REQUEST FOR PROPOSAL (RFP): CONSULTANCY ON CAPACITY BUILDING OF DESIGN PROFESSIONALS FOR SUSTAINABILITY REPORT DESIGN

swisscontact



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.

INTRODUCTION

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 NGO Affairs Bureau, Government of the People's Republic of Bangladesh, carrying out diverse projects across sectors such as Ready-Made Garments (RMG), Agriculture, Health, Water and Sanitation, Light Engineering, and Financial Inclusion.

With support from the Embassy of Sweden and Embassy of Switzerland in Dhaka, Swisscontact is implementing the project ***Promoting Green Growth in the Ready-Made Garments Sector Through Skills (PROGRESS)*** in Bangladesh. PROGRESS is a four-year (2022-26) program that aims to promote green growth across the supply chain[1] of the Ready-Made Garments (RMG) sector in Bangladesh.

As part of the 2025-2026 project period, PROGRESS will implement a series of environmental and social compliance (E&S) initiatives across the supply chain of the RMG industry. This includes strengthening efforts towards carbon accounting, energy efficiency, renewable energy adoption, sustainability reporting, and complying with environmental and social compliance standards. The consultancy

[1] The RMG supply chain encompasses all actors involved in the process of garments manufacturing including but not limited to textile processors, accessory and trims manufacturers, garment factories, recycle or waste processors.

service will support these efforts through a focus on capacity building and the creation of actionable pathways for continuous E&S improvements. The assignment will include the factory's commitment to implement and monitor initiatives, Consultancy Service Providers (CSPs) providing technical expertise, and brands ensuring that these efforts align with their sustainability goals and global standards. The project may select multiple CSPs considering the appropriateness of the proposal aligned with the project goal.

The Terms of Reference (ToR) outlines the key tasks to be undertaken as part of the assessment.

This Request for Proposal (RFP) refers to the Terms of Reference (TOR) for "**Consultancy on Capacity Building of Design Professionals for Sustainability Report Design**".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

PROPOSAL SUBMISSION REQUIREMENT

All interested firms are required to submit the following documents:

Interested firms/individuals must submit:

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 document (trade licence, 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. VAT registration number
    vi. Latest PSR (Proof of Submission of the Return).
    vii. 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 26 November 2026. The email subject line must state: **"Consultancy on Capacity Building of Design Professionals for Sustainability Report Design"**. 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 Office
House 28, Road 43, Gulshan-2, Dhaka 1212, Bangladesh

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.