

Call For Proposal: Rapporteur Service

Oxfam has worked to address poverty and inequality in Nigeria since the 1960s. Under the last country strategy, 12 projects were implemented in 11 states, working with over 40 local implementing partners.

Work focused on building sustainable livelihoods for the poor, transforming attitudes about women's rights and roles, increasing active citizenship and the accountability of the public and private sectors, and saving lives.

Oxfam Nigeria is transitioning into an influencing country program with the first phase of this journey spanning 2021 - 2026 during which the influencing portfolio will be progressively increasing, and the program portfolio will be progressively decreasing.

Objective of The Engagement

This is to ensure that there is proper documentation of Oxfam meetings proceedings in a manner that is easily understood and can be easily remembered by the participants. The rapporteur will take notes via his or her preferred method and then produce a written report of the proceedings based on an agreed pre-set template and format.

For the Tor please click [here](#)

Submission Requirements

Prospective candidates are encouraged to submit their proposals, encompassing a company overview with a focus on experience in fleet servicing, a comprehensive breakdown of the services provided, associated costs, and references from previous clients. Questions and clarifications can also be directed to Elizabeth Ariba elizabeth.ariba@oxfam.org before February 23, 2024.

Submissions should be sent to NGA.Bid@oxfam.org on or before **February 23, 2024, 02:00 PM.**

Please note that OXFAM will deduct and remit to the Federal Inland Revenue Service (FIRS) a 5% withholding Tax for freelancers or 10% for firms from the total consultancy fees under the Nigerian Tax Law.

Equal Opportunity

OXFAM is an equal opportunity employer and does not discriminate based on race, colour, religion, gender, disability, etc. Qualified women and PWDs are strongly encouraged to apply.