

TERMS OF REFERENCE (TOR)

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 (OxBD) 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.

Title	: Data Collection on Carbon Footprint and Renewable Energy Use in RMG Industries
Covered Thematic Area	: Climate Justice and Natural Resource Rights (CJNRR)
Project/ Programme	: Accelerating Fair Transition to Renewables for Industrial Decarbonization: Shared Responsibilities Towards Climate Justice
Location	: Dhaka, Bangladesh
Consultancy Duration	: 01 September 2025 – 30 November 2025
Contract Authority	: Oxfam in Bangladesh

1. Background

The Ready-Made Garment (RMG) sector is the backbone of Bangladesh's economy, contributing over USD 47 billion in export earnings more than 84% of the country's total exports and employing approximately 4.4 million workers (Export Promotion Bureau, 2023). Despite its economic significance, the RMG sector is one of the most energy-intensive industries in Bangladesh, accounting for nearly 15% of the country's total energy consumption. The sector relies heavily on fossil fuels, with approximately 60% of its energy derived from grid electricity (mainly natural gas-based), 25% from diesel, and the rest from furnace oil and other non-renewable sources (SREDA, 2022)¹.

Bangladesh's industrial carbon emissions have shown an upward trend, with the RMG sector being one of the major contributors. The International Finance Corporation (IFC) reported that textile and apparel factories in Bangladesh consume about 15-30% more energy than global best practices per unit of output (IFC, 2021). Additionally, the sector emits significant volumes of CO₂ and other greenhouse gases (GHGs), contradicting Bangladesh's commitments under its revised Nationally Determined Contributions (NDC). The updated NDC pledges to reduce GHG emissions by 21.85% by 2030 in the power, industry, and transport sectors 6.73% unconditionally and an additional 15.12% conditionally, subject to international support (MoEFCC, 2021)².

The global supply chain is increasingly demanding sustainability and traceability. Major international buyers including H&M, Zara, and Levi's have pledged to cut emissions by at least 30% by 2030 and achieve net-zero by 2050 (UNFCCC, 2023). This shift necessitates a systematic transformation in energy use across RMG factories, where renewables, despite growing interest, only a fraction of RMG factories have adopted renewable energy technologies due to policy gaps, investment constraints, and lack of reliable data infrastructure (IRENA, 2022; CPD, 2022).

¹ Sustainable and Renewable Energy Development Authority (SREDA). (2022). *Energy Efficiency and Conservation Master Plan (Updated)*. Ministry of Power, Energy and Mineral Resources, Government of Bangladesh. <https://www.sreda.gov.bd/>

² Ministry of Environment, Forest and Climate Change (MoEFCC). (2021). *Updated Nationally Determined Contributions (NDC) of Bangladesh*. Government of the People's Republic of Bangladesh. <https://moefcc.gov.bd>

The global RMG and textile industries contribute 5–10% of total carbon emissions (UNEP, 2020). As the second-largest RMG exporter, it is crucial for Bangladesh to monitor emissions from this sector to safeguard its global competitiveness. Furthermore, there is an absence of centralized and accessible tools for tracking industrial carbon footprints or renewable energy adoption in real-time. A baseline web-based geospatial database could fill this critical information gap, enabling stakeholders including government agencies, international buyers, and factory owners to monitor progress, set emissions benchmarks, and design targeted decarbonization strategies.

The dashboard can positively showcase a country's commitment to climate goals. It also enables brands to track their progress and demonstrate their climate commitments to customers. Also, as the JET advocates for the distributional justice of responsibilities, the brand can also showcase their contribution (if any) through RMG industries towards renewables.

2. Objectives of the Assignment

The objective of this assignment is to generate reliable, cleaned, and structured data on carbon footprint and renewable energy use in selected RMG factories through supervised field data collection. The cleaned dataset and preliminary analysis will serve as the foundation for developing a visualization dashboard. The specific objectives are:

1. To develop the methodology, collect data on carbon emissions and renewable energy use from RMG factories, following predefined indicators.
2. To ensure data quality through systematic cleaning and validation of the collected data.
3. To conduct an analysis of the cleaned data to identify relevant trends and patterns carbon emissions and renewable energy use from RMG factories.

3. Scope of Work

- Collect and analyze primary data on carbon emissions and renewable energy use from 500 selected RMG factories.
- Supervise and coordinate field data collection through trained volunteers.
- Ensure data quality through cleaning, validation, and structured analysis.
- Engage stakeholders for data validation and submit a final analytical report with a cleaned geodatabase.

4. List of activities and Deliverables

The consultant will be responsible for the activities listed below, which may be subject to change based on project needs.

Step	Task	Duration	Outputs and Deliverables
1	Initial meeting with Oxfam team to discuss data demand from Oxfam's end.	7 days	Inception report
2	Relevant Data collection on carbon emissions and renewable energy	40 days	Geodatabase Sample Geo Database Link- https://oxfam.box.com/s/bv1tz47qsw40mngunxoa4mfmkx1tam57 This is a sample Database for understanding. Consultant can add their own version adding or discarding fields. And this is subject to marking.

3	Data quality assurance and data cleaning	5 days	Cleaned Geodatabase
4	Data analysis	5 days	Short analytical report
5	Validation workshop to present the findings Infront of the relevant experts	1 day	Workshop plan, logistical arrangement like venue, food and other, guest list
6	Draft report submission	20 days	Draft report
7	Final report submission	12 days	Final Report
TOTAL WORKDAYS		90 days	

Confidentiality of information: All documents and data collected will be treated as confidential and used solely to facilitate analysis. Interviewees will not be quoted in the reports without their permission.

5. Methodology

The consultant/firm is expected to propose a comprehensive and context-appropriate methodology for conducting data collection and assessment of carbon footprint and renewable energy use in the RMG sector primary sample size it 500 RGM factories from Bangladesh. The methodology should be scientifically robust, practical for field deployment, and aligned with national and international standards. The methodology should address:

- i. **Study Design and Sampling Strategy:** Outline the criteria for selecting a representative sample of RMG industries, ensuring diversity in terms of location, scale, production type, and energy profile.
- ii. **Data Collection Approach:** Describe how primary and secondary data will be collected, including data on energy usage, fuel consumption, renewable energy installations, and relevant operational information. Specify the use of structured tools such as checklists, questionnaires, and key informant interview guides. Include provisions for field verification and site visits.
- iii. **Use of Volunteers:** Present a plan for integrating and supervising at least 10 volunteers in field data collection. Indicate how quality control and consistency will be ensured.
- iv. **Stakeholder Engagement:** Describe how key stakeholders (e.g., factory representatives, industry associations, regulators) will be consulted to validate data and contextualize findings.
- v. **Data Analysis and Quality Assurance:** Indicate how collected data will be cleaned, validated, and analyzed. Describe any software, frameworks, or analytical tools proposed for use. Explain steps to ensure accuracy, reliability, and consistency of results.

6. Timeline

The assignment is expected to commence immediately after the agreement signing and should be completed within **90 days**. The consultant is expected to deliver the outlined activities within this timeline, with the final deliverables submitted by the end of November 2025.

7. Qualifications and Experience

The applicant must be an individual expert or an organization legally registered in Bangladesh, with a demonstrated track record in geospatial data collection, environmental research, or energy transition-related projects. The lead consultant/Expert should possess at least a master's degree in environmental science, Energy Studies, GIS, or a related discipline, with a minimum of 5 years of relevant professional experience. The

consultant must demonstrate practical experience in carbon data analysis, renewable energy assessments, and field-level coordination, particularly within industrial or manufacturing sectors. Experience working with the RMG sector and relevant government or development stakeholders will be considered a strong asset. Proficiency in GIS tools, data quality assurance, and analytical reporting is essential. Strong communication and organizational skills, along with a commitment to delivering high-quality outputs within deadlines, are required.

- The applicant must be an individual or a legally registered institution/organization in Bangladesh.
- The team lead should have a master's degree or PhD in a relevant field, with at least 10 years of professional experience.
- The applicant and/or team members should have a minimum of three years of relevant experience in the RMG and/or energy sectors, including work with government agencies or development projects.
- The applicant and/or team members should have experience in field data collection, analysis, and reporting related to RMG sector.
- Familiarity with RMG-sector energy efficiency and climate mitigation policies will be considered an advantage.
- Strong communication, analytical, and data management skills are essential.

Qualifications of Data Collectors/Assistants:

Each data collection assistant will play a critical role in gathering accurate and verifiable data on carbon emissions and renewable energy use from RMG factories. The assistants will work under the close supervision of the lead consultant and must be available for field deployment during the assignment period.

- Must be a Bangladeshi national, preferably residing in or near the assigned RMG cluster areas.
- Minimum educational qualification: Bachelor's degree (or currently enrolled in final year) in Environmental Science, Energy Studies, Geography, Urban Planning, Development Studies, or a related field.
- Demonstrated interest or experience in data collection, surveys, or fieldwork related to environmental, energy, or industrial topics.
- Basic understanding of climate change, renewable energy, or carbon footprint concepts will be an added advantage.
- Ability to accurately follow data collection protocols and ensure quality of responses.
- Strong interpersonal skills and ability to interact respectfully with factory personnel and local stakeholders.
- Willingness to travel to field locations, conduct interviews, and collect structured data as per the guidelines.
- Basic digital literacy (use of tablets, smartphones, Google Forms/Excel) for data entry and communication.
- Availability throughout the data collection phase, as per the timeline set by the consultant.

8. Budget and Payment Schedule

The Maximum allocated budget for this assignment is **BDT 10,00,000.00 (including VAT & TAX)**

Payment Schedule:

- 20%** upon Inception meeting, Approved report with Methodology
- 30%** upon Satisfactory Progress report and completion of Data collection process
- 20%** upon the validation workshop & draft report submission
- 30%** upon submission and acceptance of the final report including all the relevant data

9. Reporting and Supervision

The consultant or the internal lead of the assignment will report to the Senior Programme Officer, Oxfam in Bangladesh in a close coordination with Climate and Geospatial Analyst of Oxfam in Bangladesh.

10. Risk Mitigation

Identify potential risks and the corresponding mitigation strategies.

- Risk : Delays in data collection.
 Mitigation : Develop a detailed data collection plan and ensure timely coordination with stakeholders and hiring manager.
 Risk : Submitting deliverables timely
 Mitigation : Maintaining close connection with Oxfam Team and sit for meeting time to time.

11. Compliance

The hired consultant is obliged to follow the regulations and the regulations of donor organizations that would be shared in the agreement.

12. Application Process

The proposals must be sent in English, electronically and the submissions must reach Oxfam via email at Ban_Consultancy@oxfam.org.uk with the subject line “**Carbon Footprint and Renewable Energy Use in RMG**” by **20 August 2025**.

To be shortlisted for evaluation against award criteria, the following documents must be submitted with this application.

Technical Proposal	
Topic	Page Limit (max.)
Cover Page	1 Page(s)
Table of Content	1 Page(s)
Understanding of the study- Background, Objectives etc. (Not just copy and paste from the ToR)	2 Page(s)
Proposed Methodology (methodological approach, proposed study area, data quality assurance, data processing and analysis, ethics, limitation of the study etc.)	3-5 Page(s)
Study plan/work schedule (Gantt chart)	3-5 Page(s)
Experience in leading similar study work (Provide at least 2 examples of similar work, agency, and time of conduction) with 02 references	2 Page(s)
Curriculum Vitae	2 Page(s)
Any other relevant information (if required only)	1 Page(s)
Financial Proposal	
<ul style="list-style-type: none"> Detailed Budget: Breakdown of all costs. Total Base Amount: The total cost before VAT (<i>Note: Do not mention the tax amount separately in the budget; it must be included in the cost.</i>) VAT: 15% VAT applied to the total base amount. Grand Total Amount: The sum of the base amount and VAT. 	

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

For Individual Consultant:

- **Curriculum Vitae(s) (CV) of the proposed consultant**, proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included.
- **One page CV of the assistance/data collectors**
- **Two relevant references** (minimum) for previous comparable assignments.
- **Evidence of previous work:** List of similar publications or any other documents proving similar experience and technical and thematic knowledge.
- **Proof of last two payments/ rates** (required after selection process).
- **Legal documents:** Copy of NID, TIN, BIN, Proof of Submission Receipt (PSR) of the Income Tax Return for the latest assessment year, 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.
- **Curriculum Vitae(s) (CV) of the proposed consultant**, proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included.
- **One page CV of the assistance/data collectors**
- **Two relevant references** (minimum) for previous comparable assignments.
- **Evidence of previous work [if required]:** List of similar publications or any other documents proving similar experience and technical and thematic knowledge.
- **Proof of last two payments/ rates** (required after selection process).
- **Legal documents:** Copy of the registration copy, TIN, BIN, trade license, Proof of Submission Receipt (PSR) of the Income Tax Return for the latest assessment year and any other relevant documents.

13. Evaluation Criteria:

Award Criteria		Max. Points
Technical Criteria		
Capability/ competence of bidder to perform the work/ service required	Demonstrated expertise in renewable energy tracking related data collection	15%
	Previous experience working with NGOs, industry associations, or public-private climate initiatives in Bangladesh or similar contexts	10%
	Proven knowledge of Bangladesh's RMG sector, renewable energy practices, emission reporting standards, and proficiency in English and Bangla.	10%
	Access to Industries, Factories (RMG sector) for Data Collection	10%
Quality of products/ services and ability to meet requirements	Understanding of ToR and implementation plan	10%
	Experience delivering high-quality outputs such as carbon emission database or geodatabase	10%
	Feasible work plan aligned with data acquisition needs, and contingency plans for data or tech constraints	5%
TOTAL:		70%
Financial criteria		
Financial offer	Detailed and realistic budget (Do not show Tax separately in the budget).	30%
GRAND TOTAL:		100%

Only quotations with combined scores of at least 70% for the technical award criteria (approach paper and CV) qualify for the financial evaluation.

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.

14. 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](#)³. 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

³ 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)

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.

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: 	SpeakUp@oxfam.org.uk	
Online: 	Oxfam Misconduct Reporting Webform (including possibility for anonymous reporting) https://oxfam.clue-webforms.co.uk/webform/misconduct/	
Phone: 	Global Phone Number: +44 1249 661808	

ANNEXES

Attachment 1: Code of Conducts

Oxfam Non-Staff Code of Conduct [English]

Oxfam Non-Staff Code of Conduct [Bangla]

Oxfam Supplier Code of Conduct

Conflict of interest declaration form for 3rd parties

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