



Terms of Reference
IDH Brazil - Landscapes
Barra do Garças Post Compact Activities

July 12, 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.

Across certain landscapes IDH has developed PPI compacts. These are agreements between public, private and civil society stakeholders to make land more productive and improve livelihoods, in exchange for protection of natural resources, most notably forests. Conditional de-risking funds help unlock additional investments in more productive land use, forest protection measures and/or alternative livelihoods for forest dependent communities.

The Barra do Garças PPI Compact was signed and launched on June 25th, 2019, together with local and external stakeholders, delivering a new set of hope for sustainable development in the Araguaia region in the Mato Grosso state, hereafter “the Landscape”; this PPI compact has set several targets for the production, conservation and inclusion pillars.

Through the engagement of different actors both locally and outside the region, IDH expects to bring attention to and to promote the region as differentiated in terms of commodity-sourcing in a sustainable fashion. Investors are also an important target. IDH understands that these efforts should support the exit strategy for the region, making its development bigger and stronger over the years.

On basis of these Terms of Reference IDH aims to select a party to conduct **the Barra do Garças Post Compact Activities**

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

The **overall objective** of this project/study is delivering innovation in terms of responsible sourcing for commodities we envision as key to unlocking the region as sustainable sourcing region for products such as beef, grains, family agriculture products, but also operationalize the PPI Compact through the definition and implementation of a local governance, define the action plan to implements each one of the targets and also provide financial pipelines for the key targets.

The **specific objective** of this project/study are to build a post-compact agenda, based on 4 different themes:

I. Governance Theme

Under the Governance Theme, the focus is to deliver a good governance for the landscape, aligned with local stakeholders existing frameworks as well as with supply chain actors, buyers and investors requirements.

The Governance theme is linked to all PCI pillars (Production, Conservation and Inclusion) as it delivers the basis for understanding, collaboration and management needed to create an enabling environment for new sustainable market place, apart from a multi-stakeholder forum to further deliberate, plan and act for the landscape.

This theme includes the following activities:

- a) Plan and Implement a governance system for the implementation of the PCI Targets for Barra do Garças Municipality
 - Assessment of current status and discussion with local stakeholders on next steps for implementation of the governance system.
 - Implementing the governance system based on an agreed model between local, state and international stakeholders

II. Transparency Theme

Under the Transparency theme the focus will be on developing, together with IDH, a first draft model for Monitoring and Evaluation of progress on the field. It is necessary to seek alignment, if possible, with the work on existing tools and methods already being used by the PCI Institute at the state level and that also reflects Barra do Garças reality.



This theme includes the following activities:

- a) Seek alignment on possible M&E framework
 - Work in partnership with IDH and PCI Institute partners to enable transparent monitoring and reporting agenda for PCI Compact;
 - Support the communication of Barra do Garças content production and further interaction with media outlets / stakeholders to communicate the region progress properly.

III. Operationalization theme

- a) Support on the development of the action plan to implement the defined targets:
 - Support on engagement under the Governance System established and providing technical information for the discussion to elaborate the action plan;
 - Elaborate an action plan for the defined targets, preferably using the 5W2H methodology

IV. Finance Theme

The goal is to develop an investment opportunities pipeline based on the implementation needs for all the PCI targets, with clear indication of possible donors, investors, credit lines or partners.

It is also expected the development of, a pitch material covering all the opportunities under each PCI pillar, to be used in external meetings with donors/investors/end-buyers, in order to promote the opportunities of the region. This activity will be performed under the coordination of IDH.

This theme includes the following activities:

- a) Support on the elaboration of the investment opportunities pipeline raising from the PCI targets in Barra do Garças:
 - Identify the investment needs from producers, private and public sectors to reach each PCI target in Barra do Garças
 - Estimate the investment demand for each opportunity
 - Identify financial instruments available to meet the investment demand
 - Prepare a final report detailing the opportunities, assumptions, investment demand and financial instruments
 - Prepare an executive summary (pitch material) covering the main opportunities

3. Deliverables

The deliverables of this project/study are:

Deliverables of project	Related Theme	Deadline
1. Action Plan for the defined targets	Operationalization	October 2019
2. Operating Barra do Garças Compact Governance system	Governance	March 2020
3. Report on Governance Structure	Governance	March 2020
4. Draft Model for M&E in the Barra do Garças Landscape	Transparency	May 2020
5. Investment opportunities pipeline, including the final report and executive summary (pitch material)	Finance	January 2020

4. Tender submission guidelines

Tenders must be supported by the following materials:

- In the proposal, please provide the following:
 - a. A succinct, well-documented approach (max. 15 pages in a word document);
 - b. A budget with a break-down of salaries, consultants and travel expensed for each activity;
 - c. Clear description of the project team, relevant experience of team members and time allocation per team member;
 - d. Description of contractors (if applicable).

- Please submit a copy of the audited accounts of the Tendering organisation [prior to submitting the proposal].

5. 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:

1. Extensive experience on building and managing multi stakeholder coalitions;
2. Experience working with local government and public sector;
3. Experience working with a landscape/jurisdictional approach;
4. Experience in commodities supply chains as well as in family agriculture supply chains;
5. Knowledge on the PCI State Strategy is essential.

The consultant(s) need to have the following skills

1. Ability to work closely with smallholders, understand and report their challenges;
2. Ability to work closely with local government bodies and producers' associations;
3. Ability to engage with different kind of stakeholder and manage conflicts.

Procedure

The procedure will be as follows:

- Inviting consultancy companies to present a full proposal based on the TOR;
- Evaluation of the proposals by an evaluation committee consisting of IDH Brazil and IDH Headquarter teams. 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 by the evaluation committee on selection of consultancy;
- Inception meeting with the selected consultancy company.



Tender process	Timeline
Terms of Reference published	July 12 th
Deadline for submission of proposals ^[1]	July 31 st
Selection of consultancy	August 6 th
Awarding of contract to successful consultant	August 7 th

^[1] 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.

6. 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.

7. 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 via justo@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.

8. Contact information

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