

# Request for Proposals - BCI Office Feasibility Study – Côte D'Ivoire

**RFP n#:** 2026-2-PR-CIFEASIBILITY

**Location :** Côte D'Ivoire

**Start date:** 23<sup>rd</sup> March 2026

**End date:** 6<sup>th</sup> May 2026

**Technical Team:** Programmes & Countries



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

You may submit questions to [tender@bettercotton.org](mailto:tender@bettercotton.org) – RFP n# 2026-2-PR-CIFEASIBILITY until 4<sup>th</sup> Mar 2026, noting that the **final submission deadline for bids is the 6<sup>th</sup> March 2026**.

Questions and requests sent after the deadline 4<sup>th</sup> Mar 2026 will only be considered in exceptional circumstances.

## Important Submission Process Information:

After submitting your details through the [form](#), you will receive a separate email to upload your supporting documents to a secure platform.

## Description

Better Cotton Initiative 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 1.63 million cotton farmers in 15 countries. More than a fifth of the world's cotton is now grown under the Better Cotton Initiative Standard and our membership network includes more than 2,669 members.

More information about Better Cotton Initiative can be found on our website: [www.bettercotton.org](http://www.bettercotton.org)

# Background

We are seeking proposals from in country based skilled individuals or organisations interested in BCI Office Feasibility Study – Côte D'Ivoire.

BCI is exploring the establishment of a regional office in Côte D'Ivoire to strengthen its presence and enhance operational efficiency in the country and across the region. This feasibility study will assess a range of critical factors in line with our Hiring & Mobility Policy – such as legal and regulatory frameworks, employment landscape, financial and banking infrastructure, governance environment, security risks, and overall operational viability – to determine the key steps for) for setting up a legal structure (e.g., non-for-profit entity, NGO/NPO, branch office).

## Objectives:

The primary objective of this assignment is to assess and compare the feasibility of establishing a legal presence in Côte d'Ivoire. The study will produce a comprehensive, evidence-based report recommending the prerequisites for setting up the business or local not-for-profit legal structure (e.g., non-for-profit entity, NGO/NPO, branch office).

The analysis must provide deep insights into the legal landscape (different legal structures), operational environment, workforce availability, compliance requirements, cost-effectiveness, security, and financial systems. The recommendations should be practical, risk-aware, and support decision-making on office setup and program implementation in the region. The detailed scope includes but is not limited to:

## Scope of Work

The selected national consultant or firm is expected to deliver a detailed comparative analysis and recommendations covering the following thematic areas **Côte d'Ivoire**.

### A. Legal and Regulatory Environment

- Provide an overview of the business and nonprofit registration processes in the country. Identify and describe all licenses, documentation, and steps required for setting up a local legal structure for business and nonprofit (branch/non-for-profit company or NPO/NGO).
- Provide a detailed cost breakdown and timelines for registration of all viable options, separately for business entities and nonprofit entities.
- Highlight any limitations or restrictions on foreign ownership, operations of international NGOs, or access to government incentives.
- Analyze existing legal obligations related to compliance, annual filings, audits, and reporting to local authorities.
- Assess legal requirements related to entity setup (corporate & governance), including board composition (local vs. international), mandatory board presence, local shareholder thresholds, and annual reporting obligations.

- Identify applicable laws on anti-corruption, financial transparency, and governance, corporate and assess the overall legal environment—including daily operational liabilities, tax exposure, and compliance burden to ensure the entity can function effectively without undue legal or administrative constraints.

## **B. Employment Landscape**

- Analyze labor laws including minimum wage, contract regulations, benefits, termination clauses, and employee rights.
- Evaluate the availability of local talent in the areas of finance, programme delivery, M&E, administration, Information & data technology and technical (i.e. decent work, climate change etc) expertise along with language (English) abilities.
- Present salary benchmarks for common roles i.e. Manager, coordinator etc to determine employment cost-effectiveness.
- Assess the legal framework and constraints related to directly employing international or global roles within the country, including the feasibility and regulatory implications of using an Employer of Record (EoR) arrangement.

## **C. Banking and Financial Infrastructure**

- Provide information on major local and international banks operating in the country and outline the costs of transfers etc.
- Assess the ease of opening corporate bank accounts for INGOs/non for profits.
- Review regulations regarding receiving international funding, currency exchange controls, and fund repatriation.
- Discuss infrastructure and technology for digital banking, mobile payments, and online transactions.

## **D. Nonprofit and International NGO/NPO/Branch Environment**

- Evaluate the regulatory environment for nonprofit organizations, including registration, taxation, and oversight mechanisms.
- Identify known barriers or enablers for INGOs/NPO/Branch operating in the country.
- Highlight the presence and activity of other INGOs/NPO/Branch and donors in the country.

## **E. Travel & Accessibility**

Assess the ease and practicality of international, regional and domestic travel to the proposed countries/locations. This includes:

- Visa requirements:
  - for nationals from other West African countries
  - for international visitors

- International (including regional) connectivity – frequency of flights, major airlines operating, and proximity to popular transit hubs.
- Airport infrastructure – quality and accessibility of main and regional airports, airlines available, etc.
- Travel risks – including cost, duration, and security considerations.

#### **F. Security and Risk Analysis**

- Provide a detailed risk profile of country, including political stability, crime, civil unrest, and terrorism risks.
- Assess safety for expatriates and local staff.
- Analyze insurance requirements and availability.
- Recommend mitigation strategies for identified risks, including contingency planning and incident management protocols.

#### **G. Cost and Operational Effectiveness**

- Assess office setup feasibility, including estimated costs for rent, utilities, and communications. Comment on the reliability of services (e.g., power, internet) and suggest common local measures to mitigate issues (e.g., surge protectors, backup power, stronger connectivity options).
- Evaluate availability of reliable ICT infrastructure and logistics support (e.g., couriers, suppliers, etc.).

#### **H. Internet Infrastructure and Data Safety**

- Internet Access: Assess availability, cost, and reliability of internet in urban and rural areas.
- Data Privacy: Check compliance with global data protection laws (e.g., GDPR, Swiss law), and cross-border data flow regulations.
- Digital Tools: Identify commonly used operating systems, software, and language compatibility among professionals and general users.
- E-Signatures & Digital ID: Confirm legal acceptance of electronic signatures and digital identity systems for remote processes.
- Use of Technology: Assess if the country permits the use of Better Cotton's existing tech stack, and identify any restrictions or bans on specific applications, platforms, or equipment vendors that may affect operations.

#### **I. Recommendations**

- Provide a complete analysis of the country studied using a scoring matrix based on weighted criteria.
- Highlight specific risks, advantages, and constraints associated with each recommended location.

- Include operational setup steps and a high-level implementation timeline.

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

## Methodology

The consultant/firm is expected to adopt a rigorous, participatory, and evidence-based approach, including:

1. **Desk Research** – Review national laws, policies, and sector studies on nonprofit and INGO operations in Côte d'Ivoire, incorporating best practices from similar contexts.
2. **Primary Data Collection** – Gather up-to-date costs, timelines, and requirements from government offices, banks, law firms, and service providers, plus salary benchmarks and operational costs.
3. **Comparative Analysis** – Apply tools such as SWOT, PESTLE, and a weighted scoring matrix to assess and compare feasibility across countries.
4. **Ethics & Compliance** – Maintain research ethics, data confidentiality, and compliance with relevant data protection laws (e.g., GDPR).

## Deliverables

1	<b>Inception Report</b>	Workplan, scope, methodology, and country-specific approach	Word, 3–4 pages
2	<b>Country Legal &amp; Institutional Environment Report</b>	Legal & regulatory setup (nonprofit/business), employment laws & salary benchmarks, banking/financial infrastructure, nonprofit & donor landscape	Word, max 8–10 pages + Excel salary annex
3	<b>Risk &amp; Compliance Report</b>	Security and risk environment (risk matrix), internet & data safety, GDPR/data protection compliance	Word, max 5 pages + compliance table
4	<b>Cost &amp; Operational Feasibility Report</b>	Detailed cost breakdown (registration, operations, HR, banking), cost-effectiveness measures.	Excel cost table + Word summary (6 pages)
5	<b>Comparative Analysis &amp; Final Recommendations</b>	Consolidated feasibility analysis, ranking matrix, scorecard, implementation roadmap; presentation of findings	Word/PDF report (25–30 pages) + PPT (10–15 slides)

## High-level Timeline

<b>4<sup>th</sup> March 2026</b>	<p>Questions deadline</p> <p>All questions must be sent only to <a href="mailto:tender@bettercotton.org">tender@bettercotton.org</a> with the RFP Reference in the Subject line.</p>
<b>6<sup>th</sup> March 2026</b>	<p><b>Applications deadline</b></p> <p>All applications must be submitted via this <a href="#">form</a>.</p>
<b>6<sup>th</sup> March – 13<sup>th</sup> March 2026</b>	Applications review & shortlisting / Interviews
<b>By 16<sup>th</sup> March 2026</b>	<p>The successful applicant will be notified</p> <p>Unsuccessful <u>shortlisted</u> applicants will also be notified</p>
<b>23<sup>rd</sup> March 2026</b>	<b>Start of the consultancy</b>

## Required Skills & Knowledge

<b>Skills, Knowledge and Experience</b>
<b>Essential</b>
Demonstrated experience in conducting feasibility studies, legal and market research, or nonprofit sector assessments in Africa, preferably in Côte d'Ivoire or West African contexts.
Strong knowledge of legal, regulatory, and nonprofit operating frameworks relevant to the establishment and operation of INGOs/NPOs and have local presence in Côte d'Ivoire.
Proven access to, or partnerships with, in-country legal, administrative, and technical experts in Côte d'Ivoire.
Excellent analytical, research, and report-writing skills, with the ability to produce clear, evidence-based, and actionable outputs in English.
Strong stakeholder engagement skills, with the ability to gather and validate information from diverse sources and provide legally sound, operationally practical recommendations.
<b>Optional</b>
Previous experience working with international development organizations, donors, or NGOs on country-entry or legal establishment processes.
Familiarity with nonprofit governance, fundraising compliance, and donor landscapes in Côte d'Ivoire.
Understanding of regional socio-political and economic dynamics affecting nonprofit operations.

# Application Requirements

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Please note that we have changed our RFP submission protocol, and this is now in two phases.

- **Phase 1: Initial details will be submitted on the form found in this [link](#).**
- **Phase 2: You will receive an email with live links to upload relevant documents (please check your Spam and Junk folders)**

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

- Relevant Staff CVs – Profiles of proposed team members, highlighting qualifications, expertise, and relevant experience in similar assignments.
- Detailed Financial Proposal – Inclusive of all applicable taxes, duties, fees, and other charges, presented in EURO.
- References – At least three references from previous clients for similar work, including contact details.
- Technical Proposal (Short Narrative) – Not exceeding 6–8 pages, outlining:
  - Proposed Timeline – Key milestones and delivery dates aligned with the ToR requirements.
  - Approach & Methodology – Concise description of the proposed approach, data collection methods, analytical tools, and quality assurance measures to be applied.

We thank all applicants for their interest; however, only national/local shortlisted applicants will be contacted.

Better Cotton Initiative 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.

## Evaluation Criteria

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Proposals will be evaluated based on the following criteria:

### Technical Evaluation Criteria

- Demonstrated understanding of this RFP
- Quality and clarity of the proposed approach and methodology
- Feasibility of the proposed activity plan and timeline, and appropriateness of time allocated to delivering each task
- Relevant professional experience of the proposed consultant(s)
- Quality and relevance of the sample work submitted
- Local Presence of the proposed consultant(s)

### Financial Evaluation Criteria

- Quality and clarity of budget provided, and level of detail included

- Alignment of the budget to the activity timeline detailed in the technical proposal
- Value for money
- Adherence to the available budget