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FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

BACKGROUND

The Promoting Green Growth in the Ready-Made Garments Sector through Skills (PROGRESS) is a four-year (2022–26) project funded by the Embassy of Sweden and the Embassy of Switzerland in Bangladesh and implemented by Swisscontact. The project supports RMG factories to advance in green transition by building their resilience and competitiveness.

The PROGRESS project drives sustainable growth in the RMG sector through a market-driven approach. The project has two major components. **The first component: Skills & Productivity**, aims at improving the technical skills and productivity of RMG workers. Under this component with support from the project, the Consultancy Service Providers (CSPs) develop the skills of the RMG workers in areas like low performance, zero defect, women leadership etc. which make them more competent and productive. Besides, the project supports the factories developing an in-house training system to ensure sustainability of these initiatives. **The second component: Environment & Social Compliance**, supports RMG factories in their journey of decarbonisation. The CSPs with support from the project assess the factories'

status of carbon emissions at baseline and help them develop tailored pathways to reach net-zero emission, while also promoting sustainability reporting. PROGRESS facilitates partnership between CSPs and RMG factories to deliver commercially viable solutions. Especially, the project strengthens the local service market, enabling factories to access affordable solutions. Additionally, by leveraging collaborations with international brands, PROGRESS ensures solutions are aligned with industry demand. The ultimate objective of the project is to increase the retention rates and income of the workers, including 60% women.

This Request for Proposal (RFP) refers to the Terms of Reference (TOR) for “**Consultancy on Implementing Environmental & Social Compliance Initiatives**”. The ToR is attached here in this document. Please find the below link.

Find the ToR here

The ToR is also available in the Swisscontact Bangladesh website. Please click the link:
<https://www.swisscontact.org/en/countries/bangladesh/requests-for-proposal>

REQUIRED DOCUMENTS FOR THE CSP

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

- a) A technical proposal elaborating the understanding of the assignment, proposed methodology, assessment tools, timeline (activity plan), key staff profiles, roles, and individual time to be spent on the assignment.
- b) A separate financial proposal setting out a detailed budget for the assignment (in BDT).
- c) A summary of relevant services provided during the last 3 years.
- d) CVs of the key personnel who will be involved in the assignment.
- e) A list of the existing clientele of the organisation.
- f) It is mandatory for the bidding organisations to submit documentary evidence demonstrating their legal, taxation, and financial status. This includes:
 - i. A certificate of incorporation (for individual companies, a trade license), Registration-related documents (trade license, registration with any government entities/NGO bureau registration).
 - ii. An organisational organogram of key personnel, inclusive of the names of such personnel.
 - iii. Tax Identification Number (TIN).
 - iv. Business Identification Number (BIN).
 - v. Latest PSR (Proof of Submission of the Return).
 - vi. A signed statement testifying that all information contained within the proposal is correct and true.

SUBMISSION DETAILS

Interested applicants must submit their proposals via email to **bd.progress@swisscontact.org** by **10 August 2025**. The email subject line must state: "Consultancy on Implementing Environmental & Social Compliance Initiatives". **Please mention the Thematic Area (as mentioned in the scope of work of this ToR) in the e-mail subject and/or email body.** In addition to the email submission, a hard copy of the technical and financial proposal separately should be delivered to the following address by the same deadline:

Swisscontact Bangladesh Project Office
House 20 (5th Floor), Road 68, Gulshan-2, Dhaka
1212, Bangladesh

For any clarification or questions regarding this assignment or the Terms of Reference (ToR), interested applicants may contact Swisscontact via email at **tonmoy.hassan@swisscontact.org**. Responses to queries will be shared with all interested applicants, if deemed necessary, to ensure transparency and equal access to information.

Late or incomplete submissions will not be considered. Swisscontact reserves the right to accept or reject any application, in part or full, or cancel the entire procurement process without assigning any reason whatsoever. Submission of an application does not guarantee the award of the contract.