

Terms of Reference
IDH Sustainable Trade Initiative
HUBs IDH at municipal level – Producers Support Center (CAP)

August 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.

On basis of these Terms of Reference (“ToR”) IDH aims to select a party **to provide and management of 04 analysts to support producers at IDH HUBs at the municipal level (Producers Support Center - CAP) on procedures of the environmental register (CAR) and land tenure regularization procedures of the Mato Grosso State.**

2. Background

IDH aims to accelerate sustainability by innovating impact at scale, through the development of impacting coalitions with companies, NGOs, governments, unions, financial institutions, and universities that aim to have an impact in the welfare of the public and society in general. Aligned with IDH values the PCI strategy – Produce Conserve and Include – in Mato Grosso promotes goals related to sustainable production, conservation and social inclusion shall contribute toward promoting, encouraging and implementing a sub-regional municipal model of the PCI, which will contribute toward social and economic development in the region and toward building a strong connection between protecting natural resources and sustainable production activities in the region. It is recognized that the PCI strategy shall be able to contribute with the Brazilian National Goals that are stated in the NDC (National Declared Contribution) and that were declared at the United Nations under the Paris Agreement, which expressly mentions restoring degraded pastureland, reducing deforestation and encouraging low-carbon agriculture as relevant topics. To support the sub-regional municipal model of PCI (PCI compacts) on their goals related mainly to environmental and land tenure regularization IDH has been implementing the **IDH HUBs (Producers Support Center -CAP) in 04 municipalities in Mato Grosso State (Juruena, Cotriguaçu, Sorriso and Barra do Garças).**

3. Assignment

Objectives

The overall objective of this assignment is to provide qualified personnel to support the IDH HUBs (Producers Support Center -CAP) on activities of the environmental registers (CAR)/land tenure regularization procedures in accordance with the Mato Grosso state and Federal legislations and provide information regarding projects and opportunities for producers in the PPI Compact region. The

party will provide and manage the analysts in accordance with the required professional profile and expertise for a period of 12 months.

In order to perform these activities the analysts must be graduated in Agronomy, Forestry or Environmental Engineering, Bachelor in Geography or Biology, with solid knowledge on GIS tools (ArcGis), deep knowledge on the Brazilian environmental law (forest code) and experience in environmental regularization analysis.

Deliverables

The deliverables of this assignment will be:

Deliverables of assignment	Deadline
Report A - Production (Sept/2022 – Oct/2022)	20/11/2022
Report B - Production (Nov/2022 – Dec/2022)	20/01/2023
Report C - Production (Jan/2023 – Feb/2023)	20/03/2023
Report D - Production (Mar/2023 – Apr/2023)	20/05/2023
Report E - Production (May/2023 – Jun/2023)	20/07/2023
Report F - Production (Jul/2023 – Aug/2023)	20/09/2023

The production reports must contain at least the following topics:

- Numbers of attendance;
- Type of attendance;
- Name of producers/farms;
- Main farm activities;
- Projects and resource accessed by producers;
- Attendance gender information

4. Selection 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 IDH internal staff. 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 consultancy
- Inception meeting with the selected consultancy company

The schedule below indicates the timelines for the tender procedure:

Tender process	Timeline
ToR published	11/08/2022
Deadline for submission of proposals**	20/08/2022
Selection of Service provider	22/08/2022
Start of assignment	23/08/2022

After the deadline to submit a proposal has passed, 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.

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 03 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. We request that the proposal structure 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

The proposal must be submitted to Alex Schmidt at schmidt@idhtrade.org before **20/08/2022 at 6pm**.

6. Testing and weighing

The assignment will be awarded to the service provider with the most economically advantageous tender. 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.

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

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).

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	Quality of proposal	This criterion will evaluate the level of the proposal according to points mentioned in item “5.Proposal requirements”.	4
2	Price	Price will be considered according to the proposed level of quality.	4
3	Commercial references	In this criterion will be considered work experience, qualifications, and commercial references.	4

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

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.

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 Alex Schmidt at schmidt@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 confidentiality. The Service provider will also impose a duty of confidentiality on any parties that it engages. 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.