

## Terms of Reference

### IDH Sustainable Trade Initiative

#### Implementation of the local governance structure at Magdalena, Cesar, and Huila PPI Compacts for 2023 and 2024

##### 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 perform the **Executive Secretariat that will conduct the implementation of the Magdalena, Cesar, and Huila PPI Post Compacts for 2023 and 2024.**

##### 2. Background

Since 2018 IDH is implementing in Colombia the Landscape Program. This approach, also known as a jurisdictional or integrated landscape approach, is a framework for inclusive and multi-sectoral land use management and territorial development. IDH’s landscape approach involves working with the national or global level as well as at field level through its PPI compacts: production, protection and inclusion. These compacts are agreements between public, private and civil society stakeholders to make land more productive and improve livelihoods, in exchange for protection of natural resources, creating linkages to national and international markets.

In 2021, IDH launched in Colombia, together with local and external partners, the Magdalena, Cesar, and Huila PPI Compacts (the “Compacts”). The partners committed with a MoU that establishes a joint landscape vision (based on production, protection, and inclusion elements (Annex 1)) aimed at promoting a long-term planning for sustainable use of the territory, landscapes conservation and restoration and value chains sustainability.

During 2022, main efforts were focused on implementing an adequate governance, setting up a monitoring system for the Compacts’ goals, and defining action plans for all the objectives of the production, protection, and inclusion pillars. 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) with decreasing socioenvironmental risks within time. This

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will deliver innovation and attract funding to leverage sustainability for commodities, such as cocoa, coffee, dairy, palm oil, fruits, among others, while encouraging family agriculture and natural resources protection, at a significant scale.

To keep the consolidation process of the Magdalena, Cesar, and Huila compacts, it is necessary to accelerate the implementation and facilitation of activities and initiatives that lead the way to reach the Compacts' goals while promoting continuous articulation among stakeholders in the Compacts.

### 3. Assignment

#### *Objectives*

The overall objective of this assignment is to keep the operationalization of the PPI compacts signed in each department through the Executive Secretariat by running the governance structure, planning and implementing activities and initiatives according to the Compacts' needs, monitoring the progress of the PPI targets, and facilitate communications for successful positioning of the Compacts and their stakeholders regionally and nationally and internationally with the support of IDH.

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

#### I. *Facilitate the operation of the governance structure: local committee.*

The consultant should guarantee the operation of the governance structure agreed upon local stakeholders and lead the necessary actions to promote their articulation, participation, and empowerment. Some activities related are among others:

- Revision and update of compact baselines, targets and action plans for every PPI Compact goals
- Define yearly action plans with monthly breakdown of activities, for the delivering of the PPI Compacts' targets.
- Present relevant information for decision making, funding opportunities reports and monitoring reports over PPI goals progress.
- Support stakeholders in the formulation of initiatives and projects of interest to the compacts
- Facilitate the articulation of stakeholder's initiatives.
- Secure that the co-fundings invested by IDH and a private sector partner is continuously connected to the local committee as a mode to be scaled and potentially invested by interested donors / investors.

The consultant is encouraged to propose activities that can meet the compacts' needs.

#### II. *Communications 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 Consultant must provide with different materials and content to be spread through IDH means of diffusion, the channels identified and prioritized in the compacts according to the audiences, and the external platforms to promote the compacts' activities. Each PPI compact has projects co-financed by IDH and a given private sector partner and communicate the functioning of the project, milestones and deliverables is key for the motivation of farmers specially, to visit the demonstrations units / models already implemented at farm level.

### III. *Monitoring on PPI objectives*

Monitoring activities are essential to display the commitment of stakeholders and the value the compacts and the governance are delivering to the territory. In 2022 a M&E system was developed for making the first monitoring process in 2023. It is expected that the consultant proposed improvements to the system and run it to measure the Compacts progress. The monitoring should be done permanently and produce reports that evidence the progress in the PPI objectives.

## 4. Deliverables

The deliverables of this assignment will be:

Deliverables	Deadline
Management reports as Executive Secretariat of the PPI compacts (minutes of working group meetings, financial reports, communications materials)	Quarterly reports: May 15th, 2023 (February to April) August 15th, 2023 (May to July) November 15th, 2023 (August to October) April 15th, 2024 (January to March) July 15th, 2024 (April to June) October 15th, 2024 (July to September)
Annual report on management as Executive Secretariat of the PPI Compacts (activities, financial, communications). <b>IT MUST BE SUBMITTED IN BOTH SPANISH AND ENGLISH</b>	January 15th, 2024 (report of year 2023) January 15th, 2025 (report of year 2024)
Monitoring reports of PPI progress of each landscape (Annually)	January 15th, 2023 January 15th, 2024



<b>ANNUAL REPORT MUST BE SUBMITTED IN BOTH SPANISH AND ENGLISH</b>	
Communications pieces that show the progress of the Compacts and the models implemented by the partners (presentations, newsletter, videos). To be convened. <b>IT MUST BE IN BOTH SPANISH AND ENGLISH</b>	During all the term as technical secretariat

## 5. Selection Procedure

The procedure will be as follows:

1. Publishing the tender and/or inviting services providers to submit a proposal based on this ToR: **1<sup>st</sup> of February 2023**.
2. Proposals submission based on this ToR by the **20<sup>th</sup> of February 2023** to the following emails: [tenorio@idhtrade.org](mailto:tenorio@idhtrade.org) and [leon@idhtrade.org](mailto:leon@idhtrade.org)
3. Evaluation of the proposals by the chair of the evaluation committee. The 3 proposals that receive the highest scores will be presented to the evaluation committee. The chair of the evaluation committee and the evaluation committee will evaluate the proposals based on the selection criteria as published in this ToR: from the **20<sup>th</sup> of February 2023** to the **23<sup>rd</sup> of February 2023**.
4. Decision on selection of the service provider: **24<sup>th</sup> of February 2023**.
5. Inception meeting with the selected service provider.

The schedule below indicates the timelines for the tender procedure:

<b>Tender process</b>	<b>Timeline</b>
Terms of Reference published	01/02/2023
Deadline for submission of proposals*	20/02/2023
Selection of consultancy	24/02/2023
Awarding of contract to successful consultant	24/02/2023

\* Proposals submitted after the deadline will be returned and will not be considered in the tender procedure. All the proposals must be submitted In English.



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.

The assignment will be awarded to the service provider with the most economically advantageous tender. This is determined based on the evaluation criteria 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.

## **6. 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. We request that the proposal structure match the selection criteria as closely as possible.
- b. Description of the consultancy company/organization and previous work done related to the management and construction of coalitions.
- c. An overview of the project team, including the CVs of the project team members.
- d. Budget presented in Euros with a break-down of days/rate per project team member.
- e. Description of safeguarding approach<sup>1</sup> (does the consultant have a safeguarding policy in place, and if not, are they able and committed to comply to and implement IDH's safeguarding policy (to be found [here](#)); steps (to be) taken to identify risks in relation to safeguarding in the project at hand and description of approach to mitigate these safeguarding risks (if any))

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<sup>1</sup> IDH's safeguarding approach means taking all reasonable steps to identify and minimize the risk of harm caused by sexual exploitation, abuse, harassment ("Harm") to children and vulnerable adults arising from coming into contact with our staff, partners or our work. In addition, safeguarding means protecting our staff itself from such Harm. For more information, please find IDH's Safeguarding Policy [here](#).



f. Statement on Ground for exclusion (see section 7 below)

Administrative:

g. Copy of most recent (audited) financial accounts.

The proposal must be submitted to Carolina Tenorio and Francisco León at [tenorio@idhtrade.org](mailto:tenorio@idhtrade.org) and [leon@idhtrade.org](mailto:leon@idhtrade.org) before **February 20, 2023 before 23:59 pm (COL time)**.

## **7. 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 <b>Proposal overall</b>	The extent to which the proposal meets the requirements set out in Section 3 above and throughout this document.	5
2 <b>Design and Development process</b>	<p>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. In this context the proposals should specify the methodologies to design and implement action plans, fundraising strategies, and monitoring systems for each of the landscapes..</p> <p>The consultant(s) also need to demonstrate expertise and understanding of the agricultural and environmental sectors in Colombia. In addition, the consultant must have proven experience in data analysis, and monitoring and evaluation of projects in the agriculture and environmental sectors.</p>	5
3 <b>Track record</b>	<p>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.</p> <p>The consultant should demonstrate its knowledge of and experience in working with the private sector and smallholders, constructions of multi-stakeholder alliances, monitoring and evaluation models, development of economic, environmental, and social scenarios and plans, fundraising strategies, knowledge and understanding of agricultural sector in Colombia, management of projects above EUR 100.000.</p> <p>The team proposed to perform the assignment must demonstrate experience with working in Colombia and specifically in</p>	5



		<p>Magdalena, Cesar, and Huila, as well as previous participation in projects that cover the above-mentioned experience. 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"> <li>- Multi stakeholders' dialogues facilitation</li> <li>- Developing sustainable development plans and scenarios.</li> <li>- Fundraising</li> <li>- Monitoring and evaluation systems</li> <li>- Land-use planning and economics in the agricultural and forestry sectors</li> <li>- Agroindustry</li> <li>- Sustainability</li> </ul> <p>[Relevant experience in non-profit sector is advantageous.]</p>	
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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.

### *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.

Component	Criteria	Max. Grading
1 <b>Price</b>	The best price for the proposed level of quality	<b>5</b>

### *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. 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.

## **8. 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 Carolina Tenorio and Francisco León via [tenorio@idhtrade.org](mailto:tenorio@idhtrade.org) and [leon@idhtrade.org](mailto:leon@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.

## **9. 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.

## **10. Annexes**

Annex 1: Information related to the compacts (MoUs and M&E documents)

Annex 2: Letter of Assignment

Annex 3: IDH General Terms and Conditions for Services