

## Terms of Reference

### Monitoring & Evaluation Consultancy Pool Under Framework Agreement

October 1, 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 multiple parties to provide consultancy services, when called for. The service is to address the Monitoring & Evaluation (M&E) needs of programs at IDH: IDH works increasingly through innovative approach which require vigorous research to prove its effectiveness against conventional approaches, for which we are looking for external consultants to support the delivery of M&E products. For a detailed description of the assignment, please refer to section 2 and 3 below.

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 assignment is to support the M&E functions at IDH to ensure enough quality data is collected for the learning topics/questions of programs/projects. The specific objectives below describe the overall scope of work from which future assignments will be based on. The overall scope of work below only serves as the umbrella of future assignments which will be described in a separate communication once the candidate is selected to be part of the consultancy pool at IDH. The nature of future assignments varies but will be within the scope described below.

The specific objectives of this assignment are:

- a. Facilitate the development of a Theory of Change or Logic Framework of a program/project;

- b. Develop a measurement framework or M&E system which includes indicator-list, its guidance protocols, the associated data collection tools and method, and a data management system that allows easy access and analysis;
- c. Facilitate the development of research topics and agenda to support decision and strategy;
- d. Develop an evaluation method and research strategy against learning topic and research agenda;
- e. Provide embedded advisory and capacity building services at all stages of staff engagement to improve collection of evidence and its usage.

### 3. Deliverables

The deliverables of the assignment could include the following (the list below describes the overall scope of work that is inclusive of all future assignments):

Deliverables of assignment	Deadline
Program/project Theory of Change/Logic Framework	To be described in future communication once candidate is selected
Program/project measurement framework/M&E system, i.e. indicators and definition, data collection method and tools	To be described in future communication once candidate is selected
Program research agenda and learning priorities	To be described in future communication once candidate is selected
Evaluation design and methodology, i.e. sampling, data collection tools and management system	To be described in future communication once candidate is selected
Advises and recommendations on data quality, management and utilization, i.e. facilitation of evidence-based decision making or result-based management	To be described in future communication once candidate is selected

### 4. Consultant profile

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

- a. Demonstrated experience (minimal 7 years) developing deliverables described in section 3.
- b. Demonstrated experience in client-facing research advisory roles
- c. Demonstrate knowledge and skills in data analysis and data management, both quantitative and qualitative
- d. Strong understanding of agricultural value chains, smallholder farming systems and private sector engagement
- e. Demonstrated experience in data collection of farms and private sectors

The consultant(s) need(s) to have the following skills:

- a. Good interpersonal and communication skills
- b. Solid skills in research design and methodology
- c. Advanced strategic thinking and analytical skill

The consultant(s) need(s) to have the following characteristics:

- a. Be able to promptly respond to calls for proposals (within 5 business days)
- b. Be able to accommodate short turnaround time (varies depends on the nature of the assignment, typically between 1-4 weeks)
- c. Be able to analyse the evidence gap and learning needs of programs and provide advises and suggestions independently of the requests
- d. Be able to persuade and convince stakeholders

## 5. Procedure

The assignment will be awarded to the consultants with the most economically advantageous proposal, this is determined on the basis of the evaluation criteria of price and quality.

The procedure will be as follows:

- Open call for proposals publicized on IDH website
- Evaluation of proposals by an evaluation committee consisting of program managers and internal M&E staff based on criteria described in section “consultant profile”
- Invites possible candidates for a pitching session (via teleconference (zoom))
- Decision on selection of consultants/consultancy companies to be included in the pool of consults/consultancy companies
- Inception meeting with the selected consultants/consultancy companies for the signing of Framework Agreement

Tender process	Timeline
Terms of Reference published	01/10/2019
Deadline for submission of proposals*	31/10/2019
Pitching of proposal for evaluation committee	22/11/2019
Selection of consultancy	29/11/2019
Awarding of contract to successful consultant	20/12/2019

\* 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. Proposal guidelines

IDH is requesting the consultants to hand in a proposal of maximum 10 pages (excluding CVs, sample work and references). The proposal must be handed in PDF-format to Annemieke Burmeister at [burmeister@idhtrade.org](mailto:burmeister@idhtrade.org) before **October 31st, 2019**.

In the proposal, please provide the following:

- a. A succinct, well-documented approach detailing your way of working;

- b. a rate in Euros (ex VAT) with a break-down of man days/rate per team member;
- c. Clear description of the project team, relevant experience of team member(s) and time allocation per team member;
- d. CV of the team member(s) and 3 examples from prior work for assessment of capability, based on the profile in section 4;
- e. Statement on Ground for exclusion (see below).

**7. Grounds for exclusion**

1. Consultants 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.

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

2. Consultants 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).

**8. Evaluation Method**

The consultant will be assessed based on the following selection criteria:

Component		Criteria
1	<b>Proposal and demonstrated experience</b>	The sample work meets quality standards of conventional M&E deliverables; and consultant demonstrates advanced experience and outstanding skills to handle complexity of assignment. The latter item will be assessed during the pitch and through reference check. The assessment method is detailed below.

2	<b>Design and Development process</b>	The extent to which the consultant is able to propose an approach to address the situation/needs when the consultants is presented with a situation where certain M&E needs are described during the pitch.
3	<b>Availability (capacity to be available on short notice)</b>	The extent to which the approach in the proposal gives sufficient guarantee that the consultant will in a position to respond to requests within the timeframe we define in the terms of reference.
4	<b>Budget</b>	The extent to which budget is reasonable compared to the proposal and services offered.

#### Scoring for each component

The evaluation committee will unanimously score each component by assigning scores from 1 to 5, with 5 representing optimal performance on the component and 1 representing extremely poor performance on the respective component.

#### **9. Confidentiality**

The consultant 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 Mrs. Annemieke Burmeister via burmeister@idhtrade.org. The consultant is thus explicitly prohibited, to prevent discrimination of the other consultants 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 consultant will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the consultant or its engaged third parties will give IDH grounds for exclusion of the consultant, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the consultants 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 consultant.

#### **10. Contact information**

Name : Annemieke Burmeister  
 Position : Senior Monitoring & Evaluation Manager  
 Phone : +31650067012  
 Email : burmeister@idhtrade.org  
 Address: Arthur van Schendelstraat 500, 3511 MH Utrecht