

DEVELOPMENT OF AN ASSURANCE SYSTEM FOR THE SUSTAINABLE COCONUT PARTNERSHIP

Objective:

The Sustainable Coconut Partnership is seeking proposals from qualified standard-setting organizations to support us in the development of the assurance system for the Sustainable Coconut Partnership. This endeavour aims to finalize the design of the assurance system through collaboration with a taskforce comprised of Sustainable Coconut Partnership members. The taskforce will be active during the duration of the project and have an aim to co design the system. The organization chosen for this mission will be expected to accompany this task force in the last steps of the design (already well advanced) and deliver the system and associated documentation.

This mission is not a standard mission given the sustainable coconut partnership intends to develop a system that currently does not exist on the market to cater to the unique conditions of the coconut industry and wishes to associate the selected organization fully into the creation of a game changing approach for sustainability in the tropical commodity space.

We would love for the selected organization to have a trailblazer approach like the sustainable coconut partnership members. We expect this mission to require experienced professionals with prior experience to “run” the two aspects of the project: Accompanying a task force of members across weekly calls and up to 2 physical workshops + delivering the assurance system with associated documentation.

Scope of Work:

The selected organization will be required to work closely with the taskforce in a series of up to 10 weekly calls to finalize the design and subsequently develop the assurance system in the quality of the “expert” in charge of delivering the system and acting as a guiding expert to the taskforce.

The selected organization will be expected to prepare and lead these weekly calls and develop and deliver concurrently the assurance system tailored to the requirement made through the taskforce and validated by the steering committee of the Sustainable Coconut Partnership.

Deliverables:

The deliverables for this project include the comprehensive assurance system, along with full-fledged documentation. The documentation should encompass terms and definitions, requirements and compliance criteria, implementation guidelines, documentation requirements, monitoring and measurement, and the auditing and verification process.

An industry wide consultation concluded the system would take the following shape:

- A verified “project” framework controlling level of performance and continuous improvement of core principles and ambitions of the sustainable coconut charter for sustainable production of coconut products at the local / jurisdictional / landscape / island of coconut – allowing volumes of product to be verified
- A company level verification controlling level of performance and continuous improvement of the supply chain principle and ambitions of the sustainable coconut charter. Encouraging market transformation and allowing credible volume claims for corporates

Reporting Structure:

The organization chosen for this mission will report to the Executive Director of the Sustainable Coconut Partnership, who will define the final deliverables. The selected entity is expected to work collaboratively with the taskforce and adhere to the requirements set by the Executive Director.

Budget:

The budget allocated for this mission is **US\$20,000**. This figure is allocated and non-extendable. This budget should cover all expenses related to the project, including the development and delivery of the assurance system. No additional funding is to be made available under this scope. Travel expenses from the selected applicants will be reimbursed upon prior validation. The selected entity must ensure that all work is completed within the specified budget and timeline.

Timeline: February 1st – April 30th 2024

Strict deadlines are in place for this project, and the selected organization must adhere to them. The mission should be completed within the fixed timeline, and no request for additional funding will be entertained upon delays.

Information to build proposal:

Detailed information regarding the current scoping of the assurance system is available to interested parties. This information will provide a comprehensive understanding of the project requirements, enabling potential candidates to respond effectively.

Information package is available on:

- Sustainable Coconut Charter
- Assurance System Brief

Submission Requirements:

Interested organizations are requested to submit their proposals by January 31st. The proposal should include:

- Overview of the organization, including relevant experience in developing assurance systems.
- Proposed methodology and approach to meet the project requirements.
- Detailed breakdown of the budget, indicating how the funds will be allocated.
- Proposed timeline for project completion.

Please provide your proposal by **January 31st 2024** in electronic format to info@coconutpartnership.org

If you have any questions or require additional information, please contact **Gregory Bardies – Executive Director, Sustainable Coconut Partnership** at: gregory@coconutpartnership.org.

Thank you for considering our request. We eagerly anticipate your proposal and the potential to collaborate on this critical research endeavour.

Sincerely,

The Sustainable Coconut Partnership team