

Terms of Reference

Stichting IDH

Endline Evaluation for Improving Income and Nutrition of Smallholder Tea Farmers in Southern Tanzania

1. Introduction

Stichting IDH (“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 (“ToR”), IDH aims to select a service provider (the “**Service Provider**”) to undertake the endline evaluation for the project aimed at improving income and nutrition of smallholder tea farmers in Southern Tanzania (the “**Assignment**”).

2. Background

Tea is a high impact sector in Tanzania. Around 31,000 smallholder farmers collectively produce a third of the country’s output, with the balance produced by large estates. The tea crop is generally harvested all year round and thus provides a regular and dependable source of income to growers, especially in the peak season between December and June. However, the sector faces significant challenges. Tea smallholder farmers in Tanzania achieve yields that are less than half of what estates are recording, much below smallholder yields in Kenya. Factories are not getting sufficiently consistent supply of green leaf volume and quality throughout the year to operate efficiently and keep variable factory costs low, so they are only able to offer low prices to farmers. This is exacerbated by the fact that Tanzanian tea fetches relatively low prices (compared to e.g. Rwandan tea) on account of its inferior quality.

The European Union (EU, also referred to as the “Donor”) and the Government of United Republic of Tanzania (NAO) have signed together with IDH a grant agreement (the “**Agreement**”) called “Agri-Connect: Supporting value chains for shared prosperity” under the 11th European Development Fund (EDF).

IDH as a lead applicant was awarded with a grant. With this grant, IDH and other parties (the “**consortium partners**”) are implementing the Agricon Boresha Chai Project (the “**Project**”) which focuses on improving income, livelihoods and nutrition of tea smallholder farmers in the Southern Highlands of Tanzania. The consortium partners are: CEFA (*Comitato Europeo per la Formazione e l’Agricoltura Onlus*), TSHTDA (Tanzania Smallholders Tea Development Agency) and TRIT (Tea Research Institute of Tanzania). The Project will reach 22,000 tea smallholders and their families.

Objectives of the Project

The objective of the Project is to promote the inclusiveness, productivity, competitiveness and resilience of smallholder tea farming, while fostering sustainable livelihoods, nutrition, gender equality, among tea farming families in Southern Tanzania. The Project has two specific objectives:



1. To sustainably improve the performance and climate resilience of smallholder tea farmers.
2. To diversify income generation and reduce malnutrition and stunting in tea farming communities.

Key Project activities

The Project activities are grouped into work packages according to the respective Intermediate Outcomes to which they are contributing:

1. Strengthening tea farmer cooperatives: strengthening cooperative governance, stimulate female leadership and youth participation in tea cooperatives; Grant financial support to cooperatives to improve service delivery to their members.
2. Sustainable service delivery, training and quality-based payment for tea smallholders to: Introduce sustainable Service Delivery Models (SDM) for tea cooperatives and farmers; Build capacity of tea smallholders through Farmer Field Schools; Implement a bonus system to promote and reward higher green leaf quality.
3. Sustainable innovations: Demonstrate and promote optimized nutrient application in smallholder tea farms; Demonstrate and promote mechanized tea harvesting services; Demonstrate and promote irrigation of smallholder tea plantations; Establish improved clone nurseries for increased climate resilience and productivity; Promote digital financial and information services for smallholder tea farmers.
4. Income diversification: Convenes partners for secondary value chain services and offtake; Implement SDM for secondary value chain and establish market linkage.
5. Nutrition and household decision-making to: Promote good household nutrition through sensitization, training and demonstrations; Build financial literacy and promote balanced decision-making in tea farming households.

Project Key Stakeholders

1. **IDH:** The consortium lead, responsible for the implementation of stakeholder engagement, Monitoring & Evaluation and visibility of the Project. Also lead in Service Delivery Model analysis, Farmer Field School, Gender, Financial Literacy, and Household Decision-Making.
2. **TSHTDA:** Co-implementer. Responsible for establishment of tea nurseries and engagement with regional and district authorities for farmer cooperatives as well as providing technical assistance on strengthening of cooperatives.
3. **CEFA:** Co-implementer. Responsible for leading and providing expertise on strengthening of cooperatives, Crop Diversification and Nutrition component of the project.
4. **TRIT:** Co-implementer. Responsible for providing expertise in tea clones and nursery planting materials, optimized nutrient application, mechanized tea harvesting and irrigation innovations of smallholder tea plantations.
5. **Primary Cooperatives:** The Project conducted cooperative management training to 35 cooperatives where cooperative leaders, women representatives and young potential leaders were able to be trained on record keeping, bookkeeping and financial management, transparency and accountability, service-delivery and leadership. The project also conducted FFS training to target farmers.
6. **Private tea companies:** Support provision of inputs and extension services to farmers. Private companies also support the Project to deepen its engagement with tea smallholders through implementation of farmer field schools (FFS).
7. **Local Government Authorities (LGAs):** support the Project by allocating tea subject matter specialist (SMS) in each of the target District Council to support the implementation of the



project. The LGAs are also involved in the project through participation in different stakeholder's meeting and conducting of monitoring visits during the implementation of the project.

8. **Tea Board of Tanzania (TBT):** responsible for regulating the tea industry in Tanzania. It advises the government on policy and strategies for the development of the tea industry, coordinates tea stakeholders meetings and tea pricing for smallholders and maintains a national tea database.
9. **Ministry of Agriculture, Food Security and Cooperatives:** provides conducive environment to stakeholders, build capacity of Local Government Authorities and facilitate the private sector to contribute effectively to sustainable agricultural production, productivity and cooperative development.

To comprehensively understand the Project progress and impact, a baseline study was conducted in Q2 2021, providing valuable insights into the initial conditions. Furthermore, a midline evaluation conducted in Q2 2023 offered an interim analysis of the Project's effectiveness, enhancing the understanding of the ongoing efforts. The Project documents, implementation reports and studies will be provided to the selected Service Provider.

Project Intervention Logic and indicator list

Project activities will produce Outputs which in turn result in Intermediate Outcomes through which Specific Objectives of the Project are achieved, in turn contributing to higher level Overall Objectives, subject to Assumptions holding true at each level of the Result Chain.

The activities are arranged as work packages, with each work package resulting in a set of Outputs that are needed to deliver a specific Intermediate Outcome (IOC). Activities and Outputs are numbered according to the respective IOC, linking Activity 1.1 to IOC 1 via Output 1.1, etc. The exception is Work Package 6, which contains general activities not specifically linked to IOCs but needed to engage and align stakeholders, make the Action gender-responsive, manage the Action, account for expenditure, and undertake M&E.

Assumptions at Activity level are preconditions, i.e. external factors that have to be met before activities can start, notably:

- EDF awards the contract with 90% grant funding for implementation of the Action to the consortium of co-applicants led by IDH.
- Co-applicants jointly contribute 10% of the budget for the Action.

Work Package 1 activities will address organisational weaknesses in tea farmer cooperatives by capacity building, resulting in the following outputs:

- managers of tea cooperatives, as well as women and youth members, trained in management and organization skills
- communities (especially women and youth) aware of cooperative system
- gender committee in each tea cooperative
- new/improved services delivered by cooperatives to their members.

Delivery of the Work Package 1 outputs will result in IOC 1 "Strengthened tea farmer cooperatives with increased participation of women and youth", assuming that:

- trained cooperative managers and gender committee members perform well and remain in function or transfer skills to their successors
- cooperatives maintain new/improved services.



Work Package 2 activities support delivery of services to smallholder tea farmers to promote climate-smart good agricultural practices and introduction of quality bonus system for green leaf supply, resulting in the following outputs:

- sustainable SDMs supporting tea farmers to increase their performance
- tea farmers trained in climate-smart good agricultural practices
- green leaf quality bonus systems that reward farmers that apply Good Agricultural Practices

Delivery of the Work Package 2 outputs will result in IOC 2 “Sustainable service delivery and incentives for productive, climate-smart and quality-oriented tea farming”, assuming that:

- SDMs (including extension service delivery) are maintained
- quality bonus is sufficiently attractive to farmers and processors.

Work Package 3 activities demonstrate and promote technical and financial innovations in smallholder tea farming, resulting in the following outputs:

- new SDMs based on innovations
- smallholder tea farmers have access to digital financial and information services.

Delivery of the Work Package 3 outputs will result in IOC 3 “Sustainable innovations for smallholder tea farming”, assuming that:

- new SDMs are profitable.

Work Package 4 activities support tea farming families to diversify their farm income through inclusion in secondary value chains and related service delivery and training, resulting in the following outputs:

- secondary value chains that include tea farmers
- tea farmers included in secondary value chains.

Delivery of the Work Package 4 outputs will result in IOC 4 “Smallholder tea farming families have diversified their income”, assuming that:

- tea farmers are able to meet secondary value chain requirements.

Work Package 5 activities promote awareness and knowhow of good nutrition practices and improved decision making in tea farming households, resulting in the following outputs:

- tea farming families trained to improve household nutrition
- trained Nutrition reference persons in each cooperative
- tea farmers (women and men) trained in financial literacy and inclusive household decision-making.

Delivery of the Work Package 5 outputs will result in IOC 5 “Improved nutrition practices and decision making in tea farming households”, assuming that:

- the training and promotion motivate tea farmers to adopt more nutritious diets
- tea farming families accept gender balance and youth participation in household decision-making.

Intermediate Outcomes 1, 2 and 3 result in Specific Objective 1 “Sustainably improved performance and climate resilience of smallholder tea farmers”, assuming that:

- cooperatives are willing to accept women and youth in leadership
- farmers, cooperatives and/or offtakers are willing to pay for service delivery
- new SDMs are rolled out at scale.



Intermediate Outcomes 4 and 5 result in Specific Objective 2 “Diversified income and improved nutrition in tea farming communities”, assuming that:

- secondary value chains are able to absorb the additional production of tea farmers
- tea farming families can afford to grow or buy ingredients for balanced diets.

Specific Objectives 1 and 2 contribute to achieving the Action’s Overall Objective “Inclusive, productive, competitive and resilient smallholder tea farming and sustainable livelihood, nutrition, and gender equality among tea farming families in Southern Tanzania”, assuming that:

- tea remains a profitable crop based on a good business case for farmers and processors
- production and market conditions for secondary farm products are favorable.

In this Assignment, IDH seeks to conduct an endline evaluation **in order to assess the progress made towards the achievement of the specific objectives of the Project, its outcomes and impact on the lives of men and women smallholder tea farmers who have been directly involved in the Project activities, including the families and their communities.**

3. Assignment

3.1 Objectives of the Endline Evaluation

The overall objective of this Assignment is to assess and measure the Relevance, Coherence, Effectiveness, Efficiency, Impact, Sustainability and Lesson Learned (¹) of the Project.

Specifically, the endline evaluation aims:

- To have a critical look at the achievements (results) of the Project as defined in the log-frame.
- Capture project results, challenges, and best practices and provide recommendations and identify lessons learned for future interventions.
- To assess the soundness of different approaches applied for improving performance and climate resilience as well as diversifying income generation and reduce malnutrition and stunting in tea farming communities,
- To assess Project performance against the key research questions of Relevance, Coherence, Effectiveness, Efficiency, Impact, Sustainability and Lesson Learned.

The endline evaluation is expected to be used by the Donor, IDH’s Program Management team and IDH’s partners. It is anticipated that the endline evaluation will be used to demonstrate impact to the Donor and key stakeholders and learn on what was achieved, how the change process occurred, how the intervention contributed to the results, what other factors contributed to the results,

The audience of the evaluation are tea companies, Tea board of Tanzania, Local government authorities and the Ministry of Agriculture and other key tea stakeholders.

3.2 Scope of the Endline Evaluation

The endline evaluation shall cover four District Councils in three regions (Mufindi District in Iringa region, Njombe District Council in Njombe region, Rungwe and Busokelo District Councils in Mbeya region).

¹¹ This corresponds to OECD DAC evaluation criteria.



The project period under evaluation is from June 2020 to November 2024. This means that the evaluation should cover the whole project period from start in 2020 to its expected completion in November 2024.

The stakeholders to be involved during the evaluation include 22,000 Program beneficiaries (tea farming households, that is approximately 103,000 members of tea farming households (average 4.7 persons)), 35 tea farmers cooperatives and private sector tea companies. Others include Tea board of Tanzania, Local government authorities and the Ministry of Agriculture.

3.3 Key Evaluation Questions

The endline will apply the OECD DAC framework for evaluation with its criteria of relevance, coherence, effectiveness, efficiency, impact, sustainability and lesson learnt. In addition, special focus is put on gender and social equity. The following guiding questions shall serve as an orientation ⁽²⁾.

Relevance

- How did the Project identify the right beneficiaries and facilitate access to and delivery of services?
- What do the Project stakeholders and beneficiaries think of the project regarding appropriateness of applied approaches?
- How has the Project responded to relevant needs and serve well-identified beneficiaries? How could this be strengthened?
- Are implemented activities and innovations have a potential for replication?

Coherence

- To what extent is the Project consistent with other programs/initiatives in the country?
- To what extent is the Project coherent with IDH Theory of Change?
- To what extent is the current role that IDH and the consortium partners assume in Project implementation coherent with the proposed approach in the Project document?

Effectiveness

- To what extent did the Project achieve its intended outputs and outcomes as defined by KPIs and the Theory of Change?
- What elements of the Project and external factors (such as rising fertilizer prices, tea prices, the roads) contributed to the achievement (or lack thereof) of the results? What elements of the Project intervention and external factors were the most/least crucial for the achievement (or lack thereof) of the intervention's results? Why?
- What are the main strength and weakness of the Project?

Efficiency

- Is the project monitoring system well-functioning and efficient? Are the indicators defined and used sufficiently and adequately to evaluate the impact of the Project?
- Were the resources efficiently used in relation to planned activities, outputs and outcomes?

² These questions are guiding questions, it is not expected that the review answers them 1:1 in the report.



- Were objectives achieved in a timely manner?
- How has working in a partnership with various tea stakeholders affected the efficiency of Project implementation?

Impact

- Has the Project intervention caused a meaningful change in the lives of the target beneficiaries?
- How did the Project contribute to systems change? Are the changes in line with the overall objectives of the Project?
- Are there any unexpected impact (negative/positive)? If so, is the project aware of them?
- To what extent does the intervention contribute to better income (with IDH definitions)?
- Were there any gender-specific impacts? Did the intervention influence the gender context?

Sustainability

- What (other) actions by the partners/associates demonstrate ownership and sustainability? Are the outcomes sustainable? What were the main steps put in place to achieve the sustainability of this Project?
- What incentives exist to beneficiaries / smallholder farmers to keep using the various areas of project support, i.e. maintaining quality?
- To what extent will the benefits of a Project (including maintaining the quality) continue after the funding/implementation has ceased?
- To what extent the Project's activities and approach are scalable for implementation in other sectors, or further implemented in the tea sector in Tanzania?

Lesson Learned

- What are the key lessons to be learnt from the Project? What are the key strategic recommendations to improve/enhance Project delivery?
- What are the best practices and lessons learned on the adequacy of existing results frameworks and performance measurement?
- Is the pre-established project Theory of Change/ intervention logic confirmed by the Project result?
- How can learning from the Project be disseminated with stakeholders in the sector?

Deliverables

The deliverables of this assignment will be:

Deliverables of assignment	Deadline
Inception Report Draft , including <ul style="list-style-type: none">• Project background and problem analysis, Project objectives, Theory of Change diagram and narrative, and Results Measurement Framework.• Research design and updated methodology (including detailed outline of the methodology and sampling methodology) after discussion with IDH team.• Evaluation matrix.	9 th September 2024



<ul style="list-style-type: none"> • Updated workplan and timeline, including all activities required to produce the requested deliverables and information regarding fieldwork logistics. • Data analysis plan. • Outline of evaluation report. • Supporting documents as annexes. • Data collection tools draft (e.g., survey questionnaire, FGD or KII guides) ahead of field work. 	
Feedback meeting on Draft Inception report	13 th September 2024
Final Inception Report	20 th September 2024
Field Data Collection	30 th September – 11 th October 2024
<p>Draft evaluation report with preliminary findings</p> <p>Supporting documents as annexes:</p> <ul style="list-style-type: none"> • Data collection tools • Raw data (databases of survey responses, datasets used for data processing, transcripts of interviews or FGD) • List of stakeholders consulted (i.e., respondents & interviewees) • List of references and data sources • Data analysis records and rating system • Validation session on the preliminary findings with IDH evaluation management team. 	31 st October 2024
<p>The final evaluation report</p> <p>The report should be maximum 50 pages (excluding annexes), including at least the following:</p> <ul style="list-style-type: none"> • An executive summary (that includes objective, short project description, main evaluation questions, main conclusions & key recommendations) • An introduction and short methodological description which explains how evaluation method is designed to answer the evaluation questions. • Report that addresses the evaluation questions on Relevance, Coherence, Effectiveness, Efficiency, Impact, Sustainability and Lessons learned respectively • Narrative analysis of project performance against the research questions detailed in Objectives section. • Conclusions (that covers the main evaluations questions) and recommendations for the project as a whole • In the Annex the quantitative data and underlying analyses: <ul style="list-style-type: none"> ○ The stakeholder survey data ○ The stakeholder survey analysis 	27 th November 2024



<ul style="list-style-type: none"> ○ Results of the analysis of the stakeholder interviews ○ Results of the analysis of the FGDs 	
<p>Learning session with key stakeholders, including</p> <ul style="list-style-type: none"> • A Power point presentation of key findings, conclusions, recommendations, and other lessons learned of the evaluation. • A designed executive summary (infographic) of the study findings, conclusions and recommendations. 	27 th November 2024

4. Selection Procedure

The procedure will be as follows:

1. Inviting interested parties to submit a proposal based on this ToR.
2. Option for the interested parties to submit questions regarding the assignment and the ToR. Questions will be answered via an information notice that will be shared with all interested parties that indicated their interest in the assignment and/or submitted questions.
3. Evaluation of the proposals by the evaluation committee. The evaluation committee will evaluate the proposals based on the selection criteria as published in this ToR.
4. Decision on selection of the Service Provider.
5. Inception meeting with the selected Service Provider.

The schedule below indicates the timelines for the tender procedure:

Tender process	Date
ToR published	11 th July 2024,
Closing date questions*	18 th July 2024, 5 p.m. CEST
Publication of information notice	22 nd July 2024
Deadline for submission of proposals**	31 st July 2024, 5 p.m. CEST
Interview with the best three interested parties	12 th and 13 th August 2024
Selection of Service Provider and notification to interested parties	16 th August 2024
Contract signing	26 th August 2024
Start of assignment	26 th August 2024
Kick-off meeting with selected Service Provider	27 th August 2024

* Questions received by IDH after this date will not be answered.

** Proposals submitted after the deadline will be returned and will not be considered in the tender procedure.



After the deadline to submit a proposal has passed, the IDH evaluation committee will assess the proposals.

The proposals will first be tested for completeness:

- The absence of the documents referred to in Section 6 of this document can lead to exclusion from further participation in the tender procedure. This is also the case when minimum requirements listed in this ToR are not met.
- If the proposal is complete, the selection committee will evaluate the proposal based on the criteria as set forth in Section 6.

The assignment will be awarded to the Service Provider with the most economically advantageous tender. This is determined based on the evaluation criteria price and quality (see Section 6).

IDH will reject the proposal if any illegal or corrupt practices have taken place in connection with the award or the tender procedure.

Questions

Questions regarding the assignment or the ToR can be submitted until 18th July 2024 at 5 p.m. CEST, by e-mail to joseph@idhtrade.org and tenga@idhtrade.org with the express mention: "Questions tender: Endline Evaluation".

Questions must be submitted in the English language and using the Template Question Form, attached to these ToR as Annex 1.

The submitted questions will be grouped, anonymized, and combined in an information notice. This notice will be sent to all service providers in a reply to the e-mail in which the questions were submitted.

The responsibility for the timely and accurate submission of the questions lies with the applicant. When IDH indicates that questions have not been received by IDH before the indicated deadline, the applicant must demonstrate that the questions were sent timely.

5. Proposal requirements

IDH is requesting the interested to hand in a proposal of maximum 15 pages (excluding company biographies, CVs, sample work and references). The proposal must be handed in a MS Word or PowerPoint version next to a PDF submission to facilitate any copy-and-pasting of content that we may need during evaluation.

The proposal must at least include:

Content:

a. Technical proposal

The technical proposal must include the following elements in the following order. Please be mindful to fulfil the requested level of detail for each element. Except for the value of previous



relevant contracts and company financials, no financial information is expected in the technical proposal.

1. Consultant background and profile: Presentation of the company/team of consultants, date of incorporation of the consulting company, specialization(s) and fields of expertise, service provision, country(ies) of operation(s), acknowledgements received, etc., including visuals.
2. Track record: please include the following table and fill it in with information on relevant work completed which is of similar nature to the scope of the work requested in this ToR.

Name of the consultancy	Client	Date (from/to) during which the assignment was carried out	Value of the contract	Type of consultancy (ex. Baseline / midline / endline / Program / Portfolio / research / survey / evaluation)	Summary of activities, tasks and services provided	Contact details of client representative

3. Technical approach: A succinct, well-elaborated approach of the understanding and methodology to deliver the requested services. The proposed methodology must describe:
 - Understanding of the ToR: Applicants provide their general understanding of the Project, its objectives and the requests of these terms of reference;
 - Overall approach: In line with their understanding of these ToR, applicants develop the evaluation/ research design, the methodological requirements to implement this research design, key activities to conduct to deliver the evaluation in line with the requested products, as well as the risks and limitations of the proposal. Key aspects to describe are:
 - Evaluation/ Research design: Describe the evaluation design and justify why opting for this approach (allocated budget can be one but not the only justification);
 - Evaluation framework: In line with the scope of the evaluation and applicants' understanding of the ToR, a tentative evaluation framework needs to be drafted by the applicants, including research objectives, Key Evaluation Questions and sub-question where relevant, indicators, sources of information and research methods (which can include quantitative and qualitative primary data, secondary data, soil samples, GIS data, and project documentation), data analysis and triangulation methods, and strength of the evidence. Note the evaluation framework is to be refined during the inception phase;
 - Research methodology: Describe why the evaluation will collect qualitative and/or quantitative information in line with methods described in the evaluation matrix.
 - Data collection: Describe how the consulting team intends to go about collecting the information with the aforementioned methods. Describe the primary data collection methodologies and type of information to be collected, as well as the secondary data sources to be reviewed. Describe how key stakeholders to be consulted or/and surveyed and information sources will be accessed. Describe the sampling method, design, and size for primary data collection methods.
 - Data analysis: Applicants are expected to include a description of how qualitative and quantitative data will be analysed. The assignment will require that the evaluation consultant ensures triangulation of data to address the specific questions and an integrated analysis of the different data sources are used. Applicants need



- to thoroughly describe how data will be triangulated, including a justification of the approach. Requirements regarding data visualization are of the highest standards. Applicants should describe in the proposal the tools and methods that will be used in this respect.
- Potential limitations and risks, including mitigation strategies: Applicants should include the challenges and potential limitations of the proposed approach in terms of use of findings, substantiation of results claims and the implications in terms of evidence-based strength (i.e. limitations when no control groups are included or counterfactual to project targeted beneficiaries and the consequence in terms of substantiation of the result claims). The potential risks to be encountered during the consultancy shall also be described along with the mitigation strategies to address them. For longer term assignments, applicants shall describe how continuity of the relevant team will be ensured over time.
 - Validation session with key stakeholders to cross-check the main findings.
 - Learning: the evaluation consultant is expected to present the findings and recommendations in a sensemaking session with key stakeholders. Applicants shall describe the approach to identify lessons learned during the evaluation and the strategy to promote learning and active interaction with IDH and its partners in the sensemaking session.
4. Team composition: Clear description of the project team, relevant experience of team members, relevant experience, task and time allocated per team member. For this section, please list the name and surname of the consultants proposed as part of the evaluation team and describe:
- their experience in results-based management, in conducting evaluations or any other research activities;
 - their technical and language skills;
 - their role in the evaluation team, the main tasks they will execute and the time they are expected to be involved.
5. Workplan: Detailed activities and expected deliverables and timeline.
6. Quality assurance and interaction with IDH: Include here the proposed management of the evaluation process, quality assurance and proposed interaction with IDH and key stakeholders as envisaged by the bidder. Please describe any support or inputs required from IDH to deliver the assignment, if any.

b. Financial proposal

The financial proposal document must include a budget in Euros (both including and excluding VAT) and including the total figure budget (both including and excluding VAT and all other applicable taxes). An budget template is included in Annex 2 of this ToR and must be used by the interested parties that intend to submit a proposal. This template displays a number of features IDH is interested in being informed about:

- Daily fee per project team member. This later will be considered by the evaluation committee in regard to their seniority level and their place of residence (i.e. international vs local);
- Travel and transport expenses;
- Data collection unit costs;
- Cost per deliverable;
- Overall budget.

As indicated in the financial template, IDH is interested in seeing a detailed breakdown of each consultant's daily fee, the total number of working day for each consultant, the consultancy's total budget including taxes, the cost per primary data collection item as well as the cost of travel and



transport, etc. Interested parties are also encouraged to provide budget notes informing the assumptions used for budget calculation.

Administrative (annexes to the proposal):

- c. Legal company documents: Legal incorporation, Chamber of Commerce registration, VAT number.
- d. Copy of most recent (audited) financial accounts.
- e. Full CVs of the consultancy team.
- f. Signed statement of acceptance (Annex 3).
- g. Signed statement on grounds for exclusion based on what is listed in Section 6 of this ToR.

The proposal and all other relevant documents must be submitted to Michael Joseph and Elikunda Tenga at joseph@idhtrade.org and tenga@idhtrade.org before 31st July 2024 at 5 pm CEST.

6. Testing and weighing

The assignment will be awarded to the interested parties with the most economically advantageous tender. The most economically advantageous tender is determined on the basis of the evaluation criteria of price and quality.

Grounds for exclusion

1. Interested parties shall be excluded from participation in this tender 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.

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

2. Interested parties 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).



Scoring and weighing

The evaluation criteria are compared and weighed according to the procedure below. This concerns a general outline of the scoring methodology and an explanation how the interested party can demonstrate compliance with the requirements.

Step 1 - Criterion Quality

Evaluation scores will be awarded for each of the components. The evaluation committee will score each component unanimously.

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

Criterion 1: Quality		Sub-criteria	Max. Grading
Component 1	Consultant profile and team composition	<p>The extent to which the interested party has the required level of expertise and experience to fulfil the objectives of these ToR. The following aspects shall be considered:</p> <ol style="list-style-type: none"> 1) Relevant expertise and sector experience of the proposed consultant(s): the extent to which the interested party provides evidence of the required experience in results-based management and in conducting evaluations, in the field of tea value chain development as well as expertise in qualitative and quantitative research and data analysis and in primary data collection with smallholder farmers. 2) Relevant regional, local, and field-level experience of the proposed consultant(s): the extent to which the consultant provides evidence of: <ol style="list-style-type: none"> a. the required research experience in Tanzania (preferably Southern Highland Regions). b. its capacity to operate and collect primary data in Tanzania. c. its understanding of the local context and dynamics of the region where Project activities take place. 3) Capacity to operate in and understand the following English and Swahili languages. 	10



Component 2	Methodological approach	<p>The extent to which the interested party demonstrates a clear understanding of the ToR, and the soundness of the methodology proposed to achieve the objectives listed out in the ToR:</p> <ol style="list-style-type: none"> 1) Clarity of the methodological approach developed in the technical proposal. 2) Appropriateness of the methodological approach to deliver on the objectives set out in section 3 of these ToR. 3) Quality of the proposed methodology, including the extent to which the methodology elaborates on prescriptions set out in section 3 of these ToR. 4) Sampling design, method and size. 5) Quality of the overall proposal writing, argumentation, structure of the text and diagrams. 6) Adequateness of the workplan and timeline. 7) Adequateness of the time allocation of the consultants. 	10
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The evaluation committee will unanimously score each component by assigning scores from 1 to the maximum grading, with the maximum grading representing optimal performance on the component and 1 representing extremely poor performance on the respective component.

Step 2 - Criterion price

A combined price in Euros (**both including and excluding VAT**) is to be presented. This is to be broken down by team member rate and hours. The maximum budget available is EUR 40.000 (including VAT and all applicable taxes).

The criterion of assessment is as follows: the budget with the lowest price will receive the maximum points (10 points). All other budgets will receive points to the lowest offer (for example, Offer A: 20K, Offer B: 30K, Offer C 50K. Offer A receives 10 points; Offer B receives $(20/30)*10 = 6,7$ points; Offer C receives $(20/50)*10 = 4$ points). All scores will be rounded to the first decimal point.

Criterion 2: Price		Sub-criteria	Max. Grading
Component 3	Best price for the proposed level of quality and depth of the proposed deliverables	The extent to which the service provider provided the best price for the proposed level of quality and depth of the proposed deliverables	10



Step 3 - Weighting

The final score will be weighted 66% on Quality (20 points) and 34% on Price (10 points), for a total of maximum 30 points.

If scores of the interested parties are equal, priority will be based on the total scores that were given for the Criterion Quality. The assignment will be awarded to the interested party that has received the highest score for the Criterion Quality. If the evaluation of the Criterion Quality does not lead to a distinction, the score for the component “Methodological approach” will be decisive. If this does not lead to a distinction, the ranking will be determined by the drawing of lots.

Award

Once IDH has decided to which Service Provider it intends to award the assignment, a written notification thereof is sent to all interested parties participating in the tender procedure.

The selected Interested Party is contracted via a letter of assignment, following IDH’s template (attached hereto as Annex 4).

7. Communication and Confidentiality

The interested party 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 Michael Joseph via joseph@idhtrade.org and Elikunda Tenga via tenga@idhtrade.org. The interested party is thus explicitly prohibited, to prevent discrimination of the other interested parties 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 confidentiality. The interested party will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the interested party or its engaged third parties will give IDH grounds for exclusion of the service provider, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the interested parties 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 interested party.

8. Disclaimer

IDH reserves the right to update, change, extend, postpone, withdraw, or suspend the ToR, this tender procedure, or any decision regarding the selection or contract award. Additionally, participants in the tender procedure specifically acknowledge that IDH is an organization that is dependent on funding from multiple (institutional) donors, including the European Union (the Donor), which provides a grant for the Project. Should the Donor decide to discontinue its engagement in the Project at any time, IDH reserves the right to not award the assignment or conclude a contract with a participant. Participants in the tender procedure 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 this ToR and its annexes, including (but not limited to) the disclaimer included in this Section 8 of the ToR, and subsequent information and documentation in this tender procedure.

9. Annexes

Annex 1: Template Question Form

Annex 2: Budget template

Annex 3: Statement of acceptance

Annex 4: Letter of Assignment template

Annex 5: IDH General Terms and Conditions for Services

Annex 6: Diagrammatic representation of the Intervention logic