

## 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.

|                              |   |
|------------------------------|---|
| <b>Title</b>                 | : Consultancy for Feasibility Study on Renewable Energy Potential and Geographic Suitability for the RMG Sector in Bangladesh, Aligned with Just Energy Transition Principles |
| <b>Covered Thematic Area</b> | : Climate Justice and Natural Resource Rights (CJNRR)   |
| <b>Project/ Programme</b>    | : Accelerating Fair Transition to Renewables for Industrial Decarbonization: Shared Responsibilities Towards Climate Justice  |
| <b>Assignment Location</b>   | : Dhaka, Bangladesh   |
| <b>Assignment Duration</b>   | : September 2025 – January 2026   |
| <b>Contract Authority</b>    | : Oxfam in Bangladesh   |

### 1. BACKGROUND

The Climate Justice and Natural Resource Rights (CJNRR) programme of Oxfam in Bangladesh envisions a transformative future where climate-vulnerable grower and worker communities can enhance their resilience, amplify their voices for climate action, and secure equitable access to natural resources. Anchored in a justice-first approach, CJNRR addresses systemic climate inequalities at both global and local levels by influencing policies, mobilizing communities, and building strategic alliances. Within this broader vision, five sub-thematic areas have been prioritized to operationalize the programme: Climate Action, Loss & Damage, Ecosystem Restoration, Natural Resource Rights, and Just Energy Transition (JET).

The JET sub-thematic area focuses on ensuring that the transition from fossil fuels to renewable energy takes place in a fair, inclusive, and socially responsible manner. It acknowledges the urgency of reducing emissions while emphasizing the need to protect the rights of workers, growers, and other climate-affected groups during the transition. JET engages with key sectors such as industry, transport, agriculture, and energy to ensure that climate mitigation efforts do not result in further marginalization of already vulnerable communities.

As part of this agenda, Oxfam in Bangladesh has launched a one-year project titled “Accelerating Fair Transition to Renewables for Industrial Decarbonization”, with support from the TARA Climate Foundation. The project aims to promote industrial decarbonization in Bangladesh, particularly within the Ready-Made Garments (RMG) sector. It focuses on strengthening policy advocacy, generating evidence, showcasing economically viable renewable energy models, and building public support for a just transition.

In response to this need, the project is engaging a consultant to conduct a comprehensive feasibility study on renewable energy sourcing potential, focusing on identifying which renewable energy options are most suitable, and in which geographic locations they can be optimally developed, based on resource availability, site conditions, and long-term sustainability considerations. The study will explore the overall suitability of different renewable energy sources by considering parameters such as technical viability (e.g., wind speed, solar irradiation) and economic viability, including profit-centric factors like return on investment, payback period, and comparative cost per unit of energy. It will also examine their compatibility with potential environmental impacts,

effects on local communities and livelihoods, infrastructure requirements, and relevant regulatory frameworks, with a particular focus on the RMG sector across diverse geographic locations in Bangladesh.

The findings from this assignment will provide evidence-based insights to guide policymakers, industry leaders, development partners etc. in identifying renewable energy locations that minimize environmental and community impacts, in line with the Just Energy Transition (JET) principles. This will also support the creation of tools such as maps that highlight suitable renewable energy sites which do not compromise environmental justice, as well as restricted zones where development should be avoided.

## 2. OBJECTIVES OF THE ASSIGNMENT

The feasibility study initiative is guided by the following key objectives

- Identify potential renewable energy solutions suitable in the context of Bangladesh's geographic, resource, and sectoral contexts.
- Develop suitability zones for each identified renewable energy option, based on technical, economic, environmental, and social parameters.
- Develop social and environmental due diligence criteria and define the required parameters for selecting and establishing renewable energy infrastructure, ensuring alignment with justice-centered and sustainable development principles.
- Determine key parameters and considerations for installation viability, including financial, technical, and operational factors.
- Develop a comprehensive policy manual to guide the planning, implementation, and governance of the proposed RE Solution.

## 3. LIST OF ACTIVITIES AND DELIVERABLES

The applicant will be responsible for activity listed below which are subject to change based on project needs.

| SL | Task  | Duration | Deliverables   |
|----|---|----------|--|
| 1  | Coordinate with Oxfam in Bangladesh to conduct orientation sessions and finalize the study framework, including detailed roles and deliverables | 5 days   | Inception report outlining research questions, methodology, timeline etc.  |
| 2  | Identify potential renewable energy solutions suitable for Bangladesh's geographic, resource, and sectoral contexts                             | 15 Days  | Report on potential RE solutions with justification  |
| 3  | Develop suitability zones for each identified renewable energy option   | 25 Days  | Report on GIS-based maps for each RE option showing suitability zones and technical note explaining zoning methodology |
| 4  | Establish social and environmental due diligence criteria and define required parameters for Renewable Energy infrastructure selection          | 25 Days  | Report on Social and Environmental Due Diligence Framework and compliance parameters for RE site selection             |
| 5  | Determine key parameters and considerations for installation viability  | 20 Days  | Report on Installation Viability Assessment and Checklist of viability parameters for Renewable Energy deployment      |

|                       |   |                 |   |
|-----------------------|---|-----------------|---|
| 6                     | Develop a comprehensive policy manual for Renewable Energy project planning, implementation, and governance | 15 Days         | Final Policy Manual on Renewable Energy Development in Bangladesh and Summary brief for policymakers and stakeholders |
| 7                     | Prepare a consolidated final report synthesizing all findings.  | 15 Days         | Final report and presentation materials   |
| <b>Total Workdays</b> |   | <b>120 Days</b> |   |

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.

#### 4. METHODOLOGY

The consultant may follow the methodology outlined below as a reference but will be required to submit a detailed methodology from their end.

- **Inception & Framework**

The assignment will begin with coordination meetings with Oxfam in Bangladesh to confirm project objectives, scope, deliverables, and timelines. During this phase, the consultant will finalize the study methodology, define assessment indicators, and establish the Multi Criteria Analysis-MCA criteria and weighting system. The framework will ensure that technical, economic, environmental, and social parameters are integrated from the outset.

- **Data Collection & Mapping**

The next stage will involve a comprehensive review of existing policies, regulatory frameworks, feasibility studies, and relevant datasets. Secondary data on renewable energy resources will be gathered along with spatial data on the distribution of the RMG sector. This information will be consolidated into a Geographic Information System (GIS) platform to facilitate resource mapping and spatial analysis.

- **Technical & Economic Analysis**

Each renewable energy option will be evaluated for technical viability, considering resource potential, infrastructure readiness, and operational feasibility. Economic viability will be assessed through calculations of return on investment, payback periods, and comparative costs per unit of energy. The MCA process will be used to integrate these technical and economic results with environmental and social considerations, enabling a balanced and transparent comparison of options.

- **Social & Environmental Due Diligence**

Social and environmental screening criteria will be developed in line with international safeguard standards. This due diligence process will examine potential effects on communities, livelihoods, biodiversity, and land use. The findings will feed directly into the MCA framework to ensure that recommended solutions are socially equitable and environmentally sustainable.

- **Suitability Zoning**

Using the combined outputs from the MCA and GIS analysis, the consultant will develop suitability maps for each renewable energy option. These maps will identify high, medium, and low suitability zones and highlight restricted areas where development should be avoided due to environmental sensitivity or social risks.

- **Policy & Governance Framework**

A comprehensive policy manual will be developed to guide renewable energy project planning, implementation, and governance in Bangladesh. This manual will align with existing national policies, climate commitments, and JET principles, providing actionable guidance for policymakers, industry leaders, and development partners.

- **Validation & Reporting**

The draft findings will be presented in validation workshops with stakeholders, including policymakers, private sector representatives, development partners, and affected communities. Feedback from these sessions will be incorporated into the final analysis. The final report will synthesize all findings, including MCA results, GIS-based suitability zoning, policy recommendations, and digital datasets, and will be delivered in both electronic and printed formats.

## **5. TIMELINE**

The assignment is expected to commence immediately after the agreement signing and should be completed within 120 days. The applicant is expected to deliver the outlined activities within this timeline, with the final deliverables submitted by the end of January 2026.

## **6. BUDGET AND PAYMENT SCHEDULE**

Total budget for the assignment : BDT 1,000,000 (all inclusive) [*Oxfam will follow the value for Money approach as per the Standard Practices and Protocols.*]

### **Payment Schedule:**

- 20% upon submission of the Inception Report.
- 40% upon completion of deliverables 2,3 and 4.
- 40% upon completion of deliverables 5,6 and 7 and all the relevant data.

## **7. EXPERIENCE OR PROFILE REQUIREMENTS**

- Advanced degree (master's or higher) in Renewable Energy Engineering, Energy Systems, Environmental Science, Geography/Geospatial Studies, or a related field, with specialized training or certification in renewable energy technologies and/or GIS mapping and spatial analysis.
- Strong knowledge of Bangladesh's energy sector, including national policies, regulatory frameworks, and sectoral priorities, as well as familiarity with environmental and social safeguard frameworks.
- Minimum of 7–10 years of professional experience in renewable energy project planning, feasibility assessment, or infrastructure development, with proven expertise in resource mapping and suitability analysis using GIS, remote sensing, and spatial modelling tools.
- Demonstrated experience conducting environmental and social impact assessments for energy infrastructure projects, and developing policy manuals, guidelines, or governance frameworks for energy or infrastructure initiatives.
- Proven experience applying multi-criteria analysis (MCA) for renewable energy infrastructure selection and site suitability studies.
- Prior work experience in Bangladesh or South Asia, with deep understanding of local environmental, social, and regulatory contexts, is highly desirable.
- Strong analytical, technical writing, and reporting skills, with a proven track record of preparing comprehensive technical reports and synthesizing findings for policy and decision-making.

## **8. RISK MITIGATION**

Risk : Delays in data collection.

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

## 9. REPORTING AND SUPERVISION

The consultant or the internal lead of the assignment will report to the hiring manager.

## 10. COMPLIANCE

The selected consultant/ consultancy firm must ensure compliance with OiBD's internal regulations and the regulations of donor organizations.

## 11. APPLICATION PROCESS

The proposals must be sent in English, electronically and the submissions must reach Oxfam via email at [Ban\\_Consultancy@oxfam.org.uk](mailto:Ban_Consultancy@oxfam.org.uk) with the subject line "**Feasibility Study on Renewable Energy Potential & Geographic Suitability**" by **03 September 2025**.

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

| Topic   | Maximum Page Limit |
|---|--------------------|
| <b>(1) 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 including methodological approach, proposed study area, sampling strategy, data quality assurance, data processing and analysis, ethics, limitation of the study etc. (Not just copy and paste from the ToR)   | 03 Pages           |
| Experience in conducting relevant work (Provide at least 1 example of similar work, agency, and time of conduction) with references   | 02 pages           |
| Work Schedule (divided into the week)   | 01 page            |
| Detailed CVs of the Team  | 02 pages           |
| Any other relevant information (if required only)   | 01 page            |
| <b>(2) Financial Proposal</b>   |                    |
| <ul style="list-style-type: none"> <li>▪ <b>Detailed Budget, including:</b><br/>Unit cost, no., frequency (if applied), explanation (where required for clarity)<br/>Consultancy days and fees (days should be mentioned for key members of the team) Travel and Accommodation<br/>Any other expenditure (please mention nature of expenditure)</li> <li>▪ <b>Total Base Amount:</b> 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>)</li> <li>▪ <b>VAT:</b> 15% VAT applied to the total base amount.</li> <li>▪ <b>Grand Total Amount:</b> The sum of the base amount and VAT.)</li> </ul> |                    |

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(s)**, proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included.
- **Two relevant references** (minimum) for previous comparable assignments.
- **Evidence of previous:** 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(s)**, proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included.
- **Two relevant references** (minimum) for previous comparable assignments.
- **Evidence of previous:** 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.

## 12. EVALUATION AND AWARD CRITERIA

Incomplete applications will not be assessed, only quotations that meet the award criteria will be assessed. The quotations will be assessed according to the following criteria and distribution of points:

| Award Criteria                          |   | Max. Points |
|---|---|-------------|
| <b>Technical Criteria</b>               |   |             |
| <b>Experience of the Applicants</b>     | Clear grasp of the background, objectives, scope, methodology and expected outputs; ability to contextualize beyond ToR language  | 10          |
|   | Prior experience in similar assignments, particularly in renewable energy, RMG sector, business model development, or climate justice; includes quality of previous work shared | 20          |
| <b>Methodology and Work plan</b>        | Relevance, clarity, feasibility, and innovation in approach; includes sampling strategy, data analysis plan, ethical considerations, limitations etc.                           | 30          |
|   | Realistic, well-structured schedule with appropriate milestones and deliverables  | 10          |
| <b>Ethical and Sustainable Criteria</b> |   |             |
| <b>Financial (Detailed budget)</b>      | Budget clarity, value for money, and cost-effectiveness of proposed activities and resources, with clear justification for all budget breakdowns                                | 15          |
|   | Transparency in unit costs and other expenditures   | 10          |

| Award Criteria      |  | Max. Points |
|---------------------|--|-------------|
|                     | The extent to which the financial proposal supports the technical approach, timeline, and deliverables | 05          |
| <b>TOTAL:</b>       |  | <b>70</b>   |
| <b>GRAND TOTAL:</b> |  | <b>100</b>  |

[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.

### 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.
- Conditions for participating in the procurement process are detailed in the [Terms & Conditions of Bidding](#)



## **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**

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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)



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.

### 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:<br>  | <a href="mailto:SpeakUp@oxfam.org.uk">SpeakUp@oxfam.org.uk</a>  |  |
| Online:<br> | <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:<br>  | <b>Global Phone Number:</b> +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*