

Terms of Reference – Call for Proposals
Cocoa Nutrition Initiative
Cocoa Nutrition Innovation Program (CNIP) in Côte d’Ivoire
February 3, 2020

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 a project as part of the Cocoa Nutrition Innovation Program (CNIP) in Côte d’Ivoire. This project is part of an existing regional Cocoa Regional Initiative (see brief in Annex 4) that aims to contribute to integrating nutrition and food security in the business models of value chain actors in the cocoa sector in Ghana and Côte d’Ivoire.

Smallholder farmers in both Ghana and Côte d’Ivoire experience chronic malnutrition rates particularly among women and children and seasonal food insecurity in between cocoa seasons when incomes lower and food prices rise. Most smallholder farmers today in West Africa are not able to earn a living income and use about 50% of existing incomes on food expenses. The sustainability of the cocoa sector depends on healthy farmers who are able to earn a decent living income. Company service delivery models offer opportunities to contribute to improving nutrition and food security of male and female farmers in their supply chains.

By participating in this procedure, the applicant declares to unconditionally agree to the contents of these guidelines and its annexes, including the template funding agreement and IDH general terms and conditions.

IDH is not obliged in this procedure to conclude a contract with a participant.

IDH reiterates its right to update, change, extend, postpone, withdraw or suspend the guidelines, the time schedule, or any decision with regard to the contract.

No claim for compensation can be made towards IDH, its employers or third parties acting on their behalf, for example in the following cases:

- I) not following up on a selection award decision;
- II) not concluding the contract;
- III) suspension and/or postponement and/or attachment of further conditions to the contract decision; or
- IV) suspension and/or cancellation of the procedure

Project objectives

The overall objective of this project is to establish good practices for integrating interventions to improve nutrition and food security among farmers and their families into company service delivery models. In the long term, this project aims to contribute to (i) Improving nutrition behaviour and food security at a farmer level and (ii) Enabling industry to scale such interventions at a company service delivery level.

Expected results and KPIs

The expected impact of this project is to sustain nutrition and food security of farmers and to sustain business interest in integrating nutrition and food security in their business models.

Specific results of this project are to:

1. Improve nutritional knowledge and practices among farming households (including around dietary diversity, sanitation and early childhood development)
2. Facilitate income generation
3. Increase women's access to services
4. Increase food production and diversification
5. Improve the integration of nutrition and food security in company service delivery models

This project is expected to build on knowledge and expertise already developed in partnership with GAIN (Global Alliance for Improved Nutrition) in Ghana. This includes tested material that can be adapted and monitoring support to accelerate learning through a third party learning partner. The project duration of 9 months is expected to support value chain actors to establish nutrition and food security interventions as part of the delivery of services to farmers over two cocoa seasons. At the end of the project, there is the possibility for IDH to support a Service Delivery Diagnostics (SDM) to identify scaling pathways to integrate improved nutrition and food security in its service delivery model as an enabler towards living income.

The Key Performance Indicators (KPIs) related to this project should include:

- KPI 1: Increased nutritional knowledge and practices
- KPI 2: Increased incomes
- KPI 3: increased access to financial and agricultural services for women
- KPI 4: increased diversified food production
- KPI 5: increased integration of nutrition and food security in company service delivery models

These KPIs are considered as core to all projects but should not be limited only to these. These core KPIs support the collective learning agenda across projects in Cote d'Ivoire and Ghana. Public and private partners directly or indirectly involved with the projects will become members of the Cocoa Nutrition Learning Platform which meets quarterly to share learnings and advance a common agenda to accelerate food and nutrition security among cocoa value chain actors.

Proposal guidelines

The project proposal should include the following (see **Annex 1 for proposal template**):

- a) Executive summary
- b) Project Area (population, demographic profile, previous sustainability activities, etc.)
- c) Project Design (proposed prototype, expected project outcomes, strategies, definition of success, learning strategy, integration of gender considerations)
- d) Additionality
- e) Scalability
- f) Risk Analysis
- g) Implementation Plan (Logframe/Theory of Change, KPIs, activities, timeline, Monitoring & Evaluation)
- h) Partners (direct and indirect)
- i) Activity based budget (see **Annex 2 for budget template**)

Selection criteria

Project applicant and predefined geography

The project applicant needs to be a private sector company and that has a direct relationship with a cocoa trading community in Côte d'Ivoire, such as a cocoa trader/processor or a chocolate brand. A joint application of multiple companies is also a possibility.

Potential for impact and scale

The selection criteria for the project will look at the following:

- Results and KPIs aligned to those mentioned in TOR
- Potential for impact among farming households (demonstrated by approach proposed)
- Scale in terms of amount of farmers/communities reached
- Amount being invested (in-kind or in-cash) by value chain applicant
- Potential for scale (in terms of integration into company service delivery model, deepening impact and/or widening reach)

Duration of the project

The project will start Mid April 2020 and will end at 31 December 2020 the latest. If a non-cost extension is necessary for reaching the targets, this could be considered at the end of the project.

Financing

The maximum percentage of co-funding from IDH will be 25% with a maximum amount of € 50,000; the remainder will have to be paid by the project applicant(s). The maximum total project budget shall be € 200,000.

In addition to the 25% co-funding, IDH will also provide an in-kind contribution for carrying out monitoring and evaluation and impact learning through a third-party learning partner.

Payments for the projects will be made after signing the contract with the project applicants. The exact amounts and moments of payments vary per situation. The first payment will be made directly after signing the contract (see **Annex 3: Funding Agreement template and IDH General Terms and Conditions**)

Selection procedure

The procedure will be as follows:

- Invite companies to present a full proposal based on these Terms of Reference and annexes
- Evaluate proposals by the IDH program team (Jonas Mva Mva, Gaël Lescornec and Mark de Waard). The program team will evaluate the proposals based on the criteria as published in these Terms of Reference
- Shortlisted proposals may be asked for a clarifying call by the IDH program team
- Decision on the selection of the proposals by IDH
- Inception meeting with the selected company
- Start of the project

	Tender process	Timeline
1	Call for proposals published	3 February 2020
2	Deadline for submission of proposals*	2 March 2020
3	Awarding of contract to successful applicant	Mid April 2020
4	Implementation of the project	Mid April 2020 – End December 2020

The deadlines specified under 2 in the schedule above, shall be construed as a deadline. Proposals submitted after the deadline will be returned and will not be considered in the procedure. The other dates are indicative and not binding.

IDH reserves the right to change all dates, and will inform applicants in a timely manner of such changes.

Evaluation Method

The Program team will use an Evaluating by Elimination method by eliminating received proposals to a shortlist of proposals. Based on the shortlist, the Program team will select the proposals that have the highest potential for impact and scale (including reach to farmers and level of integration into business model) based on the selection criteria included above.

Confidentiality

The applicant will ensure that all its contacts with IDH, with regards to the call for proposals, during the call for proposals procedure take place exclusively in writing by e-mail to Gaël Lescornec via lescornec@idhtrade.org.

The documents provided by or on behalf of IDH will be handled with confidentiality. The applicant will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the applicant or its engaged third parties will give IDH grounds for exclusion of the call for proposals, without requiring any prior written or verbal warning.

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

Contact information

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Annexes

- Annex 1: Project Proposal template
- Annex 2: Project Budget template
- Annex 3: Funding Agreement template and IDH General Terms and Conditions
- Annex 4: Cocoa Nutrition Initiative Brief
- Annex 5: Guidelines for Planning and Reporting

For all annexes please go to: <https://www.idhsustainabletrade.com/publication/terms-of-reference-call-for-proposals-cocoa-nutrition-initiative/>