

Terms of Reference

Better Cotton New Country Start Up Report - Chad

August 1, 2022

1. Introduction

IDH the Sustainable Trade Initiative (IDH) and Cotontchad SN (CTSN) signed a Memorandum of Understanding to sustainably improve cotton production in Chad. Climate resilience, sustainable landscape management and diversification of the cotton-based farming systems are important components of the cooperation. Also, as part of this long-term collaboration, CTSN would like to achieve Better Cotton licensing for cotton farmers in Chad; in that sense IDH is supporting CTSN in that endeavor.

On basis of these Terms of Reference (“**ToR**”) IDH aims to select a party **to assess the conditions of the establishment of a new Better Cotton programme in Chad. This assessment must be conducted in line with Better Cotton’s New Country Programme Start-Up (NCSU) Report Guidance.**

2. Background

Better Cotton is the world’s largest cotton sustainability programme. Its mission is to help cotton communities survive and thrive, while protecting and restoring the environment. Through its network of field-level programme partners Better Cotton has trained over 2.5 million farmers in 23 countries in more sustainable farming practices since 2010. A quarter of the world’s cotton is now grown under the Better Cotton Standard. Better Cotton has united the industry’s stakeholders behind its efforts, and by 2030 its aim is to have trained 5 million farmers and doubled global production of Better Cotton.

The Better Cotton Standard System (BCSS) is at the heart of Better Cotton’s approach and includes six main components: the Better Cotton principles & criteria, assurance programme, capacity building, chain of custody and traceability, monitoring and evaluation, and the claims framework. The Better Cotton Principles & Criteria lay out the global definition of Better Cotton, across seven principles. They ensure that Better Cotton meets clearly defined requirements for crop protection, water management, biodiversity, soil health, fiber quality, decent work, and management systems.

The Better Cotton programme is delivered through a network of more than 70 Programme Partners (PPs), often local NGOs or cotton supply chain partners who recruit and train field staff and organize and work with farmers on the ground. These partners are a critical part of Better Cotton’s operating model and the key touchpoint between the BCSS and millions of cotton farmers. The Better Cotton’s New Country Programme Start Up Policy applies to countries and regions where there is a clear interest to implement a Better Cotton programme and enumerates the criteria for new programmes

IDH is looking for a consultant to elaborate a New Country Programme Start-Up report for the implementation of a Better Cotton program in Chad, also including the stakeholder engagement process.

3. Assignment

Objective

The overall objective of this assignment is to accurately scope the feasibility and potential for Better Cotton to establish Chad as a Better Cotton sourcing country, including activities related to the stakeholder engagement process

For further detail on the requirements, please see **Annex 1 - New Country Programme Start-Up Report Guidance** and **Annex 2 - NCSU Start Up Report Outline of Requirements**

Deliverables

The deliverables of this assignment will be:

Deliverables of assignment	Deadline
Produce a draft of the New Country Programme Start-Up report	November 1
Present the final draft of the report for validation at the Multistakeholder Meeting	2nd half of November
Produce final New Country Programme Start-Up report	December 15

4. Selection Procedure

The procedure will be as follows:

1. Publishing the tender and inviting service providers to submit a proposal based on this ToR.
2. Evaluation of the proposals by the evaluation committee. The evaluation committee will evaluate the proposals based on the selection criteria as published in this ToR.
3. Selection of top 2 service providers to do an intro call to present the proposal and Q&A
4. Decision on selection of the service provider.
5. Inception meeting with the selected service provider.

The schedule below indicates the timelines for the tender procedure:

Tender process	Timeline
1. ToR published	August 1
2. Deadline for submission of proposals*	August 16 EOD
3. Team intro call**	August 19
4. Selection of service provider	August 23
5. Start of assignment	September 8

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

** IDH may request shortlisted service providers to the intro call session at the IDH HQ in Utrecht, Netherlands or via video conference.

After the deadline for submission of proposals, the evaluation committee will evaluate the proposals.

The proposals will first be tested for completeness:

- The absence of the documents referred to in Section 6 of this document can lead to exclusion from further participation in the tender procedure. This is also the case when minimum requirements listed in this ToR are not met.
- If the proposal is complete, the selection committee will evaluate the proposal based on the criterion as mentioned in section 6.

The assignment will be awarded to the service provider with the most economically advantageous proposal. This is determined based on the evaluation criteria of price and quality.

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

5. Proposal requirements

IDH is requesting the service providers to hand in a proposal of maximum 10 pages (excluding company biographies, CVs, sample work and references). The proposal must be handed in a MS Word or PowerPoint version next to a PDF submission to facilitate any copy-and-pasting of content that we may need during evaluation.

The proposal must at least include:

Content:

- a. A succinct, well-documented approach addressing the requirements set out this ToR and in Annexes 1 and 2. We request that the proposal structure to match the selection criteria as closely as possible;
- b. Maximum of three client references and a sample of previous work relevant to the deliverables in this ToR;
- c. An overview of the project team, including the CVs of the project team members;
- d. Budget presented in Euros (ex VAT) with a break-down of days/rate per project team member;
- e. Statement on Ground for exclusion (see section 6 below);

Administrative:

- f. Completed detail request form (annex 3);
- g. Copy of most recent (audited) financial accounts;
- h. Statement of acceptance draft contract (annex 6);

The proposal must be submitted to Guilherme Justo at justo@idhtrade.org before **August 15 EOD, 2022**.

6. Testing and weighing

The assignment will be awarded to the service provider with the most economically advantageous proposal. The most economically advantageous tender is determined on the basis of the evaluation criteria of price and quality.

Grounds for exclusion

1. Service providers shall be excluded from participation in this tender 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.
2. Service providers 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).

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

Minimum criteria

Services providers and/ or proposals not fulfilling the minimum criteria will be excluded from the tender procedure and will not be assessed against the other criteria.

- 1 *Clear and strong understanding of the Better Cotton Standard System or other similar sustainable agricultural standards.*
- 2 *Knowledge of the cotton sector and its set up/operations in Chad or other western African countries.*
- 3 *Proficiency both in English and French.*

Scoring and weighing

The evaluation criteria are compared and weighed according to the procedure below. This concerns a general outline of the scoring methodology and an explanation how the service provider can demonstrate compliance with the requirements.

Step 1 - Criterion Quality

Evaluation scores will be awarded for each of the components. The evaluation committee will score each component unanimously.

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

Component		Criteria	Max. Grading
1	Proposal overall	The extent to which the proposal meets the deliverables set out in Section 3 above and the requirements throughout this document. Can the service provider deliver the deliverables? Will the service provider be able to deliver a comprehensive approach and intervention?	5
2	Design and Development process	The extent to which the service provider demonstrates that a clear design and development process will be followed and IDH is adequately consulted for input during the design and development. The extent to which it is clear what is required from IDH in terms of human resources, digital assets and other input to deliver the project without being too onerous on our staff.	5
3	Track record	The extent to which the service provider presents the required level of expertise and knowledge to fulfil the requirements both at team member and company level. To extent to which the service providers gives a clear description of the project team, relevant (delivering similar projects) experience of team members and time allocation per team member. [Relevant experience in non-profit sector is advantageous.]	5

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

Step 2 - Criterion price

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

The criterion 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 70% on Quality and 30% on Price.

If scores of service providers are equal, priority will be based on the total scores that were given for the Criterion Quality. The assignment will be awarded to the service provider that has received the highest score for the Criterion Quality and Criterion Price. If the evaluation of the Criterion Quality does not lead to a distinction, the score for the component “Proposal overall” will be decisive. If this does not lead to a distinction, the ranking will be determined by the drawing of lots.

Award

Once IDH has decided to which Service provider it intends to award the assignment, a written notification thereof is sent to all service providers participating in the tender procedure.

The service provider is contracted via a letter of assignment, following IDH’s template (Annex 4).

7. Communication and Confidentiality

The service provider 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 Guilherme Justo via justo@idhtrade.org. The service provider is thus explicitly prohibited, to prevent discrimination of the other service providers 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 service provider will also impose a duty of confidentiality on any parties that it engages in relation to this tender. Any breach of the duty of confidentiality by the service provider or its engaged third parties will give IDH grounds for exclusion of the service provider, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the service providers 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 service provider.

8. Disclaimer

IDH reserves the right to update, change, extend, postpone, withdraw, or suspend the ToR, this tender procedure, or any decision regarding 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.

Participants in the tender procedure 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 this ToR, and subsequent information and documentation in this tender procedure.

9. Annexes

Annex 1: New Country Programme Start-Up Report Guidance

Annex 2: NCSU Start Up Report Outline of Requirements

Annex 3: Detail request form

Annex 4: Letter of Assignment

Annex 5: IDH General Terms and Conditions for Services

Annex 6: Statement of acceptance draft contract