

Terms of Reference

Stichting IDH

Terms of reference (ToR) for hiring Consultancy Firm to conduct Endline survey for Horti Export II

1. Introduction

Stichting IDH (“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 qualified firm to generate comprehensive information on how the project activities have benefited the target group, with a particular focus on the working conditions of smallholder farmers. This involves conducting endline farmer surveys for Phase 2, investigating various aspects such as labor rights, wages, working hours, and occupational health and safety. The firm will need to differentiate between cooperative members and SME employees/workers, ensuring a thorough evaluation of the socio-economic impact of the project activities. The deliverables include a detailed report with findings and actionable recommendations to improve future project phases, all to be completed within the specified timeframe. The assignment will be carried out in the period of July 8th to July 26th, 2022.

2. Background

To accelerate the commercialization of Rwanda’s horticulture sector and, in turn, create job opportunities and improve working conditions, Invest for Jobs has financially supported Stichting IDH. The foundation catalyzes private investments as well as multi-stakeholder coalitions to realize inclusive and sustainable trade in global supply chains.

Under its Value Chain Development program, IDH adopts a market-led approach to developing sustainable, inclusive, and commercially viable agricultural supply chains in different parts of Africa. Through an understanding of formal, premium market dynamics and establishing partnerships with large-scale premium off-takers, IDH provides close, tailored support to selected SMEs, cooperatives, and supply chain intermediaries to meet premium market buying requirements. These SMEs, cooperatives, and supply chain intermediaries in turn source from smallholder farmers. IDH’s support includes technical capacity building across production, processing, supply chain and logistics management; improving sourcing structures and strategies; business management; facilitating market linkages; and supporting access to affordable financing solutions.

Through its Value Chain Development program, IDH’s aim is to stimulate local economic activity, create new jobs, and support the inclusion of smallholder farmers into formal, premium supply chains, contributing to improved livelihoods for farmers and surrounding communities.

In Rwanda, IDH has been involved in two value chain development programs, “Investing in Horticultural Development in Rwanda” project (‘HortiInvest’) and “Horticulture market-led SMEs and smallholder farmer business support program in Rwanda” (‘Horti-Export’). IDH is now looking qualified firm to



generate comprehensive information on how the project activities have benefited the target group, with a particular focus on the working conditions of smallholder farmers.

The methodology is as follow: IDH selects lead horticulture SMEs and supports them, their partner cooperatives and smallholder member farmers. At the actual phase a total of 1,763 farmers and cooperative members were trained. In addition, around 3,641 farmers improved their working condition. The project started in December 2023 and will run until July 2024

3. Assignment

Objectives

The primary objective of this assignment is to gather detailed information on how the project activities have positively impacted the target group, with a particular focus on the working conditions of smallholder farmers.

Under this assignment, the firm is expected to conduct an endline survey with the farmer and worker beneficiaries of IDH Horti-Export Phase II. The survey will involve face-to-face interview for 157 respondents and structured telephone interviews with 280 beneficiaries. The firm will collect information about the beneficiaries' working conditions and employment status, including their monthly income (in RWF), to enable a before-and-after comparison of the project's impact.

Specific Tasks and Expectations:

1. Survey Execution:
 - Conduct face-to-face interview for 157 respondents and structured telephone interviews with 280 beneficiaries.
 - Collect data on working conditions, employment status, and monthly income.
2. Questionnaire Preparation:
 - Use questionnaires provided by Invest for Jobs and IDH.
3. Enumerator Recruitment and Training:
 - Recruit at least 6 enumerators.
4. Face to Face Interview and telephone interview
 - Ensure each enumerator conducts at least 10 telephone interviews per day.
 - Schedule 43.7 working days for completing the interviews.
 - Organize a preparatory workshop for enumerators to explain the methodology and test the questionnaires.
 - Allocate an additional 1 working day for training.
 - Include a 20% contingency for inefficiencies, resulting in 8 additional working days.
 - Total of 52.7 working days needed for the work package.
5. Respondents location and distribution by type of interview

Interviews	Face to Face	Phone-calls
Kamonyi	19	-
Kayonza	63	19
Bugesera	50	16
Rwamagana	6	50
Nyanza	-	37
Nyabihu	19	28



Rutsiro	-	11
Gakenge	12	25
Other cooperative	-	94
Total	157	280

6. Data Verification and Analysis:

- The IDH monitoring and evaluation team will verify the data provided by the firm.
- Address any questions or issues that arise, potentially requiring additional working days.
- Conduct a thorough analysis of the collected data, comparing it with baseline survey results.

7. Interim report and Final report

- Submit an interim report (in Excel format) after completing half of the interviews.
- Prepare a comprehensive Draft report, not exceeding 5 pages, summarizing key findings and including recommendations for future projects and raw data compiled in excel file.
- Incorporate comments and observations into the report and submit the final version.

Deliverables

The deliverables of this assignment will be:

Deliverables of assignment	Deadline
Testing and getting familiar with the questionnaire	8 th July 2024
Administer the questionnaire to 437 respondents	9 th – 19 th July 2024
Face-to-face interview for 157 respondents	9 th – 11 th July 2024
Telephone interviews 280 respondents	12 th – 18 th July 2024
Report submission	16 th – 26 th July 2024
Interim progress report	16 th July 2024
First draft	22 nd July 2024
Final report submission	26 th July 2024

4. Selection Procedure

The procedure will be as follows:

1. Inviting services providers to submit a proposal based on this ToR.
2. Option to submit questions regarding the assignment and the ToR. 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. Decision on selection of the Applicant.
5. Inception meeting with the selected Applicant.



The schedule below indicates the timelines for the tender procedure:

Tender process	Timeline
ToR published	14 th June 2024
Closing date questions*	19 th June 2024
Publication of information notice	20 th June 2024
Deadline for submission of proposals**	24 th June 2024
Selection of Applicant	27 th June 2024
Start of assignment	5 th July 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.

After the deadline to submit a proposal has passed, the selection 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 Terms of Reference can be submitted until 19th June 2024 at 5pm EAT, by e-mail to ndayitabi@idhtrade.org with the express mention: "Questions tender Endline survey for HortiExport II".

Questions must be submitted in the English language and using the Template Question Form, attached to this ToR as annex 1.

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 were 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.

5. Proposal requirements

IDH is requesting the service providers to hand in a proposal of maximum 5 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 (max. 5 pages). We request that the proposal structure match the selection criteria (see Section 6, 2 Step 1) 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 (Incl. VAT) with a break-down of days/rate per project team member
- e. Description of safeguarding approach¹ (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)
- f. Statement on Ground for exclusion (see section 7 below)

Administrative:

- g. Completed detail request form annex 2
- h. Statement of acceptance draft annex 3
- i. Letter of Assignment annex 4

The proposal must be submitted to Serge Ndayitabi at ndayitabi@idhtrade.org before 24th June 2024 at 5pm.

6. Testing and weighing

The assignment will be awarded to the Applicant 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. Applicants 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

¹ 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](#).



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.

Applicants 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 *The firm must have a digital tool for data entry such as an application or program susceptible to gather information in real time and compile them to a centralized database (e.g. Kobo Toolbox or any powerful and similar application)*
- 2 *The firm must submit a detailed cost proposal that aligns with the project budget. The proposal budget doesn't exceed the maximum budget presented in the ToR (12.000 EUR; Incl. VAT)*

Budget

<i>Consultant</i>	<i>Activity</i>	<i># of days</i>	<i>Unit cost</i>	<i>Total cost</i>

- 3 *The firm must demonstrate the ability to meet the project deadline including a contingency plan for potential delays (see Section 3 above).*

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 Applicant deliver the requirement deliverables? Will the Applicant be able to deliver a comprehensive solution?	5
2 Design and Development process	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.	5
3 Track record	The extent to which the Applicant presents the required level of expertise and knowledge to fulfil the requirements both at team member and company level. To extent to which the Applicant gives a clear description of the project team, relevant (delivering similar projects) experience of team members and time allocation per team member. Relevant experience in non-profit sector is advantageous.	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 (Incl. VAT) to be presented. This is to be broken down by team member rate.

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 75% on Quality and 25% 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 Applicant it intends to award the assignment, a written notification thereof is sent to all Applicants participating in the tender procedure.



The Applicant is contracted via a letter of assignment, following IDH's template annex 4.

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 Serge Ndayitabi via ndayitabi@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: Template Question Form

Annex 2: Detail request form

Annex 3: Statement of acceptance draft contract

Annex 4: Letter of Assignment

Annex 5: IDH General Terms and Conditions for Services