
EUROPEAN FOREST INSTITUTE

TERMS OF REFERENCE

PROCUREMENT REFERENCE NUMBER (05-15.2-2024 GIZ COCOA)

COCOA AND FORESTS TECHNICAL EXPERT FOR CAMEROON

1. TERMS OF REFERENCE

1. Introduction

About EFI

The European Forest Institute (EFI) is an international organisation with 30 Members and around 120 Associate and Affiliate Members. EFI's headquarters is in Joensuu, Finland and EFI has several offices across Europe. EFI's International Partnership Unit, located in Barcelona, Spain, manages several policy programmes aimed at supporting sustainable land-use in tropical forest countries. These include the EU sustainable cocoa initiative in Côte d'Ivoire, Ghana and Cameroon. Launched in 2021, this initiative aims at supporting the policy dialogue between the EU and cocoa-producing countries, with a view to achieve sustainable cocoa production that provides a 'living income' for farmers, contributes to national public revenues, ends deforestation and labour rights abuses, including child labour and gender inequality, in Côte d'Ivoire, Ghana and Cameroon. EFI is one of the implementing partners of this programme, focusing on supporting the policy dialogue and implementation on issues related to cocoa traceability, transparency and deforestation.

Sustainable cocoa in Cameroon

Cameroon is the 5th largest cocoa producing country in the world, with a production of between 210,000 and 270,000 t per year over the last decade (CIRAD et al., 2020)

Cocoa plays an important role in the country's economy as it is the third largest export, contributing to about US\$ 426 million to national income annually. The nation's ambition is to lift this to 600,000 MT per year by 2020 (Roadmap to Deforestation Free Cocoa, 2021).

The rainforests in Cameroon cover approximately 46% of the national territory and account for 11% of the Congo Basin forests. Therefore, Cameroon has the 3rd largest forest range in the Congo Basin, after the Democratic Republic of Congo and Gabon.

According to various recent studies, the annual deforestation rate of Cameroon's rainforests is 0.27%, or about 55,000 ha, which places Cameroon among the countries of the Congo basin most exposed to deforestation.

Cocoa cultivation is partly responsible for this deforestation, but it is difficult to know to what extent, as there is no homogeneous data on the area currently under cultivation. Estimates of the area vary between 375,000 ha and 600,000 ha, and so far it is not possible to distinguish between full-sun plantations and agroforestry systems, which are widespread and contribute more to forest degradation than to deforestation.

To tackle this cocoa-related deforestation and forest degradation, the Cameroonian government and some of its partners, from public and private entities to civil society organizations, officially signed the Framework for Action for the Roadmap to Deforestation-free Cocoa in Cameroon in January 2021. Supported by IDH, the Roadmap to Deforestation-free Cocoa is a public, private, civil society partnership that aims to end cocoa-related deforestation in Cameroon. It builds on the Cocoa & Forests Initiative's Statement of Intent signed by the industry in 2017, through which companies committed to working together, pre competitively, to end deforestation and forest degradation in the cocoa supply chain.

Unlike Côte d'Ivoire and Ghana, the bilateral policy dialogue between the Cameroonian government and the EU Delegation on the EU sustainable cocoa initiative has not yet started and will be launched in the last quarter of 2021.

2. Objectives of the assignment

The objective of this assignment is to provide in-country technical support to the EU-Cameroon policy dialogue on sustainable cocoa, with a specific focus on issues related to cocoa supply-chain traceability and transparency, deforestation and forest degradation and stakeholder engagement.

3. Scope and Tasks

The tasks under this assignment will mainly depend on the needs identified by stakeholders of the EU-Cameroon sustainable cocoa policy dialogue, the progress of the policy dialogue and specific requests of the EU Delegation to Cameroon.

The contractor will perform the following tasks:

- Provide technical support to the EU Delegation in Cameroon and national stakeholders in preparing for the entry into force of the EUDR through thematic implementation workshops (legality, traceability, risk assessment, etc)
- Facilitate multi-stakeholder meetings and working groups (within or outside the frame of the Sustainable Cocoa Committee) and provide technical content (with products such as briefings related to traceability, deforestation, cocoa legality and standards)
- Advising and reinforcing national civil society capacity in structuring their contribution to the policy dialogue and on identifying concrete entry points for their implications in the implementation of sustainable cocoa objectives (via facilitation, technical exchanges and workshops)
- Participate to the development of a communication plan for the EUDR, production and dissemination of related communication products
- Providing technical assistance to ONCC / MinTrade regarding the elaboration of the technical directive
- Participate to the review and analysis of the national legal and regulatory framework for cocoa production and marketing in relation to the study on the legality of cocoa
- Support the ONCC in developing a customisable traceability application for cooperatives and small and medium-sized operators
- Support civil society in independent forest monitoring (with pilots in Natura Sud-Est areas)
- Support the development and communication of the 2020 forest/non-forest and cocoa maps in interaction with FAO and JRC
- Follow national initiatives and processes relevant to forests and sustainable supply chains (Roadmap to Deforestation-Free Cocoa, sectoral policies, ...), engage into relevant forums and working groups
- Liaise with relevant stakeholders and initiatives to ensure synergies of action and communication of progress and results; support the coordination with other initiatives' implementing partners
- Support the identification, preparation and implementation of relevant activities, studies and pilot projects to be financed under the initiative
- Document lessons learnt from the policy dialogue and technical support provided
- Prepare technical reports, briefs, presentations, and documentation related to in-country activities to inform relevant stakeholders.

4. Methodology

The contractor shall be based in Yaoundé. The contractor will work in close coordination with the EU Delegation to Cameroon in the implementation of the EU Sustainable Cocoa Programme and Initiative. The contractor will have bi-weekly calls with EFI, or more frequent if needed, in order to ensure effective follow-up of the implementation of the activities. The contractor will also ensure coordination with the experts of the other organisations involved in the implementation of the EU sustainable cocoa initiative.

The work includes coordinating and facilitating technical and political discussions between a large range of stakeholders on complex and sometimes sensitive issues. The contractor will ensure that all relevant stakeholders are involved in the discussion and that information provided is well sourced and documented. The contractor should ensure that its position remains as neutral as possible, takes into account all stakeholders' views and ensure to the extent possible the inclusiveness and transparency of the process. The contractor's facilitation work will build on lessons learnt of other multi-stakeholder processes, including the FLEGT VPA process. The work also includes desk work, analysis and technical assistance to different government and non-government stakeholders. As the scope of the contractor's work is closely linked to the progress of the EU-Cameroon policy dialogue, flexibility to respond to emerging demand is required to adapt to stakeholders' needs and proactivity is needed to identify opportunities for support.

The contractor will also share lessons learnt with EFI staff and contractors supporting the EU-Côte d'Ivoire and EU-Ghana policy dialogue related to sustainable cocoa.

5. Timetable and reporting

The contract period is for indicatively 16 months in two phases for a total of 192 working days:

- Phase 1 from date of signature to end of October 2024 - for a total of 96 days.
- Phase 2 from November 2024 to June 2025 - for a total of 96 working days

Engagement in Phase 2 will be confirmed by EFI in writing, decision will be subject to available funding.

The contractor will provide the EU Delegation to Cameroon and EFI monthly and quarterly progress reports indicating the results achieved with a list of produced deliverables and number of days worked. These reports will include the following: an update of the country context and policy processes and projects relevant to the cocoa and forest agenda, an update of the EU-Cameroon policy dialogue on sustainable cocoa with relation to traceability and deforestation, the progress made in achieving policy dialogue objectives; highlighting the key issues and challenges to overcome; an overview of the activities planned for the next quarter and, if applicable, the minutes of the meetings organized by the expert with the stakeholders and any other meetings in which the facilitator has taken part.

The contractor will provide also provide:

- Technical report, policy briefs, presentations related to in-country activities.
- Document achievements, results and lessons learnt, including through anecdotes, quotes, pictures where possible, at least twice a year

For budgeting proposes the contractor must include in the financial proposal following items:

- Up to 10 (ten) missions in Cameroon (half during phase 1). On average, one mission is four (5) days
- Up to 3 (three) missions to Brussels, Belgium or Barcelona, Spain (one in phase 1) depending on coordination needs identified between EFI and the European Commission. In average one mission is seven (7) days.

The number of days for each mission will be agreed with EFI prior to the mission.

In addition, for the implementation of the assignment, a Work Plan Budget of EUR 5,000 will be made available by EFI for each phase of execution and managed directly by the Contractor. It be included as such as part of the total financial proposal (Cf 3.2.B in "Tender Evaluation and Contract Award") and award of contract").

This budget is mainly intended to cover participations costs and organisation of meeting and events for multi-stakeholder meetings and working groups of stakeholders

The use of this budget will require prior approval from EFI on the basis of the quarterly work plans submitted to EFI by the Contractor.

2. TENDER DOCUMENTATION

All document submitted by applicants as tender documentation have to be written in English

2.1. **Administrative Documentation**

The tender shall include the following documentation, properly filled out and signed:

- Cover letter (Annex 1)
- Identification form (Annex 2) including supporting documentation
- Bank identification form (Annex 2a)
- Declaration on Exclusion Criteria and Absence of Conflict of Interest (Annex 3)
- Nomination of Experts form (Annex 4)
- Minimum criteria declaration (Annex 5)

The consortium agreement (Annex 6) shall be included, properly filled out and signed, if the tender is submitted jointly by a consortium of economic operators. The consortium agreement (Annex 6) shall not be included if the tender is submitted by a single Tenderer proposing subcontracting of tasks.

2.2. **Technical Proposal**

In order to evaluate the tender against the minimum criteria and the award criteria A.I. – A.II in section 3.1. and 3.2., the Tenderer shall submit a technical proposal consisting only of the following elements:

1) A nomination of the following Experts to carry out the tasks in the Terms of Reference:

- **one cocoa and forest expert**

The Technical Proposal shall include CV's of the nominated Expert.

The Tenderer shall be able to certify the information contained in the CV's for the nominated Expert at EFI's request.

The CV shall have all the information as in the EuroPass CV

<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

2) A description of no more than five pages, **making reference to the Terms of Reference and the previous experience of the Expert** showcasing understanding of:

- The cocoa and forest challenges in Cameroon.
- The aims and context of the Expert's activities and responsibilities.

3) A presentation of no more than five pages on the Tenderer's methodology for the assignment – building upon the Terms of Reference and the experience of the Expert – addressing the following elements under separate headings:

- Approach to support the sustainable cocoa policy dialogue
- Approach to engage with the cocoa supply-chain to enhance transparency and traceability
- Approach to supporting stakeholders, in particular civil society and farmers, to help promote their active involvement in the policy dialogue

2.3. **Financial Proposal**

The Tenderer shall submit a financial proposal, which shall be completed by using the form in annex 7 and by following the instructions therein.

The full general conditions applicable to the payment of fees and per diem as well as the reimbursement of costs can be found in annex 8 (model contract).

3. EVALUATION OF TENDERS AND AWARD OF THE CONTRACT

3.1. Minimum Criteria

The Expert nominated must meet the following criteria:

N°	Criteria description
M.I.	At least eight years relevant working experience in agriculture, forestry and/or natural resource management, climate change, governance, or related field, of which at least 4 years in Cameroun or West Africa, either through permanent residence in the region or frequent travelling.
M.II.	Demonstrated knowledge of the land-use dynamics, cocoa supply chain and related sustainability challenges, in particular related to deforestation and forest degradation in Cameroon.
M.III.	Demonstrated technical understanding of forest monitoring and agricultural commodities' supply chains, in particular traceability.
M.IV.	University degree in natural resource management, forestry, agriculture, environmental science, economics, or a related and suitable field.

3.2. Award Criteria

Tenders which fulfil the minimum criteria will be evaluated using the following award criteria:

A. Technical component (maximum 75 points)		
N°	Award criteria	Max points
A.I.	Understanding of:	30
i.	The cocoa and forest challenges in Cameroon	20
ii.	The aims and context of the Facilitators' activities and responsibilities.	10
A.II.	Proposed methodology for the implementation of the tasks	45
i.	Approach to support the sustainable cocoa policy dialogue	15
ii.	Approach to engage with the cocoa supply-chain to enhance transparency and traceability	15

iii.	Approach to supporting stakeholders, in particular civil society and farmers, to help promote their active involvement in the policy dialogue	15
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The Technical component (TC) is calculated according to the following formula:

$$TC = A.I. + A.II.$$

Tenders must receive a score of more than half of the maximum Technical component to be considered qualitatively acceptable.

Tenders not considered qualitatively acceptable will not be considered further.

B. Financial component (maximum 25 points)

Tenders presenting a total financial proposal (Fo) superior to the maximum contract value of EUR max 90.000 will not be considered further.

For tenders being considered, the Financial component (F) is calculated according to the following formula:

$$F = (Fmin / Fo) \times 25$$

where

Fmin is total sum in the tender in the evaluation with the lowest total financial proposal; and

Fo is the total sum in the financial proposal being considered.

C. Most economically advantageous tender

A combined score (CS) will be calculated according to the following formula:

$$CS = TC + F$$

The Tenderer with the highest combined score (CS) for Technical component (TC) and Financial component (F) will be awarded the Contract.

Where two or more tenders have an equal combined score the contract will be awarded according to the highest score for the financial component (F).

4. VALIDATION OF LEGAL AND FINANCIAL CAPACITY

A. Validation of legal capacity

Following award of the contract, before the contract can be signed by EFI the following documentation must be provided by the Tenderer having been awarded the contract:

- i. Legal entities
 - Proof of registration or similar that the entity is established under national or international law
 - Authorisation for signatory
- ii. Natural persons
 - A copy of a valid passport for the natural person
 - Signed declaration, confirming that the natural person may exercise rights and be subject to obligations
- iii. Consortia
 - If a tender or application is submitted by a consortium, the above requirements apply for all members of the consortium.

B. Validation of financial capacity

Tenderers awarded a grant or contract, respectively, must provide the following documentation before a contract can be signed by EFI: Profit and loss account, Balance sheet, Explanatory notes that form part of the above-mentioned financial statements. The requirement to submit documentation will not apply if the Tenderer awarded the contract is:

- a public body
- a consortium where one participant is a public body
- a natural person

Documents are to be submitted in French or English or as a certified translation to French or English.

EFI can waive the requirement if the required documentation is not available and not required under statutory applicable law, in which case a self-declaration will be required.

If an application or tender is submitted by a consortium, the required documentation is to be submitted by all entities in the consortium.

Special requirements apply for the following types of entities:

- Subsidiaries: if own financial statements are not prepared, subsidiaries may provide consolidated accounts and the audit report of the parent company it belongs to if:
 - The subsidiary is exempt under national law from statutory audits;

- Only consolidated statements of the parent company the entity belongs to are available; and
 - The parent company assumes joint liability for all debts of the subsidiary
- Entities operating cash-based accounting, must provide:
 - Bank statements containing information on available cash, savings, short and long-term bank debts
 - Signed declaration on liabilities (short and long-term payables and other non-bank debts, and assets (fixed assets, short and long-term receivables)
- Newly established entities that have not yet closed accounts must provide:
 - Estimated financial data in a business plan or similar document

C. Submission of documentation

The Tenderer awarded the contract must submit the required documentation under 4A and 4B within a deadline set by EFI. If the documentation is not submitted within the deadline EFI will in a new decision reject the tender.

ANNEXES

Annex 1	Cover letter
Annex 2	Identification form
Annex 2a	Bank identification form
Annex 3	Declaration on exclusion criteria and absence conflict of interest
Annex 4	Nomination of Experts form
Annex 5	Minimum criteria declaration
Annex 6	Consortium agreement
Annex 7	Financial Proposal form
Annex 8	Model contract
Annex 9	Per Diem