

Request for Proposals - Consultancy

Cluster IMS design

Applications deadline: 23 May 2021

RFP #: 2021-May-ASP-UZIMS

Location: Flexible

Start date: 21 June 2021

End date: 26 November 2021

BCI key contact: Leyla Shamchiyeva
Assurance Manager
tender@bettercotton.org



All applications must be sent by email, to BCI's key contact, with the subject header: "2021-March-ASP-UZIMS". Questions, requests and applications sent after the deadline (23 May 2021) will not be considered.

Background

The Better Cotton Initiative (BCI) is a multi-stakeholder initiative and the largest cotton sustainability programme in the world. BCI and its Partners currently support over 2.3 million farmers in 23 countries in adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 22% of global cotton production. BCI works closely with stakeholders all the way from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability.

Uzbekistan has been applauded for the progress achieved transitioning out of the state-imposed forced labour system in cotton harvest inherited from the Soviet system. However, pockets of non-compliance persist and a proactive approach to managing the risks of forced labour need to be adopted in order to be able to credibly operate in Uzbekistan.

In Uzbekistan, GIZ is piloting the Better Cotton Standards System (BCSS) in the framework of GIZ's "*Sustainability and Value Added in the Uzbek Cotton Economy*" project (2020-2021). BCI is supporting this work by providing technical expertise. As part of this support BCI is looking to commission a consultancy to develop decent work specific Internal Management System. Adopted at cluster management level, decent work IMS will help mitigate the risk of forced labour in all aspects of farm operation, including during cotton harvesting.

Objective

BCI is seeking a consultant to develop a decent work focused Internal Management System at cluster level. The IMS will need to incorporate core elements of relevant social management systems based on best practice, while also accounting for feasibility and applicability to local context. The consultant will need to do gain an understanding of the systems currently in place in the clusters participating in the BCI pilots. Stakeholder consultations will be essential for this exercise and will help ensure that all risks and opportunities are taken into consideration.

The IMS will aim to address the decent work and forced labour risks at farm level, and will include (indicative list):

Data collection:

- System for collection, management and validation of worker data, including the types of workers, activities carried out, etc. The system needs to balance rigour and efficiency
- Data management policy

Request for Proposals - Consultancy

Cluster IMS design

Applications deadline: 23 May 2021



Recruitment practices:

- Recruitment practices, including code of conduct for labour brokers
- Payment/ compensation practices

Monitoring:

- Approach to continual monitoring throughout the season, including field visits, etc.

Policies and Processes:

- Codes of conduct for cluster staff
- Standard operating procedures for case response and escalation
- Processes to ensure that feedback received through formal and informal grievance channels is integrated into the IMS to better identify risks and effectively resolve cases
- Reporting and accountability
- Ensure alignment with key social management standards, e.g. ISO26000, including human right, labour and fair operating practices

Management:

- Definition of roles and responsibilities to ensure oversight and accountability over corrective actions and responsiveness to issues, and performance management

Capacity Building:

- High-level outline of a farmer and worker awareness raising approach on labour rights
- High-level outline of a capacity building approach on labour rights, internal policies and procedures for all cluster staff (including field staff)

Other:

- Consider potential of incorporating worker voice technology as a risk mitigating measure, identifying risks and opportunities

Current assignment does not imply any primary data collection or field travel. Key inputs will come from the Consultant's expertise and industry good practice in social responsibility management systems, as well as insight from the stakeholder interviews.

Deliverables

The Consultancy will produce a high-level framework for an Internal Management System that can be used by the Implementing Partners to adapt to specific clusters/producers. The successful Consultant will deliver:

- A short final report summarising methodology, consultations, findings and recommendations
- Recruitment management approach for clusters
- Outlines of a cluster monitoring plan
- A set of template policies and procedures
- Organogram outlining roles and responsibilities to ensure clear accountability within the cluster
- Labour rights capacity building approach for farmers and workers
- Capacity building plan for cluster staff on labour rights, policies and procedures
- A 1.5h workshop with key stakeholders to validate findings and proposed approach

We anticipate the task to take between 15 days to complete. This is an indicative number only and will be finalised based on the methodology proposed by the consultant.

Experience, Skills, and Competencies

The consultant (or team of consultants) must demonstrate excellent knowledge of international social management systems as well as a good level of understanding of Uzbekistan's decent

Request for Proposals - Consultancy

Cluster IMS design

Applications deadline: 23 May 2021



work challenges and the cluster system. The consultants able to demonstrate the following competencies will be prioritised for selection:

- Understanding of context specific decent work risks and mitigation measures
- Expertise in management systems design and operationalisation
- A good understanding of agricultural contexts and large farm management
- Awareness of Uzbekistan's textile cluster system
- Certification or functional understanding of social responsibility management standards, e.g. ISO 26000

High-level Timeline

Activities	Estimated days
Develop and agree approach with BCI/GIZ	2
Consultations with key stakeholders	3
IMS design	6
Report writing	2
Workshop to validate findings	1
Finalise report	1
Total	15

Application

Proposals that respond to this Terms of Reference should be a maximum of 2-3 pages (excluding CVs), and include the following:

- Overview of relevant experience
- Proposed project approach
- Proposed team names, along with CVs
- Detailed and transparent budget, including time allocation and day rates (preferably in Euro) for each person working on this project
- Pricing including any applicable VAT

The total budget available for this exercise is €15,000. No field travel is envisaged in this assignment.

All applications must be submitted by email, headed "2021-May-ASP-UZIMS" addressed to Leyla Shamchiyeva at tender@bettercotton.org.

In addition to skills, competencies and expertise, BCI will consider value for money and demonstrable commitment to the sustainability field to evaluate applications.

We thank all applicants for their interest; however only shortlisted applicants will be contacted.

BCI is committed to good practice and transparency in the management of natural, human and financial resources. All applications will be reviewed under the principles and subject to BCI's policies on equal opportunity, non-discrimination, anti-bribery & corruption and conflict of interest.