

Terms of Reference

IDH In Sustainable Textile and Apparel Parks (INSTEP) Technical Advisor

September 19, 2022

1. Introduction

IDH, The Sustainable Trade Initiative (hereafter “IDH”) is a leading organization that works with the private sector, governments, and civil society organizations, to support sustainable and inclusive agricultural production at scale in global agricultural supply chains. 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. IDH convenes 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. Headquartered in the Netherlands and funded by multiple European governments and private philanthropic donors, including the following institutional donors: BUZA, SECO and DANIDA. IDH works in partnerships with over 600 private sector companies, including global brands and retailers, in over 50 countries.

On basis of these Terms of Reference (“**TOR**”) IDH aims to select a consultant or institution **to support in conducting a baseline study for the In Sustainable Textile and Apparel Parks (INSTEP) program.**

2. Background

INSTEP is a collaborative approach to step up the sustainable production of textiles and apparel via the scale of Industrial Parks (IPs), reaching multiple factories and shared facilities, with assessment and interventions to reduce environmental impact (Better Environment) and improve working conditions (Better Jobs).

The INSTEP program (2022-2025) aims to build socially and environmentally effective, efficient and sustainable Industrial Parks and increase data sharing and transparency in the apparel sector through Improved Sector Governance, Improved Business Practices and Proven business case for field level projects at Industrial Parks in Ethiopia, Kenya and Vietnam under the following approaches.

The key focus areas for the program are:

1. **Better Environment:**

- **Energy management:** Reducing energy consumption and improving efficiency; transitioning to alternate energy sources; Facilitating renewable energy such as installing group rooftop solar panels
- **Water management:** Reducing and renewing water, recycling and treating wastewater

- **Chemicals management:** Improving chemical guidance, chemical management system (CMS) (procuring green chemicals, safe handling, storage, and treatment); zero discharge of hazardous chemicals; accelerating adoption of ZDHC standards and methodology
- **Environmental transparency:** Transparent Environmental Data Platform to provide real-time emissions, discharge, and environmental data

2. Better Jobs:

- **Worker engagement:** Enabling worker-management dialogue, and enabling service delivery for improved working conditions, such as day-care and workers` cooperative.
- **Gender empowerment:** Promoting better jobs for women with need base skill enhancement, financial literacy, and addressing issues such as discrimination, gender-based violence, and reproductive health.
- **Occupational Health and Safety (OHS):** Assuring a safe working environment for all workers in the Industrial Park.

The program aims to achieve better jobs for 400,000 workers in 15-20 Industrial Parks across Vietnam, Ethiopia, and Kenya by 2025.

3. Assignment

Objectives

To conduct a baseline to assess the status of social and environmental sustainability in the industrial parks under the program in Ethiopia, Kenya and Vietnam.

The **specific objectives** of the evaluation are

- Develop a program Theory of Change (TOC)
- assess the pre-intervention status of output, outcome and impact level conditions by collecting baseline values for KPIs;
- identify factors that may influence the success or failure of the program;
- evaluate initial conditions of external factors related to the intervention;
- refinement of preliminary target estimates;
- collect stakeholders` inputs in project design;
- have provide information on program intervention design

The baseline should provide concrete evidence-based data on the status of the Industrial Parks and inform in target-setting for the program against the following outcome area:

Outcome area	Area of inquiry
Environmental	<ul style="list-style-type: none"> • Baseline values on GHG emission from the apparel factories at the industrial parks. • Wastewater reused or treated • Amount of energy utilised • Amount of green energy utilised

	<ul style="list-style-type: none"> • Amount of effluent waste recycled
Social	<ul style="list-style-type: none"> • Demographic profile of the workers • Gender intentionality in the industrial parks <ul style="list-style-type: none"> ○ State of women workers and gender inclusiveness in the IPs ○ Number of men and women workers across all levels in the factories • Access to social infrastructure for workers in the apparel factories in the industrial parks, such as: <ul style="list-style-type: none"> ○ Access to creche, subsidized food, shops, financial services etc. for the workers • Degree of dialogue between employers and workers and collective bargain <ul style="list-style-type: none"> ○ Worker satisfaction, including trust in the management ○ Number of workers affiliated to unions or relevant worker's representation bodies ○ Number of workers covered by collective bargain agreements
Data transparency	Develop an understanding on the current practices of data transparency in the IPs. Baseline reflection on IPs current mode of sharing social and environmental data.

Note: These indicators are suggestive, the consultant is expected to provide a revised list of indicators for baseline data collection based on scope of the study and program's theory of change.

4. Expected deliverables

The consultant is expected to provide quality services and deliver:

Deliverable 1	Inception Report, including <ul style="list-style-type: none"> • Project background and problem analysis, TOC and list of indicators for baseline • Research design and updated methodology (including detailed outline of the methodology and sampling methodology) after discussion with IDH team. • Data collection tools draft (e.g., survey questionnaire, FGD or KII guides) ahead of field work • Updated workplan and timeline after discussion with IDH team, including all activities required to produce the requested deliverables. • Data analysis plan • Outline of evaluation report
Deliverable 2	Draft evaluation report with preliminary findings Supporting documents as annexes: <ul style="list-style-type: none"> • Final data collection tools

	<ul style="list-style-type: none"> • Raw data (databases of survey responses, datasets used for data processing, transcripts of interviews or FGD) • List of stakeholders consulted (i.e., respondents & interviewees) • List of references and data sources • Data analysis records and rating system
Deliverable 3	Final Evaluation Report , including the following annexes: <ul style="list-style-type: none"> - The expected length of the final evaluation report is 20-30 pages - Updated Annexes and supporting documents included in Deliverable 2
Deliverable 4	Power point presentation including key findings and recommendations to be presented to key stakeholders

5. Timeline and resources

The assignment is expected to be conducted between 01/11/2022 and 01/03/2023.

Expected deliverables	Proposed timeline
Deliverable 1: Inception Report	01/12/2022
Deliverable 2: Draft report: preliminary findings	01/01/2023
Deliverable 3: Final Evaluation Report and annexes	10/02/2023
Deliverable 4: Power point presentation	25/02/2023

6. How to apply

Interested candidates/institutions should submit the following documents to Preity Khandelwal (khandelwal@idhtrade.org) and Valentina Gurinovich (gurinovich@idhtrade.org) no later than 20/10/2022 and submit the following documents:

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:

a. Technical proposal

The technical proposal must include:

1. **Consultant profile:** Presentation of the company/team of consultants, date of incorporation of the consulting company, specialization(s) and fields of expertise, service provision, country(ies) of operation(s), acknowledgements received, etc, including visuals.

2. **Track record:** please include the following table filled in with information on relevant work completed which is of similar nature to the scope of the work requested in this TOR.

Name of the consultancy	Client	Date (from/to) during which the assignment was carried out	Value of the contract	Type of consultancy (ex. Baseline / midline / endline / Program / Portfolio / research / survey / evaluation)	Summary of activities, tasks and services provided	Contact details of client representative

3. **Technical approach:** A succinct, well-elaborated approach of the understanding and methodology to deliver the requested services. The proposed methodology must describe:

- **Understanding of the ToRs:** Bidders provide their general understanding of the project, its objectives and the requests of these terms of reference;
- **Overall approach:** In line with their understanding of these ToR, bidders develop the evaluation/ research design, the methodological requirements to implement this research design, key activities to conduct to deliver the evaluation in line with the requested products, as well as the risks and limitations of the proposal. Key aspects to describe are:
 - **Evaluation/ Research design:** Describe the evaluation design and justify why opting for this approach (allocated budget can be one but not the only justification);
 - **Evaluation matrix:** In line with the scope of the evaluation and bidders’ understanding of the ToR, a tentative evaluation matrix needs to be drafted by the bidders, including research objectives, questions, sources of information and research methods (which can include quantitative and qualitative primary data, secondary data and project documentation), noting that the latter is to be refined during the inception phase;
 - **Research methodology:** Describe **why** the evaluation will collect qualitative and/or quantitative information in line with methods described in the evaluation matrix.
 - **Data collection:** Describe **how** the consulting team intends to go about collecting the information with the aforementioned methods. Describe the primary data collection methodologies and type of information to be collected, as well as the secondary data sources to be reviewed. Describe how key stakeholders to be consulted or/and surveyed and information sources will be accessed. Describe the sampling method, design, and size for primary data collection methods.
 - **Data analysis:** The consultant is expected to include a description of how qualitative and quantitative data will be analysed. The assignment will require that the consultant ensures triangulation of data to address the specific questions and an integrated analysis of the different data sources are used. The consultant needs to thoroughly describe how data will be triangulated, including a justification of the approach. Requirements regarding data visualization are of the highest standards. The consultant should describe in the proposal the tools and methods that will be used in this respect.
 - **Potential limitations and risks, including mitigation strategies:** the consultant should include the challenges and potential limitations of the proposed approach in terms of use of findings, substantiation of results claims and the implications in terms of

evidence-based strength (i.e., limitations when no control groups are included or counterfactual to project targeted beneficiaries and the consequence in terms of substantiation of the result claims). The potential risks to be encountered during the consultancy shall also be described along with the mitigation strategies to address them. For longer term assignments, the consultant shall describe how continuity of the relevant team will be ensured over time.

- **Reporting:** The consultant might suggest a table of content for the report based on the specific requirements of the ToR and his or her own expertise. The table of content and length of the final report shall be discussed and agreed upon with IDH.
- **Learning:** the consultant is expected to present the findings and recommendations in a sensemaking session with key stakeholders. The consultant shall describe the approach to identify lessons learned during the evaluation and the strategy to promote learning and active interaction with IDH and its partners in the sensemaking session.

4. **Team composition:** Clear description of the project team, relevant experience of team members, relevant experience, task and time allocated per team member. For this section, please fill in the following tabular format with the most relevant work of the team members. Full CVs shall be included in annex to the technical proposal.¹

Name of the team member	Role	Experience in results-based management, and in conducting evaluations	Track record conducting evaluations in the field of Textiles and Apparel or similar field	Understanding of context and dynamics of Project/Program operations	Demonstrated expertise on data collection with Click or tap here to enter the requested relevant expertise,	Language	Time allocated for the team member ²	Main tasks to be conducted in this consultancy

5. **Workplan:** Detailed activities and expected deliverables and timeline.

6. **Quality assurance and interaction with IDH:** Include here the proposed management of the baseline process, quality assurance and proposed interaction with IDH and key stakeholders as envisaged by the bidder. Please describe any support or inputs required from IDH to deliver the assignment, if any.

7. **References:** Minimum three client references (including name, organization, telephone number and email address)

¹ Note that the commissioner requires to be consulted in case a consultant needs to be replaced.

² The financial proposal requests detailed information on the number of working days per consultant. The time allocation inserted here should match that of the financial proposal.

8. **Annexes to the technical proposal:**

- Legal company documents: Legal incorporation, Chamber of Commerce registration, VAT number, etc.
- Full CVs of the consultancy team

b. **Financial proposal**

The financial proposal document must include a budget in Euros (excluding VAT) and the final budget with taxes. An indicative template is included in ANNEX C of these Tor's. This template is not mandatory, it displays some features IDH is interested in being informed about, but bidders are free to develop their financial proposal under their preferred format. As indicated in the template, IDH is interested in seeing a detailed breakdown of each consultant's daily fee, the total number of working days for each consultant, the consultancy's total budget including taxes, the cost per primary data collection item as well as, the cost of travel and transport, etc. Consultants are also encouraged to provide budget notes informing the assumptions used for budget calculation.

c. **Statement on Ground for exclusion**

Written confirmation of the potential consultant stating they are not in one of the situations in the grounds for exclusion nor do they intend to use child labour or forced labour or practice discrimination.

Grounds for exclusion

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 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 Labour Organization (ILO).

7. Selection process

a. General tender procedure and timeline

The procedure will be as follows:

1. Publishing the tender and inviting services providers to submit a proposal based on this ToR.
2. Consultants can send out questions on these ToRs by email until the below-mentioned deadline. Refer to the contact person mentioned in these ToRs. All questions will be processed at the deadline day and response to all questions received will be shared by email with bidders that showed an interest and submitted questions.
3. Evaluation of the proposals by the evaluation committee. The evaluation committee will evaluate the proposals based on the selection criteria as published in these ToR.
4. If deemed necessary, the service providers of the best proposals can be invited to do a pitch for the Evaluation Committee. This ranking will be made according to the scoring on the selection criteria.
5. Decision on selection of the service provider.
6. Awarding of the contract
7. Inception meeting with the selected service provider.

Tender process	Timeline
ToR published	19/09/2022
Deadline to submit questions on these ToRs	23/10/2022
Deadline for submission of proposals	30/10/2022
Selection of Service provider	10/11/2022
Expected awarding of contract	15/11/2022
Inception meeting with the selected service provider	20/11/2022

b. Evaluation of the proposals by the evaluation committee

Completeness check: The proposals will first be tested for completeness. The absence of the documents referred to in section 5 of this document can lead to exclusion from further participation in the tender procedure.

Scoring and weighting procedure: The assignment will be awarded to the consultant with the most attractive bid based on quality and price. The evaluation criteria are scored between 1 and 5 (from *very weak* to *very strong*), compared between candidates and weighed according to the procedure below. The final score will be weighted 70% on *Quality* and 30% on *Price*. If scores of consultants are equal, priority will be based on the total scores that were given for the *Quality* criterion. The assignment will be awarded to the consultant that has received the highest score for the Quality criterion.

✓ QUALITY

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

Criteria		Sub-criteria
Component 1	Consultant profile and team composition	The extent to which the consultant(s) present(s) the required level of expertise and experience to fulfil the objectives of these TOR. The following aspects shall be considered:
		<p>Relevant expertise and sector experience of the proposed consultant(s): the extent to which the consultant provides evidence of the required experience in results-based management and in conducting evaluations, in the field of Textiles and Apparel as well as expertise in mixed method study, quantitative and/or qualitative research, capturing GHG emissions and energy utilisation and in primary data collection with Industrial parks, factory workers and private partners.</p>
		<ul style="list-style-type: none"> • Relevant regional, local, and field-level experience of the proposed consultant(s): the extent to which the consultant provides evidence of the required research experience in Ethiopia, Kenya and Vietnam of its capacity to operate and collect primary data in these three countries, and of its understanding of the local context and dynamics of the region where Project/Program activities take place.
Component 2	Methodological approach	The extent to which the consultant demonstrates a clear understanding of these ToRs, and the soundness of the methodology proposed to achieve the objectives listed out in these ToRs:
		<ul style="list-style-type: none"> • Clarity of the methodological approach developed in the technical proposal;
		<ul style="list-style-type: none"> • Appropriateness of the methodological approach to deliver on the objectives set out in section 3;
		<ul style="list-style-type: none"> • Quality of the proposed methodology, including the extent to which the methodology elaborates on prescriptions set out in section 5;

		<ul style="list-style-type: none"> • Quality of the overall proposal writing, argumentation, structure of the text and diagrams;
		<ul style="list-style-type: none"> • Adequateness of the workplan and timeline;
		<ul style="list-style-type: none"> • Adequateness of the time allocation of the consultants;
		<ul style="list-style-type: none"> • For longer term assignments (e.g., combined design of baseline + midline or endline): a proposed approach to ensure continuity of team members.

✓ **PRICE**

A combined price in Euros (including VAT) is to be presented. The evaluation team will assess the financial proposal in terms of the “the best price for the proposed level of quality” with a grading ranging between 1 and 5 on the below criteria:

Criteria		Sub-criteria
Component 1	Best price for the proposed level of quality and depth of the proposed deliverables	<ul style="list-style-type: none"> • Overall budget in EUR, including taxes • Daily fee of senior consultants • Daily fee of local consultants • Cost of data collection • Cost of travel and transport

c. **Awarding process**

Once IDH has selected the consultant to which it intends to award the consultancy, a written notification thereof is sent to all bidders, including the results of the tender assessment. The selected consultant is contracted via a letter of assignment, following IDH’s template.

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.