

Invitation to quote: The Impacts of dairy exports on the sustainable development of local milk value chains in West-Africa (Burkina Faso-Nigeria-EU)

0. Introduction

Oxfam-Solidariteit, here-after Oxfam, non-governmental organisation for humanitarian assistance and development aid, launches an Invitation to Quote (IQ) for a study on the impacts of Impacts of dairy exports on the sustainable development of local milk value chains in West-Africa (Burkina Faso-Nigeria-EU).

The quote must arrive at latest on April 10 2023 midnight CET and stay valid until April 17 2023 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 Oxfam. However, this invitation to quote does not oblige Oxfam 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 Solidariteit's 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

1.1. General information

Institution	Oxfam
Tentative title	The impact of dairy exports on the sustainable development of local milk value chains in West-Africa: pathways to develop more sustainable local milk value chains in West-Africa.
Budget	EUR 43.500
Period	18/04/2023 – 30/09/2023

1.2. Objective

The overall objective of the study is to update existing research on the impact of European and ECOWAS trade and agricultural policies on the development of the local milk value chain, including in terms of income of local actors in the milk value chain, job creation and balance of trade and fiscal revenues. It will examine policy options to align regional trade policies and fiscal measures with the objectives of the ECOWAS regional Milk Initiative, including in a context of volatile prices of dairy products and the presence of fat-filled milk powder on international markets. The study will provide governments and local dairy stakeholders with accurate quantitative and qualitative data on the impact of trade protection and fiscal measures on job creation, producer incomes, increased local production for food security as well as budgetary revenues

1.3. Background

European dairy exports to milk producing countries is a contentious issue. Several studies and campaigns question the impacts of these exports on the development of local milk sectors, employment, and investments, not allowing these sectors to realize their full potential and contribute to the sustainable development of local populations. The case of West Africa is regularly cited, including by highlighting the significant exports of fat filled milk powder.

Since 2017, ECOWAS has decided to support the dairy sector as a strategic sector in its development with the adoption of its regional Milk Initiative. This initiative has been translated into strategies at the national level, involving the various stakeholders in the sector. The general objective of the initiative is to "contribute to the promotion of strategic products for food security and sovereignty". It aims to strengthen the food and nutritional security of the population by substantially

increasing production, and improving collection and the regional market environment for local milk. It aims to support all initiatives and strategies for the development of local milk value chains, in order to:

1. Substantially increase local production of fresh milk by improving the productivity of the herd.
2. Improve the supply of the regional dairy industry through the collection of at least 25% of the regional production of local milk by 2025.
3. Promote a favourable environment for the development of local milk value chains.

A favourable environment is essential to achieve this objective, given that today less than 5% of local milk enters the processing circuit through artisanal and industrial units. The strategy document of the Milk initiative recognises that 'the sub-sector suffers from a regional trade policy that is not very consistent with the strategic objectives of agricultural policy (ECOWAP). Decisive and rapid action on fiscal instruments (gate taxes and value added tax) is required'.

Various private and public initiatives are being undertaken in West Africa to promote local milk, including investments by European dairy companies in the production or processing of local milk, the promotion of fair-trade local milk channels, institutional purchasing policies, limits on powder imports, etc. National and regional multi-stakeholder platforms to support the promotion of local milk have been created in order to operationalise the ECOWAS Milk Initiative strategy. For all these different initiatives to succeed, it is essential to analyse the impacts of imports of dairy products and fat filled milk powders.

The European Commission supports the milk offensive. It is also conducting an in-depth reflection on the links between free trade agreements and sustainable development with the publication of its revised policy on Trade and Sustainable Development, emphasising social justice, respect for human rights, decent work and environmental standards. With the adoption of its Green Pact and Farm to Fork strategy, and to some extent the new Common Agricultural Policy, the EU is embarking on a transition to a more sustainable food policy. Several member states are also faced with the need to restructure their livestock (and therefore dairy) sectors due to excessive nitrogen emissions. Imports of European dairy products and fat filled milk powders into West Africa remain substantial, however, thanks to the EU's agricultural and trade policies and the trade and investment practices of its companies.

The current context of volatile prices of agricultural commodities and products, accompanied by high inflation, is likely to persist for some years. This follows the Covid-19 pandemic, which also demonstrated the fragility of global value chains, as well as the growing dependence of most African countries on imported food and agricultural inputs. The effects of climate change as well as the persistent security crisis in the Sahel region have substantial impacts on local food systems. This context of risks, dependencies, value chain disruptions and price volatility (the third crisis in fifteen years) are elements that have not been appropriately considered by the policy frameworks adopted in both regions.

In terms of trade policies, the two regions have not managed to sign an Economic Partnership Agreement, although specific agreements have been signed between the EU and Côte d'Ivoire and Ghana, setting up a progressive liberalisation of certain tariffs from 2022.

In addition to its role in food and nutritional security, local dairy production can contribute to the economic development of pastoral and agro-pastoral areas, the creation of rural jobs, the reduction of poverty and thus of a rural exodus, as well as the reduction of food dependency in West Africa and the social stabilisation of the region.

Various studies have been conducted on the impacts of European policies (trade, agricultural) on the local milk sector in West Africa. However, it is necessary to revisit these studies in the new regional and international context described above. This study is part of a Horizon 2020 project Make Agricultural Trade Sustainable "<https://sustainable-agri-trade.eu/>" (MATS project).

1.4. Geographic Focus

ECOWAS, with a particular focus on the Member States of Burkina Faso and Nigeria (to be confirmed), as well as the European Union.

1.5. Local Partners

The study will be carried out in close collaboration with multi-stakeholder platforms for the promotion of local milk, including milk producers, farmers' organisations, dairy processors and retailers, as well as local authorities, NGOs and researchers. It will involve stakeholders from the Regional multi-stakeholder platform to support the promotion of local milk in West Africa and the Sahel¹, including representatives from Burkina Faso and Nigeria, as well as stakeholders from the European "N'exportons pas nos problèmes" campaign². It will also involve relevant other European stakeholders (dairy farmers, processors, exporters, public authorities).

1.6. Methodology

The study will draw on existing data on production, collection, sales, consumption, prices and trade of dairy products, as well as on production cost figures in the EU and West Africa. These data will be extended to recent available figures on trade in fat filled milk powder, the most important import product in West Africa. It will analyse the wider impacts of EU trade on sustainable local dairy value chains, including aspects of income/livelihoods, employment, food security, gender inequalities, public finance, and review existing literature to identify key issues. These issues will feed into stakeholder discussions in the EU and West African countries through the formulation of concrete recommendations for public authorities and other stakeholders. To this end, the study will build on the compilation of sustainability tools and indicators as described in the [Sustainable Trade Toolbox](#).

The study will conduct qualitative analyses with a range of relevant actors in West Africa and Europe to gain an in-depth understanding of causal links, differential impacts, as well as policy perspectives and relevant recommendations for consideration. To this end, it will identify key actors, their roles, interests and responsibilities, their involvement in policy and how to overcome potential conflicting interests or power imbalances between actors.

We encourage the consultant to make use of the methodology of work developed by the study "[the implementation of fiscal measures and commercial defense of local milk and its derived products in Senegal](#)" of the Consortium of Oxfam, GRET and "Mon Lait est Local" to both the context of Burkina Faso and Nigeria (see research question 3), and where possible a link could be made to the case study on 'Production, standards and competitiveness in global dairy markets' of the MATS project.

The consultant must provide Oxfam upon request access to the preparatory materials for interviews and focus groups (questionnaires, topic lists) and the recording of these events. Additionally, Oxfam requires access to any used data sets if these are freely accessible or otherwise produced under this agreement.

1.7. Research questions

1. Examining trade flows of dairy products and fat filled milk powders to West Africa (particularly from the EU) as well as local milk production in West Africa from 2018 to date. What are the impacts of price volatility and variability of dairy products and fat filled milk powders on exports to West Africa and its local milk value chains. The analysis shall include a review of the existing literature to identify key issues aspects such as income/livelihoods, employment, food security and public finance. Particular attention will be given to the aspect of gender inequalities.
2. Propose an analytical framework to develop potential scenarios on the evolution of trade flows

¹ For several years, a consortium of West African civil society organisations has been carrying out advocacy activities to create a policy framework favourable to the sustainable development of local and fair milk sectors in West Africa. United in a campaign entitled "[Mon lait est local](#)", they are raising awareness among West African consumers about the importance of consuming local milk and are lobbying their political decision-makers at national, regional and international levels to take concrete measures to strengthen the local milk sector. The Regional multi-stakeholder platform to support the promotion of local milk in West Africa and the Sahel is a platform that reunites the stakeholders that were active in this campaign and others to promote local milk in the region and work to materialize the objectives of the ECOWAS regional milk initiative.

² To support the efforts of the My Milk is Local campaign, another consortium composed of mostly international NGOs has been created at the international level in the framework of a campaign entitled "[N'exportons pas nos problèmes](#)", which aims to strengthen the campaign in West Africa with precise demands and requirements vis-à-vis European policy makers and private sector actors, while raising consumer awareness.

between the EU and West Africa, considering changes in the orientations of European and West African agricultural and trade policies (in particular the Milk Initiative/Offensive Lait).

3. Identify and conduct an in-depth analysis of measures already taken to benefit the development of the local dairy sector in Burkina Faso and Nigeria³ to assess their impacts; measures included in the strategy and the Priority Investment Programme (PPI) of the ECOWAS Milk Initiative (increase of the Common External Tariff to 35%, specific funds dedicated to local dairy development, lines of credit at subsidised rates, etc.) and other national measures (such as temporary subsidies to compensate for the price differential between local milk and fat filled milk powder; contractual milk collection quotas, public purchases, labelling regulations, etc.) to study their feasibility and simulate the effects on the sector, employment, income and returns on investment for the state.
4. Identify measures with a high potential impact on the achievement of the objectives of the ECOWAS Milk Initiative/Offensive Lait strategy, in particular those related to milk collection and the fiscal and commercial environment and propose scenarios for the operationalisation of the recommended measures, including short-, medium- and long-term simulations.

1.8. Profile

The consultant should have strong data analysis and research skills, excellent economic knowledge and experience in local milk value chains.

- PhD or Masters degree in an area relevant to the assignment.
- Strong background in trade and policy analysis related to local milk value chains, import of dairy products from the EU, volatility of food prices, political economy analysis.
- Demonstrated analysis, synthesis and writing capacity in French and English.
- Ability to write for policy makers and the wider public.
- Professional knowledge of local languages of Burkina Faso and Nigeria is an asset

1.9. Budget

43.500 EUR. The application must include logistics expenses and the cost of a field mission.

1.10. Results and Deliverables

The study will be presented and discussed in West Africa to participants of the Regional multi-stakeholder platform to support the promotion of local milk in West Africa and the Sahel. A presentation will be made to members of civil society in Europe.

For Nigeria particularly a presentation of the interim results of the consultant should be scheduled and is expected within the deliverables of this study. In the past our partners have tried to conduct a similar study in Nigeria and have failed due to a lack of network on the ground. It is therefore required for the consultant to share his initial findings during a workshop with different stakeholders assisted by our local partner CORET.

The authors will participate in a meeting with the authors of the other MATS study mentioned above.

The study will produce a visualisation of the links and impact pathways to help clarify the interrelationships.

Executive summary

- Introduction
- Background information for the case study
- Objectives and approach: Brief description of specific objectives and methodology used for the case study, in particular data collection and analysis.
- Main characteristics of the trade policy regime, investment in the dairy value chain, employment, income, tax revenue and gender
- Main impacts of trade in dairy products and milk powders on employment, income, local milk production and gender equality

³ To be confirmed depending on the availability of local actors

- Identification of causal links: between trade policies and employment, income, local milk production and gender equality
- Impact pathways: Visualising and identifying key leverage points in trade/impact systems
- Actors and gender: Key actors with their roles, interests, and responsibilities; identification of potential conflicting interests and power inequalities; gender issues
- The role of national and supranational legal and policy frameworks, with a particular focus on the EU, regional agreements and the WTO, including a mapping of the political economy of the different actors
- Based on the case study data: Key determinants/themes shaping future developments and impacts on the sustainability of the local milk chain, employment, income, tax revenues, gender equality; Future perspectives on the issues; Recommendations on promoting positive impacts and reducing negative impacts of agri-food trade

Deliverables will have to fit [the requirements of MATS project](#) and Oxfam quality standards.

- A final report of 30-50 pages following the template provided in Annex 2 (English or French)
- The consultant must collect data on 15 SDG-related indicators, to be determined by the consultant and Oxfam.
- A media briefing of 4 pages summarizing the main results. (English or French)
- Value chain data set in Excel
- EU policy recommendations

1.11. Calendar

The research should be conducted between April 18, 2023 and September 30, 2023, considering the harvesting period in the selected location as the ideal timing for field research. A first interim report is expected by the end of June 2023. The deadline for the draft report is August 20, 2023. The deadline for the final report is September 30, 2023.

By May 15, 2023, the consultant will confirm the feasibility of the study in Nigeria.

1.12. Communication and monitoring between the consultant and Oxfam

The consultant will be under the supervision of Oxfam's policy team.

The consultant will be accountable to a Steering Committee and will have to present periodic proof of progress for the research. A bi-weekly meeting between Oxfam and the consulting team will also ensure a follow up of the project.

1.13. Responsibility, social security and medical coverage

In no instance can OXFAM be held liable for material or moral damage (including bodily) that can be caused by third parties to the service provider in the activities to be carried out by her and subject of the contract. Also, the service provider will sign up for all insurance policies necessary for the conduct of activities that can be undertaken by service providers as part of the execution of the contract.

Oxfam is released from any responsibility for social and medical insurance of service providers. Service providers will make it their responsibility to ensure all the steps necessary to guarantee their social security and medical coverage.

1.14. Security measures

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

1.15. 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 Oxfam, or use at any time the information, funds and equipment at their disposal of either Oxfam or of the partner or local institutions for purposes other than those outlined in the contract.

1.16. Ethical and professional conduct

Suppliers 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 Oxfam 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 basic social rights and working conditions, and the labour legislation of the country in which they are established or in the country where the contract is to be performed;
- employ child labour;
- be subject to a conflict of interests;
- be guilty of misrepresentation in supplying the information required by Oxfam
- make gifts to personnel of Oxfam and/or the partner organisation.
- make threats to the personnel of Oxfam 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 supplier

- 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.
- never trade money, job offers, jobs, goods or services for sexual acts or any other humiliating, degrading or exploitative behaviour.

The supplier will sign a statement accordingly. Oxfam has the right to investigate.

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

- Dissolving the contract
- Excluding the supplier from future IQ's from Oxfam
- Informing the donor

1.17. Sanctions

In case of non-respect of the calendar a penalty equivalent to 1 % of the contract value will be deducted from the invoice for every day of delay beyond the date for the final report. Beyond 30 October 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.

1.18. Modification of contract

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

1.19. Cancellation of contract

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

The contract may be terminated by Oxfam in case of non-compliance by the service provider with the ethical and professional criteria (1.16.) the clause on confidentiality and use of information (1.15.) and the security measures (1.14). The contract will be automatically terminated upon the sending by Oxfam of a registered letter, stating the termination as well as the causes thereof. No incurred costs fees will be paid and eventual advance payments will have to be refunded to Oxfam.

1.20. 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.

1.21. 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.

1.22. Payment conditions

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

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

2. Submission

Send all required documents (in English or French) before April 10 2023 midnight CET to OBE.TENDER@Oxfam.org, with the title: study on the impacts of Impacts of dairy exports on the sustainable development of local milk value chains in West-Africa (Burkina Faso-Nigeria-EU).

2.1. Administrative details

- Name of the enterprise and the responsible;
- address;
- telephone 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 OXFAM can only pay on an account number belonging to the legal entity (enterprise or moral person) with which the

contract has been signed and only on an account number in the country where this entity is established.

Join a copy of your register of commerce.

2.2. Financial quote

A budget (in EURO) containing details on:

- consultancy fees
- operational costs: travel, accommodation, daily fee, software, etc.
- VAT: if not applicable, mention the legal provision

2.3. CV and experience

- curriculum vitae
- Prior reports or publications which have been previously developed by the consultant in relation to the topic.

2.4. Methodology

A methodological proposal to conduct this study/research, including understanding of the study's issues and of the terms of reference; background of the study/research; presentation of the objectives (overall & specific); location; target countries; presentation of the methodological framework: study design, data collection, data processing, data analysis, ethical considerations.

2.5. Calendar

A timeline, clearly detailing the research's implementation, execution, monitoring and final presentation

2.6. Ethical and professional conduct

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



Declaration on
ethical and professional

2.7. Clarifications and contact

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

Oxfam can contact you

- to inform you of errors, lack of accuracy, omissions or other faults in the IQ.
- to ask you to complete your file.
- to negotiate the price.

All communication has to be in writing (e-mail or letter)

3. Award

Oxfam will appoint a selection committee of at least three (3) persons, which will :

- check whether the bidders meet the exclusion criteria
- assess each quote which has passed the exclusion stage.

3.1. Exclusion

- Any quotes that arrive after the deadline can be excluded;
- Any quote that exceeds the budget may be excluded
- Any quote without proof of legal existence will be excluded
- Any quote without signed declaration of compliance with the ethical and professional conduct will be excluded

3.2. Award

Oxfam 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. The quotations will be evaluated based on the following criteria: reference to relevant policies, profile and experience of consultants, engagement with relevant stakeholders, alignment with Oxfam's mission and vision, strength of proposed methodology, gender lens, practical proposal of deliverables, proposed calendar, cost and general presentation of the quotation.

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

3.3. No obligation to award

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

3.4. Communication of award and signing of contract

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

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

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

Annex 1: Guidelines for undertaking research with ethics

Any research must follow ethical principles and particular care must be taken when it involves people as participants or is likely to impact directly upon them. This section sets out *minimum* ethical standards required in *all* commissioned research. When context-specific and/or more detailed guidance is provided, researchers must adhere to the relevant protocols and demonstrate that they have done so.

1. The three principles of research ethics:

- Respect: The researcher must recognize the capacity and rights of all individuals to make their own choices and decisions, and their right to be treated with dignity;
- Beneficence: The researcher's primary goal must be to improve the lives of participants and protect their physical, mental and social well-being;
- Justice: The researcher must ensure that the benefits for participants are at least as great as the risks.

2. Putting the principles into practice

These principles need to be reflected in each stage of research including: designing research; selecting participants; gaining their consent; conducting the research; and using the research findings.

a. Designing research

- The research must be designed to reduce risks for participants and increase their possible benefits from its outcome.
- The research must be designed especially to protect vulnerable participants – for example, children or women workers in a garment factory.
- Questions for surveys and interviews should be respectful and phrased in culturally-appropriate language.

b. Selecting participants

- Participants should only be involved in research that has potentially some benefit for them. Possible outcomes, such as a safer society or better working conditions in the long-run, may be benefits if the individual participants consider them to be so. Some participants may feel a benefit simply from having the chance to tell their story. But it is up to them to decide whether or not this is so.

- No individual or group of participants should face more risks than benefits from participating. If the research has a higher risk than benefit for participants, then it should be redesigned to reduce those risks.

c. Gaining the consent of participants

- Researchers must gain informed and voluntary consent before conducting research with participants. This means that the participants must:
 - ✓ have the relevant information about what the research is;
 - ✓ understand it, including the possible risks and benefits to themselves;
 - ✓ be free to choose whether or not to participate, without inducement;
 - ✓ give their consent, either written or verbal;
 - ✓ have the right to withdraw from the research at any time.
- The depth of this consent-taking process will depend on the topic of research and the extent to which it could impact on the participants' lives.
- If research involves children (as defined by national law, or as those under 18) then their parents or guardians must also give consent. It is best to get their written consent, in (the rare) case of disputes later.
- Special care must be taken when seeking consent from vulnerable groups, for example prisoners.
- Researchers must ensure that no participants are forced to take part, for example by their employer, their parents, or by village elders.

d. Conducting the research

- Researchers should be qualified and/or trained for the task. They need to have good self-awareness and strong listening skills.
- Research should be conducted in places that are socially comfortable for the participant and where they are able to speak freely.
- If the participant has incurred direct financial costs for participating then they can be reimbursed, but they should not be paid to participate.
- The participants must be able to contact the researchers, either directly or through local partners.
- If a participant reports any serious adverse effects as a result of participating – such as losing their job, or being physically abused – then this must be reported to the project manager by the researcher.

e. Using the research findings

Participants in research should be told how the research findings are likely to be used (for example as part of a campaign). They must then be asked, and must be free to choose, whether or not:

- they can be quoted in materials;
- their real name can be used in materials;
- their photographic image and/or film of them (if taken) can be used in materials.

Their choices must be clearly recorded and always kept with their testimony and/or the relevant media. If it is agreed that all or any part of a participant's testimony should be confidential then that commitment must be clearly recorded and respected. If the testimony is to be made anonymous, or used with a false name, make sure that any other identifying details are also changed.

3. Additional resources on research ethics

The standards in this guideline are based on the materials produced by FHI 360 (formerly Family Health International) for its Research Ethics Training Curriculum, which includes a free, online self-study course that takes 2-3 hours to complete. Although this focuses on health-related research, it is highly recommended for any social science researcher (see: <http://www.fhi360.org/en/RH/Training/trainmat/ethicscurr/index.htm>).

The Framework for Research Ethics (FRE), produced by the Economic and Social Research Council (ESRC), provides the basic standards for UK-funded social science research (for further information and a copy of the FRE see: <http://www.esrc.ac.uk/about-esrc/information/research-ethics.aspx>).