

19 February 2024

Stichting IDH

European Tender: Development, Service and Maintenance of the IDH Environmental Footprint Tools

Information Notice

Place	Utrecht, the Netherlands
Date	19 February 2024
Reference	IDH 234462
Reference TenderNed	392544





Nr.	Reference document	Chapter/paragraph	Page	Question	Answer
1	Tender Guidelines	3.1.	7	It is stated that the Tools are neither scalable nor user-friendly. Why then is only one Tool being selected for an online version and not all?	We have selected only the Aquaculture Working Group (AWG) Tool for an online version because in the other sectors there are online tools currently being created that we believe will be scalable and user friendly. Therefore, we believe that we do not need to create them but let the market do so.
2	Tender Guidelines	3.2.1.	8	A chapter number seems to be missing in the reference. Can this be added?	We have included the missing chapter reference in the updated Tender Guidelines, published on 19 February 2024.
3	Tender Guidelines	3.2.1.	8	It is stated that the development and adjustment of each sector specific Tool will be managed by the different Program Managers per sector. Who determines the overall priorities if multiple Program Managers are involved?	IDH does: Program Managers will align internally to make sure that the total expected hours per month that the Consultant needs to invest for Plot 1 are not exceeded.
4	Tender Guidelines	3.1.	8	Plot 2: What is meant by " <i>Ensure updates of databases</i> "? How are the databases currently being updated? What data and what processes are in place for this?	The way the current service provider has developed the Tool is that they have copied and pasted the database values from Agrifootprint, Agrifootprint extended, and Ecoinvent, that are relevant in conducting the footprint in the supply chains. The database license fee is also linked to how many ingredients in the Agrifootprint tool we are using.



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This is where a big part of the errors/bugs in the AWG Tool keep on coming from. For example, the feed ingredients identified relevant for aquaculture are copied from the AFP database into rows in the EFT Input excel file in a hidden sheet – this allows the user to select that ingredient in the dropdown box in the feed sheet, and in the background, there is the emissions factor for that ingredient which is then used in the calculation. The same goes for things like diesel and country grid for electricity – if the user selects 'Norway' as country of origin, then in the hidden sheet there is a value of Co2e per Kwh for Norwegian energy from the Ecoinvent database.

This 'hidden' sheet would need to be updated when the AFP database is updated. Currently this happens on a manual basis, but we want to create an online tool so that this is less cumbersome.

For the Excel-based tools, we expect to have updates on databases once a year.

For the online tool, we need updates of feed ingredients in batches when required, about four times a year.



5	Tender Guidelines	3.3.1.	9	It is stated that the Tools should be updated to include a dashboard. Can alternative technologies be proposed for the dashboard?	We are open to that. Kindly explain this in your Proposal.
6	Tender Guidelines	3.3.1.	9	Can it be elaborated what the " <i>partially developed functionalities</i> " are and what their current status is?	The partially developed functionalities are as follows: • A language translation from English to Spanish. We anticipate that the SIFAV Tool will be fully translated in the excel sheet prior to the provider starting its consultancy in April 2024. We anticipate that this will also need to be done (by a translator having access to the Excel) in the AWG Tool. • The Excel-based tool was initially developed to provide results on the footprint of different aquaculture products, from cradle-retail, in a 'simple' LCA fashion. This included 'contribution' analysis for different supply chain stages, including feed, hatchery, farm, primary processing, secondary processing, distribution and retail. As the tool was used more widely, it became apparent that greater reporting functions were required, so work began to present the data in formats that are being required by the Aquaculture Stewardship Council, Best Aquaculture Practices, etc. – this means the data should not have to be



					reformatted on a case-by-case basis to meet these specific reporting requirements. These reporting functionalities and their requirements from Standards (ASC, BAP, SBTi/FLAG) are constantly evolving and need to be kept up to date. As of today (19 February 2024), there is limited functionality that can be used to meet upcoming ASC requirements (breaking the product footprint up by scopes 1, 2 and 3, energy emissions by category, and GHG emissions by input), however it is likely these requirements may change during ASC consultation processes, and would need to be altered in the tool.
7	Tender Guidelines	3.3.1.	10	The list of new developments does not have a fixed scope. But there are hours estimated for the development. Does this mean that IDH is open for implementing an agile/scrum-based methodology in which features are developed priority based?	The expected time expenditure is currently leading. We will make sure to state what our priorities are when managing the Consultant. At this stage, we are not sure whether we will do that according to the rules of agile and scrum; but we will make sure that we clearly communicate what we need at what time; within the hours that we allocated to the services. We might have more budget at a later stage depending on the needs of the sectors, which might result in increasing the hours of this assignment.



8	Tender Guidelines	3.3.1.	10	What licenses are currently being used for the secondary databases and which costs are involved in those licenses?	The current three databases that are being used are the following: Ecoinvent; Agrifootprint; and GFLI. We pay about 80-110 EUR per user per year for those licenses.
9	Tender Guidelines	4.	11	How many users are there for the different Tools? At which frequency are the Tools being used?	In SIFAV, currently between 15-20 partners use the tool. In SJC, 12 companies use the tool. For SSI, about 8 members use the tool. In FSI, no companies are using the tool. In AWG, 15 companies are using the tool. Companies report to IDH when they use the tool on a yearly basis, so they use it at least once a year. There are companies that use it a few times per month; there are companies that only use it once a year: it is quite diverse.
10	Tender Guidelines	4.	11	Can you give an indication of the complexity of the Excel-based Tools? In terms of: • Number of sheets. • Number of input parameters/tables. • Number of output parameters/tables/graphs/dashboards. • Number of databases and external files automatically connecting to. • Amount and type of calculations/formulas being used. • If VBA or other code is being used in the background, amount of modules and code lines.	For the SIFAV tool, there is one input sheet with 4 environmental impact indicators: carbon, water, ecotoxicity and eutrophication. Food loss and waste and soil health are additional indicators despite not having a direct effect. There is input asked per stage of the fruit and vegetables supply chain. In the output, per indicator there are dashboards on the total carbon footprint and then per stage. The user can select with the input sheet's data they would like to retrieve. In order to better answer your question, we have provided screenshots of the tools as



					an annex to the updated Tender Guidelines (Annex 11) that will hopefully provide more clarity.
11	Tender Guidelines	4.	11	What documentation is available for the Excel-based-tools: like technical design, function design, user manual?	The technical design of the tools can be accessed once the tools are handed over to the awarded Consultant. Then all formulas and linkages to databases can be accessed. There are user manuals developed for all Tools, as well as user videos.
12	Tender Guidelines	4.	11	Are the Tools similar in technical setup or completely different?	The Tools are similar in the technical setup.
13	Tender Guidelines	4.	11	Which version of Excel is used for running the Tools?	Several versions of Excel can be used to run the Tools. However, to make sure the Tools have adequate computing resources to run the calculations that take place in the Excel Tools, it is recommended that a PC newer than 2019 is used, or that meets the following minimum requirements: 8th gen I5 4 core CPU 16GB ram. If your computer has less than 16GB of ram, this may cause issues with the tool causing Excel to crash.
14	Tender Guidelines	5.	13	There is no hour estimation for Plot 2. But activities are mentioned (on page 10). Why is no hour estimate included for this plot?	We have not included the hour estimate for Plot 2 intentionally. The assignment consists of giving access to databases, which access is usually provided in the form of a license and not in terms of hours. Therefore, the hour estimation is not applicable.



15	Tender Guidelines	5.	13	There are estimates for the activities in Plot 1 and Plot 3. How are these estimates determined?	The time estimate was determined based on previous assignments for the development of the Excel tools and environmental expertise, and on our budget.
16	Tender Guidelines	9.1.	20	What is your current network of Sector Initiative members, which can be contacted during the project for the goal of coordination and co-creation?	All Sector Initiatives' members can be found on IDH's website. We convene the Sector Initiatives and decide whether the assignment needs coordination with the Partners, not the Consultant(s).
17	Tender Guidelines	9.1.	20	Does IDH have a preference of the frequency of coordination with the Consultant(s), weekly/monthly coordination with IDH members? Is it preferred to have online/at the office/hybrid contact moments?	The coordination with the Consultant will take place in the form of online meetings with IDH. Please refer to answers given on a time estimation of how often contact with IDH will take place. If coordination with Sector Initiatives' Partners is needed, IDH will coordinate that. For the online tool, we can decide to set up a test group if needed. The duration of such test group can be around a period of 6 months, with at least 1 meeting taking place every month.
18	Tender Guidelines	9.2.	21	Can a template be provided in which the applicants can submit their budgets?	We have published the updated Tender Guidelines, which now also include a budget template attached as Annex 10. We ask Applicants to use our budget template.
19	Tender Guidelines	10.5.	26	If we apply for 3 plots and are within the top two for each, do we need to give 3 presentations?	No, this is not necessary. However, IDH may decide to reserve more time for an Applicant that may present their Proposals



					for multiple plots. For more information, please refer to Chapter 10.5. of the updated Tender Guidelines.
20	Tender Scoring Template (Annex 2)	Row 1.10.	n/a	This requirement is about " <i>end-to-end platform availability</i> ". Does this also relate to the Excel-based files, and if so, how should the Applicant provide this? Or is this only applicable for the online application?	This is only applicable for the online Tool.
21	Tender Scoring Template (Annex 2)	Section 2: Access to databases	n/a	In section two the SM tool and SM tool infrastructure are mentioned. What is the SM tool, the SM tool infrastructure, the various components and how is this related to the excel tools and/or databases?	This is a mistake. We have published the updated Tender Scoring Template (Annex 2), which now includes a correct description of Plot 2.
22	Tender Scoring Template (Annex 2)	Section 2: Access to databases	n/a	This section among others includes requirements about monitoring and alerting activities like unauthorized login attempts, DDOS and unauthorized data manipulation / retrieval. But the databases mentioned for Plot 2 are online available databases. How do these requirements relate to the online available databases?	First of all, we have significantly changed annex 2 as there were multiple errors. Kindly review the updated version, published on 19 February 2024. Data security remains important though, also for an online database. We want to make sure that the company we work with, has security processes in place so that data is not manipulated.
23	Tender Scoring Template (Annex 2)	Row 2.10.	n/a	" <i>Within 4 weeks after contract signing agriculture and aquaculture data of Southern countries (non-EU) (as specified in chapter 10) must be part of the database</i> ". Is Chapter 9 of	We indeed refer to Chapter 9.1 of the Tender Guidelines. We suggest that you have a look at the updated Tender Scoring Template (Annex 2), as we have thoroughly revised it.



				the Tender Guidelines meant in this case? Chapter 10 does not specify this.	
24	IDH General Terms and Conditions (Annex 5) and Tender Guidelines	Article 3.1 of the IDH General Terms and Conditions and Chapter 11.3 of the Tender Guidelines	Page 2 of the IDH General Terms and Conditions and page 28 of the Tender Guidelines	In regard to Article 3.1 of the IDH General Terms and Conditions and Chapter 11.3 of the Tender Guidelines: this article results in unlimited liability on the Consultant's part towards IDH, which is not insurable. Consideration should be given to what is customary and insurable in the relevant industry. The following revision of the article is proposed, resulting in limitation of liability: <i>"The Consultant will be liable towards IDH for damages that are the result of a attributable shortcoming by Contracting Party. This liability will be limited to a maximum of 3x the value of the services with a maximum of EUR 1.000.000."</i> Are you willing to limit liability for damages in accordance with the proposal above?	We cannot accept such limitation of liability and we prefer keeping the clauses on liability as they are. IDH uses standard clauses for every agreement entered into with a partner. The reason for these standard templates is that IDH is bound to comply with conditions set by IDH's institutional (back) donors, which conditions IDH must also apply to agreements with third parties contracted by IDH. These conditions set by IDH's donors are therefore integrated in IDH's contracts. The use of standard clauses, including on the liability, also ensures that the same terms and conditions are applicable to all IDH projects and partners across the board, which alignment is practical as well as necessary considering the extensive portfolio of projects (co-) funded and managed by IDH.