

## **Terms of Reference (updated)**

### **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 organizations to identify how much it has incorporated gender into its organization and projects through an initial screening and provides high-level recommendations for how it can be more gender intentional. The Gender Tool was initially developed in 2018 for IDH partner companies working with smallholder farmers. It was subsequently updated in 2021 to expand its applicability, now encompassing employed workers and internal company operations as well.

The gender tool is applied at the design phase of new engagements, and currently exists of three steps:

1. Initial screening (including questions on strategic importance, inclusive workplace and independence and control over resources)
2. Gender recommendations to strengthen gender intentionality
3. KPI setting and data collection

While the three steps provide a quick gender assessment and offer initial guidance on action, there is a pressing need for a comprehensive Gender Tool that fully supports IDH teams throughout the entire project lifecycle, from design to close. This expanded tool will go beyond the scope of the current rapid assessment by incorporating a thorough gender analysis, detailed action planning, and comprehensive monitoring and evaluation. Furthermore, the tool's structure requires updating to enhance its user-friendliness and usability.

In order to address these needs, we are seeking a consultant to transform the Gender Tool. The consultant will play a crucial role in expanding the tool from its current focus on rapid assessment and initial guidance to a comprehensive gender guide that provides robust support throughout all stages of the project, from design to closure. This entails developing



recommendations on a thorough gender analysis, updating the detailed action plan and developing recommendations on effective monitoring and evaluation practices. The consultant will also be responsible for enhancing the tool's structure to ensure it is user-friendly and accessible.

### 3. Assignment

#### *Objectives*

The overall objective of this assignment is to revise the IDH Gender Tool (Annex 1) 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
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\* 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
Updated ToR published	30 June 2023
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](mailto: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	<b>Proposal overall</b>	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?	<b>5</b>
2	<b>Design process, methodology and approach</b>	<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>	<b>5</b>
3	<b>Innovation and creativity</b>	The extent to which the Service provider is demonstrating innovative approaches or solutions adding to the expected impact of the assignment objective.	<b>5</b>



4	<b>Budget and resource</b>	The extent to which the budget and resource allocation is in line with the proposed activities and outcome.	5
5	<b>Track record and expertise</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>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](mailto: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