

Creamos Oportunidades

Swisscontact is a pioneering organization at the forefront of implementing international development projects. We promote inclusive economic, social and environmental development with the aim of making a significant contribution to the sustainable and widespread prosperity of emerging and developing economies.

TERMS OF REFERENCE

Technical support for value addition in the cocoa chain Colombia More Competitive (C+C) Program

General information

Place of execution	Bogotá
Estimated start date	30.01.2024
Estimated completion date	31.10.2024
Contract Duration	9 months
Type of contract	Service contract
Estimated value of the contract	Estimated budget COP 523,000,000 VAT exempt
Project/Program	Colombia + Competitive
Budget code	42030001 Sector Reform Mechanism Cacao Chain

Who is Swisscontact?

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<https://www.swisscontact.org/es>

<https://www.linkedin.com/company/swisscontact/>

Who is C+C?

The Colombia + Competitiva program is a joint initiative between the Swiss State Secretariat for Economic Affairs (SECO) and the National Government, which aims to improve the country's competitiveness and diversify its economy. The Swiss Foundation for Technical Development Cooperation - SWISSCONTACT is the national facilitator of the program.

The program started in Colombia in 2017, and will be implemented in two phases: A first mandate that covered an initial 4-year Phase 2017 - 2020; and the current mandate of a second Phase of four years comprised between 2021 and 2024. During this second phase, the Program will focus on fostering green and inclusive growth through an enabling business environment and effective public sector policies, as well as promoting competitiveness and innovation through sustainable value chains that provide employment and income opportunities.

Considerations/Background

In the second phase of intervention, the Colombia más Competitiva program designed two intervention components: the first seeks to generate systemic changes from the conception of public policy that promotes competitiveness and innovation in the country, and the second component aims to consolidate sustainable value chains (specialty cocoa, sustainable tourism, natural ingredients, specialty coffees and sustainable construction) that are competitive and sustainable in the long term, by means of:

- Component 2.1: Competitive Fund, which seeks to strengthen the competitiveness and internationalization of the selected value chains by co-financing technical assistance projects with a strong market focus.
- Component 2.2: Sectoral policy reforms that will address cross-cutting and sector-specific challenges and bottlenecks at the national level and facilitate nation-region dialogue.

The expected results of the Program are:

- Outcome 1: Public policies and reforms are designed and implemented to promote competitiveness, innovation and capacity building at the national and subnational levels.
- Outcome 2: Increased competitiveness results in exports and jobs in sustainable value chains supported at the subnational level.
- Outcome 3: Solutions to the cross-cutting problems of the sustainable value chains supported by the program are designed, implemented and discussed through policy dialogue between government, the private sector and academia.

In order to generate greater economic and social welfare conditions for the cocoa value chain in Colombia, as well as to comply with the mandatory and/or voluntary requirements of the European market, particularly those aimed at improving the competitiveness scenarios of the cocoa value chain and derived products, it is necessary to develop and implement a model for the generation of value at origin, meeting the requirements of the market.

This initiative will contribute to the public-private articulation and implementation of strategies for the sustainable growth of the cocoa value chain in Colombia, particularly those related to quality improvement, income enhancement, institutional capacity building (cocoa farmers' organizations, cocoa producers' organizations, etc.), and the development and implementation of new cocoa value chains.

producers, processing and/or marketing companies, national monitoring and control entities and support agencies as beneficiaries and promoters of sustainable development) and compliance with mandatory and/or voluntary standards imposed by the destination markets.

The development of the project is based on the needs of the demand in terms of quality and sustainability (recent regulations in the framework of the European Green Pact); the identification of potential European trade partners (with priority to the Swiss market) that are in a position to articulate mutually beneficial strategies with actors in the cocoa chain in Colombia; the construction of a business model that identifies and evaluates the technical and financial feasibility conditions for offering semi-finished or intermediate products from Colombia, taking into account technical protocols for production, post-harvest and processing; improving the income of the actors in the chain from their origin and favorably impacting the cost structure and the lower environmental impact of European buyers (with priority given to the Swiss market).

In this context, everything necessary must be done to adapt the productive and exportable supply in order to meet the technical and commercial requirements of the strategic allies.

In this sense, the demand represented by the processing industry or international buyers will benefit from:

- Access to new supply of semi-finished products of origin with technical, commercial and economic specifications in accordance with their needs.
- Building a process of trust so that the distribution of value meets the concept of sustainable development.
- Reduced processing costs and lower environmental impact in destination countries.
- Reputational positioning with respect to regulatory compliance according to the European Green Pact.

On the other hand, the productive and transformation offer from origin will be able to demonstrate and generate value through activities related to:

- The establishment of agroforestry production systems that demonstrate their impact on environmental conservation, as well as the use of residues in new applications (bioinputs).
- Grain quality standards from homogeneous genetic varieties or varietal mixtures classified as fine and aroma varieties that may be subjected to post-harvest protocols that guarantee uniformity of sensory profiles that meet the requirements of demand;
- To develop intermediate product transformation processes under the technical and quality conditions of demand.
- The implementation of traceability systems to support the provenance of grain and derived products.
- All evidence of sustainable development in the producing communities.

Finally, it is important to mention that, for the integral development of the initiative "Development and implementation of a model for the generation of value at origin, meeting market requirements", Swisscontact will rely on the hiring of two consulting firms. The first, for the construction of the business model, and the second, for technical support in the development of production and quality protocols, the latter being the subject of this call for proposals.

Object

Design and/or adjust the production and transformation processes of cocoa and semi-finished products through the development and implementation of production and quality **protocols***, in accordance with the requirements of international demand, in order to improve the profitability of the actors in the production chain in the intervention areas prioritized by the C+C Program.

**The protocols will be implemented in the specialty cocoa projects implemented under the C+C program, in coordination with the business model consulting firm and in coordination with Swisscontact.*

Place of execution

The contract will be carried out in the territory of Colombia; it will be necessary to travel to other national cities, with the prior approval of the General Coordination of the Program.

The Departments identified according to the geographic coverage of the C+C Program for the Specialty Cocoa sector **are***: 1. Antioquia - (Llanos de Cuivá), Córdoba, Bolívar 2. Huila - (Neiva), Caquetá 3.

***For the purposes of this project, each of the regions will have a geographical point for the implementation of the pilot activities, where the reference processing company for the C+C project is located (described in parentheses).**

Specific objectives, activities and deliverables

To achieve the general objective, it is necessary to work on three specific objectives, whose indicators, activities and deliverables are detailed below.

1. Activities Specific Objectives 1:

(OE1)	Goal
Construction of the technical component of production, post-harvest and processing of cocoa, according to the requirements of international demand (priority to the European and/or Swiss market).	1 document with technical protocols

1.1. Baseline survey with information on: Information on production, harvest, post-harvest processes; voluntary or mandatory requirements of international market demand; evaluation of traceability systems (if any), among

1.2. Build the documents that make up the technical component that will support the business model.

- Prepare one (1) document with production, harvest, post-harvest and processing protocols for each of the regions defined under the C+C program (total of 4 protocols, one for each of the regions included in the C+C program), aimed at improving production volumes and quality.

2. Activities Specific Objective 2:

(OE2)	Goal
Implement and validate the technical component built, which will serve as support for the development of the business model and/or commercialization of semi-finished cocoa products according to international market requirements.	4 protocols implemented (1 in each region within the framework of C+C)

2.1. Implementation of technical protocols for production, harvest, post-harvest and processing, according to demand requirements.

3. Activities Specific Objective 3

(OE3)	Goal
Design and implement a strategy to disseminate technical results that consolidate the value-adding business model of the cocoa chain.	At least 4 virtual and/or face-to-face outreach events in each region within the framework of C+C

3.1. Participate and support the development of at least four (4) virtual and/or face-to-face dissemination sessions, one for each of the regions linked to the C+C program on the technical results of the project.

It is suggested to coordinate the participation of related entities to learn about the institutional offer and evaluate the possibilities of expanding or adjusting the mechanisms to support the implementation of the value-adding business model in the cocoa chain.



Deliverables

The proposal should contain at least the following expected deliverables:

Deliverable	Description
1.	Delivery and approval of work plan(s) including detailed schedule of activities and deliverables.
2.	One (1) document with the baseline on the production, harvest and post-harvest processes of the actors in the chain linked to the project. Includes the corresponding analysis (result of activity 1.1).
3.	Design of four (4) technical protocols, (one (1) for each of the regions identified in the framework of the Program C+C), according to market demand requirements (Result of activity 1.2).
4.	A report on the implementation of technical protocols in each of the regions covered by the C+C program (Output of activity 2.4).
5.	A document with the results of the dissemination workshops on the technical results of the project. At least 4 dissemination days for each region prioritized by the C+C program (Activity Result 3.1).

Value and form of payment

The maximum budget for the development of the contract corresponds to the sum of **COP 523,000,000, VAT exempt** (the corresponding legal deductions will be applied to this figure).

The total value of the proposal **must include** travel costs to the intervention areas that are considered necessary for the timely and satisfactory execution of the services proposed in the proposal and therefore will **NOT** be covered by SWISSCONTACT.

Payments will be made **upon approval of deliverables by the contract supervisor**, in accordance with the following detail:

Payment	COP value	Deliverable	Probable Payment Date
1.	15%	Deliverable 1 of the Work Plan(s) including detailed schedule of activities and deliverables.	Month 1
2.	30%	Delivery of report of activities and progress in indicators and results of deliverables No. 2 and No. 3, obtained to date according to proposal and schedule.	Month 3
3.	35%	Delivery of a report of activities and progress in indicators and results of deliverable No. 4, obtained to date according to the proposal and schedule.	Month 7
4.	20%	Delivery of a report on activities and progress in indicators and results of the deliverable No. 5 obtained to date according to proposal and schedule.	Month 9

Selection process:

The selection will be made through an open call for applications in accordance with the dates established in the following schedule:

No	Procedure	Date
1.	Opening of the call for proposals	December 05, 2023
2.	Formulation of questions to the terms of reference	Until December 11, 2023 at midnight.
3.	Clarifications to questions	December 14, 2023
4.	Submission of proposals	Until December 26, 2023 at midnight
5.	Notification to the selected service provider	On the week of January 9, 2024 (Estimated date)

Proposers must send to the e-mail convocatorias.colombia@swisscontact.org any concerns or questions arising from these TOR, as well as the proposal document by midnight of the day set in the above schedule, with subject **CONVOCATORY C+C Technical support for value addition in the cocoa chain**, including at least:

- Description of the proposer's experience as required in the profile.
- Methodology to be developed for each of the activities presented in these TOR and the additional ones proposed.
- Work team (with description of profiles, role within the project, time dedication and experience related to the call).
- Proposed schedule of activities.
- Financial proposal
- The associated budgets must include travel expenses necessary for the execution of the contract.

It is important to note that the completion of the Due Diligence is an enabling criterion for the evaluation of the proposal, it analyzes the level of risk of the proponent as an implementing partner of Swisscontact. Those bidders that pass this analysis continue in the proposal evaluation process, under these criteria:

Item	Rating
1. Proposer's experience	25 points
2. Work Team	30 points
3. Methodological proposal + Work plan and timeline	35 points
4. Financial Proposal	10 points
Total Score	100 points

Required profile / Executing team

Requirements for the consulting firm:

- Minimum 3 years of experience related to projects oriented to the improvement of cocoa production and quality and/or transformation of cocoa into cocoa liquor/coating, according to market demand.
- Experience related to the articulation of stakeholders in the production chain, convening power for technical development and transfer of results.

National and/or international firms may be presented individually or in alliance.

For the presentation of the proposal, the proponent must have at least the following personnel profiles: experienced and suitable professionals for the execution of activities and delivery of results.

Cargo	Vocational Training	Minimum Experience	Specific Experience
Technical assistance professional (cultivation)	Professional related to agricultural and livestock or related areas, agronomist engineer, agro ecologist and/or related branches.	Minimum verifiable professional experience of 3 years.	Field technician in the implementation of production processes for the production of cocoa. Minimum 3 years.
Cocoa quality professional (post-harvest)	Professional related to agricultural and livestock or related areas, Engineer food and/or related branches.	Minimum verifiable professional experience of 3 years Years	Cocoa / Chocolate taster. Minimum 3 years.
Professional in the process of transforming cocoa beans into cocoa products. semi-finished products	Professional related to agricultural and livestock or related areas, food engineer and/or related branches.	Minimum verifiable professional experience of 3 years.	Processing of intermediate and/or final cocoa products. Cocoa taster /chocolate. Minimum 3 years.

Work plan and execution schedule:

The maximum execution deadline is **October 31, 2024**. However, the proponent is free to propose a shorter execution schedule as long as it complies with the activities and deliverables described in these terms of reference.

The proponent must indicate the manner in which it will execute the activities described in the terms of reference and the details of the tasks to be performed; its deliverables and results. Describe how the different stages of the project will be developed. The clarity of the work plan and execution schedule will be evaluated.

Methodological proposal:

The proponent must state the relevance, coherence and soundness of the proposed methodology to achieve the purpose of the consultancy. The scope of the proposal, expected results and impacts should be indicated. Finally, the proponent should establish the other requirements that, from a technical point of view, are deemed necessary for the implementation of the proposal. The coherence of the planned methodological proposal and its effectiveness in obtaining the expected outputs will be evaluated, and preference will be given to proposals that have an explicit gender focus in the activities where it is possible to apply it.

Reporting / Supervision:

The contract supervisor is the General Coordination of the Colombia + Competitive Program or its delegate.

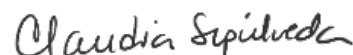
Warranties:

The selected bidder shall constitute at its own expense and in favor of SWISSCONTACT, a single guarantee covering:

- Performance policy for an amount equivalent to 30% of the total value of the contract, with a term equal to the term and six months more.
- Quality of services and goods: For an amount equivalent to twenty percent (20%) of the value of the contract, with a term equal to its term plus six (6) more months.
- Payment of salaries, social benefits and indemnities: For the equivalent of five percent (5%) of the value of the contract, with a term equal to its term and six (6) more months.



MARY AMALIA VÁSQUEZ MURILLO
Legal Representative
SWISSCONTACT



CLAUDIA SEPULVEDA
General Coordinator - C+C Program
SWISSCONTACT

Annexes

Annex 1: Letter of presentation of the offer

Place and date Messrs.

Swisscontact

Carrera 48 #93-51 Bogotá

Reference: Initiative "Development and implementation of a model for the generation of value at origin, meeting market requirements" - Technical support component for the construction of cocoa production, quality and processing protocols.

Dear Sirs:

I, (name of legal representative), identified as stated at the bottom of my signature, acting in the name and on behalf of the Bidder, submit the Bid for the above mentioned Contracting Process and declare:

1. That I know and accept the Process Documents, I had the opportunity to request clarifications and modifications to them, and I received from Swisscontact a timely response to each of the requests.
2. That I am authorized to sign and submit the Proposal on behalf of the Bidder and I am authorized to sign the contract if the Bidder is the successful bidder of the above mentioned Contracting Process.
3. That the documents that I submit with the Offer are true and have been issued by persons authorized for such purpose.
4. That the attached economic offer was prepared taking into account all expenses, costs, rights, duties, taxes, fees and other contributions that will be caused on the occasion of the presentation of the Offer, subscription and execution of the contract and that, consequently, if awarded, I will not file claims on the occasion of the payment of such expenses.
5. That, in case I am awarded the contract, I will sign the contract on the date foreseen for such purpose in the Schedule.
6. I will receive notifications at the following address:

Contact us:

Correspondence address:

Telephone:

Cell phone:

E-mail address: Signature of the

Tenderer's legal representative

Annex 2: Tenderer's and team's experience

Reference: Initiative "Development and implementation of a model for the generation of value at origin, meeting market requirements" - Technical support component for the construction of cocoa production, quality and processing protocols.

I, (name of legal representative), identified as shown at the bottom of my signature, acting on behalf of and in representation of the Bidder, present the experience of the bidder and the work team for the referenced contracting process.

1. EXPERIENCE OF THE PROPOSER

Contract no. 1	
Object of the contract	
Date of contract initiation	
Contract termination date	
Name or company name of the contractor	
Contact person	
Address contact telephone numbers	
Contract value	
Activities / Specific objectives	
Remarks	

Contract no. 2	
Object of the contract	
Date of contract initiation	
Contract termination date	
Name or company name of the contractor	
Contact person	
Address contact telephone numbers	
Contract value	
Activities / Specific objectives	
Remarks	

(add the number of tables required)

Total experience related to the project (years): _____



2. PROPOSED CONFIGURATION OF THE WORK TEAM TO DEVELOP THE METHODOLOGICAL PROPOSAL:

Please include a detailed explanation of the role of the team members within the project:

Position/Role	Profile	Responsibilities	Time Commitment

(add the number of rows required for each of the roles in the call)

3. EXPERIENCE OF THE MEMBERS OF THE WORK TEAM

(Role): **(Consultant's name)**

Contract no. 1	
Object of the contract	
Functions performed or role	
Date of contract initiation	
Contract termination date	
Name or company name of the contractor	
Contact person	
Address contact telephone numbers	
Contract value	
Remarks	

Contract no. 2	
Object of the contract	
Functions performed or role	
Date of contract initiation	
Contract termination date	
Name or company name of the contractor	
Contact person	
Address contact telephone numbers	
Contract value	
Remarks	

Total experience related to the project (years): _____

(add the number of tables required for each of the roles of the call)

Signature of Legal Representative

Name:

Identity Card:



Annex 4: Due Diligence

**Partner Due Diligence: Self-
 Assessment Questionnaire**

Name of the organization:	
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This self-assessment questionnaire is part of Swisscontact's regular due diligence process for its partner entities. All information provided will be kept confidential. It is paramount that all questions are answered truthfully. The questionnaire must be completed by the owner, the CEO or a duly authorized senior officer.

B - Organizational structure

Type of organization:	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Non-profit <input type="checkbox"/> Academic <input type="checkbox"/> Other:
Year founded:	
Subsidiaries and/or affiliates:	
Registration details: <i>(type, date and number)</i>	
Taxpayer identification:	
Organization's executives: <i>(vice- and president, executive director)</i>	
Staff paid at 100%: <i>(annual for the last three years)</i>	
Annual turnover in USD: <i>(annual for the last three years)</i>	

A - Contact information

Head office: address and telephone number	
Organization's website:	
General Manager of the organization:	
Legal representative of the organization:	
Contact person: telephone and e-mail	



Confirm availability and last update of the following documents, and attach them to the questionnaire:	<input type="checkbox"/>	Rules of procedures *	<i>last updated:</i>
	<input type="checkbox"/>	Vision & Mission	<i>last updated:</i>
	<input type="checkbox"/>	Organizational Chart	<i>Last update:</i>

** or any similar document, defining responsibilities and authorization powers*

C - Taxes and Finance

Has the organization ever failed to pay taxes or social security contributions?	<input type="checkbox"/>	<input type="checkbox"/>	but
	<i>Give details:</i>		
Have the organization's accounts and internal control system been audited during the last three years?	<input type="checkbox"/>	<input type="checkbox"/>	but
	Please attach external audit reports for the last three fiscal years to the completed questionnaire.		

D - Insurance

Does the organization have: . liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	but
. travel insurance for your staff?	<input type="checkbox"/>	<input type="checkbox"/>	but

E - Conflict of interest

Does the organization have: . a conflict of interest policy?	<input type="checkbox"/>	<input type="checkbox"/>	but
. staff training on this?	<input type="checkbox"/>	<input type="checkbox"/>	but
. procedures for resolving suspected cases of conflict of interest?	<input type="checkbox"/>	<input type="checkbox"/>	but

F - Internal control system

Does the organization have: . written financial management processes and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	but
	<i>Give details:</i>		
. written risk management processes and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	but
	<i>Give details:</i>		
. a written risk register?	<input type="checkbox"/>	<input type="checkbox"/>	but
. an updated inventory of all assets?	<input type="checkbox"/>	<input type="checkbox"/>	but

G - Governance

Does the organization have:	<input type="checkbox"/>	<input type="checkbox"/>	but
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. an anti-corruption policy?		
. a code of business conduct, including the following:	<input type="checkbox"/> yes	<input type="checkbox"/> no
(i) modern slavery and human trafficking?	<input type="checkbox"/> yes	<input type="checkbox"/> no
(ii) protection of minors?	<input type="checkbox"/> yes	<input type="checkbox"/> no
(iii) prevention of sexual exploitation, abuse and harassment (PSEAH)?	<input type="checkbox"/> yes	<input type="checkbox"/> no
(iv) receipt of complaints?	<input type="checkbox"/> yes	<input type="checkbox"/> no
(v) prevention of money laundering?	<input type="checkbox"/> yes	<input type="checkbox"/> no
(vi) terrorist financing?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Does the organization have: . an employee code of conduct?	<input type="checkbox"/> yes	<input type="checkbox"/> no
. a policy of Gender Equality and Social Inclusion?	<input type="checkbox"/> yes	<input type="checkbox"/> no
. an environmental policy?	<input type="checkbox"/> yes	<input type="checkbox"/> no
. an occupational health code?	<input type="checkbox"/> yes	<input type="checkbox"/> no
What does your organization do to ensure maximum transparency?		

H - Business Administration Internships

Working conditions: Does the organization comply with at least the core conventions of the International Labor Organization (ILO)**?	<input type="checkbox"/>	<input type="checkbox"/> but
Does the organization have guidelines: . on recruitment and employment?	<input type="checkbox"/> <i>Please specify:</i>	<input type="checkbox"/> but
. on acquisitions?	<input type="checkbox"/> <i>Please specify</i>	<input type="checkbox"/> but
. on data security?	<input type="checkbox"/> <i>Please specify:</i>	<input type="checkbox"/> but
. about communications?	<input type="checkbox"/> <i>Please specify:</i>	<input type="checkbox"/> but



** ILO fundamental conventions:

No. 29 Forced Labour Convention, dated 28 June 1930 (SR 0.822.713.9); No. 87 Freedom of Association and Protection of the Right to Organize Convention, dated 9 July 1948 (SR 0.822.719.7); No. 98 Right to Organize and Collective Bargaining Convention, dated 1 July 1949 (SR 0.822.719.9); No. 100 Equal Remuneration Convention, dated 29 June 1951 (SR 0.822.720.0); No. 105 Abolition of Forced Labor Convention, dated June 25, 1957 (SR 0.822.720.5); No. 111 Discrimination (Employment and Occupation) Convention, dated June 25, 1958 (SR 0.822.721.1); No. 138 Minimum Age Convention, dated June 26, 1973 (SR 0.822.723.8); No. 182 Worst Forms of Child Labor Convention, dated June 17, 1999 (SR 0.822.728)

I - Where is there potential for organizational strengthening to be facilitated by Swisscontact?

Area for improvement	Specific and concrete support is needed in

In case of an agreement on certain organizational strengthening measures, they must be specified in the Implementation Agreement signed between your organization and Swisscontact, and the activities must be budgeted accordingly.

J - Certification

Signature***:	
Name and position:	
Date:	

*** signature of the owner of the organization, of its general manager

