

PROGRESS: Promoting Green Growth in the RMG Sector Through Skills

Terms of Reference (TOR)

Catalysing ESG Compliance and Enhancing Skills: Technical Consultancy for Assessment and Improvement of RMG Factory Standards and Productivity

About Swisscontact

Swisscontact, Swiss Foundation for Technical Cooperation, is headquartered in Zurich and was founded in 1959 by leading figures from the Swiss private sector and Swiss universities. It is exclusively involved in international cooperation and since 1961 has carried out its own and mandated projects. A part of the organisation, Swisscontact Bangladesh, is registered as an international non-governmental organisation (INGO) under The GO Affairs Bureau, Government of the People's Republic of Bangladesh, carrying out various development projects and programmes in the areas of skills development (ASTHA, B-SkillFUL, Uttoron), SME promotion (B-SkillFUL, M4C), Local Economic Development (PRABRIDDI), Agricultural Insurance (BMMDP) and Financial Services (Sarathi) from its office based at House 20, Road 68, Gulshan-2, Dhaka-1212, Bangladesh.

About PROGRESS

PROGRESS is a four-year program that aims to promote Green Growth in the Ready-Made Garments (RMG) sector in Bangladesh through skills development. The program is funded by the Swedish International Development Cooperation Agency (Sida) represented by the Embassy of Sweden in Dhaka and implemented by Swisscontact. The program started in October 2022 and aims to contribute to the development of an inclusive, environmentally responsible, and competitive RMG sector that can offer secure and decent job opportunities, especially to women workers, while adapting to the changing demands of the global market in terms of technology and Environmental, Social, and Governance (ESG) standards.

The program has two main goals that it seeks to achieve in the four-year project period. The first goal is to improve the technical skills and productivity of RMG workers, including 60% women, to increase their retention rates and income. The second goal is to enhance the productivity, and environmental & social compliance of Tier-2¹ and Tier-3² RMG factories, and provide decent employment opportunities to their workers.

PROGRESS aims to benefit 7,500 RMG workers, including 60% women, by improving their job security and increasing their income through better skills and productivity. Additionally, the program targets to improve the working conditions of 15,000 workers, including 60% women, by enhancing productivity, and environmental and social compliance in their factories. The program will collaborate with Local Technical

¹ Tier-2 factories are located outside the EPZs. They are both large and medium in size; mostly owned by domestic entrepreneurs but have direct long-term business relations with the international buyers.

² Tier-3 factories comprise of medium and small-scale factories that have no direct links with international buyers or no capability to open a letter of credit. These factories often operate in rented buildings and usually rely on subcontracted orders from the Tier-2 factories. Most of these factories have challenges in compliance with social and environmental standards.

Consultancy Providers (LTCPs) and employers to enhance their understanding of running in-house training systems.

The Objective of the Assignment

The main objective of this assignment is to engage technical consultants who will assess the current status of skills, productivity, and environmental and social compliance standards of the Ready-Made Garment (RMG) factories. The consultants will conduct a thorough evaluation and analyze the data to identify areas for improvement. Based on the assessment, the consultants will collaborate with the factories and the project team to develop short-term and long-term goals that align with the factories' business plan and the project's objectives.

This collaborative approach will ensure complete ownership by the factories and promote their active involvement in achieving the goals. The project team, together with the factories and the consultant, will design interventions tailored to the specific needs of each factory to support them in accomplishing the set objectives. These interventions could range from training and capacity building programs to process optimization and technology upgrades.

Overall, the project aims to enhance the RMG factories' skills and productivity while ensuring environmental and social compliance. By partnering with technical consultants and the factories, the project team hopes to develop effective and sustainable solutions that will benefit both the factories and the larger community.

Scope of Work

The scope of work for the consultant(s) includes three areas of focus:

Table 1: Scope of work

Assist in establishing or upgrading a demand-driven in-house training system within the factory premises at 7 Tier-2 and 3 Tier-3 RMG factories
Tasks
Step 1: Management Sensitisation:
Step 2: Training Need Assessment (TNA)
Step 3: Selection of Trainers and Assessors
Step 4: Training Module Development
Step 5: Training of Trainers, Assessors, and Supervisors
Step 6: Training of Workers
Step 7: Backstopping support – additional coaching and guiding
Technical support to 5 Tier-2 and 1 Tier-3 factories for improving productivity, and environmental and social standards
Tasks
Assessment for designing customized solutions for productivity enhancement, and environmental and social compliance

Management capacity development on productivity and advanced environmental and social standards for Tier-2 and Tier-3 factories
Facilitate access to technologies such as Greentech, and access to finance such as green bonds for Tier-2 and Tier-3 factories
Technical support for the implementation of envisioned changes
Introduction of ESG frameworks and measurement tools
Backstopping, troubleshooting, and monitoring
Develop the capacity of at least 1 local technical consultancy provider (LTCP) on skills, productivity, and ESG consultancy service delivery
Tasks
Assess and identify capable and interested local experts/consulting firms
Develop/customize technical consultancy modules
Training of LTCPs
Support the business development of LTCPs
Facilitate technical consultancy service delivery of LTCPs
Backstopping, troubleshooting, and monitoring

Activities and Deliverables

The project team, in consultation with the selected consultants, will finalize the factories to be assessed and intervened upon. The team will consider the factories that are currently being profiled in the RMG Factory Mapping study as well as those identified through the consultant's network.

The consultants are expected to work closely with the project team to develop the pitch to multiple factories and convince at least 7 Tier-2 and 3 Tier-3 factories to establish or upgrade their IBT system. Additionally, amongst these 7 Tier-2 and 3 Tier-3 factories, at least 5 Tier-2 and 1 Tier-3 factories must also commit to improving their production processes through environmental & social compliance.

The consultants will collaborate with the factory's management team, including HR, Production, and Industrial Engineering personnel, to re-design or construct the in-house training process, if required. Moreover, a separate team of consultants will work with the factory personnel to identify areas of improvement related to environmental and social standards. They will develop plans with both short-term and long-term goals and then implement them.

The project will engage different categories of consultants to achieve specific objectives. Firstly, training and productivity consultants will support factories to implement the IBT system. Secondly, business and HR consultants will aid the factories in adopting better business practices that promote inclusion, diversity, and decent work. Finally, Greentech and environmental consultants will support factories in introducing green technologies and better practices for material, energy, and water efficiency.

If a consulting firm is capable of providing multiple categories of consultants to the assigned factories, it must submit a comprehensive plan that addresses all three areas of work outlined in Table 1. However, if a consulting firm's competencies align with one or two specific areas of work, they are welcome to apply for those particular areas. In cases where different categories of consultants are

identified from different firms, the project team will play the coordination role between consultants and selected factories.

The table below elaborates on some key deliverables of the assignment.

Table 2: Activities and deliverables

Assist in establishing or upgrading a demand-driven in-house training system within the factory premises at 7 Tier-2 and 3 Tier-3 RMG factories	
Activities	Deliverables
Training needs assessments	A report that includes: <ul style="list-style-type: none"> - Detailed analysis of the present condition - Gap analysis - Opportunities - Recommendations
No. of Tier-2 and 3 factory staff with an improved understanding of running an in-house training system	List of factory staff with name and contacts: at least 100 individuals (50% women)
No. of workers that demonstrated better technical skills after training completion	List of factory workers with name and contacts: at least 2,000 workers (at least 60% women)
Backstopping support	Report on to what extent the 7 Tier-2 and 3 Tier-3 Factories have adopted the newly developed/upgraded IBT system.
Technical support to 5 Tier-2 and 1 Tier-3 RMG factories for improving productivity, and environmental and social standards	
Assessment for designing customized solutions for productivity enhancement, and environmental and social compliance	A report that includes: <ul style="list-style-type: none"> - Detailed analysis of the present condition - Gap analysis - Opportunities - Recommendations
No. of Tier-2 and 3 factory management with a better understanding of improved production practices, and environmental and social standards	List of factory staff with name and contacts: at least 70 individuals (50% women)
No. of new initiatives taken by Tier-2 and Tier-3 factories related to productivity improvement, environmental and social compliance	At least 15 new initiatives in 5 Tier-2 and 1 Tier-3 RMG factories
Backstopping, troubleshooting, and monitoring	Report on to what extent the 5 Tier-2 and 1 Tier-3 Factories have adopted
Develop the capacity of at least 1 local technical consultancy provider (LTCP) on skills, productivity, and ESG consultancy service delivery	

No. of LTCP for capacity development	Detailed assessment with recommendations: 1 LTCP
Enable LTCP with better capacity to provide commercial technical consultancy services on skills & productivity and environmental & social compliance	LTCP participants with improved understanding of technical consultancy services: at least 8 trainers
Build capacity of LTCP to provide commercial technical consultancy services to other factories	Link LTCP with factories that want to receive consultancy services: at least 3 factories

Geographic Location

The project location(s) include:

1. Dhaka (Possible Upazilas: Dhaka Metro, Savar)
2. Gazipur (Possible Upazilas: Gazipur Sadar, Tongi, Kaliakair, Kapasia, Sreepur, Kaligonj)
3. Narayanganj (Possible Upazilas: Narayanganj Sadar, Araihasar, Rupganj, Sonargaon)
4. Chattogram (Possible Upazilas: Chattogram Metro, Anwara, Karnaphuli)

Duration of the Assignment

The duration of the contract is **from the day of signing to 15 December 2023**.

Documents Required for Submission

All bidding consultant/ consultancy firms are required to submit the following:

- A technical proposal.
- A separate financial proposal setting out a detailed budget for the assignment.
- A summary of relevant services provided during the last 3 years.
- CVs of the key personnel who will be involved in the assignment.
- A list of the existing clientele of the organisation.
- It is mandatory for the bidding organisations to submit documentary evidence demonstrating their legal, taxation, and financial status. This includes:
 - A certificate of incorporation (for individual companies, a trade license)
 - Registration related document (trade licence, registration with any government entities/NGO bureau registration)
 - An organisational organogram of key personnel, inclusive of the names of such personnel
 - Tax identification number (TIN)
 - VAT registration number
 - Proof of a segregated account (providing the name and address of such account)
 - A signed statement testifying that all information contained within the proposal is correct and true.

Selection Criteria

The following selection criteria are generally applicable for the evaluation of the potential consultant/firm:

Table 3: Selection criteria

SL.	Selection criteria	Points
1.	Technical Proposal	70
1.1	Understanding of the assignment	10
1.2	Quality of the proposed methodology and tools	20
1.3	Relevant experience in the RMG sector in Bangladesh	20
1.4	Quality of the human resource dedicated to the assignment	20
2.	Financial Proposal	20
3.	Interview of the Shortlisted Candidates	10

Submission Guidelines

Pre-bid Meeting

Interested bidders are encouraged to attend an online pre-bid meeting to be held on **20 March 2023, 4.00 PM to 5.00 PM** (Those who are interested to join the pre-bid meeting are requested to inform through mail bd.progress@swisscontact.org by **18 March 2023**).

For pre-bid meeting, please mention in the subject line **“Pre-bid meeting PROGRESS 2023”**.

Online Pre-bid meeting request will be sent on 19 March 2023.

The technical and financial proposals must be submitted as hard and soft copies **by 28 March 2023, before 5:00 PM** following the instructions below:

Table 4: Submission Guidelines

Sl.	Submission Guidelines	
1.	For the soft copies	<ul style="list-style-type: none"> - The Technical and financial proposals must be sent as two separate files, in two separate emails to the following email address: <u>E-mail: bd.progress@swisscontact.org</u>; by 28 March 2023 - For the technical proposal, please mention in the E-mail subject line: “Technical proposal for Catalysing ESG Compliance and Enhancing Skills: Technical Consultancy for Assessment and Improvement of RMG Factory Standards and Productivity .” - For the financial proposal, please mention in the E-mail subject line: “Financial proposal for Catalysing ESG Compliance and Enhancing Skills: Technical Consultancy for Assessment and Improvement of RMG Factory Standards and Productivity .”
2.	For the hard copies	<p>The technical and financial proposals must be sent in two separate envelopes to the following address: Swisscontact Bangladesh, Promoting Green Growth in The RMG Sector Through Skills (PROGRESS) project office, House 20, Road 68, Gulshan 2, Dhaka 1212 by 28 March 2023, CoB (5 pm Bangladesh time) addressing to: Manager - Business Administration, Promoting Green Growth in The RMG Sector Through Skills (PROGRESS), Swisscontact Bangladesh.</p> <ul style="list-style-type: none"> - For the technical proposal, please mention on the top of the envelope “Technical proposal for Catalysing ESG Compliance and Enhancing Skills: Technical Consultancy for Assessment and Improvement of RMG Factory Standards and Productivity .” - For the financial proposal please mention on the top of the envelope “Financial proposal for Catalysing ESG Compliance and Enhancing Skills: Technical Consultancy for Assessment and Improvement of RMG Factory Standards and Productivity .”
3.	No late submission will be accepted.	
4.	Swisscontact reserves the right to accept or reject any of all proposals without assigning any reason whatsoever.	