

Terms of Reference

IDH Sustainable Trade Initiative

Reviewing IDH Gender E learning module

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 the basis of these Terms of Reference (“ToR”) IDH aims to select a party to review IDH’s Gender E learning module that was developed 3 years ago. The aim is to categorize it into four modules and improve the content: basic level, advanced level A, advanced level B and an open module. These modules will be applicable to different categories of staff in IDH based on their gender knowledge needs and interests with an aim of enhancing applicability of the knowledge acquired from the different modules to create more Impact on gender. The open module will be used by IDH partners.

2. Background

IDH believes that when the private sector has gender inclusive strategies and gender smart interventions integrated in their core business, their impact increases and their business models will be more commercially viable. This is why gender is included in the three impact areas of IDH: Better Income, Better Jobs, Better Environment. We aim to be a leading example of gender intentional Business Practices and are working towards this through the development of very strategic and objective documents, tools and platforms.

Considering the above, IDH seeks to engage a gender consultant/company to review and update the IDH gender E- learning module. The current E- learning module is a general module of a 4-hour duration and is mostly used to onboard new colleagues. There is a need to categorize the content to fit different needs and interests and in addition, to update it in line with IDH’s vision for gender and the recently approved gender strategy. Classifying it to the different categories of its users will enhance applicability of the gender knowledge acquired in the day-to-day work of the different categories of staff at IDH and as well make it useful for IDH’s partners in order to catalyze desired impact on gender.

The structure of the current general E-Learning module is as follows:



Part 1 (IDH all) which explains gender theories and why they are important for IDH. It is made up of three modules;

- a) Gender Basics: which covers gender and sex, gender as a social construct, intersectionality, gender identity and gender bias.
- b) Gender Equality & Empowerment: which covers gender equity and equality, the UN Sustainable development goals, women empowerment and about the IDH Gender tool.
- c) Gender Transformative change: which is about gender transformative change, the 'Do No Harm' principle, gender-based violence, IDH's safeguarding and speak up policies.

Part 2 (Project teams) which explains the previous IDH Gender Strategy and its approach in more detail. It is made up of one module;

- a) IDH Gender Vision and Strategy: which covers how each IDH Impact Area (Better Income, Better Jobs, Better Environment) relates to gender and a highlight of the tools that can be used to ensure gender is integrated successfully.

THE REVISION

This assignment envisions classification and restructuring of the E- learning module into the following categories.

- a) **Basic level gender module (IDH all)**- for this module, the content will focus on basic concepts of gender that can be used and applied by all IDH staff globally including IDH's vision, strategy and goals on gender for all staff alignment and integration.

The objective of this module is to onboard new colleagues as well as equipping all staff globally with basic and applicable knowledge of gender.

- b) **Advanced level gender module A (project teams)**- this module will include content on gender concepts, gender interventions and gender KPIs. Through examples from both IDH and non-IDH cases, this module will elaborate on steps to take and opportunities, challenges and unintended consequences to address, to design gender intentional and transformative approaches for companies and projects. It will also provide guidance on using other IDH tools with gender components.

The objective of this module is to build the capacity of project teams and gender champions to develop gender intentional and transformative approaches. Additionally, it will be helpful for M&E and IPF to understand IDH approaches.

- c) **Advanced level gender module B (Management level staff)** - this module will include a high-level summary and priority areas of IDH's gender strategy, examples of gender interventions (including the business case), KPIs and monitoring /evaluation and budget and resource planning. Additionally, it will include an assessment criteria checklist to assess whether a project proposal has the right gender components for approval to reach the program goals.



The objective of this module is to build the capacity of and equip the Investment Committee, IDH Management team and Global Directors to make informed decisions on efforts taken by project teams to design gender intentional and transformative approaches.

d) **Open gender module (IDH business partners)** - this module will include basic level gender module, challenges facing gender equality, gender interventions, SDGs and success stories/result areas (including business approaches) and linkage to open gender tools.

The objective of this module is to build the capacity of IDH partners.

3. Assignment

Objectives

The overall objective of this assignment is to improve IDH gender E-learning module for more impact at IDH and IDH partners.

- ✓ Raise awareness on gender.
- ✓ Promote gender equality.
- ✓ Build capacity on gender.
- ✓ Catalyse organizational change.

Deliverables

The deliverables of this assignment will be:

Deliverables of assignment	Deadline
Inception meeting with IDH gender team	9 th August 2023
Literature review and training needs assessment	1st September 2023
Draft Version of E-Learning module* Training design and curriculum development Including audio visuals, Interactive content development, feedback forms & certificate templates. a) Basic module b) Advanced module A (project teams) c) Advanced module B (Management level) d) Open module	13th Oct 2023
Testing Phase with IDH stakeholders	3rd November 2023



Final version and Consolidation of all the content into one manual for archiving and rolling out in IDH academy.	17th November 2023
Short PPT presentation on the training	

*In close collaboration with IDH gender team and regular feedback loops

*This dates might change depending with the outcomes of the process and also based on guidance from the gender team

4. 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.
2. 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. The evaluation committee will evaluate the proposals based on the selection criteria as published in this ToR.
3. Decision on selection of the service provider.
4. Inception meeting with the selected service provider.

The schedule below indicates the timelines for the tender procedure:

Tender process	Timeline
TOR published	30 th June 2023
Deadline for submission of proposals**	28 th July 2023
Selection of Service provider	4th August 2023
Start of assignment	9 th August 2023

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

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.

5. Proposal requirements

IDH is requesting the service providers to hand in a proposal of maximum eight 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 matches 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 (Inc VAT) with a break-down of days/rate per project team member.
- e. Statement on Ground for exclusion (see section 7 below)

Administrative:

- f. Completed detail request form.
- g. Copy of most recent (audited) financial accounts



h. Statement of acceptance draft contract.

The proposal must be submitted to Mary Muthoni at muthoni@idhtrade.org by 28th July 2023 (23:59 hrs. CET).

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 of 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	Proposal overall	5
2	Design and Development process	5
3	Track record	5



4	Innovation	The extent to which the service provider demonstrates innovation and creativity in the approach for the assignment.	5
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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 maximum combined price in Euros 40,000 (Inc 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 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 (Annex @).

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 [name] via [name]@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.

9. Annexes

Annex 1: Detail request form

Annex 2: Letter of Assignment

Annex 3: IDH General Terms and Conditions for Services

Annex 4: Statement of acceptance draft contract