

Terms of Reference

Annual progress monitoring for Sustainability Initiative Fruit & Vegetables, December 17, 2019

Introduction

IDH, the 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.

IDH acts as the secretariat of the Sustainability Initiative Fruit & Vegetables (SIFAV), a sector initiative by a group of private and public organizations that have a shared ambition of 100% sustainable sourcing by 2020.

On basis of these Terms of Reference SIFAV & IDH aim to select a consultant (also referred to as “SIFAV review provider” in the Monitoring Protocol) **to monitor and validate the annual progress of the 40 private sector participants of SIFAV, per member company and at an aggregate level, for the years of 2019 and - under the conditions of adequate performance and available funding by IDH / SIFAV - 2020.**

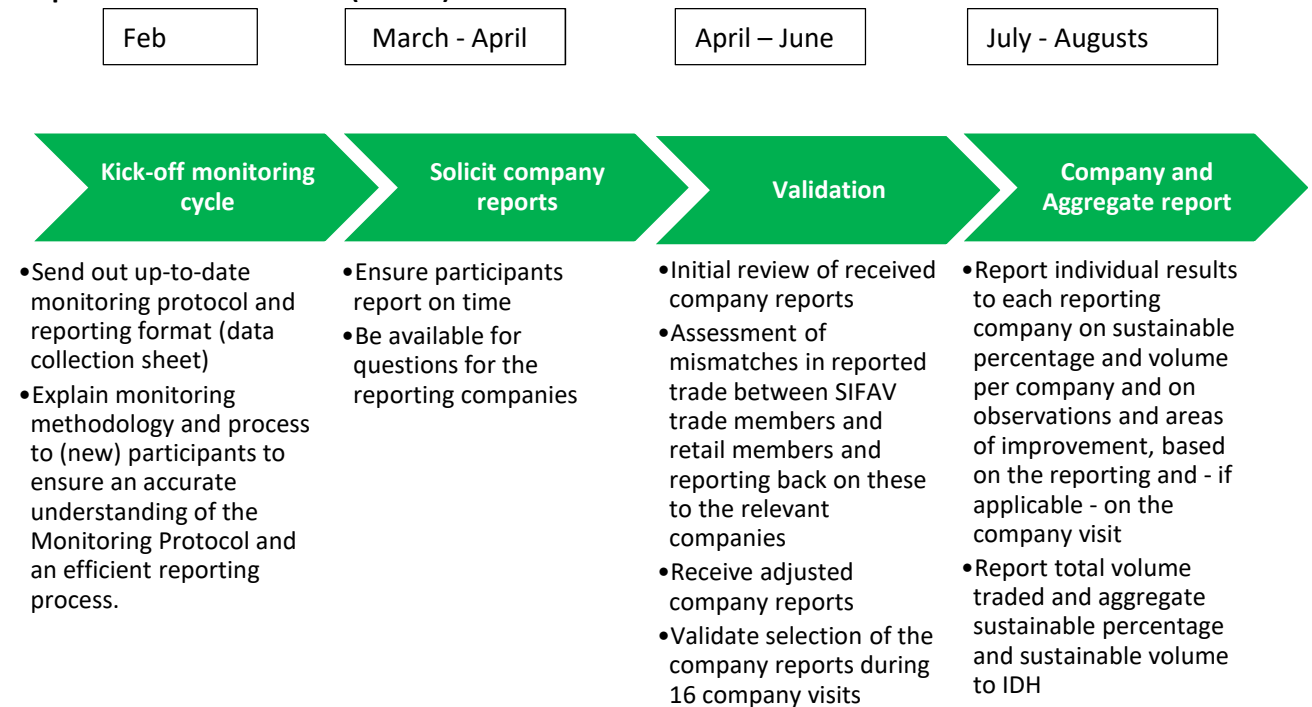
The approach to reporting and monitoring under SIFAV is described in the Monitoring Protocol, which can be obtained by e-mailing IDH (contact details below). Approximately 40 companies will participate in the monitoring in 2020 (on 2019 data) and (under the conditions of adequate performance and available funding by IDH / SIFAV) in 2021 (on 2020 data). Most of the companies have been SIFAV member for many years and are experienced with the annual reporting cycle.

IDH reserves the right to update, change, extend, postpone, withdraw or suspend the Terms of Reference, this tender, or any decision with regard to the selection or contract award. 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.

Objectives

The overall objective of this assignment is to monitor and validate the member companies’ reported progress towards the target of 100% sustainable sourcing. The monitoring should be based on the Monitoring Protocol and reporting formats, which can be obtained by e-mailing IDH (contact details below). The monitoring is carried out annually, monitoring reported data that reflects activities in the preceding year. The assignment will cover the monitoring and validation for 2020 and – under the conditions of adequate performance and available funding by IDH / SIFAV – for 2021.

Scope and timeline of work (annual)



Deliverables and planning

The deliverables and planning of this assignment will be:

Deliverables of project	Deadline
Kick-off monitoring cycle	Feb 15 th , 2020/21
All participants reports (filled out data selection sheets) submitted	April 1 st , 2020/2021
All participants adjusted data sheets submitted after matching procedure	May 15 th 2020/2021
16 Companies visited for validation	June 30 th , 2020/21
40 company reports and one aggregate report delivered	August 31 st , 2020/21

Resources and input

To prepare this proposal the Tenderer should use the following resources as input:

- Terms of Reference (published on Dec. 17th)
- SIFAV background information (to be obtained by email upon request with IDH)
- Monitoring Protocol (to be obtained by email upon request with IDH)
- Reporting tool: data collection sheet (to be obtained by email upon request with IDH)

Proposal guidelines

In a proposal of **maximum 5 pages**, Tenderers should at least provide the following:

1. Workplan

- a Description of deliverables and activities. A succinct, well-documented approach.
- b Detailed description of the procedures to be followed for validation and the principles underlying these procedures;
- c Clear description of the project team, relevant experience of team members and time allocation per team member (including resumes).
 - The team members need to proof the following experience / knowledge:
 - Sustainability standards in both production and processing in the agri-food sector
 - Supply chain quality and certification management systems
 - Monitoring of supply chain / company performance regarding sustainability certification
 - Understanding of the global Fruit & Vegetable sector (incl. retail)
- d Detailed description of how sensitive data will be protected in this assignment. Ideally, member companies will submit their sourcing data to your company for review ahead of the company visits. However, this will only be on clear assurance of sufficient protection of sensitive data. Members will still have the option to not submit data in advance; in this case, a full review of the data will need to take place during the company visit.
- e Description of sub-contractors, if applicable

2. Budget

- a Budget for total annual monitoring process, subdivided in the following elements:
 - I. Project Management (including update calls with IDH, SIFAV Steering Committee, etc.)
 - II. Reporting preparation; onboarding of previously developed tools and documents and adjusting them for the reporting cycle in 2020 and in 2021
 - III. Support and follow-up of reporting companies to ensure proper and timely reporting
 - IV. 16 Company visits to validate members' reports
 - V. Generation of 40 company specific reports and 1 aggregate report
- b Hourly rates and total time specified for each team member and level of seniority (junior, mid-level, senior expert)
- c All budget line items must be specified in Euros, excluding and including VAT.

3. Additional information

We request you also include the following in your proposal

- a Proposed payment structure (the selected Consultant will invoice to IDH)
- b A copy of your policy for the protection of sensitive data
- c Written confirmation that grounds for exclusion are not applicable to Tenderer.

Procedure

The procedure will be as follows:

- Inviting consultancy companies to hand in a proposal based on these Terms of Reference.
- The IDH team & SIFAV Steering Committee delegate will evaluate the proposals on the basis of the exclusion, selection and award criteria as published in these Terms of Reference. In case they cannot reach a conclusion based on the proposals alone, all Tenderers who have not yet been excluded will be invited to pitch their proposal.
- Decision on selection of consultancy.
- Inception meeting of the selected consultancy company and IDH.

Tender process	Timeline
Terms of Reference published	17 Dec, 2019
Deadline for submission of proposals	10 Jan 2020 – 17:00 CET
Selection of consultancy	17 Jan, 2020

Proposals should be submitted by e-mail to Annelotte Crena de longh at crenadeiongh@idhtrade.org before January 10th, 2020 – 17:00 CET

Evaluation of the proposals & 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).

The proposal will only be evaluated when the proposal is submitted timely and correctly.

Evaluation

The proposal will be awarded to a selected Tenderer on the basis of relevant experience and capacity, in combination with financial competitiveness. This will be determined through the following evaluation criteria:

- Fit of approach with requirements of these Terms of Reference, the Monitoring Protocol and the Reporting Tool
- Experience/qualification of the consultants
- Credibility of the brand / consultant
- Level of data security provided.
- Robustness of validation: credibility, accuracy and completeness.
- Expected time requirement for companies
- Cost

Confidentiality

The Tenderer will ensure that all its contacts with IDH, with regards to the Tender, during the tender procedure takes place exclusively in writing by e-mail to Annelotte Crena de longh via crenadeiongh@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 and the participants of SIFAV 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.

Contact information

Name : Annelotte Crena de longh
Position : Program Manager
Phone : +31615354798
Email : crenadeiongh@idhtrade.org