

Terms of Reference

Secretariat to European National Soy Initiatives

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.

IDH’s Soy program aims to make responsible production of soy mainstream and thereby reduce tropical deforestation. We do this by working on governance, in the field, in Mato Grosso, Brazil, but also on the market side, to increase uptake of responsibly produced soy. Our work in the European market includes convening stakeholders to achieve shared governance of targets to drive public and private policy innovations; developing verified sourcing areas to provide clear market incentives; and linking the supply chain to the verified sourcing areas. The establishment of the Secretariat to European National Soy Initiatives is a joint effort with various European National Soy Initiatives and will contribute to mainstreaming responsible soy in the European market.

2. Objective

To establish and implement a Secretariat in support of the collaboration of current and new European National Soy Initiatives in order to accelerate the mass market take up of sustainable soy across Europe.

Goal of the National Soy Initiatives:

100% of our (countries’) soy consumption is produced according to the law and in a way that protects forests and valuable native vegetation (deforestation and conversion free)

3. Background

Across Europe, National Soya Initiatives have been developed by a range of conveners to support soy users (retailers, brands, feed industry, processors, traders and others) in their transition to sustainable soy supply chains. Whilst some of these Initiatives have been established and working towards this goal for several years (e.g. in the Netherlands,

Switzerland and Norway) others are relatively recent in their establishment, such as those in Denmark and the UK.

The scope of these soy initiatives varies. In some cases, they aim to bring together stakeholders across all sectors at a national level (e.g. in UK), in others they represent specific sectors (e.g. the feed sector in Norway). There are also countries in which national platforms on sustainable soy are yet to be established. The resources available, and thus the degree of support that can be provided and potential to create impact, varies considerably across different National Soy Initiatives.

Over the past 12 months, conveners of some of these National Soy Initiatives have informally met under the umbrella of the Amsterdam Declaration Partnership to discuss how best to support their members but also how they may better collaborate to create more meaningful impact. This has culminated in the recent signing of a [joint statement of support](#) for sustainable soy with the above shared goal.

The ambition of the National Soy Initiatives is to continue to work together to drive and support their members to achieve this shared goal and in doing so:

- Create increased synergy and impact by working together;
- Send a uniform signal to the market;
- Support greater market uptake and demand for responsible deforestation/ conversion free soy production, connecting to the overall EU ambition to combat climate change and deforestation;
- Increase support for farmers committed to these practices.

4. Scope

There is a shared ambition for the work of the National Soya Initiatives to be continued, and to be further strengthened and scaled with on-going support in order to extend the market uptake of sustainable soy within European supply chains.

This ongoing support will be in the form of a Secretariat to the National Soy Initiatives. The Secretariat is currently envisioned to be one FTE. The Secretariat will be contracted by IDH.

5. The Role of the Secretariat

The core role of the Secretariat will be to provide strategic and operational support to National Soy Initiatives to help take up of sustainable soy within European soy supply chains, in support of the shared goal outlined above. In short, the Secretariat will create an enabling environment for the work of the National Initiatives, who remain in the lead regarding national plans. The role will require close collaboration with the National Initiative conveners and IDH.

Regarding strategic support, the Secretariat, in consultation with the National Initiatives and IDH, will develop an overarching strategy for the next five years and consequently implement this. This includes at least the following topics:

- **Strategy and roadmap.** Support the development of a vision on where the National Initiatives can jointly be by 2025, and an effective strategy and roadmap to reach the shared goal (with target markets, actions, key milestones and outputs).
- **Internal governance.** In cooperation draft a work plan detailing the governance set-up and cooperation, including how often the National Initiatives meet, how decisions are made, reporting & monitoring, if working groups are required and if yes how these will function.
- **Communication.** Draft a joint strategy on external and internal communication. A key task of the Secretariat is to facilitate communication and exchange between national initiatives. The communication plan will also identify opportunities for National Soy Initiatives to communicate their work at key industry events.
- **Engagement.** Develop and maintain an engagement/information exchange strategy with key stakeholders, including sector associations such as FEFAC, FEDIOL and CGF, civil society, other sustainable soy initiatives such as the Collaborative Soy Initiative or the Soft Commodities Forum, and government via the Amsterdam Declaration Secretariat. Through the creation and maintenance of a strong partner network of organizations and initiatives, the Secretariat will ensure National Soy Initiatives stay updated and engaged with the latest developments.
- **Outreach.** Develop a strategy for engaging and supporting the development of new national sustainable soy initiatives across Europe;

Regarding operational support, the Secretariat will:

- Support the National Initiatives on the development of ambitious annual workplans and the subsequent narrative (and if relevant: financial) reporting. The Secretariat plays a key role in driving ambitions; however, the National Initiatives each develop their own workplans and maintain ownership of this.
- Support the National Initiatives in their monitoring. A key measurement tool of success for the National Initiatives is the amount of deforestation free soy consumed in their respective countries; which is published on an annual basis in the IDH soy monitoring report. That report is also a tool to show a broader audience what is happening in different European countries.
- Organise regular meetings, if possible, of which at least once per year in person
- Identify opportunities to encourage and support the development of new national soy initiatives across Europe, in order to build a stronger consensus for sustainable soy.

- Communicate the collective views of the National Initiatives and their members to encourage broader take up of sustainable soy. Communication opportunities could include RTRS Annual conference, World Soy Congress, Amsterdam Declarations Partnership meetings etc.

Without prior agreement the Secretariat is NOT mandated to:

- Take decisions on behalf of National Soy Initiatives or their members.
- Represent national initiative in an European policy dialogue, lobby or advocacy.
- Represent common views of the National Soy Initiatives or their members.

6. Secretariat Deliverables

Inception Phase (Phase 1: July – October 2020)

There will be an **inception phase** during which the Secretariat will be required to:

1. Establish an operational framework for the Secretariat.
2. Work with IDH and conveners of National Soy Initiatives to develop the 5-year strategy as outlined above.
3. Plan the public launch of the Secretariat
4. In consultation with IDH's legal team, develop a mechanism that will allow the Secretariat to channel funding to the National Initiatives and support the National Initiatives in receiving (private) funding from their members. This will include the operational framework that will allow National Initiatives to receive funding from IDH (via the Secretariat).

The inception phase will allow the Secretariat to develop a framework and strategy for all future work, as well as become acquainted with the National Initiatives and all other stakeholders before starting implementation. The first contract will only cover the inception phase with the intention to extend on an annual basis for the delivery phase. The extension is based on performance.

Delivery Phase (Phase 2) (October 2020 – December 2025)

Following the inception Phase there will be a **delivery phase** for five years, to be contracted on an annual basis. The first year will longer, from October 2020 to December 2021. The following on-going tasks will be delivered by the Secretariat:

Task 1: National Initiative meetings

- Organize and facilitate one (physical) day-long meeting of National Soy Initiatives each year, preferably alongside large relevant events.
- Organize and facilitate a tele-conference update meeting of National Soy Initiatives every 8 weeks (or more frequently as required).

- Agendas, pre-reads, meeting minutes including action points for the above meetings are produced and delivered efficiently in good time.
- If required, organize and facilitate working group meetings of the National Soya Initiatives.

Task 2: Technical assistance

- Provide ongoing, technical assistance to National Soy Initiatives including (but not limited to) supporting initiative development and providing or signposting to technical support on soy sustainability.
- Support National Soy Initiatives in the development of national level workplans.
- Provide liaison and support to IDH in the publication of future updates to the European Soy Monitor.¹

Task 3: Communication, outreach and engagement

- Maintain a partner network of organizations/initiatives useful to National Soy Initiatives or their members and ensure strong alignment and regular contact with other sustainable soy initiatives e.g. the global Collaborative Soy Initiative, and particularly European initiatives such as Amsterdam Declarations Partnership.
- Ensure National Soy Initiatives stay engaged and updated on the latest developments by:
 - Developing regular internal newsletters summarizing developments;
 - Acting as a central point of contact through which other key stakeholders can engage with National Soy Initiatives.
- Identify opportunities to communicate the work of the National Soy Initiatives and the Secretariat.
- Occasionally present collective positions on behalf of National Soy Initiatives /members as and when directed to do so (to be agreed with National Soy Initiatives).
- Engage with and support the development of other sustainable soy initiatives across Europe, for example building capacity through sharing learnings on facilitation and set up of multi-stakeholder and industry groups.
- In the future, the intention is to conduct broader outreach and engagement activities on behalf of the National Soy Initiatives, beyond Europe, sharing lessons and building alignment with other critical soy consumer markets. such as China.

Task 4: Management

- Monthly progress report detailing specific activities and work completed in the reporting period and work proposed for the following month.
- Quarterly report synthesizing progress across all Secretariat and National Initiative activities, updating the Annual Workplan and summarizing learnings. The first quarterly report will be submitted three months after the start the delivery phase (phase 2).

¹ <https://www.idhsustainabletrade.com/uploaded/2020/05/IDH-European-Soy-Monitor-v2.pdf>

- Regular (minimum monthly) calls with IDH to review:
 - progress against Secretariat deliverables;
 - progress of the collaboration of European National Soya Initiatives.
- Maintain a document library including annual workplan, newsletters, publications, and reports of interest to National Soya Initiatives, where possible in collaboration with other initiatives, such as the Collaborative Soy Initiative.

Annual tasks

- The IDH reporting cycle requires two annual reports – one covering the first semester, due September 1, and the second covering the past year, due March 1. For the first delivery year, the reporting cycle is as follows:
 - Delivery October-December 2020 – report due March 1, 2021
 - Delivery January-June 2021 – report due September 1, 2021
 - Delivery over year 2021: report due March 1, 2022
- The workplan of each following year will be submitted to IDH before October 15. A meeting will also be planned around that time to discuss the strategy.

7. Requirements of the role

The successful candidate(s) will have a strong background in facilitation and running multi-stakeholder initiatives, preferably with a strong understanding of agri-commodity supply chains and related sustainability issues. Given the variety of tasks, a combination of a senior and medior/ junior is possible.

The candidate will have a structured personality, be strategic, excellent cooperation and facilitation skills, and must have strong project management experience (including the ability to develop and analyze proposals and budgets) to ensure a high standard of delivery.

The candidate will have excellent communication skills including strong English speaking and writing skills and be able to engage with a wide audience across different formats including face to face meetings, webinars and teleconferences, as well as being a strong written communicator. Additional knowledge of French, Spanish and/or Portuguese is an asset.

8. Timing

Inception Phase start - October 2020: Create strategy document, set up funding mechanisms.

Delivery Phase: An initial annual period of delivery (October 2020 – December 2021) against Strategic Action Plan.

9. Selection Procedure

The procedure will be as follows:

- Open call for proposals publicized on IDH website
- Evaluation of proposals by an evaluation committee consisting of the IDH program team and representatives of National Soy Initiatives.
- Decision on selection of Consultant
- Inception meeting with the selected Consultant

Tender process	Timeline
Terms of Reference published	2 June 2020
Deadline for submission of proposals*	19 June 2020
Selection of Consultant	1 July 2020

10. Proposal requirements

Please submit a proposal (maximum 5 pages, excluding Annexes) in the email in contact information and provide the following:

- Clear explanation of suitability for this position, see point 12 for further details.
- Statement of relevant experience and CV's, including examples from prior work for managing multi-stakeholder initiative and project.
- A succinct proposed working method and approach
- Inclusion of a budget in Euros (including VAT) with a break-down of man days/rate per consultant
- If applicable, clear description of the project team and time allocation per team member
- Statement on Grounds for exclusion (see below)

11. 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 labour or forced labour 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).

12. Scoring

On the basis of the proposals, a ranking will be made. The proposal will be assessed based on the following selection criteria:

Criteria		
1	Overall proposal quality	The proposal should contain sufficient information in clear format and language with logical structure and well-communicated messages
2	Quality of work plan	Proposed work approach in terms of content and process
3	Expertise in the soy sector, particularly on commodity supply chains, policy movement and stakeholder engagement	The Tenderer(s) demonstrates experience and skills around the following themes: <ul style="list-style-type: none"> • In-depth knowledge in responsible soy supply chain and policy development
4	Demonstrated advanced experience and skills with multi-stakeholder initiative and project management	<ul style="list-style-type: none"> • Advanced strategic thinking • Solid skills in project management, including reporting, result-oriented facilitation and handling of complex assignment • Solid skills in external and internal communication and outreach

		The Tenderer provides evidence of his/her solid background and a track record in relevant topics, including concrete experience developing deliverables described in this ToR. The sample work should meet high quality standards in a related field.
5	Budget/budget allocation	A combined price in Euros (including 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.
6	If applicable, proposed team and track record, and task division	

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 poor performance on the respective component.

13. Confidentiality

The tenderer will ensure that all its communication with IDH, with regards to the tender, during the tender procedure take place exclusively in writing by e-mail to Nienke Sleurink via sleurink@idhtrade.com, and Chih-Ching Lan via lan@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 persons stated in the first sentence of this paragraph. The documents provided by or on behalf of IDH must be handled with confidentiality. Further, 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.

14. 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 (see contact information below). Extra intermediary deadlines or changes can be discussed during the assignment phase and decided upon in agreement with the chosen tenderer. Under and as a result of this Tender Procedure, IDH is not obliged to make a contract award decision or to conclude a contract with any tenderer. IDH reserves the right to suspend or annul the Tender Procedure at any moment in time. Tenderers 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, tenderers accept all terms and reservations made in these Terms of Reference, and subsequent information and documentation in this tender procedure.

15. Contact information

Nienke Sleurink
Program Manager – Markets IDH
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