

Terms of Reference

IDH Sustainable Trade Initiative

Gender Tool Revision

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 revise the IDH Gender Tool (the “Gender Tool”)**.

2. Background

The Gender Tool is a resource that helps organization to identify how much it has incorporated gender into its organization and projects through an initial screening of 6 questions and provides high-level recommendations for how it can be more gender intentional. The Gender Tool was developed in 2018 for IDH partner companies working with smallholder farmers, and has been updated in 2021 for a broader IDH application from IDH partner companies to IDH implementation partners and projects.

The Gender Tool currently consists of three steps with a focus on six different themes:

	Activity	Result
Step 1: Initial screening	<p>The project partner will be asked 6 screening questions to understand how intentional it is in thinking about gender in their operations or projects</p> <p>Questions include:</p> <ol style="list-style-type: none"> 1. Is gender equality a strategic goal for the partner or project? 2. Are practices or policies in place to make the workplace more inclusive for both women and men? 3. Does the partner or project engage with customers or communities when designing its product or interventions? 	<p>Rapid Gender Assessment of where the IDH partner/ project stands in the gender ladder: unintentional, intentional, or transformative</p> <p>List of potential actions for the partner/ project/</p>



	4. Does the partner or project provide services that allow women to have more independence and control over resources?	
Step 2: Gender recommend- dations	<p>The project partner will be asked more in-depth questions to understand what steps the partner or project can take to strengthen its gender intentionality/transformation</p> <p>Questions include:</p> <ol style="list-style-type: none"> 1. Does the partner/project/platform track gender related KPIs as part of their gender equality strategy? 2. Does the IDH partner collect and analyze gender disaggregated data? 3. Does the IDH partner give equal pay for equal work between men and women? 	<p>More in-depth and prioritized gender recommendations with a strategic angle</p>
Step 3: Data Collection	<p>The IDH team will Identify KPI's the partner or project should monitor to track progress on gender-related initiatives</p> <p>Indicators include:</p> <ul style="list-style-type: none"> • Percentage of staff that are women • Percentage of middle and senior management from the total percentage of women employees • Women's salary compared to men per equivalent time unit 	<p>Quantitative indicators for partner or project</p>

As gender is a core value of IDH and with that has a strong commitment on gender targets for IDH projects by the end of 2025, there is a need of a comprehensive Gender Tool that supports IDH teams from project design (including data collection, gender analysis, action planning and KPI setting among others) to project implementation and evaluation and project close.

We are looking for a consultant that will transform the Gender Tool from an assessment tool primarily focused on screening and providing high-level recommendations into a comprehensive gender guide that provides support at every stage of the project, spanning from project design to project closure.

3. Assignment

Objectives

The overall objective of this assignment is to revise the IDH Gender Tool (Annex1) by developing a step-by-step guide:



1. **Develop an introduction to the tool**, including usage guidelines, objectives and added value of the tool;
2. **Develop an approach towards gender disaggregated data collection;**
3. **Develop a gender analysis guide**, using the guiding questions in the [IDH gender toolkit](#);
4. **Update the Gender Tool assessment:** Restructure the existing tool on the weighing criteria, engagement options and recommendations aligned with the impact themes;
5. **Develop project planning and design**, both gender objectives aligned with the IDH impact themes and operational planning (budget, resources);
6. **Develop monitoring and evaluation instructions**, including KPI examples and monitoring guidelines;
7. **Develop an exit strategy guide.**

The already developed Gender Action Plan (Annex 2) should also be integrated in the step-by-step guide. This will result in a comprehensive gender tool that IDH project teams can use during the design of each project.

Deliverables

The deliverables of this assignment will be:

Deliverables of assignment	Deadline
Inception meeting with IDH Gender team	8 August 2023
Literature review and needs assessment on Gender Tool	25 August 2023
Refined Gender Tool gap analysis and approach*	29 September 2023
Draft version of the Gender Tool**	27 October
Final version of the Gender Tool after testing applicability with IDH project teams	24 November
Step-by-step PowerPoint guide + instruction video for presentation and training sessions on the usage of the Gender Tool	15 December 2023

* For this deliverable, several interviews will be held with internal IDH stakeholders

** This ToR encompasses the development of a final revised Gender Tool, which includes the establishment of robust feedback loops with the IDH 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 evaluation committee will evaluate the proposals based on the selection criteria as published in this ToR.
3. Interview round with top 3 Service Providers selected.
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
ToR published	27 June 2023
Deadline for submission of proposals*	21 July 2023
Interview round with top 3 Service Providers selected	24-27 July
Selection of Service provider	28 July
Inception meeting with the selected Service Provider	8 August

* 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 and interview the top 3 Service Providers.

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 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. 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 of Maximum EUR 50.000,00 presented (incl 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 (annex 3)
- g. Copy of most recent (audited) financial accounts
- h. Statement of acceptance draft contract (annex 4)

The proposal must be submitted to Shivani Moenesar, moenesar@idhtrade.org latest on **21 July 2023**.

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).

Minimum criteria

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

- 1 Availability for Collaboration: The Service Provider should be able to accommodate meetings and collaboration with the IDH gender team within the Central European Time (CET) and Eastern Standard Time (EST) time zones.
- 2 Proficiency in English: The Service Provider must possess strong English language skills to effectively communicate and work with the IDH gender team.

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 requirements set out in Section 3 above and throughout this document. Can the Service provider deliver the requirement deliverables? Will the Service provider be able to deliver a comprehensive solution?	5
2	Design process, methodology and approach	<p>The extent to which the Service provider demonstrates that a clear design process, methodology and approach will be followed and IDH is adequately consulted for input.</p> <p>The extent to which it is clear what is required of IDH in terms of human resources, digital assets and other input to deliver the project without being too onerous on our staff.</p>	5
3	Innovation and creativity	The extent to which the Service provider is demonstrating innovative approaches or solutions adding to the expected impact of the assignment objective.	5
4	Budget and resource	The extent to which the budget and resource allocation is in line with the proposed activities and outcome.	5
5	Track record and expertise	<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>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.</p>	5



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) of maximum EUR 50.000,00 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. 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 5).

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 Shivani Moenesar via moenesar@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: IDH gender tool

Annex 2: IDH gender action plan

Annex 3: Detail request form

Annex 4: Statement of acceptance draft contract

Annex 5: Letter of Assignment

Annex 6: IDH General Terms and Conditions for Services