



Terms of Reference

Landscapes Colombia

Design of a Road Map for the Development of a Green Growth Plan for the Department of Huila

July 31, 2020

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.

A crucial component of our strategy is the achievement of a sustainable landscape that will supply deforestation-free and environmental responsible production to the markets. This would be materialized via Production, Production and Inclusion (PPI) Compacts where there is an agreement between public, private and civil society (including community) stakeholders to enhance productivity of land and secure community livelihoods in exchange for forest /natural resources protection in a given municipality. PPI Compacts are considered the support of Green Growth Plans, which establish a pathway towards a sustainable development (with criteria based on Production, Protection and Inclusion) in the Department/State at long term. Both Green Growth Plans at the Departments and PPI Compacts at the municipalities are necessary for bringing further investments in the territory and ensuring sustainability.

In Colombia, IDH along with its partners has prioritized the Department of Huila for its intervention to develop a Green Growth Plan due to competitive advantages for setting up a comprehensive and sustainable vision for the agriculture. The Department of Huila is characterized by its environmental protection profile where around 612,000 hectares (around 33% of the territory) have been declared as protected areas, becoming it in a leader Department in Colombia regarding conservation. Furthermore, agriculture in Huila has acquired an important position in the country, producing high quality commodities like coffee and cocoa, and becoming the major employer in the Department with around 37% of the population involved in these activities. Even so, although Huila has diversified commodities production (fresh fruits, cane, cereals, among others), agriculture activity in the Department has decreased its importance in the regional GDP. The lack of suitable and sustainable agricultural practices, the poor management of water bodies as well as the lack of access to water have limited the potential Huila has of being the food pantry of Colombia.

The Governor of Huila and IDH have signed an MOU on May 27, 2020 that formalizes an alliance to promote the development of the Landscape Approach in this Department. This demonstrates the commitment of the Departmental Authority for the joint collaboration in the development and implementation of a Green Growth Plan. Creating synergies around a green and inclusive development



in Huila is an important step to set the conditions for a sustainable agriculture and thus catalyzing the environmental, economic and social conditions present in the Department.

IDH is fully committed to push the Green Growth Plan in the Department of Huila. Our role will consist in facilitating the development of the Green Growth Plan and bring international investment to the landscape, co-fund field projects and create innovative financial solutions to incentivize the fulfillment of the Green Growth Plan.

On basis of this Terms of Reference IDH aims to select a party that conduct the “**Design of a Road Map for the Development of a Green Growth Plan for the Department of Huila**”.

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.

2. Objectives

Delivering a Green Growth Plan in the Department of Huila requires a roadmap outlining an ambitious approach to achieve transformational change over the next 35 years. Thus, the objective of this roadmap is to propose effective people-centered mechanisms, tools and methods that lead to the participatory construction of a Green Growth Plan for the Department.

The roadmap should describe practical methods by which multiple outcomes—including sustained economic growth, inclusive and equitable growth, social, economic and environmental resilience, healthy and productive ecosystems, and greenhouse gas emission reduction—may be pursued simultaneously and in a balanced and integrated manner. The roadmap also intends to complement and guide on how to use the existing planning documents and procedures, in part by pointing to ways in which planners and policy makers can make use of green approaches, methods, and tools.

In this context, IDH is hereby looking for a consultant to:

Delivery a Green Growth Plan Roadmap (development and implementation) for the Department of Huila. The aim of the consultant work is to support the Government of Huila, IDH and key stakeholders in co-designing a Green Growth Plan Roadmap for the Department of Huila that addresses the its development and implementation steps. This would include the following components:



COMPONENT 1: Stakeholders mapping and engagement

The consultant must provide a detailed stakeholders' map, including their strategies for the Department of Huila, a list of their ongoing (and previous) projects, identification of key issues addressed as well as gaps found in these projects, and all the available information from the stakeholders that can be relevant for the Green Growth Plan Development. It is expected from the consultant to deliver a detailed map of initiatives already being undertaken in the territory (this shall be illustrated in a physical map where the initiatives lie with their characteristics). As part of this mapping the consultant must include what is already being developed by IDH in the municipalities where the Landscape approach is being implemented (Algeciras, Garzon, Gigante, Campolegre and El Agrado).

The consultant should also use this stakeholders' engagement phase to introduce/explain the objectives of the Green Growth Plan and design a process for continuous stakeholders' engagement in the further development of the plan.

COMPONENT 2: Review the existing baseline or Business as Usual Scenario (Physical baseline map)

Compilation, and where needed, refinement and completion of detailed and up-to-date physical mapping of the landscape. This baseline will draw upon the project work already undertaken by the stakeholders engaged as described under item 1. It is expected for the consultant to deliver a detailed physical mapping of the territory.

The physical baseline mapping shall include:

- Location of key components including main commodities production areas such as, among others, coffee, cocoa, fish farming, sugar cane, fruits (passionflower), renewable energy projects, forestry, and other concessions (identifying areas with smallholders), main ecosystems in the area, mainly, forests (types of forests, including identification of location and size in hectares), infrastructure;
- Revision and mapping of the existing planning tools and documents for the Department of Huila, such as, among others, POTs, Development Plans, Climate Change Plans, PDAs, PDET, Competitiveness Agendas.
- Existing Government spatial planning data (UPRA and other sources) including identification of relevant zones (e.g. forestry, protection areas, urban development, planned infrastructure);
- A general and preliminary (i.e. low detail) land-use change analyses at departmental level in terms of forest conversion and population expansion;
- Consolidated information on the location of existing activities/works and their relevance and likely contributions to the green growth strategy, conducted by other stakeholders including Donors and NGOs;
- Identification of hydrology zones and deforestation risk mapping.
- Assessment of the extent and severity of fires in the Department and their impacts on ecosystems



- Assessment of current and projected greenhouse gas emissions, quality and quantity of forest areas in the landscape based on business as usual scenario until 2030.
- Assessment of historical and projected deforestation rate in the landscape based on a “business as usual” scenario until 2030.
- Assessment of current and projected land-use based economic activities on income and employment generation (per household and per sector) and tax collection for the provincial and district governments within the landscape, based on the business as usual scenario until 2030.

The long-term impact of the Business as Usual scenario requires impact modelling against key economic and environmental indicators. The consultant may also choose to first complete item 3 (described below) and use the same indicators for the Business as Usual modelling.

COMPONENT 3: Set Green Growth targets with key stakeholders in the Department

Based on the output of Component one, the consultant will identify the indicators for Green Growth based on Production, Protection and Inclusion approach in the Department of Huila and set annual and 2035 targets per indicator in particular for reducing deforestation rate and GHG emission, a participatory process with relevant stakeholders. GGP targets should be aligned and articulated with the existing planning tools and documents for the Department of Huila such as POTs, Development Plans, Climate Change Plans, PDAs, PDET, Competitiveness Agendas, among others. The consultant is suggested to work via the main existing governance and stakeholder groups that have been mapped as part of the activities under item 1 above, including the PPI Compact being developed at municipal level in Algeciras Gigante, Garzon, Campoalegre and El Agrado.

COMPONENT 4: Develop Green Growth strategies and model the Green Growth Scenario

With the active participation of public (national, regional and municipal, private and civil society) stakeholders, the consultant will develop strategies to achieve the targets set under item 3 and bundle these into one or more green growth scenarios. The one or more green growth scenarios should be compared with at least a scenario with full focus on renewable resources or commodity production; a scenario with full focus on forest and other ecosystems protection; and the business as usual scenario developed under item 2. The scenarios should among others include:

- Identification and prioritization of areas where GHG emissions occur through deforestation and forest degradation, and where forest fires can be reduced significantly. Identify conservation opportunities and their potential impact on reduced deforestation rate and GHG emissions.
- Identification and prioritization of areas of economic development through, for instance, productivity enhancement or expansion. This may include the identification of (degraded) land available for ‘relocating’ agricultural and forestry production from sensitive areas near/in forests. The feasibility of these types of land swaps should then also be commented upon taking into account economic as well as technical considerations.



- Identification of national funds and instruments (such as CONPES and Regalias) available in the National Government that might support the implementation of GGP.
- Legality of land-use identification in the landscape. This means identifying as far as possible specific locations where business activities such as cultivation is occurring on legally protected land, where plantations have been established in incorrect zoning, and then identifying the required policies and actions to overcome these issues.
- A high-level calculation of the financial costs and benefits of the different elements of each scenario.
- Ex-ante impact modelling of the green growth scenario(s) on the indicators set under item 3. Examples of it include tax at regional level, business and household income, employment, GHG emissions, water flows, etc. The relations between the investments in priority interventions and the socio-economic and environmental impacts should be one of the outcomes of the modelling exercise.
- Provide a summary comparison of the different scenario(s), also including the business as usual scenario developed in item 2.

NB: Recommendations and justifications for scenario selection need to be documented.

COMPONENT 5: Convert the Green Growth Strategies/Scenario to a Spatial Plan and Roadmap For Action

Based on the outcomes of the scenario modelling, synthesize ongoing and new initiatives and investment plans into a holistic Green Growth Plan including:

- time-bound targets on the key performance indicators, based on the outcomes of items 3 (target setting), 2 and 4 (scenario modelling);
- realistic strategies, including time-bound milestones, for achieving the targets, building on priority (commodity) production and (forest) protection interventions;
- recommendations for key policy, spatial planning and institutional changes required at municipal and departmental levels and where applicable at national level;
- recommendations for improvement of current Spatial Plan;
- effective incentives and disincentives to change current land-use practices;
- a clear definition of roles and responsibilities for the implementation of the Plan by public (national, regional and municipal levels), private and NGO partners.



COMPONENT 6: Capacity Building for Government and Related Stakeholders for mainstreaming Green Growth and its Implementation

There is a need for relevant Government officials to get capacity building in terms of covering the criteria developed for the roadmap of the Green Growth Plan into official plans and budgets. The consultant will thus assist in such development, based on the output of all previous components, by involving relevant officials during the process and transfer the knowledge through series of workshops.

COMPONENT 7: Design the Governance Body for the management of the Green Growth Plan

The consultant must to design and propose a governance body for the management of the Green Growth Plan. The governance body should be integrated by members from the local and national authorities, private sector, producers’ representatives, NGOs, International cooperation agencies, etc. In this context, it is expected the consultant deliver:

- Proposal of the governance body, its structure, the way it has to function in order to ensure results orientated processes, transparency, equality and effectiveness.
- Estimation of costs to put into functioning the whole structure.

Project Governance

The consultant is requested to work with and under supervision of a special task force consists of representative from related Departmental Agencies or Secretaries. IDH should also be included in the governance to be a facilitator and to provide input and direction if necessary.

3. Deliverables

The deliverables and timeline of this project/study will be as follows:

Deliverables of project	Deadline
Mapping of stakeholders, existing initiatives (strategies and gap analysis), available information plus a stakeholders engagement strategy for the Green Growth Plan development, as described under item 1.	15/11/2020
Baseline data and Business as Usual scenario report (including maps/graphical representations as necessary), concerning all of the items listed under item 2 above;	30/11/2021
Indicators and targets, covering 3 items above, aligned and connected with the existing initiatives from the stakeholders	15/12/2021
Strategy & scenario report covering all of the items listed under component 4 above;	31/03/2021
A concise, well-structured Green Growth Plan Roadmap covering all of the components listed in 5 items above;	31/03/2021
Map and graphs of the Green Growth Plan that can be used in communication by the Department as well as by other stakeholders;	31/03/2021

Communications plan on how the Green Growth Plan will be mainstreamed at the National, Departmental and municipal levels;	31/03/2021
Proposal of Governance Body structure, functioning and costs of the governance model implemented	31/03/2021
Workshops of the Green Growth Plan Implementation for Relevant Government Officials	30/04/2021
All raw data from the assignment	30/04/2021

All reports and deliverables should be delivered in Spanish and English in written format (Word and PDF) and should also include PowerPoint presentations which summarize the key findings. Final formats for maps and other materials will be agreed with the chosen consultant.

4. Proposal guidelines

The proposal should include:

1. A succinct approach and methodology demonstrating how the consultant intends to perform the assignment, along with likely sources of data. This part of the proposal shall not be longer than 5 pages in Word or 10 slides in Power Point.
2. An activity-based budget, specifying the names, unit costs, and number of working days per team member. The budget should be inclusive of VAT and other taxes in case these are applicable to this assignment.
3. List of references, addressing the selection criteria below. The reference text shall not be longer than 0.5 page in Word or 1 slide in Power Point.
4. In case the consultant should require support through partnership and/or sub-consulting to cover specific elements of the project, a full description of the partners/ sub-contractors must be included in the proposal.
5. An action plan with activities specified, in line with the assignment timeline.

5. Selection criteria & procedure

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 of 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.

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).

Exclusion during tender procedure

Contracts may not be awarded to tenderers which, during the procurement procedure:

- a) are subject to a conflict of interests;
- b) are guilty of misrepresentation in supplying the information required by IDH as a condition of participation in the tender procedure or fail to supply this information.

Acceptance of Standard Letter of Assignment Template

By submitting a proposal, tenderers automatically accept IDH standard Letter of Assignment template which is included in Annex 1 and IDH General Terms and Conditions for Services which is included in Annex 2.

Consultant Profile



This study requires an independent and credible research institute or consultant which has extensive experience in developing green growth plans, business scenarios for production and protection, land-use/land-cover mapping and (computerized) modelling, familiar with sustainability initiatives, landscape level approaches, government engagement and private sector companies.

Procedure

The procedure will be as follows:

- Inviting consultancy companies for presenting a full proposal based on the TOR
- Evaluation of the proposals by an evaluation committee consisting of LA IDH Team. The evaluation committee will evaluate the proposals on the basis of the exclusion, selection and award criteria as published in these Terms of Reference.
- Decision on selection of the consultant
- Inception meeting with the selected consultant company

Tender process	Timeline
Terms of Reference published	01/08/2020 - 31/08/2020
Deadline for submission of proposals*	15/09/2020
Selection of consultant	20/09/2020
Awarding of contract to successful consultant	1/10/2020

* 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.

6. Evaluation Method

The proposal will be assessed against the following criteria:

Topic	Selection Criteria	Max Points
Approach and methodology	The approach and methodology proposed adequately addresses the objective and expected deliverables of the assignment.	15
	The relevance of and likely access to the list of documents and sources that the consultant plans to use to perform the assignment.	15
Experience	The consultant should demonstrate its knowledge of and experience in: working with the private sector and smallholders in the cocoa, coffee,	20

	forestry, fruits and other commodity sectors that are relevant for the Department of Huila.	
	<p>Specific knowledge and experience in:</p> <ul style="list-style-type: none"> - land-use planning and economics in the agricultural and forestry sectors; - developing green growth plans and scenarios; - computerized modelling of socio-economic, and environmental effects of landscape management - Multi stakeholders dialogues and agreements <p>The consultant should demonstrate this by submitting a maximum of two (2) references per experience/knowledge point.</p>	20
	The team proposed to perform the assignment must demonstrate experience with working in Colombia and specifically in the department of Huila, as well as previous participation in projects that cover the above-mentioned experience points. The consultant may demonstrate this by submitting the CVs of the team members.	20
Cost	The proposal with the lowest budget including VAT & other taxes will receive 10 points, followed by 8, 5, and 3 points for the following higher budgets.	10

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 tenorio@idhtrade.org and leon@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. Contact information



Name : Carolina Tenorio

Position : Senior Program Manager

Email : tenorio@idhtrade.org

Name : Francisco Javier Leon Moreno

Position : Program Officer

Email : leon@idhtrade.org