

Call for proposals - Terms of Reference

Learning and good practice on the implementation of due diligence systems & Grievance Mechanisms

(ISEAL Innovations Fund/SECO funded project)

About Bonsucro

Bonsucro is the global sustainability platform for sugarcane, one of the world's most important crops. Its purpose is to collectively accelerate the sustainable production and uses of sugarcane - for farmers, millers, buyers, and end users. It convenes its members and other partners to address critical challenges in the sugarcane sector, and drive performance and impact through its system of sustainability standards for sugarcane.

Bonsucro works across all sugarcane products and derivatives – sugar, ethanol, molasses, and bagasse. It also works across both traditional and newer market sectors, from sugar and alcohol to biofuels and bioplastics.

Bonsucro manages a community of more than 270 members in over 50 countries from across the sugarcane supply chain, representing 27% of production and 20% of buyers – from farmers and millers to traders and end users.

About the Responsible Jewellery Council (RJC)

Founded in 2005, the Responsible Jewellery Council (RJC) is the world's leading standard-setting organisation for the jewellery and watch industry.

The RJC is a member organization, bringing together over 1,500 companies of all shapes and sizes in more than 70 countries, and promoting standards that underpin people's trust in the worldwide jewellery and watch supply chain.

The RJC Code of Practices (COP) mandatory standard focuses on business ethics and responsible supply chains and covers all the primary minerals and metals used in the manufacture of jewellery: gold, silver, platinum group metals, diamonds and coloured gemstones.

The RJC Chain of Custody (CoC) voluntary standard focuses on giving customers and suppliers the assurance they need about how products and materials have been sourced, traced, and processed through the supply chain, from mine to retail.

About the Project

Bonsucro, an ISEAL Code Compliant member, has been awarded a grant by the [ISEAL Innovations Fund](#) (funded through [SECO](#)), with the aim of enabling ISEAL, ISEAL Community members and their stakeholders to access learning and good practice on the implementation of due diligence systems & Grievance Mechanisms, in alignment with the UNGP and the OECD Instruments on Due Diligence for Responsible Business Conduct (RBC). Bonsucro is partnering with the Responsible Jewellery Council (RJC) to deliver the project, using the two organisations' own experience and learning to contribute to the development of the specific project outputs, which are intended for public sharing.

Bonsucro is looking for an experienced researcher or team to carry out one or both consultancies outlined below as part of the project.

Deadline for submission of proposals is **12th November 2021**.

Project Timeline:

- Appointment of Consultants: November 2021
- Consultancy delivered by: March 2022
- Deadline for final deliverables: April 2022
- End of project (includes communications on findings and translation of guidance and reports): June 2022

Scope of the consultancy

As part of the project, there are two main consultancies that we are seeking, and they can be delivered by the same consultant OR we are open to working with a different consultant on each of them. Please specify when applying if you are applying to deliver both or which one of the two.

PART #1 – Due Diligence

1.1. Specific Scope of Work and Objectives

Through this part of the consultancy, the project aims to:

- identify, capture, and share perception, learning and good practice from how ISEAL and a representative group of ISEAL Community members carry out their member due diligence, as well as to capture what the ISEAL's and the ISEAL members' requirements are for their own members in terms of the same.
- use the learning to contribute to develop guidance documents with key takeaways and practical recommendations on carrying out due diligence among VSSs, in alignment with the OECD Guidelines and UNGP.

The aim is for the learning and guidance produced through the project to contribute to further improve ISEAL Community members', including Bonsucro and RJC, and other VSSs' own due diligence systems, to continuously strengthen the implementation of the UNGP and OECD Guidelines among the ISEAL Community when on-boarding a new member organisation.

1.2 Deliverables

The expected deliverables for this part of the consultancy are:

- a) a summary of how the perception and requirements of member due diligence is evolving in ISEAL and the ISEAL Community and amongst key stakeholders, as well as key learning and common barriers (Bonsucro and RJC's experience as a case study) – for public sharing
- b) a document with credible, practical and applicable recommendations to ISEAL members (of all sizes and sectors) for introducing and implementing member due diligence requirements in alignment with the OECD guidelines and UNGP, building from existing ISEAL guidance – for public sharing.

1.3 Methodology

We would expect the consultant to carry out at least one interview per organisation involved (8 organisations in total, including Bonsucro, RJC and ISEAL), with more in depth conversations with Bonsucro and RJC as case studies as well as desktop review of due diligence requirements of ISEAL members'.

The practical recommendations document/resource will need to be in alignment with the UNGP and OECD Guidelines, informed by the challenges and learning from ISEAL Community members.

The proposed approach will need to balance credibility, practicality/applicability and resource efficiency.

1.4 Qualifications of Researcher/Team

Essential qualifications/experience of the consultant or team:

- Extensive experience on due diligence systems in practice, especially Human Rights Due Diligence, in alignment with UNGP and OECD Guidelines
- Experience in development of practical guidance documents
- Familiarity with sustainable commodity sourcing
- Experience with voluntary sustainability standards
- Familiarity with supply chain due diligence processes

PART #2 – Grievance Mechanisms

2.1 Specific Scope of Work and Objective

This part of the consultancy focusses specifically on Grievance Mechanisms, looking at a total of 8 organisations' (this includes Bonsucro, RJC and ISEAL) and how they have set up and are managing grievance and remediation within their memberships.

The aim is to identify key learning and share good practice to share within the ISEAL Community in the form of practical guidance, for other organisations to either introduce new or strengthen existing grievance mechanisms, in alignment with the UNGP and OECD Guidelines.

2.2 Deliverables

The expected deliverables for this part of the consultancy are:

- a) a summary of key takeaways from a benchmarking of grievance mechanisms among ISEAL and 7 ISEAL members (including Bonsucro and RJC), to be made publicly available;

- b) a practical guide for ISEAL members (and their members) with a list of key considerations in building and improving a grievance mechanism in line with OECD guidelines and the UNGP, with examples of good practices / effective grievance mechanisms from selected ISEAL members. The guide will be made publicly available.

2.3 Methodology

We would expect the consultant to carry out both a desk-based review of the documentation made available and carry out at least one interview per organisation involved (8 organisations in total, including Bonsucro, RJC and ISEAL).

The practical recommendations document/resource will need to be in alignment with the UNGP and OECD Guidelines, informed by the challenges and learning from ISEAL Community members.

The proposed approach will need to balance credibility, practicality/applicability and resource efficiency.

2.4 Qualifications of Researcher/Team

Essential qualifications/experience of the consultant or team:

- In depth knowledge of the UNGP and OECD Guidelines for Multinational Enterprises
- Significant experience in Grievance Mechanisms and remediation, in alignment with UNGP and OECD Guidelines
- Experience in development of practical guidance documents
- Experience with voluntary sustainability standards
- Familiarity with sustainable commodity sourcing

How to Apply

Please submit a proposal that includes the following:

- A full proposal based on a clear understanding of the expected deliverables, including a proposed methodology and work plan (5 pages maximum).

- A detailed CV or resume outlining relevant research experience, qualifications, publication record and references.
- At least one recent relevant piece of work authored by the researcher/company (optional)
- Itemised quote for the work, including details of daily rates for consultancy and number of days required to do this work.

Terms of Service

Consultants/ researchers should declare all potential conflicts of interest. Conflict of interest is understood as any personal, family or loyalty interests that conflict with the best interests of the project, Bonsucro, RJC and/or ISEAL. The consultant will be required to sign and disclose a Conflict of Interest form.

The deliverables above will be property of Bonsucro, RJC and of the ISEAL Innovations Fund and no publication other than by Bonsucro, ISEAL or RJC is allowed.

The researcher/consultant will be required to sign a Service contract that includes a confidentiality clause prior to commencement of the work.

Interested researchers should contact Rafael Seixas (rafael@bonsucro.com) for any queries regarding this opportunity. Closing date for submissions of proposals is **12th November 2021**.

Proposals should be sent to rafael@bonsucro.com

Budget

The budget for the consultancies is:

- Consultancy #1: £13,000
- Consultancy #2: £10,000