

WWF-UK Invitation to Tender Brief

Trade Hub

July 2022

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## 1 Summary

This document provides information to tendering Agencies to enable them to submit tenders to WWF for the provision of services.

## 2 Tender Requirements

Tendering suppliers must follow the instructions below to be eligible for consideration:

* Confirm receipt of this documentation and intention to submit a tender by email to the Senior Programme Advisor for Asia, John Dodswoth – [Jdodsworth@wwf.org.uk](mailto:Jdodsworth@wwf.org.uk) at your earlies opportunity.
* Tendering suppliers are invited to submit questions via email before submitting their tender response. Questions submitted by close of play **29/08/2022** will be responded to – we will do our best to respond within 48 hours. Contact details of relevant WWF-UK staff are included at the end of this document. All requests for further information will be monitored by the Senior Programme Advisor for Asia and where appropriate all tendering suppliers will be provided with additional information requested.
* Tender documentation is to be submitted by email to [Jdodsworth@wwf.org.uk](mailto:Jdodsworth@wwf.org.uk)
* Tender documentation must be complete - no other information will be considered as part of the initial selection process.
* Tender documentation by email must be received at WWF-UK by **12 noon on 02/09/2022**

Please confirm that key personnel will be available to attend a zoom call with WWF-UK staff week commencing **12/09/22** during which you will deliver a pitch if you are short listed to this stage and talk us through your approach to implementation planning.

WWF will:

* Consider all tenders in a fair way and ensure that no tender has an unfair advantage and adhere to internal policies for the management of tenders. The process will be overseen by an independent Tender Board.
* Notify all agencies of the initial outcome of this tender process by close of play **30/09/2022**.
* Not consider tenders that are submitted after the deadline.

The Invitation to Tender is comprised of:

* This Word document.
* Appendices 1-3 inclusive.

We are aiming to go live with a new supplier on **03/10/2022**.

## 3 BACKGROUND & Scope

Background:

This document details the terms of reference for a partner organisation/entity to act as focal point for the Trade Hub and act as interlocutor/intermediary for the FACT dialogue engagement with the UK government and supporting WWF UK’s strategy. The contract will span up to 24 months, subject

Since COP26 and the signing of the New York Declaration on Forests, the UN’s own assessment has found that forest loss and degradation have continued, almost unabated, with failures to reach 2020 loss reduction targets and a lack of evidence of being on track to meet 2030 targets. Environmentally harmful commodity production continues to exacerbate forest loss and a lack of aligned policy between major producer and consumer countries means we are a long way from being able to address the major drivers of deforestation.

The impetus for engaging this partner organisation/entity is the UK Government’s (HMG) Presidency of COP26 and leadership on the Forest, Agriculture, and Commodity Trade (FACT) dialogue, an indicative roadmap has been outlined in a ‘Chairs’ Statement’ on 4 key areas of work; trade and market development; small holder support; traceability and transparency; and research, development, and innovation.

The UK FACT partner organisation/entity will support delivering on impact pathways and policy routes to drive more socially beneficial and sustainable production of beef and soy in Brazil for the Chinese market. The partner organisation/entity will focus on two of the four areas identified (by the FACT Dialogue) trade and market development and smallholder support.

With the UK holding the COP presidency it feels timely to be able to explore this link and support the implementation of a programme of work on the ground between China and Brazil. **The central aim of the consultancy will be to deliver the UK engagement and policy & advocacy of work on Brazil-China beef and soy trade.**

**Scope**

The consultant will lead WWF’s engagement with the UK FACT presidency, COP handover and ongoing wider dialogues with to inform, develop linkages and deliver synergies from the Trade Hub work as it relates to and WWF programme on China and Brazil soy & beef trade, as well work related to Palm Oil. One area will be to assess will be the opportunities to use existing degraded land (approximately 30m hectares) and support sustainable production in Brazil, thus benefiting people, climate and nature.

The consultancy will be split into two lots; Lot 1 – Soy & Beef workstream; Lot 2 – Palm Oil workstream. The partner organisation/entity will indicate if they are applying individually for a specific lot, or is expressing interest in both as part of their application.

Details will be finalized and confirmed during a discovery phase with the partner organization / entity. The full contract is subject to a satisfactory discovery phase.

Specifically, the partner organisation/entity will;

Lot 1 – Soy & Beef

* act as a conduit between UK FACT Dialogues and associated initiatives both inside and outside of WWF, and as part of this contract, identify how WWF best engage in the stakeholder process around FACT.
* provide technical inputs and guidance on FACT as a route for public policy solutions and private sector collaborations for sustainable trade which benefits developing country producers in Brazil for WWF’s new programme of work focussing on engaging COFCO as the largest Chinese commodity trader, for the WWF UK to inform relevant supply chain policy and advocacy, and to input and share with Trade Hub partners
* Be a part of the WWF China-Brazil work project team – particularly working with WWF UK, WWF China and WWF Brazil leads.
* Act as a focal point to support the dissemination, use and impact from Trade Hub research on the wider social-economic impacts of commodity production and how it is affected by policy to improved environmental standards of production. This work with particularly engage with WWF UKs Chief Advisor on Economic Development

We know that deforestation has a negative impact on nature, people and climate. The current global trade (Soy, Beef) is based on the unsustainable conversion of forested lands, driven by unsustainable patterns of consumption and supported by harmful subsidies between China and Brazil.

The commodity flows that support the unsustainable loss of forest across our planet are established with associated infrastructure, financing and diplomacy established around this. We acknowledge that engaging China as the largest importer of Beef and Soy, and Brazil as the largest exporter of Soy. Engaging both producer and consumer countries is key to addressing these unsustainable trade flows.

Lot 2 – Palm Oil

* act as a conduit between UK FACT Dialogues and associated initiatives both inside and outside of WWF, and as part of this contract, identify how WWF best engage in the stakeholder process around FACT relating to Palm Oil.
* provide technical inputs and guidance on FACT as a route for public policy solutions and private sector collaborations for sustainable trade which benefits developing country producers in Indonesia for WWF’s existing programmes of work, for the WWF UK to inform relevant supply chain policy and advocacy, and to input and share with Trade Hub partners
* Be a part of the WWF UK Thriving Habitats and Species ‘Drivers’ project team – particularly working with key WWF countries working on Palm Oil.
* Act as a focal point to support the dissemination, use and impact from Trade Hub research on the wider social-economic impacts of Palm Oil production and how it is affected by policy to improved environmental standards of production.

## 4 key objectives

The main aim of the consultancy is to support the Trade Hub and connect with the FACT dialogues, and implementation of the WWF programme of work between China and Brazil. The objective of the consultancy is to allow WWF and Trade Hub partners to engage and input, where possible to support the successful delivery of FACT dialogues and link the wider literature and research that can be utilised to promote sustainable trade related to Soy and Beef between China and Brazil. Second, the consultancy will support engagement directly with COFCO (the largest Chinese commodity trader)\* (\*private sector stakeholders), to deliver on our existing WWF UK portfolio and strategy and support action on the ground aligned to the FACT dialogues.

## 5 service requirements

Deliverables

Details will be finalized and confirmed during a discovery phase with the partner organization / entity. The full contract is subject to a satisfactory discovery phase.

Below provides a set of indicative deliverables and activities:

* Develop analysis for how Trade Hub can best engage in build-up, event and wrap up of COP27
* Provide Quarterly summaries to WWF UK working group on key Trade Hub activities (research, reports, and relevant work)
* Act in an advisory capacity on matters relating to Soy, Beef and Palm Oil
* Provide Quarterly analyses on ongoing Soy, Beef, Palm Oil work WWF UK is supporting and liaise with THS Drivers team.
* Act as focal point for the Trade Hub and WWF UK’s engagement with the Forest, Agriculture Commodity Trade (FACT) dialogues.

Events

The Consultant will be expected to travel on the following occasions to enhance and deliver their work:

* Trade Hub meeting 12-16 September 2022
* Trade Hub meeting 2023 date TBC
* COP27 7-18 November 2022
* Field visits to Brazil, China, Indonesia, Malaysia 2023 & 2024 (2-3 per year) (dates TBC)
* Bi-annual meetings to be held in the UK at WWF-UK LPC

Requirements

* Deep knowledge and experience of working across Soy & Beef and/or Palm Oil.
* Understanding of global commodity trade and opportunities to influence and advocate for sustainable change.
* Existing network and relationships to support the wider progress of this work
* Understanding of academic and scientific research, and how best to utilise it to different stakeholders.

## 6 Response guidelines

In your response, please provide:

* A 3-4 page overview on the approach and key areas outlining the approach to meeting the programme objectives. Also, with reference to the macro challenges in addressing global food supply chains.
* Case studies or examples of work related to commodity supply chains and details of a previous client who would be willing to provide a reference (we will not contact them without your consent)
* CVs of core team
* A completed Environmental Procurement Questionnaire
* A breakdown of costs and day rates, including any Charity or NGO discount you might offer
* Acceptance of our T&Cs and Third-Party Expenses policy or any comments thereto

Please also indicate your availability for an interview w/c 15/08/2022

## Timeline Summary

|  |  |
| --- | --- |
| Action | Date |
| Issue ITT | w/c 25/07/2022 |
| Supplier to confirm intention to tender and submit any questions | At earliest opportunity |
| Supplier to submit proposal and relevant documents | 12 noon on 02/09/2022 |
| Shortlisted supplier interviews | w/c 12/09/2022 |
| Notify suppliers of outcome to tender | 30/09/2022 |
| On board new supplier for 2 years consultancy | w/c 03/10/2022 |

## Budget

£80,000-£99,000 inc VAT for 2 years.

This is to include all work carried out and expenses.

## WWF-UK Contact Information

WWF-UK

The Living Planet Centre

Rufford House

Brewery Road

Woking

Surrey

GU21 4LL

For information regarding the tender process:

Senior Programme Advisor for Asia, John Dodswoth – [Jdodsworth@wwf.org.uk](mailto:Jdodsworth@wwf.org.uk)

Additionally [Procurement@wwf.org.uk](mailto:Procurement@wwf.org.uk)

Appendix:

1. WWF-UK Standard Terms
2. WWF-UK Third Party Expenses Policy
3. WWF-UK Sustainable Procurement Questionnaire