

## Terms of Reference: Palm Oil Monitoring Report Europe 2019

June 11, 2020

### 1. Background

IDH's Palm Oil program aims to make sustainable production of palm oil mainstream and thereby reduce tropical deforestation. We do this by working on governance, in the field, but also on the market side, to increase uptake of sustainably produced palm oil. The market monitoring report is an essential part to improve sector governance and to convene public and private stakeholders. The report facilitates the market uptake of sustainable palm oil in Europe and increase awareness on the options to do so.

IDH and MVO (The Netherlands Oils and Fats Industry) established the European Sustainable Palm Oil (ESPO) project in 2015 - unifying supply chain actors across Belgium, Denmark, France, Germany, Italy, the Netherlands, Norway, Spain, Sweden and the United Kingdom - and working with governments and other stakeholders to develop specific action plans to achieve 100% certified sustainable palm oil in Europe by 2020.

The first palm oil market monitoring report was published in [2017](#), and the second report in [2019](#). The most recent [data](#) shows that in 2018, in the European market, 83% of the imports were sustainably certified, yet only 60% were bought as segregated certified palm oil by the sector further downstream. Next to this around 670.000 credits were bought. In light of all the 2020 zero-deforestation commitments, there are still gaps to be filled to achieve the 100% sustainable palm oil physical supply chain.

### 2. The objective of assignment

The IDH palm oil monitoring report is an annual process, with the objective of improving the methodology and data every year. This assignment will continue the work of monitoring sustainable palm oil market uptake in Europe over 2019 data, with a heavy focus on strengthening and streamlining the methodology and its implementation on country level data. The methodology will continue to be used for the following years.

This year, the 2019 monitoring report is expected to be published by the end of August as a short handout, including key figures at three levels:

1. Global: general palm oil market overview,
2. European (sustainable) palm oil market figures and
3. National (sustainable) palm oil figures in major European country markets<sup>1</sup>

**The consultant will be in charge of country specific uptake data/methodology and is responsible for putting the entire 2019 data report and a methodology document together. For data on global and European level, the European Palm Oil Alliance (EPOA) will provide input for the development of methodology and data generation.<sup>2</sup>**

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<sup>1</sup> The list of country should include for example, the Netherlands, Germany, France, UK, Spain, Italy, Belgium, Poland, Czech Republic, Poland, Sweden, Norway and Denmark. The final list is to be discussed with selected consultant.

<sup>2</sup> A draft methodology document for data collection at global and European level is under development now by EPOA.

The consultant is expected to determine the market share of each National Initiative, streamline data collections among them and further develop a detailed and replicable methodology document, with inputs at global and European level from EPOA. This methodology document will be the base for the 2019 data report and the next monitoring report over 2020 data.<sup>3</sup>

In previous reports, data about sustainable palm oil uptake in the respective EU countries is also presented. National Initiatives are responsible for supplying this data. However, a harmonized approach to get to this data has shown to be very complicated. Different methodologies are used by the different countries and sometimes estimation and assumptions are made. Some of the national initiatives are reporting about the whole market and or particular sectors, some are reporting on the volumes of their members only. The result is therefore to a certain extent incomplete and comparisons between the countries cannot be made. The consultant is hence expected to develop and implement a streamlined and consistent methodology to determine national data in 2019 on:

- National palm oil figure and in countries applicable, National initiatives' market share
- The percentage of sustainable palm oil market uptake in the country
- Clarify comparable data content across countries included for the report

### **3. Scope of the assignment and deliverables**

The consultant is expected to deliver the following:

- Collaborate with EPOA to produce a methodology document that contains data collection methods at global, European and country levels as the base for the 2019 data report and other future monitoring reports. The methodology should ensure that data collected at different level are aligned and cross-checked.
- Develop and implement a streamlined and consistent methodology to determine national data for key European palm oil country markets.
- Generate 2019 monitoring report figures at three levels based on the strengthened and streamlined methodology. Additional information or figures needed, such as NDPE and traceability percentage, will be discussed with selected consultant.

The data collection and methodology development are expected to be a reinforcing, non-linear back and forth process.

The final deliverables are:

- A. The **2019 monitoring data report**, by 31 August 2020, including:
  - a. Global, European and national figures
  - b. Information about the NDPE commitments and the % NDPE palm oil in the European market
  - c. Overall traceability information and % of palm oil imported into Europe, based on existing palm oil dashboards from key refiners and traders<sup>4</sup>
  - d. (Tbd)

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<sup>3</sup> The monitoring report over 2020 data will be an elaborated, longer report to include detailed progress and trend analysis at individual country level.

<sup>4</sup> Such as [Golden Agri](#), [Wilmar](#), [Bunge](#), [Nestle](#), and [IOI Group](#), [Cargill](#) and [Sime Darby](#).

The 2019 data report will be a short handout of 2 to 3 pages, including an infographic. The consultant is expected to supply figures and discuss content with EPOA and IDH. The design of the report and infographic is not included in this assignment.

- B. A detailed **methodology report** (max 10 pages), by 30 September 2020, that will be the basis for future data collection, including:
- a. A (graphic) summary of clear data collecting instruction
  - b. Definitions applied
  - c. Data sources & how data are collected for each level
    - Assumptions
    - Data sources
    - Method of calculations
  - d. Data challenges & areas to improve
  - e. Look into potential data collection for palm kern oil for 2020

#### 4. Method of work

The consultant is responsible for data collection at country level and for putting together final deliverables, with support from IDH and EPOA.

- Data on national level will require research done by the consultant through looking into available databases on imports and consumption, national statistics agency, and interviewing experts. The National Initiatives and EPOA will provide support wherever possible, but the consultant is expected to carry out the research independently and use their network and connections wherever adequate.
- Consultant will need to reach out to applicable certification schemes to collect relevant figures
- For drafting the methodology report, the consultant will work closely with EPOA to write down data collection methods at global and European level and complete the report with his/her work on country level methodology.

The consultancy will be in frequent contact with EPOA and IDH partners; therefore stakeholder engagement is also required; also to ensure future stakeholder support. Regular calls will be held between IDH, EPOA and the consultant to provide feedback.

#### 5. Timeline

Below is the draft timeline for this assignment with deliverables:

Terms of Reference published	11 June
Deadline for submission of proposals	30 June
Selection of Consultant	3 July
Kick-off meeting	Second week of July
Data collection and writing of the methodology	July to September
2019 data report first draft	17 August
2019 data report final draft	31 August
First draft of the methodology document	14 September
Final draft of the methodology document	30 September

\*Bi-weekly or ad-hoc calls with IDH and EPOA are to be planned

## 6. Consultant profile

For this assignment, IDH is looking for an independent and credible consultant (individual or team) with the following profile:

Experiences	<ul style="list-style-type: none"> <li>– Palm oil relevant network in Europe, both in public and private sectors across the supply chain</li> <li>– Experience working with actors in the palm oil sector and skills in stakeholder engagement</li> <li>– Experience with commodity data collection, analysis and graphic presentation; preferably on palm oil</li> </ul>
People	<ul style="list-style-type: none"> <li>– In-depth knowledge in palm oil related policy discussions, global and European market development and palm oil supply chain</li> <li>– In-depth knowledge in forest-risk commodity supply chains, preferably with palm oil</li> <li>– Good English verbal and written skills</li> <li>– Strong analytical skills</li> <li>– A track record of similar work and previous working experience</li> </ul>

## 7. Submission of proposals

Please send a proposal (maximum 5 pages, excluding Annexes), including a proposed approach for national data collection, clear explanation of suitability for this position, timeline and budget (max 20,000 Euro, including VAT), before **30 June 2020** to Chih-Ching Lan, at [lan@idhtrade.org](mailto:lan@idhtrade.org). Any inquiries can also be directed to this email address.

The evaluation of proposals will be made based on overall proposal quality, quality of proposed approach for data collection, expertise in the palm oil sector, demonstrated advanced experiences and skills and budget/budget allocation.

## 8. Confidentiality

The tenderer will ensure that all its communication with IDH, with regards to the tender, during the tender procedure take place exclusively in writing by e-mail to Chih-Ching Lan via [lan@idhtrade.org](mailto:lan@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 persons stated in the first sentence of this paragraph. The documents provided by or on behalf of IDH must be handled with confidentiality. Further, 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.

## **9. Disclaimer**

IDH reserves the right to update, change, extend, postpone, withdraw or suspend the Terms of Reference, this tender, or any decision regarding the selection or contract award. Extra intermediary deadlines or changes can be discussed during the assignment phase and decided upon in agreement with the chosen tenderer. Under and as a result of this Tender Procedure, IDH is not obliged to make a contract award decision or to conclude a contract with any tenderer. IDH reserves the right to suspend or annul the Tender Procedure at any moment in time. Tenderers cannot claim compensation from IDH, any affiliated persons or entities, in any way, in case any of the aforementioned situations occur. By handing in a proposal, tenderers accept all terms and reservations made in these Terms of Reference, and subsequent information and documentation in this tender procedure.