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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 “**Midline Assessment for PROGRESS (Promoting Green Growth in the RMG Sector through Skills) Project**”. The ToR is attached here in this document. Please find the below link.

[Click here for ToR](#)

GEOGRAPHIC LOCATION

The project location(s) (Upazila-specific) are:

- Dhaka (Possible Upazilas: Dhaka Metro, Savar).
- Gazipur (Possible Upazilas: Gazipur Sadar, Tongi, Kaliakair, Kapasia, Sreepur, Kaligonj).
- Narayanganj (Possible Upazilas: Narayanganj Sadar, Araihaazar, Rupganj, Sonargaon).
- Chattogram (Possible Upazilas: Chattogram Metro, Anwara, Karnaphuli).

DURATION OF STUDY, SPECIFIC ACTIVITIES AND TARGETS

The duration of the study is two months, starting tentatively from June 2025

SUBMISSION OF LEGAL DOCUMENTS

It is mandatory for the bidding Consultancy firm/Consultant to submit documentary evidence demonstrating their legal, taxation and financial status. This includes:

1. Updated Tax Identification Number (TIN) Certificate.
2. VAT Registration Certificate.
3. Business Identification Number (BIN)
4. Certificate of Incorporation
5. Trade License
6. Joint Stock Registration Certificate
7. Latest tax return certificate or acknowledgement.
8. Bank Solvency Certificate
9. NGO Bureau Registration Certificate

REQUIRED DOCUMENTS

Bidding consultancy firms/Consultant are required to submit the following:

1. A technical proposal showing an understanding of the study, proposed methodology, study tools, timeline (activity plan), key staff profiles, roles, and individual time to be spent in the midline study.
2. A separate financial proposal setting out a detailed budget for the study.
3. A summary of relevant services i.e., midline (particularly in the skills development sector, if any) provided during the last 3 years.
4. Submission of an organisational profile, with the CVs of key personnel (gender expert/analyst is a must) who will be involved in the study.
5. A list of the existing clientele of the organisation.

SUBMISSION DETAILS

The consultancy firm/Consultant is requested to specify the proven experienced technical expert within the proposed team in respect to factory level productivity, environmental and social compliance, and gender.

Hard and Soft copies of the proposal must be submitted (Financial and Technical proposal separately) to the following address:

For soft copy: The Technical and financial proposals must be sent as two separate files to the following email address: bd.progress@swisscontact.org by **22 May 2025 at 5:00 PM (Bangladesh Time)**.

Please mention in the E-mail subject line: **“Midline Assessment for PROGRESS Project”**

For hard copy: Swisscontact Bangladesh, Promoting Green Growth in The RMG Sector Through Skills (PROGRESS) project office, House 20, Road 68, Gulshan 2, Dhaka **by 22 May 2025 at 5:00 PM (Bangladesh Time)**. Addressing to: Manager - Business Administration, Promoting Green Growth in The RMG Sector Through Skills (PROGRESS), Swisscontact Bangladesh.

For the technical proposal, please mention on the top of the envelope **“Technical proposal for Midline Assessment for PROGRESS Project”**

For the financial proposal please mention on the top of the envelope **“Financial proposal for Midline Assessment for PROGRESS Project”**

For any clarification or questions regarding this assignment or the Terms of Reference (ToR), interested applicants may contact Swisscontact via email at nahid.rahman@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.