

SELECTION GUIDELINES
FOR
NISCOPS 2 PROGRAMME
EVALUATION PARTNER
(FUNDING PERIOD 2024-2028)

15 April 2025

Stichting IDH
P.O. Box 1241, 3500 BE Utrecht

Tender: NISCOPS 2 Programme Evaluation Partner

On behalf of Stichting IDH and Stichting Solidaridad Nederland
Restricted public procurement procedure (*'Niet Openbare Procedure'*)

Selection Guidelines

Place	Utrecht, the Netherlands
Date	15 April 2025
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1. Introduction

Based on these Tender Guidelines, IDH and Solidaridad aim to select an independent party to perform the role of Programme Evaluation Partner (“**PEP**”) for the NISCOPS 2 Programme. This tender procedure is led by IDH, also on behalf of Solidaridad, yet, both IDH and Solidaridad will be the contracting authorities in the context of this tender procedure and the selected party will sign a tripartite contract with IDH and Solidaridad.

IDH and Solidaridad are implementing the second phase of the National Initiatives for Sustainable and Climate-Smart Oil Palm Smallholders Programme (hereinafter referred to as “**NISCOPS 2**”, “**NISCOPS 2 Programme**” or “**Programme**”). The Programme, which runs from 2024-2028, is funded in a 50-50 partnership by the Netherlands Ministry of Foreign Affairs (“**MFA**”) and the UK Foreign, Commonwealth and Development Office (“**FCDO**”), jointly referred to as “the Donors”.

Through this tender procedure, IDH and Solidaridad seek a long-term Programme Evaluation Partner (“**PEP**”) to assist the Programme with its evaluation needs. The core objectives of the evaluation include assessing the Programme’s effectiveness and performance and providing advisory services. This will involve offering recommendations for Programme improvement, identifying learning opportunities, and validating the assumptions outlined in the Theory of Change (“**ToC**”). The selected Consultant will be responsible for conducting both mid-term and end-term evaluations throughout the NISCOPS 2 Programme’s duration (2024-2028) and will be involved from 2025 until early 2029.

This tender is subject to the rules of the Dutch Procurement Law 2012, specifically the restricted procedure (“*niet openbare procedure*”). The award of the Assignment will take place after a tender process that consists of two phases: the (i) Selection Phase and the (ii) Tender Phase. These Selection Guidelines do not cover the entire tender procedure, but they cover the period from the publication of the Selection Guidelines on TenderNed to the invitation of the selected Interested Parties (as defined below) to the tender. For the next phase of this tender procedure (the Tender Phase), Tender Guidelines will be provided.

IDH and Solidaridad reserve the right to update, change, correct, extend, postpone, withdraw, or suspend these Selection Guidelines or any subsequent document related to this tender procedure, the time schedule, or any decision regarding the selection or Assignment award. Additionally, IDH and Solidaridad reserve the right to make any decision subject to conditions which may follow from, amongst others: a complaint of a third party, a ruling by the ‘*Autoriteit Consument en Markt*’, an advice from the ‘*Commissie van Aanbestedingsexperts*’, a notice or decision by the European Commission, a court judgement, or an instruction by the European Investment Bank (EIB). Also, the decision(s) can be a consequence of any other matter which may influence the feasibility of the Programme in a negative manner, financially or otherwise.

IDH and Solidaridad reserve the right to exclude an Interested Party from this tender procedure in the event of a possible and/or suspected risk of distorted competition and/or in the event the level playing field between Interested Parties may be compromised. IDH and Solidaridad reserve the right to suspend or annul this tender procedure at any moment in time. (Potential) Interested Parties cannot claim compensation from IDH and/or Solidaridad, any affiliated persons or entities, in any way, in case any of the afore-mentioned situations occur.

By submitting a Request to Participate (as defined below), the Interested Party accepts all terms and reservations made in these Selection Guidelines, including its annexes and subsequent information and documentation in this tender procedure.

2. Definitions

Applicant	An Interested Party which will be selected during the Selection Phase of this tender procedure and invited to submit a proposal during the Tender Phase.
Assignment	The assignment as described in Chapter 3 of these Selection Guidelines, being the object of this tender procedure.
Consultant	The Applicant who has been awarded the Assignment by IDH and Solidaridad at the end of this tender procedure, based on the most economically advantageous offer.
ESPD-form	The European Single Procurement Document (ESPD) form (in Dutch: <i>Uniform Europees Aanbestedingsformulier (UEA) formulier</i>) – is the European standard form that is used for tender procedures. The ESPD-form is a declaration by the Applicant about its financial condition, ability, and suitability for the purpose of this tender procedure.
Grounds for Exclusion	As described in, inter alia, Chapter 6.2 of these Selection Guidelines.
Framework Agreement	The tripartite framework agreement to be signed with IDH and Solidaridad upon awarding of the Assignment. Under this Framework Agreement, an annual workplan and budget will be agreed by IDH, Solidaridad and the Consultant.
IDH	Stichting IDH, the contracting authority jointly with Solidaridad
Interested Party	Any company that has requested to participate in this tender procedure by submitting questions and/or a Request to Participate in response to and in accordance with these Selection Guidelines.
NISCOPS	National Initiatives for Sustainable and Climate-Smart Oil Palm Smallholders Programme
PEP	Programme Evaluation Partner - the role of the Consultant in the context of the Assignment.
Request to Participate	Request to Participate submitted by the Interested Party to IDH in response to these Selection Guidelines.
Selection Phase	The first phase of this tender procedure, which aims to shortlist a maximum of five Interested Parties that will be invited to participate in the next phase of this tender procedure, the Tender Phase.
Solidaridad	Stichting Solidaridad Nederland, the contracting authority jointly with IDH
Suitability Requirements	As described in Chapter 6.2. and 6.3. of these Selection Guidelines.
Tender Guidelines	The document that will be published at the start of the Tender Phase and will support the selection of the Consultant.
Tender Phase	The second and last phase of this tender procedure, which aims to award the Assignment to the selected Consultant.

3. Assignment information

3.1. Background

About IDH and Solidaridad

IDH is a global organisation (headquartered in the Netherlands, with local presence in 16 countries worldwide) that brings together public and private stakeholders to make agricultural markets more sustainable and more inclusive. Therefore, IDH seeks to transform markets through collaborative innovation, convening and investment in inclusive and sustainable solutions that enable businesses to create value for people and the planet. To achieve this, IDH brings together coalitions of committed stakeholders from across global value chains towards joint visions and programme agendas for sustainable trade.

Solidaridad Network is an international civil society network organisation with over 50 years of experience in developing solutions to make communities more resilient — from its early roots supporting repressed communities in Latin America to its current work fostering more sustainable supply chains. The organisation's vision is an economy that works for all: a world in which all we produce and all we consume can sustain us while respecting the planet, each other, and the next generations. The mission is to enable farmers and workers to earn a living income, shape their own future, and produce in balance with nature by working throughout the whole supply chain to make sustainability the norm. In this tender procedure, Solidaridad Network is represented by Solidaridad Nederland.

About the NISCOPS Programme

NISCOPS represents a long-term engagement between key palm oil producers and consumer countries and complements market-driven, supply-chain initiatives in palm oil producing countries. It was designed to facilitate joint action by governments, the private sector, and civil society in realising the vision that landscapes where oil palms are grown are managed sustainably and smallholder farmers (SHFs) measurably benefit from their inclusion in palm oil markets. The first phase of the Programme (2019-2023) was operating in partnership with the governments of Indonesia, Malaysia, Ghana, Nigeria, and the Netherlands.

The second (current) phase of the Programme focuses on scaling up the impact of NISCOPS in Indonesia, Malaysia, Nigeria, and Ghana while also expanding the reach of the Programme to Colombia. Phase 2 of the Programme additionally aims to scale its market engagement in Asia, and Europe, which comprise majority markets for the production and consumption of palm oil. NISCOPS 2 operates thus in a highly complex context at the local, national, and international levels.

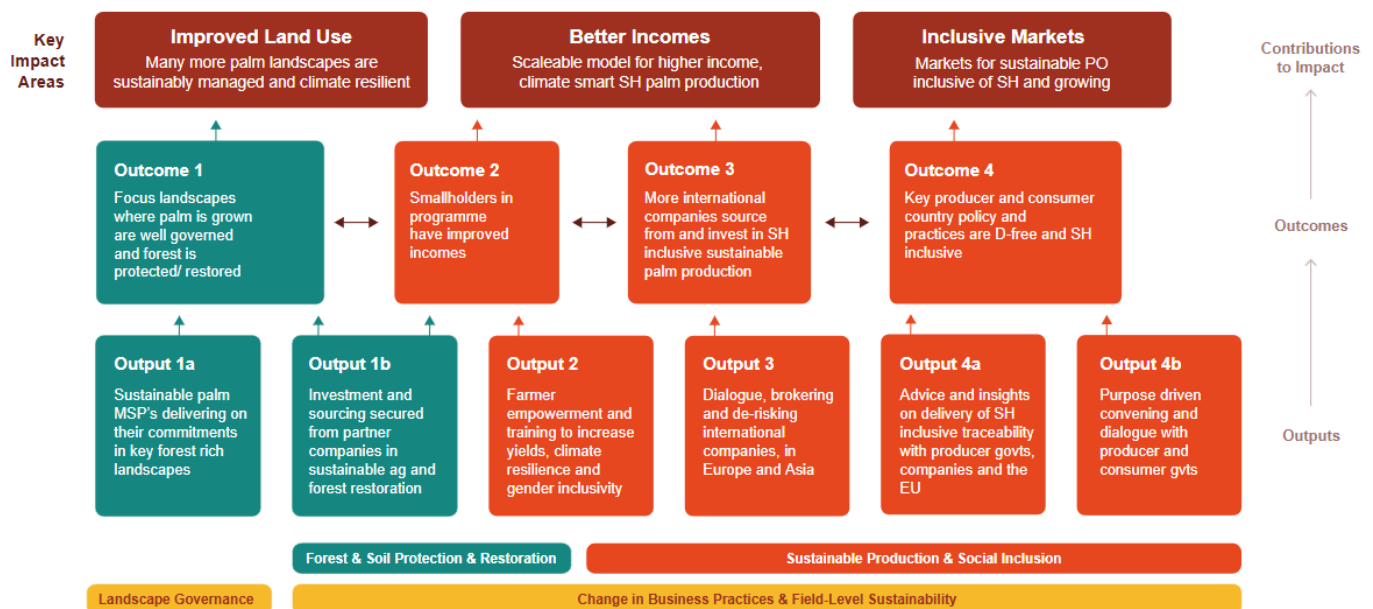
By design, the NISCOPS 2 Programme is funded by two separate grants from the Dutch Ministry of Foreign Affairs (MFA) and two separate grants from the UK Foreign, Commonwealth & Development Office (FCDO): one from each Donor to IDH and one from each Donor to Solidaridad. These grants govern the financial support and related responsibilities and objectives of IDH and Solidaridad, respectively, towards the MFA and FCDO. Both organisations work towards commonly agreed key performance goals based on their own (complementary) methodologies and approaches. IDH, Solidaridad and the Donors come together in the Donor Steering Group (DSG) to agree on joint strategy and Programme coordination.

NISCOPS 2 Theory of Change

NISCOPS Programme three fundamental impact statements (Improved land use; Better incomes; Inclusive markets) are aimed at long-lasting, positive effects for smallholder farmers in the target

countries, while also contributing to improved climate resilience, climate change mitigation, and environmental protection.

NISCOPS addresses challenges in the landscapes and the value chain by working ‘up’ from field implementation and learning and ‘down’ from policy and market drivers to create a positive feedback loop between production practice and policy implementation. Activities at field, market, and policy levels are designed to contribute to outcomes that scale up the positive social and environmental impact of our work on the palm oil sector and for eventual exit when the market and regulatory drivers of zero deforestation, better incomes, and inclusive markets are secured. Whether it is through the promotion of regenerative agricultural practices, enabling more equitable access to markets, or by supporting the market to achieve traceability compliance, we work holistically to overcome the challenges of SHFs, the wider market, and international policies. See the Table below for the NISCOPS 2 Theory of Change overview:



About NISCOPS 2 Programme monitoring

The results of NISCOPS 2 for both implementing organisations (IDH and Solidaridad) will be monitored with a limited set of KPIs that are specific to each palm oil producing country as well as by sets of indicators that are specific to IDH and to Solidaridad.

For the country-specific NISCOPS 2 KPIs, external critical assessment is essential to ensure robustness and acceptability of results at the national level (e.g. towards Nationally Determined Contributions) and at the level of long-term institutional climate financiers. In all five producing countries, the definitions of these KPIs and the methodologies to measure them, will be developed in cooperation with a National Research Partner (“NRP”). These NRPs will also be involved in the assessment of midline and endline results on these KPIs. The proposed indicators, definitions and the baseline reports developed with these NRPs will be peer-reviewed by one Scientific Assurance Partner (“SAP”). The outputs of the work with the NRPs will be an important source of information for the selected Consultant.

Baseline information for the indicators as well as of the conditions and issues present at the start of the Programme can be made available to the selected Consultant.

3.2. The Assignment

Through this tender procedure, IDH and Solidaridad aim to select an independent party for the Assignment as described herein, to fulfill the role of Programme Evaluation Partner (PEP) for the NISCOPS 2 Programme (funding period: 2024-2028), which includes the mid-term and end-term evaluations of the NISCOPS 2 Programme.

3.2.1. Purpose, objective and audience of the Assignment

Purpose and objectives

The objectives of the Assignment are: (1) to ensure that planned and unplanned results (impacts, outcomes, outputs) are independently documented; (2) to ensure that there is an independent assessment of how and to what extent the interventions in the NISCOPS 2 programme are contributing to and are achieving the intended Programme objectives; and (3) to learn from this assessment.

Through this Assignment, IDH and Solidaridad aim to:

- A. receive independent, actionable advice on how the implementation of the Programme can continuously be improved to achieve its objectives in a better way;
- B. obtain well-documented lessons learned for future safeguarding of the results as well as for other programmes at IDH/Solidaridad and (groups of) organisations that aim to replicate the approaches in new contexts;
- C. be guided in the joint interaction in this process to enable more joint learning from evaluation results;
- D. better understand how the stakeholder engagement processes and the emerging project partnerships contribute to positive systemic changes leading to the long-term envisioned impact.

The NISCOPS Programme coordination team has the ambition to work with a long-term partner to realize these objectives. Next to the value that external evaluations bring in terms of accountability, we also need this long-term partner to facilitate learning from the evaluations between the two implementing organisations as well as with stakeholders involved in the Programme and other interested parties.

The Assignment will be a long-term engagement for the duration of the Programme, which will include three main Tracks:

1. **Independent external review** of the Programme in line with the OECD-DAC evaluation criteria and the IOB Quality Criteria for Evaluations. Foreseen are a Mid-Term Review (MTR) and an End Term Review (ETR). Both the MTR and ETR will need to capture results at all the levels of the ToC as well as on emerging cross-cutting topics that are relevant for the ToC or that can improve the management of the Programme. The MTR will need to focus mainly on learning (in order to improve within the Programme as well as to provide information and insights to inform future strategic choices) and also try to capture the output-level and short-term outcome-level achievement, whereas the ETR will assess the contributions of the Programme to observed impacts and achievements with a greater focus mainly on accountability and additionality;
2. Ongoing, needs-based **advice aimed at continuous improvement** on emerging topics, either identified jointly by IDH and Solidaridad, or by the ERG, or by the Consultant itself.
3. **Co-design and co-organisation of joint learning activities** in order to facilitate cross-learning between Solidaridad, IDH, and the Donors, as well as with other Programme stakeholders, based on the (sub) outcomes of the MTR, ETR, and the ongoing advice.

Note: The specific timelines for work and deliverables are subject to agreement with IDH and Solidaridad on an annual basis - more details on these three elements are in Chapter 3.2.5. on Expected Deliverables.

Audience

The Audience of this assignment includes people that will take part in evaluation and learning processes and those that will read the draft and final deliverables. IDH and Solidaridad distinguish between internal and external audiences.

- The key external stakeholders are both Donors of the NISCOPS 2 Programme as well as the partners in the government entities we work with in each country. In addition, implementing partners of the Donors (other NGOs and CSOs) that could benefit from lessons learned in the NISCOPS 2 Programme should also be considered as part of the external audience, in particular those funded under the UK - IFSLU2 programme.
- The key internal audience consists of: (1) Management and staff of IDH or Solidaridad involved in the implementation of the NISCOPS 2 Programme; (2) Staff of Solidaridad and IDH working on other programmes that could learn from the NISCOPS 2 Programme.

3.2.2. Place of work

The Consultant is expected to carry out the Assignment in close collaboration with the IDH and Solidaridad teams based in Utrecht, the Netherlands. This may include joint working sessions either at the IDH, or Solidaridad offices in Utrecht or another location in the Netherlands, if preferable by IDH, Solidaridad and the Consultant.

Furthermore, as outlined in Chapters 6.3 and 6.4, it is of key importance that the Consultant maintains a local presence in the regions where the NISCOPS 2 Programme is implemented. This requirement is put in place to mitigate potential logistical challenges and to facilitate the mobilisation process, given that the methodological approach encompasses field visits and data collection. Consultant's local presence not only provides advantages in terms of language and logistical support but also enhances the evaluators' understanding of the local context, thereby ensuring more accurate data interpretation and fostering meaningful engagement with local stakeholders.

Please note: It is possible for the Interested Party to subcontract a third party for a part of the assignment - especially where it pertains to local presence in the NISCOPS implementing countries. The Interested Party will however be the sole contractor of IDH and Solidaridad, and will remain fully responsible for the entire Assignment.

3.2.3. Scope of Assignment

The Assignment shall encompass the entire NISCOPS 2 Programme (2024-2028) as implemented by Solidaridad, IDH, and their partners and does not exceed the boundaries of this Programme. The Theory of Change of the entire Programme is in the scope of the Assignment, including all of the Programme activities globally. This includes the work in the Palm Oil producing countries: Colombia, Ghana, Nigeria, Indonesia, Malaysia, as well as the work in and related to the major markets in Europe, India and Asia as well as the global coordination of the Programme itself.

The exact geographical scope of evaluation for case studies will depend on the final selection of those case studies, to be confirmed by IDH and Solidaridad with the selected Consultant in the inception phase of the Assignment.

Decisions on which thematic areas will need to receive more and less attention in the evaluation will also be made in the inception phase, guided by the advice from the External Reference Group.

3.2.4. Description of methodological requirements

The proposed methodology shall be developed by the Consultant in phase 2 of this Tender procedure, It is expected that the Consultant will develop and propose a suitable methodology to deliver valid answers to the evaluation research questions.

Evaluation Research questions:

The main evaluation question we want to have answered as a result of this Assignment is:

- **How and to what extent are the interventions that are implemented in the NISCOPS 2 Programme effective in realizing the vision that landscapes where palm oil is grown are managed sustainably and that smallholders measurably benefit from their inclusion in oil palm markets?**

The most important sub-question that will guide continuous improvement is:

- **How can the NISCOPS 2 Programme be improved to achieve its objectives in a better way?**

In the second phase of this tender procedure (Tender Phase), the Interested Party will be requested to provide more detailed sub-questions in their proposal and, once selected, in the MTR and ETR inception reports to address the OECD-DAC and IOB evaluation criteria. Examples of currently relevant sub-questions are included in Annex 5 - Reference Evaluation Questions. Different sub-questions can be more or less relevant to the interventions per country/region and per landscape.

Given the strong focus on learning during the MTR, it is important to not only mention where there are challenges and where improvements are needed, but also to identify where it goes well and why as to be able to learn and replicate efforts.

Guiding Principles:

The principles that will be guiding Solidaridad, IDH and the Consultant over the course of the Assignment, in particular with regards to the evaluation component, are:

- **Utility:** The evaluation serves the practical needs of the intended usage and users.
- **Accuracy:** the evaluation reveals accurate information that is founded with evidence or supportive argumentation and triangulation, with clear reference to sources or analysis.
- **Feasibility:** The evaluation is planned and carried out realistically and in a cost effective way; risks for delay and how to minimize them are identified.
- **Propriety:** The evaluation is carried out legally, ethically, and with due regard to the welfare of those involved in the reviews as well as those affected by the results. This includes the protection of the rights and confidentiality of personal information of persons interviewed. The proposed methodology requires full compliance with the GDPR. Due to data protection requirements, (privacy) data required in the research should not be traceable to individuals. This can either be done through full anonymization or aggregation of data. If it is required for identifiable information to be made public due to the nature of the research, informed written consent is required, and the rights of data subjects under GDPR are respected and observed.
- **Independence:** The evaluation must be conducted independently: the Consultant is required to remain objective and impartial throughout the process, ensuring that the approach taken and findings reported are objective, unbiased, and based on the evaluation criteria and evidence gathered. Without regards for the vested interest of IDH, Solidaridad or the Donors in the ultimate outcomes of the evaluation. During the ETR this will also require critical reflection upon the Consultants own prior advice. How the Consultant will ensure independence during the MTR and ETR will have to be made clear in their proposal

3.2.5. Expected Deliverables

In their Proposal in the Tender Phase, the Interested Parties shall split their deliverables along the three distinct tracks below. An indication of the expected process under each track is given below. The exact deliverables will be agreed upon in an annual work plan each year. The Interested Party are invited to define a more precise process that can contain different or additional deliverables. All deliverables will be in English unless otherwise agreed by IDH and Solidaridad.

Track 1: External Reviews (MTR and ETR)

Expected deliverables:

- A. **MTR and ETR Evaluation Inception Reports**, which will form the basis for the ultimate agreement between parties for how the MTR and ETR will be conducted. Each Evaluation Inception report shall include:
- B. **Reflection Workshops** (or other means) of documenting, presenting and verifying findings from (case study) research. This should facilitate exchange with country teams and inform recommendations. The Interested Party is invited to propose an appropriate participatory form for this, in a way that ensures initial findings are validated with the Programme team.
- C. **Draft MTR and ETR Reports** (in English, maximum 50 pages, excluding Annexes) that document the answers to the evaluation questions, the progress made as well as the learning that has taken place, including an overview of how the recommendations will be addressed. The MTR report will include recommendations for the remaining period of the Programme.
- D. **Presentations** sharing the main outcomes of the MTR and ETR to a selected audience (such as Donors, project partners, and other stakeholders). This deliverable includes the presentations itself (PowerPoint document) as well as hosting a presentation session on the MTR and on the ETR. The presentation should include a visually attractive summary (for instance infographic, or video) on the findings of the evaluation. Which can be used for communication purposes – both internally and externally.
- E. **Final MTR and ETR Reports** (in English, maximum 50 pages, excluding Annexes) where feedback from Solidaridad, IDH and the ERG has been processed. This includes an executive summary of two pages.
- F. **Digital folder** containing all data, methodologies, data analysis scripts and tools for possible future use.

Track 2: Continuous Improvement Advice

Expected deliverables/activities:

- A. As often as needed, provide advice that assists the Programme in improving its performance.
- B. Where needed, join in Programme management-related meetings as observers or to help reflection processes on emerging issues;
- C. At least once per year: reflect on Consultant's own performance with IDH and Solidaridad.

Track 3: Enabling Learning

Expected deliverables/activities:

- A. At least twice per year, a global feedback or learning session related to emerging topics;
- B. At least once per year, co-organise a meeting to reflect on the Programme's ToC and potential areas of improvement for how the Programme is managed, based on observations from the Consultant;
- C. About the outcomes of the MTR and ETR, co-organise a joint learning session that includes Solidaridad, IDH, the Donor Steering Group, and external stakeholders.

Overall Coordination

To align the three tracks, we also expect on a higher level the following overall deliverables:

- A. **Kick-off Workshop** with the Programme team and the ERG to reach a consensus on the detailed plans and approaches for each of the three tracks;
- B. **PEP detailed multi-year plan** which describes the timelines for the entire duration of the Assignment in more detail (including feedback on the proposal and inputs from the kickoff workshop). This plan will clearly describe when the more detailed inception reports for the MTR and ETR will be developed and finalized. It also includes an overview of the amount of

time/resources allocated to each of the three tracks. Alignment and joint planning with the local teams of IDH and Solidaridad in each country is a key element of the multi-year plan.

- C. **Annual work plans** detailing the activities planned and budget required for each upcoming year, as well as the budgets required in subsequent years. The Annual work plan has to be agreed annually in advance of the planned year between IDH, Solidaridad and Consultant before 1 November. Alignment and joint planning with the local teams of IDH and Solidaridad in each country is a key element of the annual work plans.

3.2.6 Governance of the Assignment

All deliverables produced by selected Consultant during the Assignment will be assessed on quality and on the extent to which they serve the intended objectives of the Assignment. This Assessment will be done by internal stakeholders in IDH and Solidaridad as well as by an External Reference Group (ERG). Based on the advice of the internal stakeholders and the ERG, the primary contact persons will provide feedback to the Consultant and will decide whether to accept or reject deliverables.

Given the multi-organisational and multi-layer nature of the NISCOPS Programme, this Assignment will be managed as follows:

- A. All communication about the Assignment from the Consultant will be shared with both IDH and Solidaridad unless otherwise agreed. IDH and Solidaridad will jointly ensure alignment in their contacts with the Consultant.
- B. The primary contact points for the Consultant for this Assignment, one from IDH and Solidaridad, will be listed in the Agreement.
- C. For the MTR, the primary person responsible for communication and meeting timelines agreed with the consultant is the contact person of Solidaridad. This person is responsible for the evaluation process and organizes alignment in the feedback on all of the deliverables that the Consultant develops.
- D. For the ETR, the primary person responsible for communication and meeting timelines agreed with the consultant is the contact person of IDH; This person is responsible for the evaluation process and organises alignment in the feedback on all of the deliverables that the Consultant develops.
- E. In the case that the primary contact persons change, the Consultant will be informed as soon as possible.

4. Description of Selection Procedure

This tender is subject to the rules of the Dutch Procurement Law 2012, specifically the restricted procedure (*'niet openbare procedure'*). The award of the Assignment will take place after a tender process that consists of two phases:

1. the Selection Phase and;
2. the Tender Phase.

In this Chapter, the Selection Phase will be described. More details on the Tender Phase will be provided with the publication of the Tender Guidelines.

4.1. Motivation under Dutch Procurement Act 2012

4.1.1. Choice for a Framework Agreement with one consultant

The selected Consultant will be contracted by IDH and Solidaridad via a Framework Agreement and annual assignment agreements, following the template to be provided in the Tender Phase.

Motivation for the choice for a Framework Agreement with one consultant

IDH and Solidaridad consider the Framework Agreement to be one indivisible contract and have therefore decided to procure it as such. The decision to not divide this single contract into two (or more) partial contracts, or lots, was based on the following aspects:

- a. IDH and Solidaridad have the experience from NISCOPS 1 evaluation that having a uniform approach is key; the mid-term and end-term programme evaluations are highly interrelated, with the mid-term evaluation providing essential insights that the end-term evaluation relies on, ensuring a cohesive and continuous assessment process;
- b. IDH and Solidaridad have the experience that onboarding a new partner for drafting an evaluation is a time-consuming process; doing this twice subsequently offers too great a time burden for both the Consultant as well as IDH and Solidaridad staff;
- c. Further, cost-efficiency is expected since the selected Consultant will be able to use the experience of the mid-term evaluation for the end-evaluation;
- d. IDH and Solidaridad have a strong preference for one strategic partner that follows up with them during the whole period as well as having a partner that in drafting the end-term evaluation is aware of the background of strategic choices as made at the mid-term evaluation and enhances quality of understanding of the evaluation experts throughout a multi-year partnership and implementation process;
- e. Combining the evaluations into a single contract has minimal effect on the number of market parties of different business sizes that can compete. Any market party capable of performing one evaluation is likely capable of performing both, given the interrelated nature of the tasks. Additionally, for IDH and Solidaridad, a single contract is preferable due to staff experience and reduced risk. This approach allows for more efficient management, utilizes staff expertise effectively, and reduces the risk of inconsistencies between evaluations, ensuring a thorough and dependable assessment.

Please note: It is possible for the Interested Party to subcontract a third party for a part of the assignment - especially where it pertains to local presence in the NISCOPS implementing countries. The Interested Party will however be the sole contractor of IDH and Solidaridad, and will remain fully responsible for the entire Assignment.

4.1.2. Duration of the Framework Agreement

The Assignment is envisioned to start in September 2025 and end in the first half of 2029. Further details on timing and estimated time allocation for each activity of the Consultant will have to be agreed in a detailed multi-year plan that the Consultant will develop with IDH and Solidaridad in the first 2 months of the Assignment.

Interested Parties will be invited in the Tender phase to develop a more detailed timeline based on the information in the Tender Guidelines. The below timeline is indicative, there are, however, **fixed deadlines (underlined)** that will have to be met:

- Start of assignment: no later than September 2025
- Kickoff workshop: September 2025
- **PEP detailed multi-year plan: 1 November 2025**
- **Annual work plan each year before 1 November of the prior year**
- Inception report for MTR (1 April 2026)
- **MTR final report: no later than 1 May 2027**
- Inception report for ETR (1 April 2028)
- **ETR final report: no later than 1 May 2029**

4.1.3. Estimate of the total value of the Framework Agreement

The maximum budget for the total Assignment is **€340,000 (inclusive of all taxes and additional costs)**.

During the Tender Phase, the shortlisted Interested Parties will be invited to submit a detailed budget for the Assignment. More information will be shared with the publication of the Tender Guidelines.

In accordance with Chapter 1 and 10 of the Selection Guidelines, IDH and Solidaridad jointly reserve the right to update and/or change the estimate at its sole discretion, if deemed necessary.

4.2. Tender procedure schedule

The schedule below indicates the timelines for this tender procedure:

(i) **Selection Phase**

This tendering procedure starts with the Selection Phase. In this phase, the Interested Parties can qualify for participation in the Tender Phase. The selection of the shortlisted Interested Parties will be based on an assessment of Ground for Exclusion and Suitability Requirements. During this Selection Phase, a maximum of five (5) Interested Parties will be shortlisted and will be invited to participate in the Tender Phase. If more than five Interested Parties qualify for an invitation to participate in the Tender Phase based on the Grounds for Exclusion and Suitability Requirements, a further selection will be made to determine which five Interested Parties will be invited to tender.

Stages		Timelines
1	Publication of Selection Guidelines on TenderNed published	15 April 2025
2	Closing date questions on Selection Guidelines *	28 April 2025 13.30h CEST
3	Publication of information notice	2 May 2025
4	Deadline for submission of Requests to Participate (incl. attachments)*	16 May 2025 13.30h CEST
5	Provisional selection of shortlisted Interested Parties that will be invited to participate in the Tender Phase	23 May 2025
6	Selection of shortlisted Interested Parties that will be invited to participate in the Tender Phase	30 May 2025

** The dates specified above at 2 and 4 shall be construed as **deadlines**. **Questions that are not submitted before the respective deadline will not be considered** unless this is in the interest of this tender procedure and at the sole discretion of IDH and Solidaridad. **Requests to Participate submitted after the respective deadline will be returned and will not be considered in this tender procedure.***

(ii) Tender Phase

Stages		Timelines
7	Publication of Tender Guidelines on TenderNed	30 May 2025
8	Closing date questions on Tender Guidelines	16 June 2025 13.30h CEST
9	Publication of information notice	20 June 2025
10	Deadline for submission of proposals	7 July 2025 13.30h CEST
11	Presentations of the Interested Parties	14-17 July 2025
12	Provisional award of the Assignment	25 July 2025
13	Award of the Assignment	25 August 2025
14	Expected start of Assignment	September 2025

Please note the following:

During the Tender Phase, the Interested Parties will be asked to submit a proposal with a specific approach and budget that addresses all parts of the Assignment. More information will be shared in the Tender Guidelines.

More information on the schedule of the Tender Phase specifically will be shared in the Tender Guidelines. IDH and Solidaridad reserve the right to update the schedule in the Tender Guidelines, if deemed necessary.

4.3. Questions

Questions regarding the Assignment or these Selection Guidelines must be submitted by **28 April 2025 13.30h CEST**, via TenderNed with the express mention: “Questions Selection Phase tender NISCOPS 2 Programme Evaluation Partner”.

Questions must be submitted in the English language and using the Model Question Form, attached to these Selection Guidelines as Annex 4.

The submitted questions will be grouped, anonymized, and combined in an information notice. This notice will be published on TenderNed in accordance with the schedule below.

Please note the following:

- Questions that are deemed confidential by the Interested Party must be clearly indicated as such in the Model Question Form. If IDH agrees that a question is indeed confidential, the question will be answered separately. However, if the answer to the question could result in an advantage of the Interested Party, the question will be aggregated and published in the general information notice. IDH will notify the Interested Party beforehand and will give the Interested Party the option to withdraw the question.
- The responsibility for the timely and accurate submission of the questions lies with the Interested Party. When IDH indicates that questions have not been received by IDH before the indicated deadline, the Interested Party must demonstrate that the questions were sent in a timely manner.
- IDH will publish the information notice on TenderNed (reference number: **TN 518805**) on **2 May 2025**.
- Any inaccuracies, omissions, discrepancies, or objections to the content of any of the documents related to the Selection Phase, including appendices must be submitted in this round of questions. In case the above are not addressed before the deadline of the question round, this will result in a forfeit of the Interest Party's right to invoke these matters before or after the selection of the Interested Parties who will be invited to the Tender Phase.

4.4. Requests to Participate

The Request to Participate must be submitted via the TenderNed Platform **before and no later than 16 May 2025, 13.30h CEST**.

The Request to Participate should be drafted and submitted in accordance with all requirements of these Selection Guidelines. Please see Chapter 5 for an overview of all documents that must be submitted with the Request to Participate.

After the deadline for a Request to Participate has passed, the Assessment Committee will assess the Requests to Participate. The Requests to Participate will first be tested for completeness:

- The absence of the documents referred to in Chapter 5 of these Selection Guidelines lead to exclusion from further participation in this tender procedure. This is also the case when one or more Grounds for Exclusion apply to an Interested Party.

IDH and Solidaridad will reject the Request to Participate if any illegal or corrupt practices have taken place in connection with the award or the tender procedure. For more information see Chapter 6 below.

4.5. Tender conditions

The following terms and conditions apply:

- The Request to Participate deadline is a firm date. **Requests to Participate that are not received before 16 May 2025, 13.30h CEST will not be considered.** Interested Parties are solely responsible for the timely and correct delivery of the Request to Participate.
- If the Interested Party is of the opinion that the Selection Guidelines, or any of its annexes contain omissions, errors, contradictions or is otherwise flawed in any way, the Interested Party must report this in writing in accordance with Chapter 4.3 of these Tender Guidelines. Failing to do so will result in a forfeit of the Interested Party's right to invoke these matters after the selection of the shortlisted Interested Parties.
- By submitting a Request to Participate, Interested Parties declare to unconditionally agree to the content and the procedures mentioned in these Selection Guidelines and any other terms and conditions that are applicable to this tender procedure.
- The submitted Request to Participate is regarded as an irrevocable offer.
- By taking note of the Request to Participate and the particulars included therein, IDH and/or Solidaridad assume no responsibility or liability for any (price) particulars, or errors, included therein.
- Requests to Participate that contain reservations are not permitted and will lead to exclusion from further participation in the tender procedure.
- Every Interested Party can only submit one (1) Request to Participate. The Interested Party that submits more than one (1) Request to Participate will be excluded from this tender procedure.

5. Documents to be submitted

All documents referred to in this Chapter must be submitted. **The absence or incompleteness of any of the documents referred to in this Chapter can lead to exclusion from further participation in this tender procedure.**

The following documents and information must be submitted by the Interested Party, handled in the indicated sequence and numbering. Only complete Requests to Participate that include and address all elements will be considered:

1. Expression of interest (8 pages max) with the following details:

- A) *Consultant background and profile*: Presentation of the company, date of incorporation of the consulting company, specialization(s) and fields of expertise, services, country(ies) of operation(s), and suitability for the assignment.
- B) *High level technical approach*: Summary of the approach for the Assignment. The purpose of this subsection is for IDH and Solidaridad to get a clearer understanding of the way of working and writing of the Interested Party and to get a general overview of how the Interested Party intends to approach and execute the Assignment.
- C) *Team composition*: Clear description of the project team, relevant experience of team members, 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: i) their experience in results-based management, in conducting evaluations or any other research activities, ii) their technical and language skills, iii) their role in the evaluation team, the main tasks they will execute and the time they are expected to be involved.

- D) *Track record*: please include track record, following the table below (whose fields may be customized at the discretion of the Interested Party) and fill it in with information on relevant work completed which is of similar nature to the scope of the work requested in these Selection Guidelines:

Name of the consultancy	Client Date (from/to)	Value of the contract	Type of consultancy (ex. Baseline / midline / endline)	Summary of activities, tasks	Contact details of client representative

2. **Request to Participate form** (attached hereto as Annex 1).
3. **Completed and signed ESPD-form** (attached hereto as Annex 2), as further described in Chapter 5.1 of the Selection Guidelines.
4. **Model Reference Declaration** (attached hereto as Annex 3), which must include a maximum of 3 client references.
5. **Copy of most recent (audited) financial accounts**.
6. **An extract of the entry in the local Chamber of Commerce** or comparable register in the country of establishment, as further described in Chapter 5.3 of the Selection Guidelines.

The forms included in Annexes 1 and 2 must be fully completed and legally signed. Incomplete and/or incorrect completion of these forms and/or not legally signing them **will lead to exclusion from further participation in the tender procedure**.

Documents to be submitted upon request

IDH and Solidaridad may at any time request the Interested Party to provide additional documents regarding the information submitted with the ESPD-form. Interested Party must be able to provide the requested documents within seven (7) calendar days upon first request by IDH via TenderNed.

IDH and Solidaridad will in any case request the Interested Party(s) whom it intends to select for the Tender Phase – as well as any third parties on whose capacity the Interested Party have relied – to submit the supporting documents in accordance with Article 2.89 of the Public Procurement Act 2012. These supporting documents are as follows:

- 'certificate of good conduct for tendering' (or '*Gedragsverklaring aanbesteden*'), as referred to in Article 2.89 Paragraph 2 Dutch Procurement Law, issued by the Minister of Justice or a comparable document from the country of establishment issued by a judicial or authorized government body regarding the grounds for exclusion as referred to in Article 2.86 Dutch Procurement Law, as described in Chapter 6.3 of these Selection Guidelines, which at the time of submission is not older than 2 years.

IDH therefore advises you to check before subscribing whether you can provide the required supporting documents to IDH within seven (7) calendar days and, if necessary, to take timely steps to obtain the required supporting documents.

5.1. ESPD-form in accordance with the template on TenderNed

The ESPD-form (Annex 2) can be made by the ESPD-tool in TenderNed. The outcome is a PDF file of the ESPD-form which must be submitted. The ESPD-form must be completed and signed by a legally authorized representative. The ESPD-form is a uniform statement, in accordance with the Dutch Procurement Law.

The absence of the signed and completed ESPD-form will lead to the exclusion from further participation in this tender procedure. If the Interested Party intends to subcontract part of the Assignment to a third party, the Interested Party must submit such third party's own signed and completed ESPD-form. The absence of even only one of the ESPD-forms of the subcontracted third party may lead to the exclusion from further participation in this tender procedure.

5.2. References

The Interested Party must provide client references (including name of the client and contact details) that may be contacted by IDH and Solidaridad in the Assessment procedure. Furthermore:

- All reference client projects must have been finalized within the last five (5) years.
- References may be in the process of being commissioned, provided that the assignment is finished.
- One reference can cover more than one Suitability Requirement,
- References shall be shared in the format included under Annex 3.

6. Assessment of the Requests to Participate

After the deadline to submit a Request to Participate has passed, the Assessment Committee will assess the Requests to Participate.

The Requests to Participate will first be tested for completeness. The absence or incompleteness of the documents referred to in Chapter 5 (Documents to be submitted) of these Selection Guidelines can lead to exclusion from further participation in the tender procedure. The absence of compliance with all compulsory requirements can lead to exclusion from further participation in the tender procedure.

If the Request to Participate is complete, the Assessment Committee will check the Request for any reservations made by the Interested Party. Requests to Participate that are subject to reservation are not permitted and will be excluded from further participation in this tender procedure.

If the Request to Participate is submitted timely, correctly, and without reservation, it will be assessed against the Grounds for Exclusion and Suitability Requirements. The (application of) the Interested Party must meet the requirements set out in this chapter.

If more than five Interested Parties submit a valid Request to Participate and pass the exclusion grounds and Suitability Requirements assessment, a further selection will be made according to Chapter 6.4 of these Selection Guidelines.

6.1. The Assessment Committee

The Assessment Committee has been assigned the task to assess the Requests to Participate and, during the Tender Phase, will also make the Assignment award decision based on their knowledge of the purpose of the Assignment and the required technical specifications. The Assessment Committee consists of the following representatives:

- IDH, Senior Programme Manager
- IDH, M&E Advisor
- Solidaridad, NISCOPS Programme Coordinator & KML Advisor
- Solidaridad, M&E Advisor

6.2. Grounds for Exclusion

Excluded from participation in the tender procedure and contracting is every party that is in one or more of the circumstances as referred to in Articles 2.86 and 2.87 of the Dutch Procurement Act. The Assessment Committee will use the completed ESPD-form with accompanying information to assess the Request to Participate against the Ground for Exclusion.

Conflict of Interest

Interested Parties shall not have a conflict of interest in submitting a Request to Participate to IDH and Solidaridad. Conflict of interest refers to any situation where an Applicant's Request to Participate may be compromised or not impartial and objective for reasons involving family, personal life, political or national affinity, economic interest or any other connection or shared interest with another person. Should the Applicant suspect any potential conflicts of interest on its part, it shall submit a written statement setting forth all conditions and circumstances of such potential conflict(s) of interest to IDH and Solidaridad together with its Request to Participate. A conflict of interest that cannot be solved effectively by less restrictive means constitutes an optional exclusion ground to an applicant, pursuant to article 2.87(1)(e) of the Dutch Procurement Act.

6.3. Suitability Requirements: technical ability

The Interested Parties will show that all Suitability Requirements as stated in this Chapter 6.3. are met. Requests to Participate that do not meet such requirements cannot be considered as viable options (Knock Out), will not be further assessed and can therefore be **excluded from further participation in the tender procedure**.

6.3.1. Technical Competence and Professional Experience

For the execution of the Assignment, the Interested Party must demonstrate the ability to meet the experience requirements outlined in the following experience requirements.

To prove compliance with the experience requirements, Interested Parties must submit (at most) one reference project per experience requirement using the Model Reference Declaration Form (Annex 5). The Interested Party must indicate on the Model Reference Declaration Form statement which experience requirement the reference statement pertains to.

The Interested Party may rely on a different reference project for each experience requirement, but this is not required. The Interested Party may also rely on the same reference project for multiple or all experience requirements. If the Interested Party relies on the same reference project for multiple or all eligibility requirements, it is sufficient to submit one reference statement that applies to the eligibility requirements under which the reference is used. The reference statement must indicate which eligibility requirements the reference statement relates to.

IDH and Solidaridad reserve the right to verify the provided reference projects. The Interested Party is obliged to cooperate with this verification.

IDH and Solidaridad welcome Expressions of Interest from consultancy firms to knowledge institutions. It is also possible to subcontract a third party for a part of the assignment - especially where it pertains local presence in the NI-SCOPS implementing countries.

The Interested Party shall at least demonstrate the following professional competence, sector expertise, and field work capacity.

Mandatory requirements:

The assignment is to be fulfilled by a team of consultants with complementary expertise and (access

to a network of) consultants with expertise and local presence in the five implementation countries (Indonesia, Malaysia, Ghana, Nigeria, and Colombia). Together, this team must have:

1. A proven track record in undertaking evaluation of programmes in multi-country, multi-stakeholder settings.
2. Demonstrated experience with facilitating reflection & learning workshops (preferably also in an online environment) as well as focus group discussions, interviews, and other participatory approaches for data collection and validation.
3. Demonstrated experience with the use of quantitative and qualitative methods for data collection and analyses;
4. Demonstrated experience in the evaluation of (inter)national lobby and advocacy processes;
5. Demonstrated expertise in data collection with private businesses, government agencies, and multi-stakeholder platform members.
6. Demonstrated experience with sustainable development in supply chains/sectors in rural settings in development areas;
7. Demonstrated understanding of the social, political, economic, cultural, and historical context and dynamics and capacity to operate in the countries and regions where the Programme's operations take place.
8. Demonstrated understanding of multinational palm oil trade and of relevant regional political dynamics in the key Palm Oil Production regions.
9. Demonstrated capability to collect primary data in the countries/regions where NISCOPS operations take place. Demonstrated understanding of the social, political, economic, cultural, and historical context and dynamics of these countries/regions.
10. Demonstrated knowledge of: multi-stakeholder dialogue processes; (integrated) landscape-level governance dynamics; landscape-level approaches for sustainable development; Climate Smart Agriculture and assessment models for its three pillars; private sector development, value chain development, and gender equality.
11. Relevant university degrees (Master's);
12. Fluency in English, both spoken and written. Fluency or professional working knowledge of relevant local languages in each country is required for local consultants.
13. Demonstrated organisational capacity to ensure continuity of the assignment even when initially offered team members are changed for other staff.
14. Demonstrated experience in sense-making sessions, presentations of evaluation or research findings to different targeted audiences.

The Assignment should be led by one lead consultant. The lead consultant shall be the main contact person for IDH and Solidaridad and will be responsible for the overall Assignment. The lead consultant must make the necessary internal arrangements to manage their team.

Please note that the lead consultant is expected to demonstrate at least 10 years of experience in this type of evaluation with specific attention to the criteria listed above.

6.4. Additional selection requirements

If, based on the Grounds for Exclusion and Suitability Requirements, there are more than five Interested Parties eligible for the Tender Phase, IDH and Solidaridad will reduce the number of Interested Parties to five. The selection will be based on the two additional selection criteria elaborated below.

In the context of the selection, Interested Parties may rely on (at most) one reference project per selection criterion. These may be different references than those relied upon for the Suitability Requirements (Chapter 6.3), but this is not required. Interested Parties may also rely on the same references for the selection as those relied upon for the Suitability requirements requirements.

Interested Parties are requested to provide an explanation of the reference projects and demonstrate the relevance of the acquired experience for the execution of Assignment. IDH and Solidaridad

emphasize that it is up to the Applicant to clearly articulate and substantiate the relevance of the experience.

6.4.1. Selection Criteria

Submitted references will be assessed on the extent to which the experience gained in the reference project is relevant and comparable to the work IDH and Solidaridad are expecting in line with these Selection Guidelines. The more the specific characteristics of the reference project align with the specific characteristics of the work under the Assignment, the more relevant the experience.

The Interested Party must provide a clear explanation of the reference project, substantiating the relevance and comparability of the acquired experience.

The reference projects submitted must have been completed to the satisfaction of the client within the past five years.

1. Technical Approach and Methodology

The selection will consider how (on a high-level assessment) the approach, methodology, way of working and products to be delivered as part of this approach demonstrate the capacity of the Interested Party to reach the objectives of the Assignment without undue burden to the NISCOPS 2 Programme team.

These aspects are provided as guidance for Interested Parties and should not be considered (sub)selection criteria. The aspects are not listed in order of importance nor are they exhaustive.

2. Experience with Comparable Work and Client

In the context of this selection criterion, at least the following will be considered:

- The extent to which the work carried out in the reference is substantively comparable to the work included in the scope of the Assignment as described in Chapter 3 of these Selection Guidelines;
- The degree of comparability of the nature and scope of the work in reference with the expected work under the Assignment.
- The extent to which the organisation for which the evaluations were performed in the reference is comparable to IDH and Solidaridad, for whom the Assignment will be executed.

These aspects are provided as guidance for Interested Parties and should not be considered (sub)selection criteria. The aspects are not listed in order of importance nor are they exhaustive.

3. Experience in adaptable evaluation management and co-creation

In the context of this selection criterion, at least the following will be considered:

- Excellent intercultural and interpersonal communication skills, including coordination, facilitation, and presentation;
- Flexibility and openness to work collaboratively with Solidaridad, IDH, and the Donor Steering Group;

These aspects are provided as guidance for Interested Parties and should not be considered (sub)selection criteria. The aspects are not listed in order of importance nor are they exhaustive.

4. Team composition

The selection criterion will consider the variety of expertise in the team and to what extent it meets the technical requirements of the impact pathways of the programme and understands the socio-economic contexts of the Programme countries.

These aspects are provided as guidance for Interested Parties and should not be considered (sub)selection criteria. The aspects are not listed in order of importance nor are they exhaustive.

6.4.2. Assessment of additional selection requirements

A maximum of 5 points can be scored per selection criterion (for a total of 20 points), according to the following scale. The members of the Assessment Committee will assign the number of points to an Interested Party for each assessment aspect by consensus.

Points	Grade
5 points	Excellent
4 points	Good
3 points	More than sufficient
2 points	Sufficient
1 point	Mediocre
0 points	Does not meet the requirement

Please note: Scores are awarded in whole points.

The following weights will be assigned to the listed criteria:

Selection criteria	Weight
Technical Approach and Methodology	20 %
Experience with Comparable Work and Client	40 %
Experience in adaptable evaluation management and co-creation	15 %
Team Composition	25 %

6.4.3. Selection of Interested Parties

The five Interested Parties with the highest final scores will be invited to submit a bid during the Tender Phase. If the final scores of two or more Interested Parties are equal, the highest score on selection criterion 2 (*Experience with Comparable Work and Client*) will determine the ranking. If this score is also equal, the highest score on selection criterion 3 (*Experience in adaptable evaluation management and co-creation*) will determine the ranking. If the scores of the Interested Parties on both selection criteria are equal, a draw will determine which Interested Parties will be invited to submit a bid.

If one or more selected Interested Parties withdraw during the Tender Phase, IDH and Solidaridad reserve the right to invite one or more Interested Parties who were not initially selected to submit a bid. In this case, the ranking resulting from the scoring of the additional selection criteria will be followed.

The decision not to invite an Interested Party to the Tender Phase will be communicated in writing to the respective Interested Parties in accordance with the schedule described in Chapter 4.1 of these Selection Guidelines.

7. Communication and Confidentiality

The Interested Party will ensure that all its contacts with IDH and Solidaridad, with regards to the tender, during the tender procedure take place exclusively via TenderNed. The Interested Party is thus explicitly prohibited, to prevent discrimination against 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. If deemed necessary, IDH and Solidaridad reserve the right to communicate with the Interested Parties via email.

The documents provided by or on behalf of IDH or Solidaridad will be handled with confidentiality. The Interested Parties will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the Interested Parties or its engaged third parties will give IDH and Solidaridad Grounds for Exclusion of the Interested Party, 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 and Solidaridad. The provided information will after assessment by IDH and Solidaridad be filed as confidential. The provided information will not be returned to the Interested Party.

8. Disputes

Any dispute between the parties involved in the tender procedure that arise from the tender procedure, will be submitted to the competent court in Utrecht, the Netherlands.

The Interested Party can object against the decision on the selection of the shortlisted Interested Parties by means of an interim proceeding filing with the civil court in Utrecht, the Netherlands, within six (6) calendar days after receiving a written notification from IDH and Solidaridad, in which it states its intention. By refraining from filing an objection, the Interested Party is deemed to have waived its rights to object to the aforementioned decision. Any rights of the Interested Party under this tender procedure will lapse.

In the interest of fast and good progress, each Interested Party is urgently requested to provide IDH and Solidaridad with timely notification of any legal measures taken, for example by sending the summons.

9. Miscellaneous

9.1. No remuneration

IDH and Solidaridad respect the effort and time that Interested Parties are expected to put into this Selection Phase and throughout the tender procedure. However, IDH and Solidaridad have to use its financial means as economically as possible. Therefore, IDH and Solidaridad will not remunerate Interested Parties for their participation.

9.2. Policies

IDH and Solidaridad have a limited number of internal policies and strategies relevant to this tender procedure, which include communication policy, safeguarding and privacy policies. These policies and strategies will be made available to the selected Consultant at the Framework Agreement signing stage. IDH and Solidaridad expect the Interested Parties to acknowledge and adhere to these policies or similar standards.

Overall IDH policies can be found [here](#). The overall Solidaridad policies are available [here](#).

10. Disclaimer

IDH and Solidaridad reserve the right to update, change, correct, extend, postpone, withdraw, or suspend these Selection Guidelines, this tender procedure, or any decision regarding the selection of the Interested Parties or subsequent Assignment award. IDH and Solidaridad are not obliged in this tender procedure to make an Assignment award decision or to conclude an Assignment with a participant.

Participants in the tender procedure cannot claim compensation from IDH, Solidaridad, or any affiliated persons or entities, in any way, in case any of the afore-mentioned situations occur.

By handing in a Request to Participate, **the Interested Party accepts all terms and reservations made in these Selection Guidelines, and subsequent information and documentation in this tender procedure.**

11. Annexes

Annex 1: Request to Participate Form – template

Annex 2: ESPD-form – template

Annex 3: Model Reference Declaration – template

Annex 4: Model Question Form - template

Annex 5: Reference Evaluation Questions