

CALL FOR PROPOSAL: ADVISORY SUPPORT FOR ESTABLISHING THE SUSTAINABLE COCONUT PARTNERSHIP AS A STANDALONE LEGAL ENTITY

The Sustainable Coconut Partnership (SCP) seeks to engage a specialized legal contractor or firm to provide comprehensive recommendations on legal compliance, incorporation, intellectual property protection, and administrative processes for establishing standalone legal entity for the organization currently incubated by BSR (Business for Social Responsibility). Since close to two years, BSR has been incubating the Sustainable Coconut Partnership formed in March 2023. For this project, we are looking for legal advisory. A few jurisdictions are of interest but the scope of the study should not limit to these countries: Singapore, Dubai, Brunei, France, and Switzerland. The insights gained will enable the steering committee to progress towards SCP becoming an independent legal entity.

Scope of Work:

The contractor will deliver tailored advice on the following areas for each jurisdiction:

- Legal requirements for incorporation and registration.
- Regulatory frameworks relevant to the sustainable coconut partnership's activities.
- List and detail the main legal, financial and compliance procedures required for the for the organization to function and conduct its current activities which involve:
- Contracting membership agreements and ad hoc contracts for projects with organizations across the world
- Administrative processes for compliance, governance and intellectual property management
- Conducting legal reviews of contracts for new projects

Deliverables:

1. **A host country analysis and country-Specific Reports:** Reports outlining legal and administrative requirements for establishing legal entities in the specified countries.
2. **Jurisdiction / Country recommendation:** Strategic advice on the most suitable legal structures for SCP's operations in each country, including risk assessments and mitigation strategies.
3. **Guidance Report:** Comprehensive report outlining legal and administrative requirements to establish a stand-alone legal entity with practical guidelines and checklists for incorporation and ongoing compliance.

Period of work

The project will commence immediately upon contract signing and must be completed no later than **April 15, 2025**.

Impact:

Your expertise will be instrumental in laying the groundwork for SCP's global expansion. Establishing legal entities in multiple jurisdictions will enhance our capacity to engage local stakeholders, scale initiatives, and drive positive change in the coconut industry. This foundation will support SCP's mission to promote sustainability and foster a more resilient coconut sector.

Submission Details:

Interested contractors are invited to submit a proposal detailing their approach, relevant experience, timeline, and budget. Proposals should demonstrate a clear understanding of the legal and administrative landscapes of the targeted countries and a proven track record in advising international for profit and non-profit organizations or partnerships.

Budget and Payment terms

On completion of the deliverable to the satisfaction of the Sustainable Coconut Partnership, the contract will be paid the sum of **EUR 20,000**, which will be the sole remuneration for this work. Please note that this assignment is donor funded and there is no scope for an increase in budget in this case.

Submission Guidelines:

Please provide your proposal by **March 7th 2025** in electronic format. Submissions should be sent to info@coconutpartnership.org with the subject line: *Consultancy – Legal Advisory*.

Sincerely,

The Sustainable Coconut Partnership