



**Terms of Reference**  
**Mato Grosso Landscape**  
**SEMA Support on CAR Analysis**  
May 17, 2019

**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 IDH aims to select a party that conducts the **hiring process and people management of 15 analysts to support the analysis procedures of the environmental register (CAR) of the Mato Grosso State.**

IDH reserves the right to update, change, extend, postpone, withdraw or suspend the Terms of Reference, this tender, or any decision with regard to 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. IDH reserves the right to suspend or annul the Tender Procedure at any moment in time.

Participants 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 these Terms of Reference, and subsequent information and documentation in this tender procedure.

**2. Objectives / Scope of the Assignment**

The object of this assignment is to provide qualified personnel to support the analysis of the environmental registers (CAR) in accordance to the Mato Grosso state decree number 1.491 from May 2, 2018. The party will hire the analysts in accordance with the required professional profile and expertise and should use as reference the contracting guidelines in the state of Mato Grosso Public Edict number 001/2019 of May 30. The selection of the analysts is going to be conducted together with Mato Grosso Environmental Secretary (SEMA) representatives.

The analysts are going to perform their services at SEMA facilities and will have their activities managed by SEMA’s internal staff.



In order to perform these activities the analysts must be graduated in Agronomy, Forestry or Environmental Engineering, Bachelor in Geography or Biology, with solid knowledge on GIS tools (ArcGis), deep knowledge on the Brazilian environmental law (forest code) and experience in environmental regularization analysis.

As part of the assignment, the selected consultant will carry out the following:

- Hold discussions to fine tune the requirements for the suitable candidates
- Facilitate the advertisement of the positions in suitable channels [at its own costs].
- Screen applications received against the relevant job description for the positions
- Provide an expert analysis of the resumes received
- Conduct an in-depth interview of potential candidates, together with SEMA representative
- Prepare a shortlist following the interviewing of potential candidates
- Conduct reference checks based on information provided by the shortlisted candidates
- In order to measure and evaluate the performance of the analysts, a set of performance indicators should be elaborated between the parties, including SEMA and IDH.

### **3. Proposal guidelines**

In the proposal, please provide the following:

- a. A succinct, well-documented approach
- b. Inclusion of a budget with a break-down of rate per consultant;
- c. Clear description of the project team, relevant experience of team members
- d. Statement of experience (only experience from the suggested team members is relevant)

### **4. Selection criteria & procedure**

#### **Grounds for exclusion**

1. Tenderers shall be excluded from participation in a procurement 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, where such illegal activity is detrimental to the MFA's financial interests.

Tenderers must confirm in writing that they are not in one of the situations as listed above.

2. Tenderers 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).

### Consultant/Consultancy profile

The consultant(s) need to have the following experience / knowledge:

- Extensive prior experience and proven track record in recruiting, selecting and contracting technical personnel, especially in the environmental area.

Designated staff members of the consultant should possess:

- A degree in Human Resources Management or a related subject
- Extensive knowledge of local labor laws, acts, regulations and procedures
- Strong communication and interpersonal skills

### Procedure

The procedure will be as follows:

- Inviting consultancy companies for presenting a full proposal based on the ToR
- Evaluation of the proposals by an evaluation committee consisting of IDH internal staff. The evaluation committee will evaluate the proposals on the basis of the exclusion, selection and award criteria as published in these Terms of Reference.
- Decision on selection of consultancy
- Inception meeting with the selected consultancy company

Tender process	Timeline
Terms of Reference published	20/05/2019
Deadline for submission of proposals*	07/06/2019
Selection of consultancy	14/06/2019



Awarding of contract to successful consultant	14/06/2019
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\* Proposals submitted after the deadline will be returned and will not be considered in the tender procedure.

IDH will reject offers if any illegal or corrupt practices have taken place in connection with the award or the tender procedure.

## 5. Evaluation Method

By assessing and weighing the submitted proposal against the selection criteria in this ToR, a decision will be made to award the contract for this assignment to the Tenderer who best meets all the criteria specified.

## 6. Confidentiality

The Tenderer 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 Guilherme Justo and Ivens Domingos via [justo@idhtrade.org](mailto:justo@idhtrade.org) and [domingos@idhtrade.org](mailto:domingos@idhtrade.org). The Tenderer is thus explicitly prohibited, to prevent discrimination of the other Tenderers 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 Tenderer will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the Tenderer or its engaged third parties will give IDH grounds for exclusion of the Tenderer, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the Tenderers 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 Tenderer.

## 7. Contact information

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