

Request for Proposals – Short-term consultancy for Tax Advisory Services

RFP n#: 2021-09-FO-TAXCONSULT

Location: Remote

Start date: 08-11-2021

End date: 17-12-2021



Better Cotton key contact: Gnilane Ndiaye Sylla
Finance
tender@bettercotton.org

All applications must be sent by email, to Better Cotton's key contact, with the subject header: "Application RFP Tax Consultant – RFP n# 2021-09-FO-TAXCONSULT".

Questions, requests and applications sent after the deadline (15 October 2021) will not be considered.

Description

Better Cotton is the world's largest cotton sustainability programme. Our mission: to help cotton communities survive and thrive, while protecting and restoring the environment. In challenging times, we are meeting the challenge head on. Through our network of field-level partners we have trained over 2.5 million farmers in 23 countries in more sustainable farming practices. A quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, and by 2030 our aim is to have trained 5 million farmers and doubled global production of Better Cotton.

We are seeking proposals from Taxation Experts who can support Better Cotton in our compliance and future planning needs.

Restructuring the tax approach for Better Cotton and its implementation will require a phased approach over several years, 2021-2023. This proposal is for phase 1 of the work.

However, we anticipate that the knowledge and insights gained from this consultancy will make the selected firm a preferred supplier for the next three years.

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| Phase 1 | Ensure BETTER COTTON and GIF comply with Swiss Law |
| Phase 2 | Proactive Tax Planning for 2030 |

During phase 1, the advisors will look into the transactions of Better Cotton Association and GIF (Better Cotton Growth & Innovation Foundation). In addition, the review should consider the tax implications of transactions between these two legal entities.

At Better Cotton, we place great importance on ensuring that we comply with the requirements of tax authorities in the locations we are operating. In addition, we wish to ensure that we maintain our current status of maximising the funding available for our mission. Better Cotton continues to

proactively manage our tax affairs for efficiency, maximise funding available for our mission, and maintain Better Cotton 's not-for-profit status.

Tax management and planning is also an area addressed in our risk management. As Better Cotton enters its next strategic phase, we are seeking expert advice to review our tax compliance. We wish to ensure that we continue to adhere to the Swiss tax legislation as the organisation has grown significantly in recent years. In addition, some new sources of income have been secured.

This short-term consultancy will be an internal audit to ensure compliance with tax legislation. Whilst checking the adherence to Swiss Tax law, the consultant should make recommendations on areas of risk and opportunities to reduce taxes as the organisation has grown significantly in recent years.

A description of the consultancy work is provided below.

Assignment / Scope of work

The expected output will be a comprehensive report with recommendations for how Better Cotton can implement these. The report should include

- A summary of findings of risks and areas for improvement for operational management
- A report to summarise the work and results to present to the Finance Committee
- 30 min presentation to the Finance Committee

The consultancy is estimated to require 10-15 working days in close collaboration with the Finance Team.

The review will cover;

- General legal tax
- Indirect and Direct Taxation

We require the consultant to advise on an integrated approach to our Better Cotton and GIF operations inside and outside Switzerland. These include China, India, Pakistan, UK, Sweden, the US, and other countries where Better Cotton have programmes or staff.

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

Experience, Skills and Competencies

We need skilled professionals in the following areas:

- Expert in Swiss Federal and Cantonal Taxation
- Specialist of direct and indirect taxation
- Experience in working with international not-for-profit and its complexities.
- Experience leading the development of improved tax processes and mechanisms for not-for-profit organisations
- Fluent English: Better Cotton's language of operation is English

High-level Timeline

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| 15 October 2021 | Applications deadline (<i>usually 2-4 weeks after publication</i>) All applications must be submitted by email, headed "Application RFP Tax Consultant – RFP n#2021-09-FO-TAXCONSULT" addressed to Gnilane Ndiaye Sylla at tender@bettercotton.org . |
| 18 to 29 October 2021 | Applications review & shortlisting / Interviews |
| By 29 October 2021 | The successful applicant will be notified Unsuccessful shortlisted applicants will also be notified |
| 08 November 2021 | Start of the consultancy |
| By 08 November 2021 | Kick-off meeting and presentation of the consultant approach |
| By 19 November 2021 | Submit preliminary report |
| By 26 November 2021 | Presentation call with BETTER COTTON Finance Team – Preliminary report |
| By 08 December 2021 | Submit draft final report & recommendations |
| By 08 December 2021 | Presentation call with BETTER COTTON Finance on December 15, 2021 – final report & recommendations |

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

Application Requirements

Proposals responding to these TORs should be a maximum of 3 pages (excluding CVs) and include the following:

- Overview of relevant experience;
- Proposed methodology and timeline;
- Detailed and transparent budget, including time allocation and day rates (preferably in Euros).

We thank all applicants for their interest; however, only shortlisted applicants will be contacted. Would you please send proposals to Gnilane Ndiaye Sylla, General Accounting Manager at tender@bettercotton.org

A panel of 3 will review applications. We thank all applicants for their interest; however, only shortlisted applicants will be contacted.

Better Cotton is a not-for-profit organisation, and the support of preferential rates is encouraged.

Better Cotton 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 Better Cotton's policies on equal opportunity, non-discrimination, anti-bribery & corruption and conflict of interest.