



## TERMS OF REFERENCE (TOR)

<b>Title</b>	:	Consultancy for Training and Field Testing for Green Business Toolkit
<b>Covered Thematic Area</b>	:	Climate Justice and Natural Resource Rights (CJNRR) and Economic Inclusion & Justice (EIJ)
<b>Project/ Programme</b>	:	Blue Economy and Inclusive Development for Climate Justice (BID4CJ) Project
<b>Location</b>	:	Shyamnagar, Chakaria and Moheshkhali
<b>Duration</b>	:	15 May 2025 – 15 June 2025
<b>Contract Authority</b>	:	Oxfam in Bangladesh

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Across regions, from the local to the global, we work with people to bring change that lasts.

Oxfam in Bangladesh (OiBD) has been actively engaged in various humanitarian and development initiatives for more than 50 years, striving to improve the lives and livelihoods of vulnerable communities nationwide.

### 1. BACKGROUND

Bangladesh is under increasing pressure to address climate change and environmental degradation, necessitating green approaches to balance environmental, social, and economic concerns. Green business strategies promote resource maximization and sustainability within the business industry by offering a pathway to address ecological challenges, promote economic inclusion, and contribute to the country's long-term financial stability. The Blue Economy and Inclusive Development for Climate Justice (BID4CJ) project is a transformative initiative in this context, aiming to empower coastal communities to nurture healthy ecosystems and a climate-just economy in southwest and southeast Bangladesh through feminist climate movements, ecosystem restoration, and ethical business development. The overarching goal of BID4CJ is to foster Local Ecosystem Restoration and Green Business Expansion through Gender Equity-Based Climate Action in the coastal regions of Bangladesh.

### 2. Context and the need for the assessment/ assignment

As part of the Blue Economy and Inclusive Development for Climate Justice (BID4CJ) project, Oxfam in Bangladesh (OiBD) has undertaken a significant initiative to promote ecologically responsive and sustainable businesses in the coastal regions of Bangladesh. These areas, particularly Cox's Bazar and Shyamnagar, are highly vulnerable to the impacts of climate change and environmental degradation. In response, Oxfam has prioritized the development of inclusive and green economic models that support the resilience and wellbeing of coastal communities, particularly marginalized groups including women, youth, and indigenous populations.

In the initial phase of this assignment, a Criteria and Assessment Toolkit was developed to identify and support Green Businesses (GBs) – enterprises that are environmentally sustainable, socially inclusive, and economically viable. This toolkit is intended to serve as both a selection guide and a self-assessment tool for Small and Medium Enterprises (SMEs), helping them align their business operations with ecologically responsive practices and sustainability standards.

With the toolkit framework in place, the next phase involves ensuring that Oxfam's internal staff and implementing partners have the capacity to effectively apply and use the toolkit. Furthermore, the toolkit must be tested and validated in real-world contexts to assess its applicability, ease of use, and impact. To this end, Oxfam plans to conduct a structured training for its staff and pilot field testing with selected entrepreneurs from Cox's Bazar and Shyamnagar zones.

This Terms of Reference (ToR) outlines the consultant's responsibilities in delivering the training, facilitating field testing, and documenting the key learnings and recommendations. These activities will help refine the toolkit, build user capacity, and enhance the overall effectiveness of the BID4CJ project's support to ecologically responsive businesses in Bangladesh.

### 3. Objectives of the Assignment



The objective of this assignment is to ensure effective application and field validation of the Green Business (GB) Criteria and Assessment Toolkit developed under the BID4CJ project. Specifically, the consultant will:

- I. **Build Capacity of Oxfam Staff:** Deliver a practical training session to equip OiBD staff with the skills to use the GB Toolkit effectively, including understanding the criteria, applying the scorecard, and integrating it into project workflows.
- II. **Conduct Field Testing:** Facilitate six (06) pilot field tests—three in Cox's Bazar and three in Shyamnagar—with selected entrepreneurs, to assess the toolkit's usability and relevance in real-life contexts.
- III. **Document Learnings and Recommendations:** Prepare a concise report summarizing key insights, challenges, and recommendations based on the training and field tests, to inform further refinement and scaling of the toolkit.

#### 4. Scope of Work

The consultant will be responsible for carrying out the following tasks:

- Review relevant project documents including the finalized Green Business (GB) Criteria and Toolkit.
- Conduct one training session with OiBD staff on toolkit usage and integration into project activities.
- Facilitate six (06) pilot field tests with entrepreneurs—three in Cox's Bazar Zone and three in Shyamnagar Zone—selected by Oxfam.
- Document field-level insights, challenges, and participant feedback from both staff and entrepreneurs.
- Prepare a concise learning and recommendation report based on training and field experiences.
- Present findings to Oxfam and relevant stakeholders.

#### 5. Deliverables

The specific tasks and expected deliverables are outlined below:

Deliverable	Description
Inception Meeting Report	Outline methodology, schedule, and approach to training and field testing.
Training Session Report	Documentation of session agenda, participant list, and training highlights.
Field Testing Briefs	Summary notes (1–2 pages) per zone highlighting insights and observations.
Final Learning & Recommendation Report	Consolidated 3–4 page report outlining key findings, challenges, and practical suggestions.
Presentation to Stakeholders	Summary presentation of findings and recommendations.

#### 6. Qualifications and Experience (Applicable for the external parties)

The selected consultant or firm should meet the following criteria:

1. The applicant (lead consultant) must be an individual or an institution with the legal status to work in Bangladesh.
2. Master's degree/PhD in Business/ Environmental Science/ Statistics / Economics or equivalent fields.
3. Demonstrated experience in research, baseline study, Outcome survey, evaluation, and impact assessment.
4. Proficiency in Bengali and English, with a focus on presentation/reporting skills
5. Good communication and relationship-building skills
6. Demonstrated experience in conducting data analysis using, for example, STATA / SPSS / Excel / NVivo or others.

#### 7. Budget and Payment Schedule

- The total cost for the assignment is capped at **BDT 1,50,000.00 (One Lacs Fifty Thousand BDT)** (including VAT and all other Government of Bangladesh charges as per the Rules).

- Payments will be made upon successful completion and approval of each deliverable, ensuring quality and compliance with project requirements.

#### **Payment Schedule:**

- 100% upon submission of final deliverables mention (successful implementation of training programs and brief report).

### **8. Reporting and Supervision**

*The consultant or the internal lead of the assignment will report to Programme Coordinator at Oxfam in Bangladesh.*

*Regular progress updates and coordination meetings will be held with the Oxfam BID4CJ project team.*

### **9. Risk Mitigation**

- Risk : Delays in data collection.  
 Mitigation : Develop a detailed data collection plan and ensure timely coordination with stakeholders.  
 Risk : Incomplete data.  
 Mitigation : Use multiple data collection methods to ensure comprehensive coverage.

### **10. Compliance**

*Ensure compliance with OiBD's internal regulations and the regulations of donor organizations.*

### **11. Application Process:**

The technical proposal should consist of the following sections and the given page limit, along with a copy of similar work.

Topic	Page Limit (max.)
<b>Technical Proposal</b>	
Cover Page	01 Page
Table of Content	01 Page
Understanding of the study- Background, Objectives, scope, and key question etc. (Not just copy and paste from the ToR)	02 Pages
Proposed Methodology	01 Page
Study plan/work schedule (Gantt chart)	01 Page
Experience in leading similar study work (Provide at least 2 examples of similar work, agency, and time of conduction) with 02 references	01 Page
Team composition along with its rationale (CV in annexes)	02 Pages
Any other relevant information (if required only)	01 Page
<b>Financial Proposal</b>	
<ul style="list-style-type: none"> <li>▪ Detailed budget</li> <li>▪ Consultancy days and fees (days should be mentioned for key member(s) of the team)</li> <li>▪ Travel and accommodation cost</li> <li>▪ Any other expenditure (please mention nature of expenditure)</li> <li>▪ Total base amount (inclusive of Tax)</li> <li>▪ 15% VAT on the total base amount</li> <li>▪ Grand total amount (Base amount + VAT)</li> </ul>	

Along with the technical and financial proposals, the following documents need to be submitted:

#### **For Individual Consultant:**

- A profile/CV of a maximum of 2 pages, highlighting related completed assignments with client names, contact persons, and contact numbers.
- One-paragraph short CVs for other team members involved in the assignment, highlighting related completed assignments and roles (if applicable).
- Proof of last two payments/ rates.
- Copies of NID, TIN, BIN, VAT Registration, Trade License, Work Permit, as applicable.

#### For Consultancy Firm:

- A firm profile of a maximum of 2 pages, highlighting completed related assignments with client names, contact persons, and contact numbers.
- The lead consultant's (who will lead the assignment) maximum 2-page CV, showcasing related assignments completed and specifying the role in each completed assignment.
- One-paragraph short CVs for other team members involved in the assignment, highlighting related completed assignments and roles.
- Proof of last two payments/ rates.
- Copies of the firm's certificate, TIN, BIN, VAT registration, and trade license and any other relevant documents.

The proposals must be sent in English and the submissions must reach Oxfam via email at [Ban\\_Consultancy@oxfam.org.uk](mailto:Ban_Consultancy@oxfam.org.uk) with the subject line “**Green Business Toolkit Training**” by **12 May 2025**.

#### 12. Evaluation Criteria:

Evaluation Criteria		Weight %
<b>Technical Proposal:</b> This evaluation will focus on the consultant's experience, qualifications/portfolio		80%
<b>Expertise of the consultant</b>		
1. Understanding of the TOR	30%	
2. Strong skill and expertise in carrying out a relevant assignment (based on provided evidence) and team composition including management structure and qualifications of key personnel	30%	
<b>Work plan</b>		
3. Clarity of the plan: Consultants should clearly articulate the implementation plan with the training schedule, ensuring they are easily understood and logically structured.	20%	
<b>Financial Proposal (Detailed budget):</b> This criterion will involve comparing the financial proposal against other submissions to assess value for money. Proposals will be evaluated based on cost-effectiveness, ensuring that the financial aspects align with the technical value offered.		20%
<b>Total</b>		100%

Oxfam withholds the right to conduct interviews/presentation with one or more potential consultants before an award decision is made. The purpose of the interview/presentation is to seek further clarification on the submitted quotations and learn more about the background and previous experiences of the potential consultants and their teams.

#### 13. General Terms and Conditions

- All payment will be made through A/C payee cheque or bank transfer.
- The consultant shall be responsible for their statutory income tax obligations and/or insurance during the assignment.
- The payment will be made only after formal acceptance of deliverables by Oxfam in Bangladesh and OGB Global Team
- Inability to comply with the works as per agreed timeline and quality will cause penalty from the payment. The penalty will be proportionate to the level of undelivered work.

- The consultant will ensure that data collection, processing and reporting meets Oxfam's high-quality standards and legal requirements (e.g., GDPR). The consultant shall have the responsibility to modify the report until the quality required by Oxfam has been reached.
- Confidentiality of information
  - The consultant will ensure appropriate ethical authorizations are in place, as required.
  - Informed consent processes must be followed prior to data collection including for interview recordings and photographs.
  - Interviewees will not be quoted in reports without their permission.
  - All documents and data collected will be treated as confidential and used solely for the purposes of carrying out this consultancy contract.
- All soft and hard copies of the assignment will be treated as the property of Oxfam.
- The consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
- In case of any deviation from the contract, Oxfam shall have the right to terminate the agreement at any point.
- The consultant shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation from the contract.
- Oxfam will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.
- Oxfam work is based on deeply held values and principles. The consultant will be bound by the principles and conditions of Oxfam Code of Conduct and other relevant policies, including those for safeguarding and child protection, throughout the duration of the assignment.

## RIGHT TO SELECT/ REJECT

Oxfam reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Oxfam also reserves the right to reject any or all proposals received without explanation.

## RESERVED RIGHTS

All applications and quotes become the property of Oxfam, and Oxfam reserves the right in its sole discretion to:

- Disqualify any offer based on applicant's failure to follow solicitation instructions.
- Waive any deviations by the applicant from the requirements of this terms of reference that, in Oxfam's opinion, are considered immaterial defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- Extend the time for submission of responses after notification to all applicants.
- Terminate or modify the process at any time and re-issue the request for quotation to whomever Oxfam deems appropriate.
- Issue an award based on the initial evaluation of offers without discussion.
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

## CODE OF CONDUCT

Oxfam is committed to integrity in its operations and supply chains and ensuring high ethical standards. Complying with all laws and regulations and ensuring fair competition are fundamental to this commitment. We actively promote these principles and standards, and expect all Oxfam suppliers to demonstrate commitment towards them.

All consultants/applicant are required to agree and adhere to the [Oxfam Supplier Code of Conduct](#), whereas individuals (including consultants) must sign the [Oxfam Non Staff Code of Conduct](#)<sup>1</sup>. These Codes of Conduct set out the specific standards and principles in the areas of human and labour rights, environmental impact and anti-corruption that suppliers must follow.

Oxfam has the following requirements of its service providers, to ensure integrity in its supply chain:

### Bribery and Collusion

Oxfam does not tolerate fraud, including bribery or kickbacks, collusion among bidders, bribery or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities.

Employees and representatives of Oxfam are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange or as a reward for business.

### False Statements

Bidders must provide full, accurate and complete information as required by this solicitation and Annexes. False statements in bids constitutes grounds for immediate termination of any agreement with the supplier. OXFAM takes misstatements, falsification, manipulation, alteration of facts and/or documents very seriously, has a zero-tolerance policy to such behaviours, and may choose to take legal action in a case of misrepresented disclosures by

### Conflict of Interest

Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Oxfam having to re-evaluate the selection of a potential bidder.

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<sup>1</sup> Non-Staff Code of Conduct applies for any self-employed individuals or contracted employees of suppliers who are working on Oxfam sites, or who have access to Oxfam materials, or who may represent Oxfam in any manner but are not part of Oxfam's legal entity)



## Diversion of Funds

Oxfam is determined that all its funds and resources should only be used to further its mission and shall not be subject to illicit use by any third party nor used or abused for any illicit purpose. Suppliers (and their affiliates/group companies, employees, officers, owners, agents and sub-contractors) may be subject to formal screening against global lists of individuals subject to designation or proscription under financial sanctions or counter terrorism regulations.

## MONITORING

**Due Diligence:** As a charitable organisation, Oxfam must take care to protect its assets and funds. One of the steps that Oxfam takes to comply with this legal duty is to conduct adequate and proportionate due diligence on suppliers prior to entering into a contract. This includes checking legal registration and financial solvency but may also include other checks.

**Important Note:** Oxfam performs a regular screening check of all suppliers against international sanctions lists.

**Audit:** Any audit requirements are detailed in the terms and conditions of business.

**Data Protection:** Oxfam is legally bound to ensure that all personal details held by the organisation relating to any individual or entity are kept secure and according to international data protection standards.

## MISCONDUCT REPORTING AND WHISTLEBLOWING

Oxfam's reporting and whistleblowing mechanisms are available for Suppliers as well Oxfam employees, to ensure that Oxfam continues to operate under the highest ethical standards and principles.

You can use these reporting channels confidentially, anonymously, and in your own language to report any concerns involving fraud, corruption, waste, abuse or safeguarding concerns.

Speak up – Oxfam GB		
Email:	<a href="mailto:SpeakUp@oxfam.org.uk">SpeakUp@oxfam.org.uk</a>	
Online:	<b>Oxfam Misconduct Reporting Webform</b> (including possibility for anonymous reporting) <a href="https://oxfam.clue-webforms.co.uk/webform/misconduct/">https://oxfam.clue-webforms.co.uk/webform/misconduct/</a>	
Phone:	<b>Global Phone Number:</b> +44 1249 661808	

**ANNEXURE: Attachments**

**Attachment 1: Code of Conducts**

[Oxfam Non-Staff Code of Conduct \[English\]](#)

[Oxfam Non-Staff Code of Conduct \[Bangla\]](#)

[Oxfam Supplier Code of Conduct](#)

**Attachment 2:**

[OXFAM GB Feminist Principles](#)

**Attachment 3:**

[One Oxfam Child Safeguarding Policy](#)

**Attachment 4:**

[Oxfam Anti-Fraud and Corruption Policy](#)

**Attachment 5:**

[One Oxfam Policy on Protection from Sexual Exploitation, Abuse and Harassment \(PSEAH\)](#)

**Attachment 6:**

[Sexual Diversity and Gender Identity Rights Policy](#)