



Terms of Reference
IDH Brazil - Landscapes
Sorriso Post Compact Activities

[October 9, 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 (Production, Protection & Inclusion) 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 Sorriso PPI Compact was signed and launched on April 24th, 2019, together with local and external stakeholders, delivering a new set of hope for sustainable development in the Sorriso 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 an exit strategy for the region, making its development bigger, stronger and sustainable over the years.

On basis of these Terms of Reference IDH aims to select a party to conduct **the Sorriso 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 assignment 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 grains, fish, pork, poultry, planted forest and family agriculture products, but also operationalize the PPI Compact through the support to the definition and implementation of a local governance, define the action plan to implement each of the targets and develop a market connection strategy (national and international) for the region products.

The **specific objective** of this assignment are to build a post-compact agenda, based on 3 different themes:

I. Governance Theme

Governance is key aspect to move ahead on next steps in terms of implementation of Sorriso PCI Program. It delivers the basis for understanding, collaboration and management needed to create an enabling environment for new sustainable marketplace, apart from a multi-stakeholder forum to further deliberate, plan and act for the landscape.

This theme includes the following activities:

- a) Provide input on governance framework, supporting its development
 - Participate on conference calls and specific meetings with IDH team on governance framework development and implementation, these meetings happens in monthly basis frequency.

II. Action Plan for the defined targets

Management of actions aiming to get to agreed targets is central on advancing the implementation agenda in Sorriso. Developing a comprehensive action plan based on 5W2H methodology is key to support in terms of actions planning, as well as setting responsibilities, timeline and costs in order to reach desired outcomes.

This theme includes the following activities:

- a) Support on action plan development for the Sorriso PPI Program.
 - Participating on conference calls and presential meetings with both IDH and stakeholders in order to discuss and validate action plan.



- Action plan draft document to be shared with local PPI committee, with recommendations on actions.
- Discuss and validate with key actors for each commodity on what would be the best actions to address local PPI program targets.

III. Market Connection theme

The main objectives of this phase are to connect Sorriso region with markets worldwide brings opportunities to further develop local sustainable supply chains and link that with both national and international committed buyers, aiming to support the Verified Sourcing Areas (VSA) readiness as a jurisdictional approach agenda.

Enabling an environment for committed buyers to support change on the field, not only through purchase itself but through finance and grant making through foundations and charities.

This theme includes the following activities:

- a) Support on VSA readiness in the region with focus on 5 key commodities;
- b) Preparation of marketing material preparation to engage end-buyers nationally and abroad;
- c) Development of an engagement strategy for possible demand side and investment partners outreach.
- d) Participate on conference calls and presential meetings with potential buyers both nationally and abroad.

3. Deliverables

The deliverables of this project/study are:

Deliverables of project	Related Theme	Deadline
1. Guidance Report on Governance Structure	Governance	February 2020
2. Draft Action Plan for Sorriso PPI Program	Action Plan	March 2020
3. Guidance for Sorriso PPI Committee on next steps in terms of actions needed for implementation aligned with local actors	Action Plan	March 2020
4. Clear draft plan with actions, responsibilities and timeline for implementation	Action Plan	April 2020
5. Marketing and Engagement Material	Market Connection	April 2020
6. Engagement Strategy Report	Market Connection	July 2020
7. Report on Market Connection	Market Connection	October 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 expenses 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).

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).

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 PPI Mato Grosso State Strategy is essential;
6. Strong knowledge on supply chains structures and flows regarding grains and other products;
7. Experience working with private sector engagement.

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 Terms of Reference;
- 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 and selection 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	October 8 th
Deadline for submission of proposals ^[1]	October 25 th
Selection of consultancy	October 29 th
Awarding of contract to successful consultant	October 30 rd

^[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

Name : Guilherme Justo
Position : Program Manager
Email : justo@idhtrade.org