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**EUROPEAN FOREST INSTITUTE**

**TENDER SPECIFICATIONS**

**PROCUREMENT REFERENCE NUMBER (13-15.2-2021 COCOA)**

**COCOA AND FOREST TECHNICAL EXPERT FOR GHANA**

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## 1. TERMS OF REFERENCE

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### 1.1. Introduction

#### **About EFI**

The European Forest Institute (EFI) is an international organisation with 29 member countries and around 120 associate and affiliate member organisations. EFI's headquarters is in Joensuu, Finland and EFI has several offices across Europe. EFI's FLEGT and REDD Unit, manages several EU-funded policy programmes aimed at supporting sustainable land-use in tropical forest countries. These include:

- The EU REDD Facility. Set up in 2011, the Facility supports partner countries and the EU in addressing drivers of tropical deforestation through improved land-use governance and sustainable supply chains approaches. Further information about the EU REDD Facility is available at [www.euredd.efi.int](http://www.euredd.efi.int).
- The EU VPA Africa and Latin America Facility. The Facility supports the implementation of the EU FLEGT Action Plan with a focus on Voluntary Partnership Agreements (VPAs). The Facility contributes to combating illegal logging and strengthening forest governance while encouraging sustainable economic development in countries that produce or process timber and export to the EU including Ghana. Further information about the EU VPA Facility is available at [www.euflegt.efi.int](http://www.euflegt.efi.int).
- 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. This initiative also prepares the implementation of future EU regulatory requirements related to commodities and products associated with deforestation and forest degradation. 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. Further information about EFI's approach to supporting transparency of supply-chains is available at [www.transparencypathway.org](http://www.transparencypathway.org)

#### **Sustainable cocoa in Ghana**

Ghana is the second highest cocoa-producing country in the world, after Côte d'Ivoire, with the sector producing about 970,000 metric tons of cocoa in 2017 (COCOBOD, 2017). Ghana's cocoa sector continues to be a fundamental contributor to the country's economy. It represented 21.5% of the nation's GDP in 2014. In Ghana, the cocoa-growing regions are in the southern tropical belt, where the majority of the nation's richest forests occur. Ghana lost over 60% of its forest cover since the 1950, with forest lost concentrated in the Southern part of the country in the past 20 years.

Over a quarter of agriculture conversion in the country stems from cocoa expansion in the area. Cocoa farming is both a direct and an indirect driver of deforestation.

In support of a sustainable cocoa sector, the European Commission facilitated a multi-stakeholder dialogue (EU Cocoa Talks) in 2020 and 2021 to discuss cocoa trade between the EU and Ghana and Côte d'Ivoire and how the EU can support the sustainability of cocoa supply chains. In parallel, a multi-stakeholder dialogue was also held in Ghana to further engage on the sustainability of cocoa production, Ghana-EU trade relations as well as concerns and potential impacts of a proposed EU legislation on deforestation-free commodity trade that would affect the cocoa sector.

Through the EU Sustainable Cocoa Initiative, Ghana will receive support to facilitate further bilateral policy dialogues with the EU, with active participation from local producers, civil society and the private sector, on an approach to ensure the sustainability of cocoa production and the Ghana-EU cocoa trade. The dialogues will complement efforts to develop a pragmatic and robust cocoa traceability and sustainability monitoring system. In addition, regional dialogues between Ghana, Côte d'Ivoire and Cameroon might be launched to explore means of promoting, defining and monitoring zero-deforestation cocoa production and to share insights about the design and potential of traceability systems and improved transparency in the cocoa sector.

### **The EU's efforts to reduce its global deforestation footprint**

As a major consumer of forest-risk commodities, the European Union has decided to take action to reduce the impact of its consumption of commodities linked to deforestation such as palm oil, soy, beef, timber, cocoa and coffee. Following the publication of the 2019 'Communication on Stepping up EU Action to Protect and Restore the World's Forests', the European Commission published on 17 November 2021 a proposal for a regulation concerning certain commodities and products associated with deforestation and forest degradation. The future legislation will likely combine due diligence requirements for cocoa operators and traders, and country benchmarking, with stricter due diligence requirements for products from countries with higher rates of deforestation. These requirements will have implications for the Ghana cocoa supply chain. Similar types of legislation are being developed by other consuming markets, such as the UK or United States.

#### **1.2. Objectives of the assignment**

This assignment is conducted in the context of EFI's support to the EU sustainable cocoa initiative in Côte d'Ivoire, Ghana and Cameroon.

The objective of this assignment is to provide in-country technical support by one Contractor to the EU-Ghana 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.

#### **1.3. Scope and Tasks**

The tasks of the Contractor will be shaped based on the needs identified by stakeholders of the EU-Ghana sustainable cocoa policy dialogue, the progress of the policy dialogue and specific requests of the EU Delegation to Ghana. Flexibility, creativity and proactiveness are required to adapt to the needs of the national process.

The Contractor will perform the following tasks:

- Follow national initiatives and processes relevant to sustainable supply chains (e.g. Cocoa and Forest Initiative, sectoral policies, ...), engage into relevant forums and working groups
- Support national actors to define and implement a common vision and roadmap towards the implementation of credible traceability system(s)/approach(es) that serves cocoa actors' needs with regard to future EU market requirements and to national objectives
- Provide technical support and advise to the EU delegation to Ghana in support to the sustainable cocoa policy dialogue and implementation of EU policies in Ghana and inform the policy dialogue on technical discussions around zero-deforestation cocoa standards and traceability.
- Collaborate with private companies and supply chain actors to support the inter-operability of public and private traceability approaches and enhance the transparency of the supply-chain.
- Support national civil society in structuring their participation to multi-stakeholder dialogues and the definition of the role of third-party independent monitoring in the context of sustainable cocoa standards and traceability.
- 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 or other funding channels, including pilot projects
- Document lessons learnt from the policy dialogue and technical support provided
- Prepare technical reports, briefs, presentations, and documentation related to technical inputs, and in-country activities to inform relevant stakeholders.

#### **1.4. Methodology**

The Contractor shall be based in Accra. The Contractor will work in close coordination with the EU Delegation to Ghana and the Sustainable cocoa programme programme manager at EFI. The Contractor will have bi-weekly calls with EFI (and the EU Delegation as needed), 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 local staff and action of the other organisations involved in the implementation of the EU Sustainable Cocoa Initiative (GIZ and FAO).

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 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-Ghana policy dialogue, flexibility is required to adapt to stakeholders' needs and proactivity is needed to identify opportunities for support.

The Contractor will also regularly share experience with EFI staff and Contractors supporting the EU-Côte d'Ivoire and EU-Cameroon policy dialogue related to sustainable cocoa through team coordination meetings..

### **1.5. Reporting**

The Contractor will provide the EU Delegation to Ghana and EFI quarterly progress reports indicating the results achieved with a list of produced deliverables and number of days worked. These reports will include the following: i) an update of the country context and policy processes and projects relevant to the cocoa and forest agenda, an update of the EU-Ghana policy dialogue on sustainable cocoa with relation to traceability and deforestation, an account of activities undertaken and meetings held; ii) the progress made in achieving policy dialogue objectives, highlighting the key issues and challenges to overcome; iii) an overview of the activities planned for the next quarter.

The Contractor will also provide:

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

All reports/deliverables are to be produced in English and final deliverables/reports will consider comments provided by EFI on the draft deliverables. Language used in reports/deliverables should be at the quality standard required for a public dissemination. Formatting of the deliverable should follow the format and template provided by EFI. Sharing of information collected and dissemination of analysis and materials produced through implementation of the contract can be done only if approved in writing by EFI. EFI might need to seek the approval from the EU Delegation.

### **1.6. Duration and Resources**

The contract will be implemented by one (1) **Cocoa and Forest Technical Expert**, with indicative start of the contract in February 2022, and with a duration of two years, up to 240 working days. The final amount of total working days will be decided by EFI on needs basis in quarterly work planning process.

The Contractor is expected to include in the financial offer resources to cover

- Up to 5 (five) field trips per year inside Ghana. On average, one mission is four (4) days.
- One (1) mission per year to Europe (Brussels, Belgium or Barcelona, Spain). On average one mission is seven (7) days.

Each mission will require EFI approval prior to the mission.

## 2. TENDER DOCUMENTATION

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### 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)
- Nominations 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 Expert to carry out the tasks in the Terms of Reference:

– **Cocoa and Forest Technical Expert**

The Technical Proposal shall include CV of the nominated Expert.

The Tenderer shall be able to certify the information contained in the CV 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>

The Tenderer can use the EuroPass CV template or its own CV template.

**2) A description** of no more than three (3) pages, **making reference to the Terms of Reference and the previous experience of the Expert** showcasing understanding of:

- I. Cocoa and forest challenges in Ghana
- II. Cocoa supply chain traceability and transparency in Ghana
- III. The opportunities and challenges offered by demand-side measures (such as the foreseen EU regulation on commodities associated with deforestation and similar measures from the United Kingdom or the USA) to improve the sustainability of the cocoa supply chain in Ghana

**3) A presentation** of no more than four (4) pages on the Tenderer's experience and methodology for the assignment – building upon the Terms of Reference and the experience of the Expert – addressing the following elements under separate headings:

- I. Support to the sustainable cocoa policy dialogue and liaise with multiple initiatives related to cocoa
- II. Engagement with the cocoa supply-chain to enhance transparency and traceability
- III. Support to stakeholders, such as civil society and sub-national governments, to engage into sustainable cocoa transparency

**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.	University degree in natural resource management, forestry, agriculture, environmental science, economics, or a related and suitable field.
M.II.	At least eight years relevant working experience in agriculture, forestry and/or natural resource management, and/or climate change, and/or governance, or related field, of which at least 4 years of cumulative experience in Ghana.
M.III.	Working knowledge of the land-use dynamics, cocoa supply chain and related sustainability challenges, in particular related to deforestation and forest degradation in Ghana.
M.IV.	Good technical understanding of agricultural commodities' supply chains, in particular cocoa traceability.
M.V.	Understanding, speaking, and writing English as demanded with respect to all tasks covered by the Terms of Reference.

**Tenders not fulfilling the minimum criteria will be rejected.**

#### 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.	<b>Understanding of:</b>	<b>35</b>
i.	Cocoa and forest challenges in Ghana	10
ii.	Cocoa supply chain traceability and transparency in Ghana	10
iii.	The opportunities and challenges offered by demand-side measures (such as the foreseen EU regulation on commodities associated with deforestation and similar measures from the United Kingdom or the USA) to improve the sustainability of the cocoa supply chain in Ghana	15
A.II.	<b>Proposed methodology for the implementation of the tasks</b>	<b>40</b>



i.	Support to the sustainable cocoa policy dialogue and liaise with multiple initiatives related to cocoa	15
ii.	Engagement with the cocoa supply-chain to enhance transparency and traceability	15
iii.	Support to stakeholders, such as civil society and sub-national governments, to engage into sustainable cocoa transparency	10

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 100.000 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).

## **ANNEXES**

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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	Nominations form
Annex 5	Minimum criteria declaration
Annex 6	Consortium agreement
Annex 7	Financial Proposal form
Annex 8	Model contract