**Terms of Reference**

**IDH Sustainable Trade Initiative**

**Development of knowledge products on selected lessons learned from operating the Land Degradation Neutrality Technical Assistance Facility (LDN TAF)**

1. Introduction

IDH Sustainable Trade Initiative

IDH Sustainable Trade Initiative (“[IDH](https://www.idhsustainabletrade.com/)”) 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.

At IDH, we apply a systems-change approach to our work of putting people, planet, and progress at the heart of trade. Our programs bring together sector actors and seek out the leverage points where small adjustments can catalyze change. This could be a shift in how farmers access services and support, a change in procurement practices, funding for technological solutions and new tools that provide deep insights, or a reprioritization of investments.

IDH Landscape Finance

IDH Landscape Finance has been focusing its efforts on closing the mismatch between demand and supply for investment in sustainable land management through our Technical Assistance Facilities linked to, among others, Land Degradation Neutrality (LDN) Fund, &Green Fund and AGRI3 Fund, also known as IDH Partner Funds, and in close collaboration with IDH Farmfit Fund.

The team develops, designs and (grant-) funds projects that create the enabling conditions for investment and prepare investment projects. Our role is to engage companies on a green and inclusive (investment) agenda, explore financing needs and impact potential, propose partnerships, reduce risk, close knowledge gaps, build capacity, stimulate companies to be gender transformative and establish dataflows for measuring and growing impact. By doing so, we aim to strengthen the pipeline for investments in IDH’s impact goals.

On the basis of these Terms of Reference (“**ToR**”) IDH aims to select a party **to translate key learnings of our work operating the Technical Assistance Facility of the Land Degradation Neutrality Fund into engaging, targeted, and inspiring knowledge products for selected audiences.**

1. Background

The Land Degradation Neutrality Fund

The Land Degradation Neutrality Fund, co-promoted by the [UNCCD](https://www.unccd.int/), is a first-of-its-kind fund investing in profit-generating sustainable land management and land restoration projects that contribute to SDG 15.3. The Fund is managed by Mirova and provides long-term debt and equity financing for sustainable land use projects that reduce or reverse land degradation. It is structured as a blended finance fund, pooling resources from both public and private investors committed to the goal of stopping land degradation. The fund has a lifetime of 15 years, but the TAF is in its final year of operation, having operated for five years assisting potential investees to gear up their investment-readiness.

The Land Degradation Neutrality Fund Technical Assistance Facility (LDN TAF)

The Technical Assistance Facility (TAF) aims to maximize positive impacts and reduce commercial and ESG risks. It provides grants to support projects seeking investment from the LDN Fund and is funded by donor contributions of a target size of 5% of the fund’s size. Key activities of the LDN Technical Assistance Facility are:

1. Pre investment stage project design support;
2. Post-investment assistance to projects in the implementation phase;
3. Impact monitoring, including of LDN impacts;
4. Learning & Knowledge Sharing of successful models for SLM investment, beyond the LDN Fund and its projects.

During its period of operation, many pre- and post-investment TA projects have been concluded, LDN impact monitoring systems have been set up, and from these interventions, a vast body of learning has been amassed. As sharing of knowledge, learnings and insights is one of the objectives of the TAF, this final year is used among other to inspire and aid others with insights and contribute to the global agenda on investment in sustainable land management. (Also see: <https://www.idhsustainabletrade.com/ldn-insights/>)

It is within this context that IDH is looking for **consultant** support with experience and expertise in **translating key learnings of our work into engaging, targeted, and inspiring knowledge products for selected audiences.** The consultant is furthermore experienced in dissemination of such learnings, in **appropriate formats tailored to the respective audiences** across different topics.

1. Assignment

Objective

The overarching objective of this consultancy assignment is to develop compelling knowledge products that highlight key learnings of operating the LDN Technical Assistance Facility, and to disseminate these in appropriate formats tailored to the respective target audience.

Preliminary Approach

To this end the consultant will be expected to through the following steps:

* **Familiarization** with the background documents, files and other materials provided by the IDH Landscape team such as, but not limited to:
  + Relevant project documents, reports, data sets and other materials;
  + Relevant previous learning and publications;
  + Relevant open data and other resources;
* **Inception meeting** with the IDH Landscape Finance Team:
  + to finalize selection of deliverables;
  + to align expectations in the timeframe, and;
  + to make a preliminary assessment of the need for additional data, sources, contacts, etc to complete the assignment.
* **Regular check-in calls/working sessions** to:
  + initially finalize methodologies to develop each of the deliverables and;
  + collaborate with the Landscape Finance team on a comprehensive understanding of the learnings and insights from the LDN TAF operations;
  + work independently while utilizing the working sessions and input/ documentations provided by the team;
* **Collect and utilize:** 
  + **outputs from working sessions** with Landscape Finance team or other relevant IDH colleagues;
  + Relevant open data and resources;
  + Interviews with partners and other relevant stakeholders.
* **Develop and or draft compelling knowledge products:** as per agreed timeline.

Deliverables

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| --- | --- |
| **Deliverable** | **Deadline** |
| **Timeline**  Deliverable: Gannt/timeline for deliverables | Following inception meeting |
| **LDN Learning Brief: Gender**  See ANNEX 1a Concept note Gender  Deliverable: (15-20 pages, incl. graphics) | Q3 2024 |
| **LDN Learning Brief: to be decided**  Final deliverable to be decided in discussion with Landscape Finance team (example of issues on the long list: Environmental and Social Monitoring Systems (ESMS) hurdles, plant-based protein, biodiversity credits, etc.)  Deliverable: (15-20 pages, incl. graphics) | Q3 2024 |
| **LDN Learning Brief: Land Degradation Neutrality methodology**  Final deliverable to be decided in discussion with Landscape Finance team  Deliverable: (15-20 pages, incl. graphics) | Q4 2024 |
| **LDN Learning Brief: Transition to regenerative agriculture: Aggregated learnings from across the LDN Fund portfolio**  (20-40 pages, incl. graphics)  Covering various learnings from both portfolio-level, as well as prominent issues at project level. Issues can vary in depth (chapter, section, box, etc). Cases can be used to illustrate. Pushing the recurring narrative how the LDN fund enables the transition to regen-ag and SLM. Conclude on the role of TA and TA Facility in this LDNF context | Q4 2024 |
| **Final presentation**  Present the aggregated learnings at internal de-briefing at the closing of the TAF.  Deliverable: Presentation (incl. slides). | Q4 2024 |

1. Selection Procedure

The procedure will be as follows:

1. Publishing the tender and/ inviting services providers to submit a proposal based on this ToR.
2. Questions will be answered via an information notice that will be shared with all consultants that indicated their interest in the assignment or 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 this ToR.
4. Selection of top 3 service providers to do a team pitch.
5. Decision on selection of the service provider.
6. Inception meeting with the selected service provider.

The schedule below indicates the timelines for the tender procedure:

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| --- | --- |
| **Steps** | **Timeline** |
| ToR published | 13 November 2023 |
| Closing date questions\* | 23 November 2023 |
| Publication of answers to submitted questions | 24 November 2023 |
| **Deadline for submission of proposals**\*\* | 15 December 2023 |
| Service providers team pitches\*\*\* | week of 18 December 2023 (tbc) |
| Selection of Service provider | 4 January 2024 |
| Start of assignment | Q1 2024 |

\* Questions received by IDH after this date will not be answered.

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

\*\*\* IDH may request shortlisted Service providers to pitch session at the IDH HQ in Utrecht, Netherlands or via video conference.

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.

Questions

Questions regarding the assignment or the ToR can be submitted until 23 November 2023, by e-mail to [ichsan@idhtrade.org](mailto:ichsan@idhtrade.org). With the express mention: “Questions tender LDN TAF Learning and KP”.

Questions must be submitted in the English language and using the Template Question Form, attached to this ToR as Annex 2.

The submitted questions will be grouped, anonymized, and combined in an information notice. This notice will be sent to all consultants in a reply to the e-mail in which the questions where submitted.

The responsibility for the timely and accurate submission of the questions lies with the service provider. When IDH indicates that questions have not been received by IDH before the indicated deadline, the service provider must demonstrate that the questions were sent timely.

1. 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:

1. 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.
2. Maximum of three client references and a sample of previous work relevant to the deliverables in this ToR.
3. An overview of the project team, including the CVs of the project team members
4. Budget presented in Euros (ex and in VAT) with a break-down of days/rate per project team member.
   * The budget is expected to not exceed EUR 50,000 (ex VAT).
5. Statement on Ground for exclusion (see section 7 below)

Administrative:

1. Completed detail request form (Annex 3)
2. Copy of most recent (audited) financial accounts
3. Statement of acceptance draft contract (Annex 6)
4. Statement of integrity (Annex 7)

The proposal must be submitted to [name] at **firnanda@idhtrade.org** before **15 Dec 2023, 23:59 GMT.**

1. 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:
2. 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;
3. 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;
4. they have been guilty of grave professional misconduct proven by any means which the IDH can justify;
5. 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;
6. 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 listed above.**

1. 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 proposal will be assessed on the basis of the evaluation criteria:

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| --- | --- | --- |
| **Scoring criteria** | **Description** | **Weight** |
| Methodology and approach | The extent to which the Service provider provides a clear description of a methodology to develop knowledge products and relevant formats | 45% |
| Track record knowledge products | The extent to which the Service provider presents the required level of experience and expertise to fulfil the requirements both at team member and company level.  (Illustrated by two samples of work, to be handled in confidentiality) | 45% |
| Price | Financial proposal | 30% |

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 4).

1. 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 Ari Nova Firnanda via [firnanda@idhtrade.org](mailto:firnanda@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 with 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.

1. 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.

1. Annexes

Annex 1: Concept note Gender

Annex 2: Detail request form

Annex 3: Letter of Assignment contract template

Annex 4: IDH General Terms and Conditions for Services

Annex 5: Statement of acceptance draft contract

Annex 6: Statement of integrity