

Request for Proposals – Traceability Training Content Development

RFP n#: 2023-01-TRC-TRAINING

Location: Development: remote

Delivery: various

Start date: March 2023

End date: March 2024

Better Cotton key contact:

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All applications must be submitted via the following [LINK](#). Any questions should be sent to tender@bettercotton.org **ONLY** with the subject header: "RFP Traceability Training – RFP n# 2023-01-TRC-TRAINING".

Questions, requests and applications sent after the deadline (10 February 2023) will only be considered in exceptional circumstances.

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 difficult times, we are meeting the challenge head on. Through our network of field-level partners we have provided training on more sustainable farming practices to more than 2.9 million cotton farmers in 26 countries. More than a fifth of the world's cotton is now grown under the Better Cotton Standard and our membership network includes more than 2,400 members.

More information about Better Cotton can be found on our website: www.bettercotton.org

Background

There is a growing demand for traceable Better Cotton, as stakeholders worldwide seek clarity over the social and environmental challenges associated with the cotton supply chain, and policymakers require businesses to demonstrate greater transparency. Better Cotton is developing a Chain of

Custody Standard, a digital Better Cotton Platform, and a Claims Framework to provide the capability for Better Cotton to be physically traced. The first phase, providing traceability from Ginners to Retailers/Brands, will Go-Live in Q4 2023.

We are seeking proposals from skilled organisations interested in developing training and guidance content for suppliers, manufacturers, retailers, and brands of the cotton supply chain to prepare for physically tracing Better Cotton from Q4 2023.

Building on Better Cotton's experiences of delivering training as part of traceability pilots in 2022, the training provider will need to develop training content that can be presented to various supply chain audiences, in a format that can be easily translated, and deliver training to Better Cotton colleagues on how to present the content and encourage engagement within the training sessions.

Scope of Work

The expected output will be to create and deliver a comprehensive training service to prepare and support suppliers, manufacturers, retailers, and brands for the upcoming roll-out of the traceability system.

The objective of the training is to provide these audiences with the relevant knowledge to be fully prepared to trace physical Better Cotton.

Summary of outputs/tasks include:

1. Consulting relevant Better Cotton staff to:

- Develop a comprehensive understanding of the traceability programme
- Incorporate insight from training undertaken in traceability pilots and results from audits and pilot partner feedback
- Develop knowledge of the Chain of Custody Standard
- Develop knowledge of the Better Cotton Platform
- Develop knowledge of the Claims Framework

2. Development of content for online and in-person training, and associated guidance:

- In an engaging, digestible format with the ability to share in tutor-led training sessions and in independent sessions (through Mindflash)
- End of training assessment and feedback tool
- Modules to include
 - Chain of Custody Module (Mass Balance + Physical)
 - Chain of Custody Module (Physical only)
 - Better Cotton Platform Module (Mass Balance + Physical)
 - Better Cotton Platform (Physical only)
 - Claims Framework Module
- *Please note: if you have strengths in the development of training content for one or multiple of the above modules (but not all), we still invite you to submit a proposal referencing which modules you would deliver content for.*

3. Continuous improvement of training content in response to:

- Feedback from the end of training assessment feedback tool
- Auditing non-compliance trends
- Further developments in Chain of Custody, Better Cotton Platform, and Claims Framework

4. Train-the-trainer delivery coaching and support:

- Of Better Cotton colleagues who will deliver training

- Of external resources where necessary to meet training demand

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

High-level Timeline

23:59 10 February 2023	Applications deadline All applications must be submitted via this LINK
13 – 16 February 2023	Shortlisting of applications for interview. Successful and unsuccessful applicants will be notified.
20 – 24 February 2023	First-round interviews. Successful and unsuccessful applicants will be notified. Successful applicants will receive a release with guidance on a task to prepare for the final-round interview.
27 February – 03 March 2023	Final-round interviews. Presentation of the prepared task.
06 March 2023	The successful applicant(s) will be notified. Unsuccessful applicants will also be notified.
03 April 2023	Start of the consultancy
01 May 2023	Chain of Custody Standard training prepared, and delivery commenced, in the form of: <ul style="list-style-type: none"> - Implementation training for suppliers, in-person, virtually and on-demand - Verification and monitoring training for auditors, virtually and on-demand
July 2023	Better Cotton Platform training prepared, and delivery commenced, to include: <ul style="list-style-type: none"> - For suppliers, three physical Chain of Custody models and Mass Balance - For auditors, analysis of transactions

	- For Retailers/Brands, reviewing physical transactions and Mass Balance transactions
November 2023	Claims Framework training prepared, and delivery commenced.
29 March 2024	End of service agreement.

Required Skills & Knowledge

Skills, Knowledge and Experience
<i>Essential</i>
Experienced in developing online and in-person training for audiences of varying digital literacies, languages, and geographies
Experience working with textile or commodity supply chains
Written and spoken fluency in English
Experience in coaching teams/individuals to deliver training
<i>Optional</i>
Experienced in developing and delivering training related to Chain of Custody and commodity supply chains
Ability to offer training content in other languages, including Turkish, Portuguese, Mandarin, Urdu, Hindi, French, Italian and Spanish

Application Requirements

Proposals responding to this Request for Proposals should be a maximum of 5 pages (excluding CVs), and include the following:

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

We thank all applicants for their interest.

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.