# **Invitation to quote**

**Translation of key ideas and outcomes of policy dialogues on gender and agriculture into an illustrated summary (serious comic book)**

0. Introduction

Oxfam Solidarité (hereafter OSOL), a non-governmental organisation for humanitarian assistance and development aid, launches an Invitation to Quote (IQ) under Supporting Women-Led Innovations in Rural Territories (SWIFT, INTCE 206) for the translation of key ideas and outcomes of policy dialogues on gender and agriculture into an illustrated summary (serious comic book).

The quote must arrive at the latest on 15 March 2025, midnight CET and stay valid until 15 April 2025, midnight CET

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

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

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

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

1. Terms of reference
   1. General information

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| --- | --- |
| **Organisation** | Oxfam Solidarité (OSOL) |
| **Tentative title** | Translation of key ideas and outcomes of policy dialogues on gender and agriculture into an illustrated summary |
| **Budget** | 10.000,00 EUROS |
| **Period** | April-September 2025 |

* 1. **Objectives**

Oxfam Solidarité (OSOL), since 2020 an integral part of Oxfam België (OBE) is part of the consortium of the SWIFT project, a multi-actor, 4 year EU funded research project that aims at fostering transitions towards sustainable, balanced and inclusive development of rural areas in Europe by favouring the deployment of women-led innovations (WLI) acting for change in agriculture.

Oxfam is co-leading the work package WP5 “Advancing gender responsive policy-making” together with Wageningen University and Research (WUR). The results of our work should contribute to the design of the new CAP by integrating findings on how to advance gender equality in rural areas in the EU.

We have already produced 3 deliverables:

1. A summary report of a systematic literature review of the gender responsiveness of Europe’s agriculture and rural policy
2. A How-to manual on Gender Responsive Budgeting (GRB)
3. A Gender analysis of the New CAP

Our next task is to organise policy dialogues on gender equality, agriculture and policy. The aim of this dialogue is to bring relevant stakeholders together to share experiences and discuss and validate findings from the SWIFT project. We will organise 3 policy workshops at national level (in Poland, Spain, Austria) and one at EU level (in Brussels). They will help shape the results of our project.

We plan to capture them by a visual artist and shared back to all participants.

During the meetings, recommendations to improve the gender-responsiveness of the CAP, and its capacity to induce and sustain WLI in agriculture and farming will be presented to policy-makers and discussed. Working with a graphic storyteller, the WP leads will translate the key ideas and outcomes of the policy dialogues into an illustrated summary (serious comic book) with the participation of participants to the GRB process from the three countries, to be shared within the project and more widely.

* 1. Background

The multiple barriers to gender equality in European agriculture are socio-cultural, economic and political (EIGE 2016), and perpetuate women’s inequality within the mutually constituting ‘productive’ sphere of farming outputs and in the ‘reproductive’ sphere of unpaid and undervalued labour that occurs on the farm, in the family and community. Unequal access to land and productive resources such as agricultural technologies, finance or extension services shape and limit women’s participation in agriculture, constructing gender roles and identities, and thereby reinforcing the public perception of farming as a male activity where women are not considered to be ‘real farmers’ (Cernic Istenic & Charatsari 2017). Contemporary EU agricultural policies primarily target the (male) farm owner, regardless of the intra-farm division of labour, which means that most women farmers are excluded from support schemes. As a result, women farmers’ access to the Common Agricultural Policy (CAP) and other subsidies is limited and they may select themselves out of the industry because they have no expectation of being able to make a livelihood on the family farm, particularly when there are few opportunities to acquire agricultural land through inheritance or purchase (Shortall 2017). These unequal economic and social structures lead to women being significantly under-represented in agricultural organizations and holding very few decision-making positions on the boards of farming associations and other interest groups that have an impact on European agricultural policies. The failure of states to identify and remove gender-blind or discriminatory policies (e.g. in connection with social security entitlements or the allocation of subsidies only to large landholders), along with the lack of accountability of agribusinesses for sex and gender discrimination, constitute important systemic impediments to the achievement of gender equality (Bourke Martignoni & Umlas 2018). Adding to the marginalisation of women’s rights and interests in agrarian development policy-making are education and training programmes that reinforce stereotypes about farming as a male activity and which do not seek to encourage young women to pursue agricultural careers. Also, social closure characterised by interactional dynamics of discrimination, exclusion and/or harassment, as found in Scotland (Shortall et al. 2020) and Spain (Mundubat 2020), lead to women being discouraged from taking up tasks or acquiring relevant farming skills. The structural gender inequalities in agriculture are acutely felt by social groups that experience multiple and intersecting forms of oppression (Neira & Soler 2013), including migrant farmworkers (Mannon et al. 2011) and LGBTIQ+ farmers (Leslie et al. 2019). These intersecting forms of discrimination - on the grounds of migration status, ethnicity, gender identity and sexual orientation - have not yet been extensively documented, however, they constitute significant barriers to transformative change in rural areas in Europe.

The systematic literature review of the gender responsiveness of Europe’s agriculture and rural policy uncovered four tensions that hinder progress towards gender equality in European agriculture.:

1. EU policy approaches views agriculture as a sector, not an occupation and therefore the participation of women is not monitored or regulated in the same way as with other occupations.
2. When goals of gender equality are put alongside the viability of the agricultural sector, capitalist growth is prioritized.
3. EU agricultural policies fail to adequately recognize differences in the way women farm and experience farming.
4. Women’s spaces are key to supporting women, but can leave women out of the mainstream.

The Gender analysis of the new CAP drew several conclusions:

* Objectives related to gender and women’s participation are not adequately prioritized in the CAP. Member States are not required to take up equality as a specific objective in their National Strategic Plans. Related, the lack of specific provisions to attract and support women (especially non-young women) in farming risk widening the existing gender gap.
* While a focus on gender-disaggregated data in the CAP’s indicator framework is most welcome, there is a concern that not all relevant indicators require gender-disaggregated data. The analysis also shows that the focus on gender remains on data collection and there are no clear pathways to translate the analysis of this data into concrete gender-responsive policies.
* The analysis shows that subsidy programmes do not adequately consider structural inequalities (i.e. access to land, financing or education). As such, in their current form, the subsidies continue to reinforce existing inequalities. Acknowledging and accounting for structural inequalities when designing subsidies is key to achieving a more gender-equitable CAP and, in turn, agricultural sector.
  1. Requested profile
* The consultant(s) should be independent from OSOL.
* The consultant(s) should demonstrate strong drawing and narrative skills. The consultant(s) should ideally be familiar with 1) the feminist research approach; 2) the reality of farmers.
* Experience in the production of comic books.
* Demonstrated artistic sensitivity.
* Ability to popularise complex concepts for policy-makers and the general public.
  1. Budget

10.000,00 EUR. The application must include logistics expenses and the cost of a field mission to the EU policy dialogue in Brussels. Please note that the available budget for this call for proposals is conditioned by the further receipt of funding under the SWIFT program.

* 1. Deliverables

The comic book should be delivered:

* Under pdf format
* A version of the comic book with empty comic bubbles should be provided to be able to translate it into various languages
* Typography must be done on the computer so that the bubbles can later be completed independently by OBE and the SWIFT partners if needed (who undertake not to change the meaning of the text during translation)
* The comic book should contain around 12 pages
* Farmers from the SWIFT project need to be able to validate the storyboard
* The comic book needs to illustrate the specificities of women and gender diverse farmers from each country.
* The narrative and style of the comic book must be consistent with the spirit of the project.
* The comic book needs to be delivered in English and Spanish but the translation will be provided by OBE
  1. Calendar

Development of the comic book is scheduled to take place between April and September 2025. The national policy dialogues will take place in April and May 2025 and the EU policy dialogue will take place at the end of May 2025 in Brussels. A first version of the narrative should be sent by the end of June 2025 to allow for validation by the farmers involved in the process. The deadline for the draft comic book is August 25, 2023. The deadline for the final comic book is September 15, 2025.

* 1. Communication and monitoring between the consultant and OXFAM

The consultant will be accountable to an OSOL representative and will have to present periodic proof of progress for the comic book. A monthly meeting between OBE, WUR and the visual artist will also ensure a follow up of the project.

* 1. Responsibility, social security and medical coverage

In no instance can OSOL 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.

OSOL 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. Security measures

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

* 1. Confidentiality and use of information

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

* 1. Ethical and professional conduct

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

* be bankrupt or being wound up, be insolvent, having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, be the subject of proceedings concerning those matters, or be in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
* have been convicted of an offence concerning their professional conduct by a judgment that has the force of res judicata;
* have been guilty of practices of collusion;
* have been the subject of a judgment that has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity.
* have been guilty, in the framework of another purchase process, of grave professional misconduct proven by any means that OSOL can justify;
* have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country where the contract is to be executed;
* do not respect basics social rights and working conditions, and the labour legislation of the country in which they are established or in the country where the contract is to be performed;
* employ child labour;
* be subject to a conflict of interests;
* be guilty of misrepresentation in supplying the information required by OSOL;
* make gifts to personnel of OSOL and/or the partner organisation.
* make threats to the personnel of OSOL and/or the partner organisation
* be involved in the production of tobacco
* be involved in the production and sale of arms
* be involved in acts of piracy or terrorism

The service provider

* will make every effort to protect the environment (nature) and work sustainably.
* will be sensitive and respectful of local customs and cultures
* contribute to a work environment characterized by mutual respect, integrity, dignity and non-discrimination.
* will not work under the influence of alcohol and will not use or be in possession of illegal substances in Oxfam's premises, vehicles or accommodation.
* will not engage in relationships or behaviour based on exploitation, abuse or corruption.
* respect the rights of others, including the rights of children, and will not engage in the abuse or sexual exploitation of children, or any other person of any age.
* will not copy, reproduce or provide any work, deliverables, reports, analyses and any other materials that contain plagiarized content (including content without proper attribution or authorization) whether in whole or in part.
* will ensure that all sources, references, and contributions from third parties, if any, are properly credited and cited according to the applicable standards
* never trade money, job offers, jobs, goods or services for sexual acts or any other humiliating, degrading or exploitative behaviour.

The service provider will sign the enclosed Statement on ethical and professional conductaccordingly. Oxfam has the right to investigate.

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

* Dissolving the contract and retribution of any or all compensation
* Liability for any and all damages, losses, or liabilities incurred by the Client following the breach of the clause
* Excluding the service provider from future IQ’s from OSOL
  1. Sanctions

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

* 1. Modification of contract

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

* 1. Termination of contract

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

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

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

* 1. 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. Legal disputes

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

* 1. Payment conditions

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

OSOL 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.

1. Submission

Send all required documents before 15 March 2025, midnight CET to [OBE.TENDER@oxfam.org](mailto:OBE.TENDER@oxfam.org), with [louise.legein@oxfam.org](mailto:louise.legein@oxfam.org) in copy, and with the title: Translation of key ideas and outcomes of policy dialogues on gender and agriculture into an illustrated summary (serious comic book)

* 1. Administrative details
* name of the enterprise and the responsible;
* address;
* telephone, fax and e-mail;
* legal status
* VAT-number and/or chamber of commerce reference.
* name and address of the bank, account number, IBAN and SWIFT code.

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

Join a copy of your register of commerce.

* 1. Financial quote
* consultancy fees
* operational costs: travel, accommodation, daily fee, software, etc., if applicable
* VAT: if not applicable, mention the legal provision
  1. CV and experience
* curriculum vitae
* prior work: examples of drawings, especially comic books.
  1. Methodology

A methodological proposal to proceed in the making of the comic book: breakdown of the story, style of drawings, type of boards, number of pages, etc. Summarise the chronology of the process.

* 1. Calendar

A timeline, clearly detailing the various steps of the making of the comic book: writing, drawing, colouring, monitoring and final presentation.

* 1. Ethical and professional conduct

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



* 1. Clarifications and contact

You can contact OSOL before the date for submission quotes to seek clarification. Any questions related to this IQ should be directed at [OBE.TENDER@oxfam.org](mailto:OBE.TENDER@oxfam.org), with [louise.legein@oxfam.org](mailto:louise.legein@oxfam.org) in copy.

OSOL 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)

1. Award

OSOL 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
  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 code of conduct will be excluded
  1. **Award**

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

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| **Criteria** | **Points** |
| Experience in the production of comic books | 10 |
| Experience on gender issues | 10 |
| Experience on farming reality | 5 |
| Drawing style | 10 |
| Available for EU policy dialogue | 5 |
| Cost | 10 |
| Proposed calendar | 5 |
| Proposed methodology | 10 |
| Understanding of assignment | 10 |
| Alignment with Oxfam | 5 |
| Total | *80* |

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

* 1. **No obligation to award**

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

* 1. **Communication of award and signing of contract**

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

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

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

**Annex 1: Key sources to be consulted**

SWIFT project general context:

* Official website: <https://swiftproject.eu/>
  + Interviews of farmers: <https://swiftproject.eu/resources/>
  + Gender Responsive Budgeting workshop: <https://swiftproject.eu/2024/01/25/how-to-make-eu-agricultural-policies-more-gender-transformative/>

**Project deliverables linked to the policy dialogues to be illustrated:**

* Summary report of a systematic literature review of the gender responsiveness of Europe’s agriculture and rural policy: <https://edepot.wur.nl/634564>
* A How-to manual on Gender Responsive Budgeting (GRB) (to be published)
* A Gender analysis of the New CAP: <https://edepot.wur.nl/650817>

**Annex 2: Ethical Content Guidelines**

Stories change the world.

Raising voices and telling stories is crucial in connecting people around the world. This is what builds our movement for change and engages our audiences, inspiring them to act, campaign with us and support the work we do.

Oxfam’s values – empowerment, accountability and inclusiveness – must be reflected in the stories we gather, as well as in the way those stories are gathered. The ambition to shift power to the least powerful, starts with acknowledging the people we work with as equal stakeholders in the process of story gathering and being accountable to them for how, when and where we tell their story. Collecting an image – however large the value it adds – must never be prioritized over how the image is collected.

That is why Oxfam’s Global Ethical Content Guidelines are underpinned by the humanitarian principle of do no harm and a commitment to upholding the rights of the people who choose to share their images and stories with us (herein referred to as *contributors*). Those who share their images and stories with Oxfam have the right to participate and be heard and to be protected from risk and harm.

These are the **10 key commitments** to how Oxfam will uphold these values in terms of the images and stories it chooses to gather and use, and the way in which those are gathered:

1. Our stories will respect contributors and their experiences. We will tell stories in the words of the people we work with and wherever possible show their agency and resilience.
2. Oxfam will ensure that its content gathering is sensitive to different contexts and circumstance.
3. Our stories will accurately represent people and their environment. We will reflect the reality of those featured – never limiting their representation to being victims, but instead striving to portray a fuller picture of individuals and their lives.
4. Our stories will challenge existing stereotypes and problematic power relationships and will reflect the diversity of people Oxfam works with.
5. Oxfam will always consider and respond to the potential risks facing those who share their images and stories with us.
6. Oxfam will only tell stories with the full, free and informed consent from contributors
7. Oxfam will be accountable to contributors after story gathering – wherever possible seeking contributors’ feedback on the content and the story gathering process and returning content to them.
8. Oxfam commits to processing and managing content responsibly and in line with data protection laws.
9. Oxfam has a commitment to both its contributors and its audiences to ensure that it uses images and accompanying messages accurately and with integrity.
10. Oxfam will ensure that these guidelines are adhered to in full by its own staff and freelance service providers and we will strive for compliance by the media we work with.