



Terms of Reference

Implementation of Magdalena, Cesar, and Huila PPI Post Compacts

(1st of May 2022 to Dec 31st, 2022)

April 11, 2022

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.

In 2021, IDH launched in Colombia, together with local and external partners, the Magdalena, Cesar, and Huila PPI Compacts (the “Compacts”). The partners entered an MoU that establishes a joint landscape vision (based on Production, Protection, and Inclusion elements (Annex 1)) aimed at reaching recognition as a Verified Sourcing Areas, a category into Source Up, a platform that looks for strengthening sustainability in sourcing areas and favoring markets connection between local producers and companies.

Currently, the efforts are focused on implementing the adequate governance and monitoring system within the Compacts that will help manage and keep track of the Compact’s goals, and at the same time aligned with buyer’s and investment demand. This process connected with further understanding and planning for the development of more sustainable regional supply chains, will lead the compacts to become “Verified Sourcing Areas” (VSA). This will deliver innovation in terms of responsible sourcing for commodities we envision as key to unlocking the regions as sustainable sourcing areas for products such as cocoa, coffee, dairy, palm oil, fruits, among others, while encouraging family agriculture and natural resources protection.

On basis of these Terms of Reference IDH aims to select a party as Executive Secretariat and conduct the implementation of the Magdalena, Cesar, and Huila PPI Post Compacts.

2. Objectives

The **overall objective** of this assignment is to operationalize the PPI Compacts signed in each department through the Executive Secretariat to implement the governance scheme, develop the action plans in each of the PPI targets, as well provide periodic monitoring of the progress made for the successful delivery of outcomes.

The **specific objectives** of this assignment, under the Executive Secretariat are:



1. Set up baselines and numerical targets for PPI Goals

The baselines and end targets for Production, Protection, and Inclusion goals are essential for the delivery of clear action plans for PPI Compact goals. In this matter, the party selected as Executive Secretariat must deliver clear baselines (where we are right now) and numerical targets (where we want to go for each of the PPI compact goals). The baselines and targets must include sources of information consulted, databases used and timeline for the execution of the targets.

2. Facilitate the operation of the governance structure

Under the Governance component, the focus is to guarantee the operation of the governance structure agreed upon local stakeholders as Executive Secretariat. The party selected must facilitate the interaction between the stakeholders and new partners, present relevant information for decision making (management reports, funding opportunities, projects, and monitoring reports over PPI goals progress) and lead the necessary actions to meet the goals and indicators of the Compacts.

3. Implementation of Action Plans for PPI Targets

Management of actions aiming to get the agreed targets is central on advancing the implementation agenda in the 3 Landscapes. Developing a comprehensive action plan for the delivering of the PPI Compacts’ targets is key to support in terms of actions planning. The action plans must contain a timeline and responsible stakeholders, as well as the resources available and the overall cost to reach the desired target.

4. Communications and branding of PPI Compacts

Communications are essential to promote the PPI Compacts locally, regionally, nationally, and internationally. The role of communications is also strategic to attract new partners to invest and co-finance initiatives into the Compacts. The Executive Secretariat must provide IDH with different materials and content to be spread through IDH means of diffusion.

5. Deliverables

Deliverables	Deadline
1. Document containing the baselines, end targets, and time required for the execution of activities, for each goal of each PPI Compact (Magdalena, Cesar, and Huila)	July 31 st , 2022
2. Management reports as Executive Secretariat of the PPI Compacts (minutes of working group meetings, financial reports, communications materials)	Bimonthly reports: July 15 th , 2022 (May to June) September 15 th , 2022 (July to August)

	November 15 th 2022 (September to October)
3. Annual report on management as Executive Secretariat of the PPI Compacts (activities, financial, communications). <i>IT MUST BE SUBMITTED IN BOTH SPANISH AND ENGLISH</i>	January 15 th , 2023.
4. Specific reports on the PPI progress of each landscape (Midterm – first 4 months, and annual – complete term of implementation) <i>ANNUAL REPORT MUST BE SUBMITTED IN BOTH SPANISH AND ENGLISH</i>	September 15 th , 2022 Midterm (4 months) January 15 th 2023 (Annual - cumulative from May to December 2022)
5. Guiding Document with Criteria for projects to be presented within Compacts	June 30 th 2022
6. Communications strategy	July 31 st , 2022
7. Communications pieces (presentations, newsletter, videos). To be convened. <i>IT MUST BE IN BOTH SPANISH AND ENGLISH</i>	During all the term as technical secretariat

6. Timeframe for the completion of the above activities

Timeframe: 8 months (May 1st, 2022- Dec 31st, 2022)

All the work to be developed will be in alignment with IDH team, via weekly calls and personal meetings where applicable. The consultant should be available to travel to the region of the PPI Compact development.

7. Proposal guidelines

In the proposal, please provide the following:

- a. A succinct, well-documented approach
- b. Description of the consultancy company/organization and previous work done related to the management and construction of coalitions.
- c. Inclusion of a budget with a break-down of man days/rate per consultant
- d. Clear description of the project team, relevant experience of team members and time allocation per team member
- e. Statement of experience (only experience from the suggested team members is relevant)

8. Selection criteria & procedure

8.1. Grounds for exclusion

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.

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).

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

8.2. Consultant/Consultancy profile

The consultant(s) need to have vast experience in facilitation multi-stakeholders' dialogues and construction of alliances among different actors (farmer associations, companies, governmental and regional authorities, Civil Society Organizations, etc.) as the main tool for the transformation of the territories, the creation of confidence and collective knowledge, and the promotion of dialogue as a culture of cooperation.

8.3. Procedure

The procedure will be as follows:

- Publication of ToR on Monday 11th of April 2022
- Proposals submission by 25th of April 2022
- Evaluation of the proposals by an evaluation committee. The evaluation committee will evaluate the proposals on the basis of the exclusion, selection and award criteria as published in these Terms of Reference.

- Selection of consultancy
- Inception meeting with the selected consultancy company

Tender proces	Timeline
Terms of Reference published	April 11 th 2022
Deadline for submission of proposals*	April 25 th 2022
Selection of consultancy	April 27 th 2022
Awarding of contract to successful consultant	April 29 th 2022

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

8.4. Evaluation Method

The proposals will be evaluated based on the following criteria and get scored from 1 to 5 per criteria. Each score will be multiplied by the mentioned weighing factor.

Topic	Selection Criteria	Max Score
	Methodology developed to design and implement fundraising strategies and monitoring systems for each of the landscapes	20
Approach and methodology	The approach proposed to lead the implementation of the PPI Compacts in Magdalena, Huila, and Magdalena.	15
	Methodology of construction of action plans to reach each one of the goals stated in the three pillars of the Compacts (Production, Protection, and Inclusion) in each one of the regions (Magdalena, Cesar, and Magdalena)	15
Experience	The consultant should demonstrate its knowledge of and experience in: working with the private sector and smallholders, constructions pof multi-stakeholder alliances, monitoring and evaluation models, development of economic, environmental, and social scenarios and plans, fundraising strategies, management of projects above EUR 80.000.	10
	<p>The team proposed to perform the assignment must demonstrate experience with working in Colombia and specifically in Magdalena, Cesar, and 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.</p> <p>Specific knowledge and experience in:</p> <ul style="list-style-type: none"> - Multi stakeholders' dialogues facilitation - Developing sustainable development plans and scenarios. - Fundraising 	10



	- Monitoring and evaluation systems - Land-use planning and economics in the agricultural and forestry sectors	
Cost	Proposal with a reasonable budget including VAT & other taxes	30

The highest or lowest cost bidder may not necessarily be awarded this contract. Overall cost and best value for the budget will be strongly considered. IDH is under no obligation to make a contract award decision or to conclude a contract with a participant because of the call for proposals.

The weighing of the different criteria is indicated in the first table of this section.

The evaluation of the Criterion Quality will be determined as follows:

- The grade given to each criterion will be multiplied with the weighing factor. This results in one final score per criteria.
- The total score of the Participant is the sum of the final score per component.

8.5. Submission of proposals

All the proposals must be submitted in the English language by **April 25th, before 23:59 pm (COL time)**, to the following emails: tenorio@idhtrade.org and leon@idhtrade.org. All the proposals received later are immediately excluded from participation.

9. 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 leon@idhtrade.org and tenorio@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 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.

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.