

Request for Information Intranet Consultant

RFI n#: 2023-9-CM-INTRANET

Location: Remote

Start date: 23 October 2023

End date: 29 March 2024



Better Cotton key contact:

Joe Woodruff
Communications Manager

All applications must be submitted via [this form](#).

You may submit questions to tender@bettercotton.org - RFI n# 2023-07-COM-INTRANET".

Questions, requests and applications sent after the deadline (23 October 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

Since its creation, Better Cotton has consistently prioritised the establishment of a positive work environment that fosters employee engagement and ensures their voices are heard.

By implementing various internal communication channels such as Teams, SharePoint websites, and internal newsletters, Better Cotton has taken significant steps towards facilitating effective internal communication.

We are now looking for an intranet expert or organisations interested in supporting the Communications and HR teams in implementing an intranet within Better Cotton.

The objective is to enhance internal communication, streamline information sharing, foster collaboration among employees, and improve overall organisational efficiency.

Scope of Work

The expected output will be:

- Collaborating with internal teams to gather requirements and design an intranet solution tailored to meet the organisation's specific needs.
- Assisting in the selection and implementation of an appropriate intranet platform or software.
- Customising the intranet to reflect the organisation's branding, structure, and information architecture.
- Configuring user permissions and security settings to ensure data integrity and confidentiality.
- Designing and implementing intuitive navigation and search functionalities for easy access to information and resources.
- Creating and organising content, including documents, news updates, announcements, and employee directories.
- Providing training and support to users, ensuring they are proficient in utilising the intranet's features and maximising its benefits.
- Monitoring the performance and usage of the intranet, analysing user feedback, and making necessary improvements and enhancements.

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

29 September 2023	Applications deadline All applications must be submitted via this form .
2 October to 20 October 2023	Applications review & shortlisting / Interviews
16 to 20 October 2023	The successful applicant will be notified Unsuccessful <u>shortlisted</u> applicants will also be notified

23 October 2023

Start of the consultancy

Required Skills & Knowledge

Skills, Knowledge and Experience
Essential
In-depth understanding of intranet platforms, technologies and knowledge of industry best practices
Information architecture and usability: strong skills in designing information architecture and structuring content in a user-friendly and intuitive manner
Technical expertise: proficiency in web development languages, experience in configuring and customising intranet platforms and implementing security protocols
User training and support: experience in conducting user training sessions and providing ongoing support to ensure effective adoption and utilisation of the intranet platform is highly desirable
Excellent communication, time-management and project management skills
Keen problem-solving and organisational abilities
Strong verbal and visual communication skills to present and explain insights and recommendations
Fluent written and spoken English

Application Requirements

Proposals responding to this Request for Interest should include the following:

- CV
- Overview of organisation's relevant experience
- Examples or portfolio of relevant work and projects
- Detailed and transparent budget, preferably in EUROS, including time allocation and day rates.

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

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.