promotes gender-transformative changes in crisis and conflict settings through engaging with and supporting women and women’s organisations as leaders and change agents to ensure they lead, participate in and benefit from relief and response efforts, as well as longer-term recovery, resilience and peace processes in an equitable, safe and meaningful manner.

Oxfam Denmark’s WPS efforts started under the Strategic Partnership (SP) I with the Danish International Development Agency (DANIDA) 2018-2021 programme with a focus especially on the participation pillar of the four WPS pillars (participation, protection, prevention, and relief & recovery), which showed strong results in relation to locally-led peacebuilding, conflict resolution and prevention by women and youth. In the present DANIDA SP 2022-2025, Oxfam Denmark strengthened its nexus programming (humanitarian, development and peace) and applied a more holistic way of promoting gender justice across the nexus by working with the four pillars of the WPS agenda. Under the Danida Strategic Partnership II, Oxfam Denmark has strategically committed to ensuring that *“Marginalised voices, such as young women and women from displaced communities, will be a particular focus for Oxfam Denmark and partners, to ensure their participation in and influence of decision-making spaces including in peacebuilding processes and policy reform processes*.” Two years into the implementation of the SP II, some of the ambitions set towards implementing the WPS agenda, such as focusing on partnering increasingly with local women’s rights and women-led organisations (WROs and WLOs), strengthening women’s participation and influencing work towards decision-making on peace and security, as well as linking this work more strongly with protection from and prevention of all forms of human rights violations, including sexual and gender-based violence in crisis still need to be strengthened further.

**Nature and scope of the assignment/service**

Women and girls are particularly affected by conflict and violence in Niger, especially in the current context, due to the proliferation of armed conflicts and high levels of criminality, with around 5 out of 8 regions affected. Women and girls living in conflict-affected areas are more exposed to gender-based violence, including sexual violence, rape, forced marriage and domestic abuse. This violence not only affects their well-being, but also limits their full social and economic participation in all spheres of life and society, and ultimately hinders their potential contribution to the promotion of peace and development. Oxfam Niger civil society partners engaged in the WPS programme are facing a number of opportunities and challenges which impact civic movements, initiatives, and coalitions in conflict-affected and fragile settings. In such circumstances, accompanying and providing civil society actors with a safe space for exchange of experiences and lessons learned to build joint strategies for strengthening efforts of influencing and engaging in peacebuilding efforts.

Hence, Oxfam Denmark seeks to contract a service provider to pilot a WPS focused initiative in Niger focused on strengthening WPS advocacy and alliance-building by WROs/WLOs. This will focus on accompanying women peacebuilders both individually and collectively in their efforts to engage, influence, and shape peacemaking efforts in Niger.

**Methodology**

The methodology for the WPS pilot initiative in Niger would combine the following elements:

* In-person workshops in Niger with Oxfam staff and partners: These would seek to take stock of civil society perspectives of the opportunities, challenges, and entry points pertaining to CSO influencing of the WPS agenda in Niger and perceptions regarding potential for alliance building and collective strategies.
* Remote accompaniment support and online peer exchanges: Regular follow-up calls and peer-exhanges on identified action points and key contextual/thematic issues agreed to during in-person workshops.
* Production of learning products: these would outline lessons learned and recommendations for partners to consider in relation to specific issues or topics identified through the workshops and/or remote support and online peer-exchanges.

**Deliverables, timetable and budget**

The assignment must be completed within 34 days over a 12 month period (1st October 2024 – 31st September 2025) as per below:

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|  | Deliverable | Details | timeframe |
| 1.a | Desk Review | Summary analysis of Oxfam and partner documents (progress reports, tools, analyses/assessments, case studies, evaluations, etc.)  | 3 days |
| 1.b | Methodology Plan for Workshops and Accompaniment support | Overview of approaches, tools, expected outcome | 2 days |
| 1.c | In-person workshops in Niger with Oxfam staff and partners | One in-person workshop with identified stakeholders based on agreed methodology plan | 5 days  |
| 1.d | Remote accompaniment support and online peer exchanges | Regular follow-up calls and peer-exchanges on identified action points and key contextual/thematic issues agreed to during in-person workshops. | 10 days |
| 1.e | Draft outline and full draft of learning product | Showcasing lessons learned and recommendations for partners to consider in relation to specific issues or topics identified through the workshops and/or remote support and online peer-exchanges. Draft outline to be shared and approved first.  | 10 days |
| 1.f | Presentation of findings and recommendations for validation with reference group | Key Oxfam and partner focal points will serve as the reference group  | 1 day |
| 1.g | Final learning product | Incorporating feedback from reference group.  | 3 days |
|  | Total |  | 34 days spread across 12 months |

The maximum budget amount available for this consultancy is 375,000 DKK (all inclusive). The consultant/consulting firm will submit a financial proposal that indicates all-inclusive costs for conducting the assignment. The consulting firm shall bear all costs associated with the preparation and submission of the proposal. All costs should be quoted in EUR and will remain valid up to sixty days (60) from the day of proposal submission.

Invoicing and payment shall be managed according to the following:

1. 25% upon approval by Oxfam Denmark of the desk reviews and methodology plans (item 1.b. above), submitted after signing of the contract and a preparatory meeting.
2. 50% upon approval by Oxfam Denmark of the draft final reports (item 1.d above) .
3. 25% upon finalization of the final reports (item 1.g above) approved by Oxfam Denmark capturing all findings, recommendations and lessons learned (in English). Issues requiring management response should be clearly outlined. The Report length should not exceed 40 pages in total (excluding annexes). The executive summary should be maximum 3-5 pages understandable as a stand-alone document.

All the outputs – reports, data base, etc, produced under this assignment will not be disseminated in part or whole without authority from Oxfam Denmark. Thus, the consultant firm shall not produce these materials in any form (electronic, hard copies, etc) to a third party without written permission from Oxfam Denmark. The consultancy firm shall handover to Oxfam Denmark a clean data set and transcriptions of the data gathered.

Relevant project documentation will be provided by Oxfam Denmark and relevant Oxfam Country offices in the inception phase.

The consultancy team will be responsible for its own travel itinerary to Niger and other select countries as well as necessary security arrangements in coordination with Oxfam country offices. Oxfam Denmark will be contracting the consultancy team and coordinating on travel arrangements with Oxfam Country Offices for country travel. Oxfam Country Offices will support and facilitate the data collection, workshop arrangements and help in coordination with the different stakeholders. If required, Oxfam country offices will assist in arranging stakeholder interviews, support identifying interviewees for different interviews, in-country transportation arrangements including the booking of UNHAS flights, identifying enumerators and translators in the data collection locations, availing training facilities for enumerators/translators, organizing of the cost of translators and enumerators related to the data collection, coordinating meetings with relevant government counterparts or other stakeholders, and obtaining the needed approvals. Some of these costs will be agreed with the consultants and deducted from the final consultancy budget (specified above) and consultancy payments.

**Reporting requirements**

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|  | **Period Covered** | **Submission Timeframe** |
| **Narrative Reports** | Annual: contract signing date - 31st December 2024 | 28th February 2025 |
| Semi-Annual: 1st January – 30th July 2025 | 20th August 2025 |
| Annual: 1st January – 31st December 2025 | 28th February 2026 |
| **Financial Reports** | Quarterly: 1st September-31st December 2024 | 20th January 2025 |
|  | Quarterly: 1st January – 31st March 2025 | 20th April 2025 |
|  | Quarterly: 1st April – 30th June 2025 | 20th July 2025 |
|  | Quarterly: 1st July – 30th September 2025 | 20th October 2025 |
|  | Quarterly: 1st October – 31st December 2025 | 20th January 2026 |

**Qualification criteria for suppliers**

**Qualifications**

* Team members with Master’s degree in Law, human rights, gender, international relations, international development, international law or other social science fields is required; A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree;
* Team members with each at least 5 years of progressively responsible experience in designing and implementing Women, Peace and Security programming and policy/advocacy initiatives;
* Technical expertise in conducting participatory action research and facilitating focus group discussions and key informant interviews
* Experience working with civil society in crisis/conflict-affected contexts
* Technical expertise in feminist MEAL principles
* Experience working with Oxfam an asset
* Experience working in West Africa required.
* Experience working in Niger an asset
* Fluency in English and French required.

**Compliance requirements:**

ODK imposes a requirement on all co-operating partners (including suppliers and consultants) to consider an environmentally sustainable development and that goods and services shall be produced and supplied in the most environmentally friendly way possible.  ODK also requires that fundamental human rights such as those expressed in the ILO’s Core Conventions relating to freedom of association and the right to organize, prohibition against forced labor, child labor, and discrimination are respected.  Suppliers that breach fundamental human rights shall not be accepted. Further suppliers should not be involved in tax evasion activities or tax heaven constructions. It is also a requirement that all contractual parties accept our anti-corruption provisions, which among other things prohibit bribes and corruption. Suppliers shall not be bankrupt, convicted of a crime or guilty of grave professional misconduct, or have tax debts. Danish suppliers must hold a business tax certificate. Consultants shall also comply with Oxfam’s Code of Conduct.

**Expression of Interest**

Interested consultants must submit:

1. A cover letter including an expression of interest and related experience.
2. Technical proposal (maximum eight pages), including consultants understanding of the TOR, clear and elaborate workplan, CVs for all the consultant(s) proposed and proposed capacity of any complementary staff, and organizational capacity statement, experience and activities related to project/programme evaluations.
3. Financial proposal (including a suggested schedule of payments).
4. Applications should include 3 organizations that will act as professional references.
5. Two copies of similar samples of written work and relevant publications undertaken in the last 3 years.

Interested applicants must submit their proposal with all required documents merged in one standalone file including all them by 20th **September 2024** to the following email: procurement@oxfam.dk

Incomplete applications or applications received after the closing date will not be given consideration. Please note that only applicants who are shorted-listed will be contacted.

**Evaluation process**

An internal Evaluation Committee will be established by Oxfam Denmark consisting of members of Oxfam Denmark along with members of other Oxfam Affiliates and Country Offices involved in this assignment (e.g. the Oxfam Niger Country Office).

Criteria for Evaluation of Proposal: Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the combined scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant(s) receiving the Highest Combined Score may be invited for interviews.

1. P.31,<https://escolapau.uab.cat/img/programas/alerta/negociaciones/23/globali.pdf> [↑](#footnote-ref-1)