

Request for Proposals - Consultancy

BCI Financial Policy Review and Update
Applications deadline: 20 September 2021

RFP n#: 2021-08-FO-FINPOL

Location: Remote

Start date: 4 OCT 2021

End date: 31 DEC 2021

BCI key contact: Siobhain Coburn
Finance & Operations
tender@bettercotton.org



To BCI's key contact, all applications must be sent by email, with the subject header: "Application RFP BCI Financial Policy Review and Update – RFP n# 2021-08-FO FINPOL". Questions, requests and applications sent after the deadline (20 September 2021) will not be considered.

Description

The Better Cotton Initiative (BCI) — the largest cotton sustainability programme in the world — aims to reach 5 million farmers worldwide with more sustainable agricultural practices and account for 30% of global cotton production by the end of the 2020-2021 cotton season. In less than 10 years, the Better Cotton Initiative and its Partners have supported over 2.7 million farmers in 23 countries adopting more sustainable agricultural practices. Thanks to these efforts, Better Cotton accounts for around 23% of global cotton production. We are truly a joint effort, encompassing stakeholders from farms to fashion brands and civil society organisations, driving the cotton sector toward sustainability. BCI aims to transform cotton production worldwide by developing Better Cotton as a sustainable mainstream commodity.

Background

BCI is seeking proposals from skilled individuals or organisations interested in reviewing our current and future needs for Financial Policies.

BCI has grown significantly in its first strategic phase, and the Finance function has built systems and procedures to adapt accordingly. In the context of this fast-paced growth, some financial policies have evolved organically.

As BCI enters its second strategic phase, we recognise the importance of ensuring that our fundamental policies are updated. We also want to put in place new financial policies to control our next development stages.

Scope of Work

The expected output will be :

- Gap analysis of financial policies
- Adapt policies to reflect the recent funding inflows and outflows:
 - Update old policies
 - Draft new policies
- Recommend best practice for financial policies that BCI should put in place
- Roadmap and recommended timeframe for implementation of policies

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The successful applicant will be given access to BCI's and GIF's current financial policies and financial accounts for both BCI and BCI GIF <https://bettercottonfund.org/>. They will also engage with and interview key Finance team members and members of the Finance Committee.

In addition to skills, competencies and expertise, BCI will consider value for money when evaluating applications.

High-level Timeline

20 September 2021	All applications must be submitted by email, headed "Application RFP BCI Financial Policy Review and Update – RFP n°2021-07-FO-FINPOL" addressed to Siobhain Coburn at tender@bettercotton.org .
20-30 September 2021	Applications review & shortlisting / Interviews
By 30 September 2021	The successful applicant will be notified Unsuccessful <u>shortlisted</u> applicants will also be notified
4 October 2021	Start of the consultancy
By 15 October 2021	Deliverable I: Preliminary report to ensure alignment, including: <ul style="list-style-type: none">➤ Audit of existing policies➤ Gap analysis of existing policies➤ Recommendations:<ul style="list-style-type: none">○ policies requiring modifications○ new policies to be drafted
By 29 October 2021	Final report <ul style="list-style-type: none">➤ A presentation highlighting the main changes and new policies that BCI is going to put in place, including a report for the finance committee and a PowerPoint.➤ Additional policies that BCI should consider as its activities expand during our next strategic phase.➤ Comprehensive Financial Policies drafted in accordance with house style.
Late 2021	Handover session with BCI Finance staff and Leadership team. (1 hour)

Required Skills & Knowledge

Skills, Knowledge and Experience
Essential
At least five years - proven experience in Financial Accounting policy development.
Experience in working with international not-for-profit reporting and its complexities
Experience in the development of policies to minimise financial risks
Solid understanding of best practice policies for International NGO's.
Fluent English: BCI's language of operation is English

Application Requirements

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

- Overview of relevant experience.

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- 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.

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 an equal opportunity, non-discrimination, anti-bribery & corruption and conflict of interest.