Bonsucro Impact Fund  
Project Selection Committee  
Independent Expert – Expression of Interest  

Terms of Reference  

1. Background: The Bonsucro Impact Fund  
The Bonsucro Impact Fund (BIF) was launched in March 2022. This grant-making fund leverages the income made from sales of Bonsucro Credits through the Bonsucro Credit Trading Platform, to co-invest in impact projects. Impact projects are initiatives that catalyse or accelerate sustainable sugarcane production, in line with Bonsucro’s 2021-26 strategy. Impact projects typically involve multiple supply chain actors and partners working in concert to address critical challenges facing the sugarcane sector and to develop shared solutions that can be replicated by others.

The BIF works in two ways. The first way it works is by publishing Calls for Proposals focused on specific themes and invites Bonsucro members and partners to apply for grants through a competitive selection process.

The second way the fund works is through making Strategic Investments. Here the Bonsucro Secretariat, together with partners, develops project concepts and proposals, and submits them to the BIF Project Selection Committee (PSC) for consideration. These proposals must relate to one of the thematic priorities of the external Calls for Proposals.

For both its Call for Proposals and Strategic Investments, the BIF follows a two-stage application process. The first stage involves preparing a short concept note outlining a project idea. These concept notes are evaluated, and promising project concepts are invited by the PSC to proceed to the second stage - submitting a full proposal.

The BIF Project Selection Committee (PSC) evaluates these proposals and provides recommendations to Bonsucro’s Board as to whether to proceed with funding the projects or investments, and under what conditions.

2. Project Selection Committee – Roles & Responsibilities  
The Project Selection Committee (PSC) is a committee of six experts tasked with reviewing, evaluating, and recommending projects to be supported by the Bonsucro Impact Fund. The Bonsucro Impact Fund Manager is an observer member of the PSC and provides secretariat services to the PSC.

More specifically, each member of the PSC is expected to:

- Carry out an evaluation of the different concept notes and proposals using the scoring matrix developed for each prioritised theme, and submits this completed document to the Bonsucro Impact Funding Manager at least two days before a scheduled PSC meeting;
- Participate in Project Selection Committee meetings (6 meetings expected per year);
• Work to achieve consensus on which project concepts and proposals the PSC should recommend to the Board for funding and under what conditions,
• Review BIF’s annual impact report and provide recommendations on how the BIF’s strategy and grant-making process could be improved;
• Participate in ad hoc external evaluations of the BIF.

The PSC is an advisory body only. It does not have decision-making authority. The PSC recommendations will go to the Bonsucro Board for consideration, together with review and inputs from the Bonsucro Finance & Risk Committee.

**Bonsucro is looking for an Independent Expert to act as the Chair of the PSC, in line with the detailed PSC Terms of Reference and with expertise in two or more of the following areas:**

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<th>Technical Areas of Expertise</th>
<th>Description</th>
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<td>Environmental issues related to sugarcane production and milling</td>
<td>Climate change adaptation, mitigation and reporting expertise, knowledge of regenerative agriculture, biodiversity, water conservation and soil health.</td>
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<tr>
<td>Social issues related to sugarcane production and milling</td>
<td>Human rights due diligence expertise, understanding of child labour and forced labour dynamics and worker health and safety issues.</td>
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<td>Economic issues related to sugarcane production and milling</td>
<td>Knowledge of smallholder production systems, experience of finance sector engagement including product development. Understanding of the shared responsibility agenda. Understanding of chain of custody supply chain management models.</td>
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**Cross-cutting issues**

| Data and technology                                               | Digitisation, blockchain, data for decision making, data governance.                                                                         |
| Monitoring, evaluation, and learning (MEL)                       | Experience in MEL systems, including design and appraisal of M&E indicators and systems; selection and definition of indicators and baselines; verification; reporting; evaluating value for money; assessment of efficiency and effectiveness on operational level. |
| Project management, partnership development and capacity building| Experience in designing and implementing grant making projects, government engagement and the implementation of capacity building initiatives. |
| Project implementation experience in one of Bonsucro’s core regions | Operational experience gained in Brazil, Mexico, Central America, Africa, and Asia-Pacific.                                                 |

Please note that to ensure independence of views in the project selection process, the Independent Expert must not be currently employed by one of Bonsucro members or licensed Certification Bodies.
2.1. Term of Office

The Independent Expert and other PSC Members are appointed for an initial term of office of three years that is renewable subject to satisfactory performance. Bonsucro will carry out regular review of the BIF design and governance, starting with a review after its first pilot year (2022-23) to identify any improvements needed.

3. Remuneration and Reimbursement of Expenses

The Independent Expert and all other PSC members serve in a voluntary capacity. Where in-person meetings are required the travel and per diem of PSC Members will be reimbursed in accordance with established Bonsucro rules and procedures.

4. Meetings

The PSC will meet either virtually or in person based on a set annual calendar of meetings to be agreed. The purpose of these meetings is to assess and discuss submitted concept notes and full proposals. PSC members will receive a maximum of 12 concept notes\(^1\) and/or proposals at least 10 working days before any scheduled meeting. Ahead of these meetings, PSC members will share their project scores using a matrix provided by Bonsucro.

The total estimated time requirement per PSC Member is 4 full working days per year. This assumes that 3 thematic funding rounds will be offered by the BIF per year requiring 6 meetings - 3 meetings of 2 hours for short listing of concept notes, and 3 meetings of 1 hour to evaluate full proposals.

5. Conflict-of-Interest Policy

To ensure the highest integrity and member confidence in its activities, BIF requires that PRC Members disclose any circumstances that could give rise to a potential conflict-of-interest (COI), or a perceived COI related to the concept note or proposal review process in which they will be involved.

This policy sets out the steps to be undertaken to manage this COI, or perceived COI.

6. How to apply

Please submit an expression of interest that includes the following:

- A short statement of interest, explaining why you are interested in this role and how it builds on other ongoing or past work you have done (no more than one page)
- Detailed CV or resume outlining relevant experience and qualifications as referred to above

\(^1\) In cases where more than 12 Concept Notes are received for any one call for proposals, the Bonsucro Impact Funding Manager together with a nominated representative of the PSC, will undertake a first round assessment of the submissions and identify the strongest 12 Concept Notes to be sent to the full PSC for evaluation (Bonsucro’s Strategic Investments proposals are additional to these).
Interested candidates should submit an expression of interest to fund@bonsucro.com before 5:00 pm GMT on 20 April 2022. Applications should be marked PSC Independent Expert EOI in the email subject line.