

Terms of Reference

Beyond Chocolate – Desk research and data collection assignment

September 24, 2019

1. Introduction

IDH Sustainable Trade Initiative (“**IDH**”) accelerates and up-scales sustainable trade by building impact-oriented coalitions of front running companies, civil society, governments, knowledge institutions and other stakeholders in several commodity sectors. We convene the interests, strengths and knowledge of public and private partners in sustainability commodity programs that aim to mainstream international and domestic commodity markets. We jointly formulate strategic intervention plans with public and private partners, and we co-invest with partners in activities that generate public goods.

On basis of these Terms of Reference IDH aims to select a party that conducts a **desk research and data collection assignment for the Beyond Chocolate Partnership (“the Partnership”)**.

The Partnership was signed on December 5, 2018 by Choprabisco, chocolate companies, retailers, civil society organisations, trade unions, labels, impact investors and Belgian government committed to make the Belgian chocolate sector more sustainable. The key purpose of “Beyond Chocolate” is to make long-lasting improvements to the living conditions of cocoa farmers and their families in the cocoa-growing regions that are important for the Belgian industry. The Partnership intends to support men and women cocoa growers to support themselves, help their children to go to school, and promote the sustainable use of natural resources.

The partners **committed together** to ensure reaching the following targets:

“a) By 2025 at the latest

- 1) all the chocolate produced and/or sold in Belgium shall comply with a relevant certification standard and/or shall be manufactured from cocoa-based products covered by a corporate sustainability scheme
- 2) “Beyond Chocolate” partners shall comply with applicable agreements between governments and companies in the regions included in the Cocoa & Forests Initiative;

b) by 2030

- 1) cocoa growers will earn at least a living income
- 2) deforestation due to cocoa growing for the Belgian chocolate sector has ended.”

Several partners signed **individual commitments**. The Partnership will also measure and monitor those individual commitments (see annex 1).

Since the signing of the Partnership Nestlé Belgium and Samilia Foundation have also signed Beyond Chocolate. A list of the current signatories can be found under 8.

IDH was appointed by the Belgian government to build a sustainability program based on the Partnership and its concrete commitments. The core activities of the IDH program are:

1. Coordinate and convene, including management of the co-financing fund
2. Measure progress and effects against set of indicators
3. Communication on commitment and results

2. Objectives of the study

Overall objective

The overall objective of this assignment is to conduct a study on the current state of the Belgian chocolate and cocoa sector, the Belgian chocolate and cocoa market, the different actors in the value chain and the different individual Partnership partners' current activities in relation to the Partnership.

Specific objectives

The specific objectives of this study are:

- Provide an overview of the Belgian chocolate and cocoa sector in terms of import, export, transformation, production, distribution, retail market, consumption and the relevant actors active in the chocolate and cocoa sector for the chocolate produced and/or sold in Belgium;
- Provide a mapping of sustainable cocoa and chocolate initiatives directly and indirectly related to the Belgian chocolate and cocoa sector and describe the gaps between the different partner's commitments and the ambitions of the Partnership;
- Help the Partnership further refine the used terminology and definitions used in the Partnership document;
- Help identify knowledge gaps that are related to the first objective.

Overall guiding principles agreed by the partners in the Partnership document should guide efforts to conduct the desk research and data collection as well.

3. Deliverables

The deliverables of this study will be:

- A study report, including:
 - a) **General information** about the Belgian chocolate market, mapping flows of chocolate produced and sold in Belgium and map the linkages between Belgian chocolate, the Belgian market, the role and size of the retail market, other channels via the brands, chocolate makers and other companies involved, other relevant actors, the different countries of origin, their weight and where data is available already concrete farmer groups. Respect for the definition of Belgian chocolate as used and agreed upon by Choprabisco is crucial.
An overview of knowledge and data gaps should complement this part of the study.
 - b) **An overview of the current state of 'sustainable chocolate in Belgium'**, either certified chocolate or chocolate bought via the Partnership's listed corporate programmes. Data collection will be possible via the different couverture makers, Choprabisco, individual retailers and Comeos, Belgian governmental agencies relevant to foreign trade and import/export.

- c) **Descriptive analysis of the accepted labels, corporate programs and their commitments in relation to the 2030 commitments of the Partnership.** This analysis should serve as a tool to help determine gaps between the Partnership's commitments and the content of these labels, programs and other commitments. Opportunities for possible project proposals can thus be identified.
- d) **A listing of the terminology** used with the respective definitions in relation to the commitments in the Partnership. These definitions can be endorsed by the Beyond Chocolate Steering Committee and should be used as common and accepted definitions by the partners. The Partnership document has provided a definition for some terms, but left others to be further defined or refined.

| Deliverables of the study | Deadline |
|---------------------------|----------------------|
| Draft Report | Mid November 2019 |
| Final Report | End of November 2019 |

*These deadlines can be adapted in agreement with the researcher to facilitate a presentation of the main findings of the study at the high-level event of December 5th, 2019. This date marks the one-year celebration of the Partnership's signing ceremony where the first call for proposals will be launched.

4. Selection procedure

The assignment will be awarded to the researcher with the most economically advantageous tender, this is determined on the basis of the evaluation criteria of price and quality.

The procedure will be as follows:

- Terms of reference publicized on IDH website and shared with VLIR-UOS and ARES
- Evaluation of the proposals by the evaluation committee consisting of the IDH Program Manager, the IDH Program Officer and a representative of the Steering Committee. The evaluation committee will evaluate the proposals based on the selection criteria as published in these Terms of Reference.
- Decision on selection of the Consultant
- Inception meeting with the selected Consultant

| Tender process | Timeline |
|---------------------------------------|-------------------------|
| Terms of Reference published | 24 September 2019 |
| Deadline for submission of proposals* | 08 October 2019 |
| Selection of Researcher | 11 October 2019 |

* Proposals submitted after the deadline will be returned and will not be considered in the tender procedure.

IDH will reject offers if any illegal or corrupt practices have taken place in connection with the award or the tender procedure.

5. Proposal requirements

In the proposal, please provide the following:

- a. A succinct, well-documented approach;
- b. Inclusion of a budget in Euros (excl. VAT) with a break-down of man days/rate per researcher;
- c. Clear description of the project team, relevant experience of team members and time allocation per team member;
- d. CVs of the Consultant(s), 3 examples from prior work for assessment of capability and where relevant references.
- e. Statement of experience (only experience from the suggested team members is relevant);

6. Selection criteria

Grounds for exclusion

1. Tenderers shall be excluded from participation in a procurement procedure if:
 - a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
 - c) they have been guilty of grave professional misconduct proven by any means which the IDH can justify;
 - d) they 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 with those of the Netherlands or those of the country where the contract is to be performed;
 - e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where such illegal activity is detrimental to the MFA's financial interests.

Tenderers must confirm in writing that they are not in one of the situations as listed above.

2. Tenderers shall not make use of child labor or forced labor and/or practice discrimination and they shall respect the right to freedom of association and the right to organize and engage in collective bargaining, in accordance with the core conventions of the International Labor Organization (ILO).

Scoring & weighing

On the basis of the proposals, a decisive ranking will be made.

Step 1 of 3: Criterion Quality

The proposal will be assessed based on the following selection criteria:

| Component | | Criteria |
|-----------|---|---|
| 1 | Proposal and demonstrated experience | The sample work meets quality standards of conventional desk research and data collection studies in a related field; and candidate demonstrates advanced experience and outstanding skills to handle complexity of assignment. |
| 2 | Design and Development process | The proposal clearly sets out the design and development of the assignment and demonstrates the approach. |
| 3 | Researcher profile | <p>The Consultant(s) demonstrates experience/knowledge around the following themes:</p> <ul style="list-style-type: none"> • Sustainable development, sustainability initiatives and their impact on development • Belgian cocoa and chocolate sector • National and international trade flow analysis, with a focus on commodity trading • Demonstrate knowledge and skills in data analysis and data management, both quantitative and qualitative <p>The Researcher provides evidence of his/her solid academic background and a track record in relevant topics, including concrete experience developing deliverables described in section 3.</p> <p>The Researcher(s) has the following skills:</p> <ol style="list-style-type: none"> a. Solid skills in research design and methodology b. Advanced strategic thinking and analytical skill <p>The Consultant(s) provides references or prior assignments proving his/her ability to:</p> <ol style="list-style-type: none"> a. accommodate short turnaround time b. analyse the evidence gap and provide advises and suggestions independently of the requests |

Scoring for each component

The evaluation committee will unanimously score each component by assigning scores from 1 to 5, with 5 representing optimal performance on the component and 1 representing extremely poor performance on the respective component.

Step 2 of 3: Criterion price

A combined price in Euros (ex VAT) is to be presented. This should be broken down per team member rate and hours.

The criteria of assessment is “the best price for the proposed level of quality” with a maximum grading of 5.

Step 3: Weighting

The final score will be weighted 50% on quality of proposal and 50% on price.

7. Confidentiality

The tenderer will ensure that all its contacts with IDH, with regards to the tender, during the tender procedure take place exclusively in writing by e-mail to Els Haelterman via haelterman@idhsustainabletrade.com, and Mark de Waard via dewaard@idhtrade.org. The tenderer is thus explicitly prohibited, to prevent discrimination of the other tenderers and to ensure the diligence of the procedure, to have any contact whatsoever regarding the tender with any other persons of IDH than the person stated in the first sentence of this paragraph.

The documents provided by or on behalf of IDH will be handled with confidentiality. The tenderer will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the tenderer or its engaged third parties will give IDH grounds for exclusion of the tenderer, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the tenderers will be handled with due care and confidentiality by IDH. The provided information will after evaluation by IDH be filed as confidential. The provided information will not be returned to the tenderer.

8. Disclaimer

IDH reserves the right to update, change, extend, postpone, withdraw or suspend the Terms of Reference, this tender, or any decision regarding the selection or contract award. The assignment is to be conducted in close collaboration with the IDH program manager. Extra intermediary deadlines or changes can be discussed during the study phase and decided upon in agreement with the writer of the report.

IDH is not obliged in this tender procedure to make a contract award decision or to conclude a contract with a participant. IDH reserves the right to suspend or annul the Tender Procedure at any moment in time.

Participants cannot claim compensation from IDH, any affiliated persons or entities, in any way, in case any of the afore-mentioned situations occur.

By handing in a proposal, participants accept all terms and reservations made in these Terms of Reference, and subsequent information and documentation in this tender procedure.

9. List of partners Beyond Chocolate Partnership

Chocolate sector

- Choprabisco (Fevia, sector federation)
- Puratos (Belcolade)
- Barry-Callebaut
- Cargill
- Mars Belgium
- Mondelez
- ZOTO
- Tony's Chocolonely
- Chocolaterie Guylian
- Libeert
- Van Hoorebeke
- Belvas
- Kim's Chocolate
- Nestlé Belgium

Public sector

- Alexander De Croo, vicepremier en minister van Ontwikkelingssamenwerking
- Didier Reynders, vicepremier en minister van Buitenlandse Zaken
- Marie-Christine Marghem, minister van Duurzame Ontwikkeling
- Enabel – Trade for Development Center

Ngo's

- WWF
- Trias
- Oxfam Wereldwinkels
- Rikolto
- Bos+
- Fondation Samilia
- The Shift

Labels and member organisations labels

- Rainforest Alliance/UTZ
- Fairtrade
- ISEAL
- BioForum Vlaanderen

Retail sector

- Lidl
- Aldi Belgium
- Colruyt Group
- Delhaize
- Carrefour

Knowledge Institutes

- Ugent
- KU Leuven
- Vrije Universiteit Brussel
- Universiteit Antwerpen
- Univeriteit Hasselt
- VLIR-UOS
- ARES

Trade Unions

- ACV/CSC
- ACLVB/CGSLB
- ABVV/FGTB Horval

Social impact investors

- Incofin
- Alterfin
- BIO Invest
- Oikocredit
- Kampani

10. Contact information

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11. Annexes

Annex 1: Beyond Chocolate Partnership