

Selection Guidelines

Digital Farmer Management System for the 'WISE Program'

February 27th 2026

Stichting IDH



idh
transforming markets



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1. Introduction

Stichting IDH (“IDH”) accelerates and up-scales sustainable trade by building impact-oriented coalitions of front running companies, civil society, governments, knowledge institutions and other stakeholders in several commodity sectors. We convene the interests, strengths and knowledge of public and private partners in sustainability commodity programs that aim to mainstream international and domestic commodity markets. We jointly formulate strategic intervention plans with public and private partners, and we co-invest with partners in activities that generate public goods (<https://idh.org/about>).

These **Selection Guidelines** are for the restricted tender procedure (this “**tender procedure**”) for the Letter of Assignment (the “**Contract**”) to **select a service provider that will provide a digital solution for an agricultural program management system, support participants registration on the digital system, and field data collection under Women in Sourcing and Enterprise (“WISE”) Program**, being implemented by IDH and PIND (Foundation for Partnership Initiatives in the Niger Delta) in, amongst other countries, Nigeria and funded by the Mastercard Foundation.

This tender procedure is subject to the Dutch Procurement Law 2012 (Aanbestedingswet 2012 or “**Aw 2012**”), and more specifically to the provision regarding the restricted tender procedure (Article 2.27), and the Directive 2014/24/EU. This tender procedure consists of two phases (the (i) **Selection Phase** and (ii) the **Tender Phase**) after which the Contract will be awarded.

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 reserves 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 Contract award. Additionally, IDH reserves 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 project in a negative matter, financially or otherwise. IDH reserves 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 reserves the right to suspend or annul this tender procedure at any moment in time. (Potential) Interested Parties cannot claim compensation from IDH, 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

Assignment	The assignment as described in Chapter 3 of these Selection Guidelines.
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Contract	The agreement between IDH and Consultant(s) to be signed upon awarding of the Assignment, also referred to as the Letter of Assignment, or LoA, or (Framework) Agreement.
Consultant	The applicant who has been awarded the Contract by IDH at the end of this tender procedure, based on the most economically advantageous offer.
ESPD-form (in Dutch 'formulier UEA')	The European Single Procurement Document (ESPD) form – 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 Chapter 6.2 of these Selection Guidelines.
IDH	Stichting IDH, the contracting authority.
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.
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 minimum of five (5) Interested Parties and invited to participate in the Tender Phase, in accordance with Dutch Procurement Act 2012. If more than five (5) Interested Parties qualify based on exclusion grounds and suitability requirements, a further selection will be made to determine the final five (5).
Tender Guidelines	The document that will be published at the start of the Tender Phase which 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. The Assignment and its objectives

With this tender procedure, IDH aims to select an independent party **to develop and deploy a digital platform that will support the management of the WISE program in Nigeria, including:**

- a. Design and deploy a digital onboarding solution (preferably Power Platform–based solution) to register, validate, and manage farmer profiles in a centralized data model (preferably Dataverse/AZURE SQL), capturing demographic, geographic, and socioeconomic information and enabling consistent data quality and structured updates over time.



- b. Implement a monitoring and reporting system (preferably power platform based) that standardizes data collection (such as Power Apps based), stores structured M&E data in Dataverse/ Azure SQL, and provides customized dashboards across implementing partners (Power BI/ built-in dashboard) for near real-time tracking of indicators including: farm-level activity data, factory-level activity data, job creation, Youth in Work, financial inclusion, etc. The system must include integration capability with ActivityInfo and Analytica, enabling structured, secure data exchange to support regional reporting and reduce duplication of reporting effort
- c. Establish a last-mile input distribution management capability in the same app (preferably Power app), enabling end-to-end tracking of agricultural inputs from allocation to delivery confirmation. The solution will support partner workflows through App interfaces and automated distribution processes and notifications (might be through Power Automate), ensuring timely delivery, traceability, and accountability for inputs delivered to farmers.

Below is a summary of the program:

Program name	Empowering Young Women through SME Growth and Local Sourcing in Africa (WISE)	
Program start and end dates	Start: 1/1/2025	End: 31/12/2028
Program location	Nigeria	
Program objectives	The Empowering Young Women through SME Growth and Local Sourcing in Africa (WISE) program seeks to work in Nigeria with 25 SMEs benefiting 80,000 youth outgrower farmers and creating 250,000 youth in work of which 80% will be for young women, 5% people with disability and 1% internally displaced persons	
Target participants	<ol style="list-style-type: none">1. Young women and men2. Smallholder Farmers3. SMEs in cassava processing	
Themes / Sector	Sectors: Cassava Themes: <ol style="list-style-type: none">1. Social and Economics Inclusion of Young Women2. Job Creation.3. Growing inclusive food SMEs with increased economic participation of small-scale food producers, women, and youth.4. Investment in cassava value chains.5. Climate resilience through regenerative agricultural practices	

3.2. Program Background

The Women in Sourcing and Entrepreneur (WISE) Program is a market-driven initiative designed to create dignified and fulfilling work opportunities for youth, women, and Persons with Disabilities (PWDs) across the cassava value chain. Implemented by IDH and PIND, and aligned with the Mastercard Foundation's Young Africa Works (YAW) strategy, the program aims to address systemic barriers in cassava production, processing, market access, and financial inclusion. WISE program focuses on enhancing productivity, value addition, and market competitiveness by facilitating access to improved cassava varieties, mechanization, financial services, and digital tools. The program targets key production clusters in southwest (Oyo, Ogun, Ekiti, Osun) and Niger-Delta (Edo, Delta, Rivers, Bayelsa, Abia, Ondo) states, engaging off-takers, financial institutions, agribusinesses, and policymakers to transform Nigeria's cassava sector. A key component of the program is the onboarding and registration



of farmers into a digital system that ensures seamless integration into the cassava supply chain. It is also important to ensure that the program KPIs are tracked in real time manner.

To achieve this, the WISE program is currently piloting a program management system with a service provider that developed and deployed a farmers management system that is supporting the program in farmers onboarding, input distribution, and tracking of the program KPIs. The scope of the ongoing pilot is to support the onboarding of 32,000 young farmers (80% women) between the ages of 18 and 35 and tracking of program KPI such as input distribution, job opportunities created, and number of youth in work. The assignment involved creating dashboard for 26 SMEs, PIND and IDH with different and appropriate level of access to ensure smooth reporting. With the pilot stage expecting to lapse by the end of July 2026, after which IDH aims to select and contract the consultant in accordance with these Selection Guidelines and subsequent Tender Guidelines.

With the scaling of the field-level activities from the second year of the program-the program plan to onboard additional 48,000 farmers that cut across 28 SMEs bringing the total number young farmers to 80,000. IDH seeks a service provider with expertise in digital solutions, data collection, and field operations to design and implement a system that will support the onboarding of 80,000 young farmers (80% women, 5% persons with disability, 1% internally displaced persons), support input distribution in a transparency manner, tracking and reporting of KPI data in a real-time. One the key feature expected of the system is the ability to be integrated into ActivityInfo, as discussed below.

3.3. Purpose of the Assignment

The overall aim of this assignment is to develop and deploy a digital platform that will support the management of the WISE program during the scaling phase of the program and facilitates the farmer registration, data collection, last-mile input distribution tracking and ensuring efficient integration participants into agribusiness networks. Additionally, the assignment aims to enhance financial inclusion, job creation, and market access for youth, young women, refugees/displaced persons and persons with disabilities (PWDs) while supporting the overall transformation of Nigeria's cassava sector through real-time M&E systems. The system should be integrated into ActivityInfo system with real time pseudonymized data transfer to ensure regional level reporting.

ActivityInfo is the MEL reporting platform for the WISE Program across Nigeria, Ghana, and South Africa. It serves as a central repository for data aggregation and consolidated reporting to the Mastercard Foundation, ensuring standardized and comparable results across countries. The program will also contribute to IDH's corporate Theory of Change that uses Analytica for corporate reporting purpose. In Nigeria, due to the operational scale of input distribution, land allocation, farm cycle management, and tracking of Youth in Work, a dedicated Farmer Management System (FMS) is required. The FMS will capture granular, real-time operational and participant-level data that underpin several reported KPIs.

The service provider is expected to deploy a fit-for-purpose system, align its data structure with the WISE Results Framework, and integrate it with ActivityInfo and Analytica (for corporate reporting) through secure and standardized data exchange mechanisms. This integration will ensure consistent KPI calculations, traceability from farm-level records to reported results, reduced manual reconciliation, and strengthened data governance. <https://www.activityinfo.org/>.

Together, all relevant systems create a complementary digital architecture for operational efficiency at field level and standardized, auditable reporting at program level. This is also in alignment with the MEL Plan for the program.



3.4. Scope of the Assignment

The assignment will focus on the following areas

- Development of a digital onboarding platform to register and manage farmers' profiles, integrating demographic, geographic, and socioeconomic data. The preferred solution is power platform based (PowerApps>Dataverse>Power BI) within Microsoft ecosystem.
- Implementation of a intuitive reporting system (Customized dashboard across implementing partners) and real-time monitoring and evaluation (M&E) system to track program indicators such as farm level activities' data, factory level activities' data, job creation, Youth in Work and financial inclusion.
- Establishment of last-mile input distribution systems in the same app to ensure efficient delivery of agricultural inputs to farmers.
- Integration of financial inclusion tools, enabling farmers to access financial services, track transactions, and manage farm-related expenses.
- The robust app will include a platform for a digital marketplace for connecting market stakeholders. This platform will be a digital marketplace for roots and finished products.
- Technical support and capacity building for implementation partners and farmers to effectively use the platform.
- Integration of the system with ActivityInfo systems with real time pseudonymized data transfer to ensure regional level reporting.

As part of this scope of work, the consultant will support WISE implementation partners (SMEs) in achieving their target of onboarding young women participants while also collecting data on good agronomic practices, and different capacity building sessions. It is expected that the service provider will assign a dedicated officer to each of the SMEs to provide support and ensure prompt resolution of technical issues that may occur. Collectively, the SMEs are expected to engage 80,000 Youth Outgrower farmers (80% women) between the ages of 18 and 35. These SMEs are located in southwest states of Oyo, Ogun, Ekiti, Osun and Niger-Delta states of Edo, Delta, Rivers, Bayelsa, Abia, Ondo. The program will also onboard 250 Cassava seed entrepreneurs, and 750 women that focus on the community level processing at the makeshift processing centre.

The system should be able to capture all these participants and different jobs that they created. The program is targeting a total of 250,000 young persons in work. Relevant data collection on job opportunities and other relevant KPIs created by farmers, implementing partners and other value chain players will continue and it is expected that service provider will efficiently and effectively support this process. Woman and/or youth-led/owned organizations with extensive working knowledge of Nigeria agricultural sector are especially encouraged to submit expressions of interest.

3.5. Deliverables

The deliverables of this assignment will be:

Deliverables of assignment	Deadline
1. Inception Report: Inception meeting with the team to present a demo of a fully functional digital dashboard with all the relevant KPI features.	15 September 2026
2. Data collection App for the Key Performance Indicators (KPIs) such as job creation, training attended, production capacity, and financial access – establishment of wallet	15 November 2026



systems and financial inclusion process. A data collection app (preferably power app) for farmer registration and profile lifecycle management, with demographic, geographic, and socioeconomic data stored in a structured relational database.	
3. Very interactive and dynamic dashboards showing the Key Performance Indicators (KPIs) such as job creation, training attended, input distribution, production capacity, and financial access – establishment of wallet systems and financial inclusion process. This also includes complete integration of the system with ActivityInfo system.	1 December 2026
4. Training report of the training sessions organized for the Implementing Partners to ensure effective usage of the system	31 December 2026
5. User Manual	10 January 2027
6. A relational database (preferably cloud based in Dataverse or Azure SQL) of participants (farmers, jobs created, youth in work, commercial seed entrepreneur, Women processors) within the production clusters, capturing detailed profiles, including demographic information (age, gender, location), farm size and capacity, production history and current market linkages (if any).	10 February 2027
7. Monthly report summarizing implementation, outcomes, and recommendations for scaling the onboarding process.	10 th Working day of every month
8. Final Report	30 November 2028

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 Contract will take place after a tender process that consists of two phases: the (i) Selection Phase and the (ii) 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. Duration and Value of the Letter of Assignment

IDH intends to enter the Letter of Assignment with the selected Consultant from **1 August 2026 – 31 December 2028** with a maximum budget of **USD 420,000 (including VAT and all applicable taxes)**.

During the Tender Phase, the shortlisted Interested Parties will be invited to submit a quotation 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 reserves 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 exclusion grounds and suitability requirements. During this phase, a minimum of five (5) Interested Parties will be shortlisted and invited to participate in the Tender Phase, in accordance with Dutch Procurement Act 2012. If more than five (5) Interested Parties qualify based on exclusion grounds and suitability requirements, a further selection will be made to determine the final five (5).

	Tender process	Timeline
1	Publication of Selection Guidelines on TenderNed	27 February 2026
2	Closing date questions on Selection Guidelines*	13 March 2026
3	Publication of information notice	20 March 2026
4	Deadline for submission of Expressions of Interest*	7 April 2026, 5 p.m. CET
5	Provisional selection of shortlisted Interested Parties that will be invited to participate in the Tender Phase	20 April 2026
6	Selection of shortlisted Interested Parties that will be invited to participate in the Tender Phase	28 April 2026

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. **Requests to Participate submitted after the respective deadline will be returned and will not be considered in this tender procedure.***

(ii) Tender Phase

	Tender process	Timeline
7	Publication of Tender Guidelines on TenderNed	6 May 2026
8	Closing date questions on Tender Guidelines	18 May 2026, 5 p.m. CET
9	Publication of information notice	25 May 2026
10	Deadline for submission of proposals	8 June 2026, 5 p.m. CET
11	Presentations from the applicants – if applicable	15 – 19 June 2026
12	Provisional award of the Contract	26 June 2026
13	Award of the Contract	27 July 2026

More information on the schedule of the Tender Phase will be shared in the Tender Guidelines. IDH reserves the right to update the schedule in the Tender Guidelines if deemed necessary.

After the deadline to Request to Participate has passed, the IDH Evaluation Committee will evaluate 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 this document can lead to exclusion from further participation in the tender procedure. This is also the case when one or more Grounds for Exclusion apply to an Interested Party.



- IDH reserves the right to reject the proposal if there is any indication of unlawful, unethical, or otherwise inappropriate conduct, including but not limited to corrupt practices, collusion or coordination of proposals with other market parties.

4.3. Questions

Questions regarding the assignment or these Selection Guidelines must be submitted in accordance with the Tender procedure schedule (Chapter 4.3), via TenderNed, with the express mention “Questions tender - Digital Farmer Management Service Provider for the ‘WISE Program’”.

Questions must be submitted in the English language and using the Model Question Form, attached to these Selection Guidelines as Annex 3.

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 above.

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.
- 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 in accordance with the Tender procedure schedule (Chapter 4.3).

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.

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 in accordance with the Tender procedure schedule (Chapter 4.3), 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 assumes 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.

4.6. Presentations in tender phase

Shortlisted Interested Parties may be invited to present their proposals as part of the evaluation process. Invitations for presentations will be issued following an initial assessment of the written proposals. Details regarding presentations will be communicated at the next stage through the Tender Guidelines.

5. Proposal requirements

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. An expression of interest (10 pages max) with the following details:
 1. **Consultant background and profile:** Presentation of the company/team of consultants, date of incorporation of the consulting company, specialization(s) and fields of expertise, services, country(ies) of operation(s), and suitability for the assignment.
 2. **Track record:** please include the following table and fill it in with information on relevant work completed which is of similar nature to the scope of the work requested in this Selection Guidelines.

Name of the consultancy	Client	Date (from/to) during which the assignment was carried out	Value of the contract	Type of consultancy	Summary of activities, tasks and services provided	Contact details of client representative



3. **High level technical approach and budget:** Summary of the approach including design, data approach, and overall budget indication.
 4. **Products to be delivered:** Highlight which products will be delivered (e.g. inception report, data collection app, interactive dashboard and monthly reports) in-line with deliverables specified in section 3.5. Provide more detail on how these will be presented and well-synthesized to the commissioner and beyond.
 5. **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:
 - their experience in results-based management, in providing digital software solutions.
 - their technical and language skills.
 - their role in the team, the main tasks they will execute and the time they are expected to be involved.
2. Request to Participate form (attached hereto as Annex 1).
 3. Completed and signed ESPD-form, as further described in Chapter 5.1 of the Selection Guidelines.
 4. Model Reference Declaration (attached hereto as Annex 2), 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 (as applicable) 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 on request

IDH may at any time request the Interested Party to provide supporting documents regarding the information submitted with the ESPD-form. Interested Party must be able to provide the requested evidence within seven (7) calendar days from the date of the message sent via TenderNed upon first request by IDH. IDH will in any case request the Interested Party(s) whom it intends to select for this tender procedure – as well as any third parties on whose capacity these Bidder(s) 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 ‘*Gedragdsverklaring 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 5.3 of these Selection Guidelines, which at the time of submission is not older than two (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.

Procurement Conduct Declaration

A Procurement Conduct Declaration (GVA) is a statement from the Minister of Security and Justice indicating that no objections exist against the involved natural person or legal entity in connection with bidding for public contracts. As of April 1, 2013, a GVA is required for bidding on a procurement procedure. GVA applications are submitted directly to Centrale Organisatie Voor Opdrachtgevers (Central Organization for Contracting Authorities) (“**COVOG**”).



It is expressly pointed out that the application period for the GVA can be at least 8 weeks. Once issued, the GVA is valid for two (2) years. Therefore, it is important – if the candidate/consortium/third party does not yet have a GVA – to apply for it in time.

Data and Documents from Other Member States

IDH also accepts data and documents from another EU Member State that serve an equivalent purpose or demonstrate that the exclusion grounds do not apply to the Interested Party.

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

The ESPD-form can be made by the ESPD-tool in TENDERNEED. The ESPD-form 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. In the event that the Interested Party is a consortium of companies, each company participating in the consortium must submit its own signed and completed ESPD-form. The absence of even only one of the ESPD-forms of the companies participating in the consortium will 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 in the evaluation 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 must be related to projects with Program Management System

5.3. Documentary evidence

The Interested Party will provide the additional documentary evidence as mentioned below:

- An extract of the entry in the local Chamber of Commerce or comparable register in the country of establishment: the Interested Party must prove that it is registered in the professional or trade register in accordance with the regulations of its country of establishment. This extract must reflect the current status of the Interested Party and may not be older than six (6) months at the time of application.
- A 'certificate of good conduct for tendering', 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. Where an equivalent does not exist in the country of registration of an Interested Party, an Interested Party must submit Police Clearance/Character Certificates for each of the directors of the Interested Party.

The Interested Party guarantees that these certificates correspond with the actual situation of the Interested Party at the time of application. The certificate of good conduct for tendering may not be older than two (2) years at the time of application.



6. Evaluation of the Requests to Participate

After the deadline to submit a Request to Participate has passed, the IDH Evaluation Committee will evaluate 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 the 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 Evaluation 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 evaluated against the Grounds for Exclusion and Suitability Requirements described in Chapters 6.2 and 6.3. The (application of) the Interested Party must meet the requirements set out in this chapter.

If more than five (5) 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 Evaluation Committee

The Evaluation Committee has been assigned the task to evaluate the Requests to Participate and, during the Tender Phase, will also make the Contract award decision based on their knowledge of the purpose of the Assignment and the required technical specifications. The Evaluation Committee consists of the following 5 (5) representatives:

- M&E team (2)
- Representative from program technical team (1)
- Representative from PIND (1)
- IDH Finance controller (1)

6.2. Grounds for exclusion

Applicants shall be excluded from participation in this tender procedure if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they are the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by court, or for an arrangement with creditors or of any other similar proceedings.
- c) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- d) they have been guilty of grave professional misconduct proven by any means which the IDH can justify;
- e) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are



established, or with those of the Netherlands or those of the country where the contract is to be performed;

- f) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity.
- g) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct,
- h) *conflict of interest (see below)*.

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

Applicants shall further observe the highest standards of ethics during the procurement and execution of contracts, including without limitation:

- a. Not making use of child labor or forced labor and/or practice discrimination and respecting the right to freedom of association and the right to organize and engage in collective bargaining, in accordance with the core conventions of the International Labor Organization (ILO).
- b. Respecting basic social rights and environmental aspects.
- c. Having zero-tolerance for corruption and financial irregularities.
- d. Having zero-tolerance for inaction to sexual exploitation, sexual abuse, and sexual harassment (SEAH).

Conflict of Interest

Applicants shall not have a conflict of interest in submitting a tender application to IDH. Conflict of interest refers to any situation where an applicant's application 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 together with its application.

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 to the best of their ability that they fulfil all Suitability Requirements as stated in this Chapter. Requests to Participate that do not meet such requirements may not be considered as viable options and will be assessed within the standard they set in accordance with the selection criteria below which might result in them being **excluded from further participation in the tender procedure**.

6.3.1. Technical Competence and Professional Experience

For the execution of the Services under the Contract, the Interested Party must demonstrate the ability to meet the requirements outlined in the following experience requirements:

- 6.3.1.1 Proven experience in the design and deployment of digital data management systems for development programs including agribusiness and SME development for farmer onboarding, data collection, input distribution tracking, financial inclusion, and real-time M&E systems.
- 6.3.1.2 Demonstrated track record in delivering similar assignments within agribusiness, SME development, or financial inclusion programs.



6.3.1.3 Must have established partnerships with reputable organizations and relevant stakeholders in in Nigerian agricultural sector including cassava agro-processors.

6.3.1.4 Demonstrated understanding of the social, political, economic, cultural, and historical context and dynamics of the region where the program's operations take place.

6.3.1.5 Experience developing digital data collection applications with built-in validation controls, secure data storage, synchronization to a centralized database and integration with other platforms through APIs.

6.3.1.6 Experience in developing user manuals and delivering system training for implementing partners as well as data governance, data protection standards, and role-based user access controls.

6.3.1.7 Capacity to produce structured training reports, monthly implementation progress reports, and a comprehensive final report with outcomes and scale-up recommendations.

6.3.1.8 Capacity to present a functional demo of an interactive dashboard integrating KPIs such as job creation, training attendance, production capacity, and financial access, including wallet system tracking where applicable.

To prove compliance with the experience requirements, Interested Parties must submit references using the Model Reference Declaration Form (Annex 2). All reference client projects must have been finalized within the last five (5) years. Each reference project must clearly indicate on the Model Reference Declaration Form which experience requirement(s) the reference statement pertains to, within the maximum 500 words description limit. It is acceptable for a single reference project to cover multiple experience requirements.

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 reserves the right to verify the provided reference projects. The Interested Party is obliged to cooperate with this verification.

6.4. Additional selection

If, based on the exclusion grounds and eligibility requirements described in Chapters 6.2 and 6.3, there are more than five (5) Interested Parties eligible for the Tender Phase, IDH will reduce the number of Interested Parties to five (5). The selection will be based on the two additional selection criteria elaborated below.

In the context of the selection, Interested Parties must submit references using the Model Reference Declaration Form (Annex 2). Each reference project must clearly indicate on the Model Reference Declaration Form which selection criteria(s) the reference statement pertains to, within the maximum 500 words description limit. It is acceptable for a single reference project to cover multiple 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 eligibility 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 the current assignment. IDH emphasizes that it is up to the candidate 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 is 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 Contract, 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 (5) years.

1. Understanding of the Assignment Methodology

The selection will consider how the proposal demonstrates an understanding of the objectives and scope of the assignment as well as alignment with key goals of the WISE program.

2. Experience and track records

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

- a. The extent to which the Interested Party has experience in similar projects, particularly in the agricultural sector and digital solutions.
- b. Evidence of past projects that demonstrate the Interested Party's capability to deliver on the assignment.

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. Quality of the proposed digital tool

The selection criteria will consider the technicalities, user friendliness, integration, information security and privacy, sustainability and scalability of the proposed digital tool. This will also include risk management, compliance and ethics.

4. Expertise and resource

The selection criteria will consider the variety of expertise in the team meets the technical requirements of the assignment and understands the socio-economic contexts of the program intervention areas.

5. Budget

The proposed budget must comprehensively cover all costs necessary for the execution of the assignment, including but not limited to expert fees (senior and junior), travel, and other relevant expenses linked to each deliverable. The budget should clearly indicate the allocation of time between senior and junior staff to ensure transparency regarding the level of expertise involved. This also allows for a fair assessment of value for money.

These weights assigned to these criteria in the evaluation will be as follows:

Selection criteria	Weight
1. Understanding of the Assignment	15%
2. Experience and track record	10%
3 Quality of the proposed digital tool	40%



4 Expertise and resource	10%
5 Budget	25%

Please note: The extent to which the Interested Party substantiates the selection aspects, influences the scores awarded for the explanation. The following aspects are considered:

Specific	Is the explanation clearly, fully, and concretely described?
Measurable	Is the justification supported by concrete examples or experiences, making it clearly described and easy to verify?
Acceptable	Does the explanation fit within the context of the Assignment and is it acceptable?
Realistic	Is the explanation realistic and achievable?

6.4.2. Assessment of additional selection

A maximum of 5 points can be scored per selection criterion, according to the following scale. The weighting between the selection criterion will be multiplied by the score to get the overall weighted score. The members of the Evaluation 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

6.4.3. Selection of Interested Parties

The five (5) 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 3 (Quality of the proposed digital tool) will determine the ranking. If this score is also equal, the highest score on selection criterion 2 (Experience and track records) 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 reserves 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, with regards to the tender, during the tender procedure take place exclusively via TenderNed. The Interested Party is thus explicitly prohibited,



to prevent discrimination of the other Interested Parties and to ensure the diligence of the procedure, to have any contact whatsoever regarding the tender with any other persons of IDH. If deemed necessary, IDH reserves the right to communicate with the Interested Parties via email.

The documents provided by or on behalf of IDH will be handled confidentiality. The Interested Party will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the Interested Party or its engaged third parties will give IDH grounds for exclusion of the Interested Party, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the Interested Party will be handled with due care and confidentiality by IDH. The provided information will after evaluation by IDH be filed as confidential. The provided information will not be returned to the Interested Party.

8. 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, 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 with timely notification of any legal measures taken, for example by sending the summons.

9. Miscellaneous

9.1. No remuneration

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

9.2. Policies

IDH has 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 Contract signing stage. IDH expects the Interested Parties to acknowledge and adhere to these policies or similar standards.

10. Disclaimer

IDH reserves the right to update, change, extend, postpone, withdraw, or suspend these Selection Guidelines, this tender procedure, or any decision regarding the selection of the Interested Parties or subsequent Contract award. IDH is not obliged in this tender procedure to make a Contract award decision or to conclude a Contract with a participant.

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



By handing in a 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: Model Reference Declaration – template

Annex 3: Model Question Form - template