

Call for tender: New Oversight Body

1. Background

The RSB is changing its approach to Assurance and Oversight with new requirements for its certification bodies (CB) and seeks a new oversight body (OB) to oversee the process. The role of this new OB will be to ensure that CB activities are carried out to the highest possible standards and that any areas of concern are brought to the attention of the RSB secretariat. Activities will include reviewing audit reports for discrepancies and alignment with RSB requirements, performing witness audits, and checking that CBs meet RSB requirements such as on accreditation, RSB auditor appointment and internal audits.

The RSB OB will also oversee the performance of CBs associated with RSB's Impact Alliance Partners. These are partner certification systems who have the authority to offer RSB certification through their own certification system infrastructure, via their own pool of CBs.

2. Objective

The aim of this tender is to identify and contract a company that can provide expert services to meet the RSB Oversight Body requirements.

The oversight body will need to take into account the specific features and requirements of the RSB standards and certification system, noting its broad scope of supply chain coverage and global operation. The OB shall operate in a consistent, reliable and credible manner, reflecting the good name of the RSB on a national and international basis.

Furthermore this body shall ensure that CBs carrying out RSB certification provide services and achieve outcomes that are consistent, comprehensive, transparent, reliable and credible, thereby helping to ensure the credibility and legitimacy of the RSB and so furthering the mission of the RSB to develop, build and scale the shift to a sustainable biocircular economy.

3. Method and deliverables

Services shall be carried out in accordance with the RSB-PRO-85-001 document, which can be found on the [RSB website here](#).

Oversight Body Responsibility 1

- The Oversight Body shall assess and evaluate and resolve disputes, questions or clarifications submitted by RSB participating operators (POs) and CBs.

- In cases where a decision cannot be taken by the Oversight Body, the request including the assessment / recommendation of the Oversight Body is submitted to RSB secretariat for a final decision.
- The Oversight Body shall develop and maintain a deep understanding of RSB certification system documents (e.g. standards, procedures), and hold specialist knowledge of areas of work relevant to the RSB scope (e.g. GHG calculation, biomass and industrial processing sustainability, EU RED, ICAO CORSIA).

Oversight Body Responsibility 2

- The Oversight Body shall create and maintain up-to-date a checklist to be used in the assessment of certification reports and audit documentation submitted by RSB CBs.
- The Oversight Body shall select and assess a risk-based sample of the audit reports and audit evidences for each CB within the annual audit cycle – in line with EU RED and CORSIA regulatory requirements.
- The Oversight Body shall report back to the RSB indicating CB non-conformities, observations and CB risk ratings.

Oversight Body Responsibility 3

- The Oversight Body shall use feedback and the results of their oversight responsibilities to create proposed improvements to the RSB standards and RSB CB procedures.
- Proposed improvements related to the standard documents, shall be presented as changes and/or addition of information on the respective RSB documents.

Oversight Body Responsibility 4

- The Oversight Body shall select and conduct witness audits as a part of their role to ensure that CBs understand the RSB standards and can conduct audits in a professional and proper manner.
- The frequency of these witness audits and their focus will be in line with relevant regulatory standards requirements to ensure compliance with EU RED and CORSIA oversight.

Oversight Body Responsibility 5

- The Oversight Body shall report all activities of note directly to the RSB.
- The Oversight Body shall provide quarterly and yearly reports to the RSB on oversight activities, plus regular meetings to discuss any areas of concern. These reports will cover CB performances and improvements.

Oversight Body Responsibility 6

- As well as the above responsibilities, the Oversight Body shall also be involved in the new RSB Impact Alliance oversight activities. This may include but is not limited to audit report review and witness audits of Impact Alliance CBs and monitoring Impact Alliance Partners for issues that may arise.

4. Requirements

The oversight body shall meet all of the requirements of the RSB-PRO-85-001 with particular focus on section E pertaining to the bodies competencies to conduct oversight activities:

- The Oversight Body shall have a deep knowledge of the RSB certification system requirements and associated scheme documents.
- The Oversight Body shall understand the certification process and oversight process relevant for certification under RSB schemes.

- The Oversight Body shall follow the principles of Independence, Integrity, Fair presentation, Due professional care and Professional judgement according to ISO 14066: 2014.

The oversight body assigned to this role must have the following experience within its team:

- GHG calculations
- audit and certification
- materiality and material discrepancy
- relevant sectors and products to the RSB schemes
- mass balance and traceability
- complex chemical production settings
- sustainability principles including RSB Principles & Criteria, and technical topics as required (examples of which include woody biomass, soil carbon, etc)

If a potential oversight body does not meet all of these requirements, then they should outline how they intend to meet the gap in knowledge or propose an alternative solution.

5. Timeframe

The RSB secretariat hopes to have contracted a new oversight body by the end of June 2023 at which point training and onboarding will start with the chosen body.

6. Application

All proposals should include a breakdown of projected annual costs based on number of total certificates (40+), timeline for starting the work and team experience.

Proposals should be sent by email to Nicola Nojonen (Nicola.nojonen@rsb.org) and George Deslandes (George.deslandes@rsb.org) by 5pm CET 5th June 2023.

7. References

[RSB-PRO-85-001](#)