

## Call for Proposals:

### Development of:

- Implementation guidance for Bonsucro Production Standard V5
- Certification/auditing guidance for Bonsucro Production Standard V5 and Certification Protocol V6

Bonsucro is looking for an experienced team to develop the Implementation Guidance to the Bonsucro Production Standard V5 and the Certification / Auditing guidance for the Bonsucro Production Standard V5 and Certification Protocol V6.

### 1. About Bonsucro

Bonsucro is a not-for-profit organisation setting the standards for sustainable production of sugarcane. It is a community of change composed by over 280 members from farmers, mills, NGOs/civil society, traders and end users.

Bonsucro's vision is a sugarcane sector with thriving, sustainable producer communities and resilient, assured supply chains. Bonsucro's mission is to ensure that responsible sugarcane production creates lasting value for the people, communities, businesses, economies and eco-systems in all cane-growing origins. Bonsucro's strategy builds a platform to accelerate change for the largest agricultural commodity in the world – sugarcane.

The Bonsucro Production Standard sets the global framework for the sustainable production of sugarcane and its derivatives. It also helps farmers and mills to measure their productivity and key environmental and social impacts. Bonsucro is revising the Bonsucro Production Standard in line with the ISEAL Standard Setting Code.

The Bonsucro Certification Protocol sets the process and procedures for certification against the Bonsucro standards. Bonsucro is revising the Bonsucro Certification Protocol in line with the ISEAL Assurance Code.

### 2. Scope and Objectives of Assignment

Bonsucro is inviting proposals to appoint a consultant / team to develop and update the implementation guidance to the second draft of the Bonsucro Production Standard (V5) and develop the auditing guidance.

### 3. Outputs:

- Implementation Guidance for Bonsucro Production Standard V5

**Target audience:**

Bonsucro producers implementing or looking to implement the Bonsucro Production Standard

**Purpose:**

The objective of the implementation guidance is to help operators to interpret and implement the requirements of the Bonsucro Standard. The guidance should be developed with input from different sources (Area experts, the Bonsucro Standard Revision Working Group, Bonsucro Certification Bodies, etc).

**Members are not audited against the implementation guidance.**

**Details:**

- Content for the implementation guidance should be divided into logical topics or sets of indicators.
- Each indicator (and/or set of indicators when appropriate) should be supported by guidance including how to interpret some of the terminology used in the indicator, reference to legislation, external document/methodology/website references, etc.
- It must include examples on how the indicator could be implemented and information to assist the operators in implementing effective systems to support the Standard. Bonsucro recommends covering different scenarios (based on type of operation, country examples, etc). Please note that Bonsucro does not expect guidance/examples for each country of operation.
- **Please note that the implementation guidance for the Bonsucro EU RED Production Standard V5 is not part of the scope: the Standard document will refer Members to EU RED documentation directly for implementation guidance.**

**Format:**

Integrate content in the Bonsucro Production Standard V5 in Microsoft word.

**Language:**

English

**Translation:**

Bonsucro will develop translations and format the document once the final content has been developed

- Certification/auditing guidance for Bonsucro Production Standard and Bonsucro Certification Protocol V6

**Target audience:**

Bonsucro licensed certification bodies (auditors mainly).

**Purpose:**

The objective of the certification/auditing guidance is to support/guide certification bodies' auditors and staff in the delivery of audits and certification decisions.

**Members are not audited against the auditing guidance.**

**Details:**

- Content for the guidance should be delivered divided into logical topics / set of indicators / auditing requirements.
- Each indicator (and/or set of indicators when appropriate) should be supported by guidance including how to interpret some of the terminology used in the indicator, reference to legislation, external document/methodology/website references, etc.
- It must include a number of examples on how the indicator could be audited and conformity assessed – Bonsucro recommends covering different case scenarios (based on type of operation audited, country examples, etc). Please note that we do not expect guidance/examples for each country of operation.
- The certification/auditing guidance will be used to develop training material in April 2021 (although the training material is not included in the scope of this call for proposal). This should be considered when writing the guidance in terms of language, examples, etc.
- **The Certification/auditing guidance should take into account the EU RED specificities highlighted in the Bonsucro Production Standard V5 requirements and the Bonsucro Certification Protocol V6.**
- The Bonsucro Certification Protocol V6 also refers to the Bonsucro Chain of Custody Standard V5 (including its EU RED version). Although Bonsucro is not expecting certification/auditing guidance to be developed at this stage for the Bonsucro Chain of Custody Standard V5 (this will be considered later in 2021), the consultant should not exclude from the guidance development sections of the Certification Protocol referring to Bonsucro Chain of Custody Standard V5.

**Format:**

Word document (as to allow updating/editing in the future)

**Language:**

English

**Translation:**

Bonsucro will develop translations once the work has been completed.

#### 4. Qualifications of Researcher/Team

List the essential and desirable qualifications/experience of the consultant or team that includes:

- Expertise in sustainability standard certification systems, including auditing methodology.
- Experience with Voluntary Sustainability Standards and guidance writing

#### 5. Timelines:

Output	Start	End
Implementation Guidance 1 <sup>st</sup> draft	22 <sup>nd</sup> September 2020	22 <sup>th</sup> November 2020
Certification/auditing Guidance 1 <sup>st</sup> draft	22 <sup>nd</sup> September 2020	22 <sup>th</sup> November 2020
Implementation Guidance 2 <sup>nd</sup> and final draft	February 2021 TBC (after pilot audits and 2 <sup>nd</sup> public consultation)	31 <sup>st</sup> March 2021
Certification/auditing Guidance 2 <sup>nd</sup> and final draft	February 2021 TBC (after pilot audits and 2 <sup>nd</sup> public consultation)	31 <sup>st</sup> March 2021

*Please note that another call for proposal will take place in early 2021 to appoint a consultant to develop material to train and qualify Bonsucro auditors and certification bodies' staff. More information will be provided in due course.*

#### 6. How to Apply

Please submit a proposal that includes the following:

- Itemised quote for the work, including details of daily rates for consultancy and number of days required to do this work.
- Detailed development plan and proposal.

#### 7. Terms of Service

Consultants/ contractors should declare all potential conflicts of interest.

The development of the material might require the consultant/contractor to collaborate with third parties (other experts, Bonsucro Standard Revision Working Group, Bonsucro Certification Bodies, etc). In order to streamline the communication, the Consultant / contractor should appoint one (1) person who will be responsible for

liaising with Bonsucro to give regular updates and discuss relevant content as appropriate.

Bonsucro's Standards Manager, Nahuel Tuñón, will be the main contact to liaise with regards to the implementation guidance. Any queries regarding the Bonsucro Certification Protocol should be directed to [Celine@bonsucro.com](mailto:Celine@bonsucro.com).

The research and documents produced will be property of Bonsucro.

Interested parties should contact Nahuel Tuñón at [Nahuel@bonsucro.com](mailto:Nahuel@bonsucro.com) for any queries regarding this opportunity.

Closing date for submissions of proposals is 18<sup>th</sup> September 2020. Proposals should be sent to [Nahuel@bonsucro.com](mailto:Nahuel@bonsucro.com).