



Request for Proposal

GPSNR REPORTING REQUIREMENTS

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ISSUED BY

Global Platform for Sustainable Natural Rubber

REPRESENTATIVE

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Introduction & Background

The Global Platform for Sustainable Natural Rubber (GPSNR), is an international, multi-Stakeholder, voluntary membership initiative seeking to lead improvements in the socioeconomic and environmental performance of the natural rubber value chain. Development of the GPSNR was initiated by the CEOs of the World Business Council for Sustainable Development (WBCSD) Tire Industry Project (TIP) in 2018. Members of the platform include tire manufacturers, rubber suppliers and processors, vehicle makers, smallholder rubber growers, and NGOs. Representatives from each of these stakeholder groups have contributed to the development of the Singapore-based platform and the wide-reaching set of priorities that will define GPSNR strategies and objectives.

Through a process led by the Policy Toolbox and Implementation Guidance Working Group (WG1), the General Assembly approved a Policy Framework in September 2020 that outlines the specific commitments to sustainable natural rubber that GPSNR company members must include in their public policies or other relevant documents. GPSNR ordinary member companies are required to create new or update existing policies to align with the Policy Framework by March 2021 (companies will have a possibility to request an extension provided they can demonstrate progress in developing or updating their policies). A process is currently underway to develop Implementation Guidance for companies to deliver on their commitments as outlined in the Policy Framework. Reporting Requirements (RRs) are also to be developed as part of the GPSNR assurance model (currently in draft form). The RRs will vary depending on where a member company sits within the natural rubber supply chain, so this work will be organized by the following stakeholder categories: 1) natural rubber producers, processors and traders (this

stakeholder category will develop RRs for growers, traders of raw materials, processors, traders of processed material) 2) tire makers and other natural rubber product manufacturers; and 3) auto makers and other end users.

GPSNR seeks a fixed-term consultancy to facilitate the development of the RRs per the stakeholder category. In 2020, WG1 drafted Baseline Reporting Requirements (BRRs) that were intended to offer a framework for companies to evaluate where they were on their sustainability journey. Following on feedback from the Executive Committee (EC) in early 2021, the WG decided that the BRRs, with specific modifications, could be converted to become the first year RRs. A necessary next step is to align the BRRs with other global reporting schemes that members report into, such as ZSL Spott, Global Reporting Initiative (GRI), CDP Forests, and Ecovadis. The consultant will identify where GPSNR requirements are similar and will align wherever possible. The Consultant will also specify the connection between specific reporting metrics and specific components of the policy framework. The Consultant will work with the appropriate focus groups to further incorporate member feedback into the design of the RRs for each stakeholder category. The consultant will also coordinate with the consultant(s) hired to facilitate the development of the Implementation Guidance to ensure alignment among the Implementation Guidance and RRs.

Once the focus groups approve the RRs, they will go to the broader WG1 for approval, then on to the EC for review/approval, and the General Assembly will vote to adopt the RRs in September 2021.

The Engagement

The Consultant is to develop draft RRs based on the Policy Framework, GPSNR BRRs and Implementation Guidance and through the review of existing reporting schemes (e.g., ZSL Spott, CDP Forests, GRI, Ecovadis) in an effort to seek alignment.

The Consultant will facilitate engagement with specific focus groups and the broader WG1 to further develop the RRs for the following categories:

- Growers
- Traders of raw material
- Processors
- Traders of processed material
- Tire makers and other rubber product manufacturers, and
- Car makers and other end users.

Terms

- The engagement shall begin 22 March 2021 and the deliverables shall be delivered in their final form no later than 15 June 2021
 - Interim dates for draft submission and review shall be developed and mutually agreed upon with the Secretariat and WG1 Co-chairs at the time of the engagement.
- The Consultant shall review relevant GPSNR documents (e.g, Policy Framework, draft assurance model design, BRRs, etc.) and conduct a series of interviews with members and other stakeholders to fill any information gaps and to develop a strong understanding of the priorities and needs of the Natural Rubber Industry and Supply Chain

members. This shall, of course, include examination of the opinions and realities of the smallholder growers as well as larger entities.

- The consultant should have deep understanding and documented experience in:
 - Understanding of sustainability reporting initiatives, particularly those for other deforestation-risk commodities
 - Understanding of the natural rubber industry or other similar forest commodities
 - Understanding of multi-stakeholder initiatives for sustainability
 - Understanding of antitrust regulations and its relevance vis a vis multi stakeholder initiatives
 - Group facilitation/consultation processes

Tasks

- Review GPSNR Policy Framework, Baseline Reporting Requirements and key sustainability reporting schemes to inform development of Reporting Requirements for each of the six stakeholder categories.
- Facilitate consultation processes with relevant stakeholder focus groups to further flesh out Reporting Requirements.
- Regular contact and updating of both the broader Working Group and its Co-chairs and the Secretariat will be required.

Necessary Competencies

GPSNR will award a contract to a consultant based on:

- 1) The applicant's level of experience and proven depth of knowledge on relevant sustainability frameworks/reporting schemes
- 2) Value for money
- 3) The Secretariat's and Working Group Co-chairs' assessment of the viability of the consultant's ability to complete the deliverables to a high standard.

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. Proposals will only be accepted from individuals or firms with experience relevant to this project.
2. Examples of previous relevant work should be provided as well.
3. A technical proposal must be provided that is not more than 3 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
4. A price proposal must be provided that is not more than 1 page. This price proposal should indicate the overall fixed price for the project as well as daily rates and an estimated total number of days.
5. Proposals must be signed by a representative that is authorized to commit bidder's company.
6. **Proposals must be received prior to 12 March 2021 to be considered.** Proposals should be submitted to aidan@gpsnr.org and stefano.savi@gpsnr.org for consideration.

7. GPSNR anticipates shortlisting at least two individuals or firms with which to have more in-depth discussions and will make an award to one of these short-listed individuals or firms.
8. Applicants can obtain a copy of the BRRs by sending a request to aidan@gpsnr.org
9. GPSNR reserves the right to amend the scope of this RFP in order to get the most suitable consultant.

RFP & Project Timelines

The Request for Proposal timeline is as follows:

Proposal submitted by consultant to GPSNR	12/03/2021
Selection of Top Bidders / Notification to Unsuccessful Bidders	19/03/2021
Contract Award / Notification to Unsuccessful Bidders	22/03/2021
Work to commence no later than	29/03/2021
Need-date for project completion	15/06/2021

Budget

The Platform is anticipating that a total budget of no more than 10,000 Singapore Dollars (SGD) be allocated to this engagement.

Payment terms shall be:

- 20% at the signing of the contract
- 30% at the midpoint date to be agreed upon and memorialized in the contract based on the submitted work plan
- 50% on delivery of the final report

Evaluation Factors

GPSNR will rate proposals based on the following factors:

1. Responsiveness to the requirements set forth in this Request for Proposals
2. Relevant past performance / experience and / or any samples of past work
3. Cost, including an assessment of total cost of ownership.
4. Technical expertise/experience of bidder and the bidder's staff

GPSNR reserves the right to award to the bidder that presents the best value to GPSNR as determined solely by GPSNR in its absolute discretion.