**Terms of Reference**

**for**

**Capacity Building of Local Consultants by a Specialised Consultancy Service Provider to Enhance Technical Skills for Sustainability Reporting in Bangladesh’s RMG Sector**

# **Background**

With support from the Swedish International Development Cooperation Agency (SIDA), represented by the Embassy of Sweden 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 programme that aims to promote Green Growth in the Ready-Made Garments (RMG) sector in Bangladesh. One of the objectives of the project is to support 30 Tier-2 and 6 Tier-3[[1]](#footnote-2) RMG factories to improve their environmental and social compliance.  
  
Bangladesh's export-driven RMG sector is at a pivotal juncture, as it faces increasing demand of ensuring ESG standards. Meeting these standards, especially in areas like decarbonisation and   
sustainable business operations, will be the key elements of market competitiveness.   
Disclosing a sustainability report attracts investment and builds trust among current and potential stakeholders by showcasing transparency and adherence to global environmental and social compliance standards. However, the sector lacks enough local technical consultancy expertise in facilitating sustainability reporting for the RMG factories. This shortage forces factories to rely on international consultants, as the local market for ESG reporting consultancy remains largely underdeveloped and fragmented. The existing consultancy service providers for sustainability reporting are insufficient to meet the growing demand, as sustainability reporting is likely to become mandatory in the coming years. A consolidated base of local technical consultants is essential to unlock the business potential of sustainability reporting services as well as to cater to the need of the industry.  
  
**Objectives**

The aim of the assignment is to engage a Specialised Consultancy Service Provider (SCSP)[[2]](#footnote-3) to execute the following objectives:

1. Scale up or pilot a capacity-building initiative for the local consultancy service providers (LTCPs)[[3]](#footnote-4) focused on sustainability reporting, specifically on GRI standards.
2. Facilitate business development opportunities for LTCPs to provide commercial support to RMG factories in preparing sustainability reports.
3. Establish a collaboration (e.g., B2B model) between SCSP and LTCPs to untap business opportunities around sustainability reporting for RMG factories.

# **Scope of work**

The SCSP will be responsible for identifying and selecting interested local consultants or consultancy firms. The SCSP will explore the learning needs of the local consultants or consultancy firms in other words LTCPs and scale up or pilot a training module to address the learning needs to develop the capacity of preparing sustainability reports as a commercial consultancy service. The SCSP will facilitate collaboration between LTCPs and RMG factories to facilitate business development of LTCPs. Additionally, the SCSP will also provide backstopping, validation support and issue certification upon successful learning achievements.

# **Tasks for the selected SCSP**

1. The SCSP will be responsible for selecting **at least 15 LTCPs** (50% women) by following selection criteria proposed by the SCSP and vetted by PROGRESS. (These criteria may include factors such as organisational/individual profile, business outreach, Gender Equality and Social Inclusion (GESI) policy integration, and interest to commercially practice the service)
2. Out of the 15 LTCPs, **09** individuals should be from local consultancy firms/independent consultants, **04** from industry associations (e.g., BGMEA, BKMEA), and **02** individuals representing financial service providers (50% women).
3. Conduct a workshop to explore the learning needs of the LTCPS and to promote sustainability reporting as a value-added service for relevant stakeholders, while also highlighting the business opportunities available to LTCPs in this area.
4. Customise the existing training module based on the learning needs of the selected LTCPs.
5. Deliver in-person capacity-building training, led by expert trainers preferably GRI-accredited trainers, to enhance the knowledge and capabilities of LTCPs in preparing sustainability reports for RMG factories.
6. Arrange the venue (own facility or rented) and logistics for conducting the training.
7. The SCSP will ensure facilitation of **at least 04 successful business cases** where LTCPs will commercially develop sustainability reports **for at least 04 factories.**
8. Provide coaching mentoring and continuous backstopping, troubleshooting, and supervisory support to LTCPs during the contract period.
9. Review and provide feedback on the final reports prepared by LTCPs before submission to the RMG factories.
10. Provide certificates of participation to the LTCPs upon demonstrating learning achievement.

# **Role and Responsibilities of PROGRESS**

1. The project will assist SCSP in finalising the selection criteria for LTCPs, and PROGRESS will subsequently finalise the list of selected consultants.
2. PROGRESS will review the customised module and provide feedback for its finalisation.
3. The project will conduct regular activity reviews, providing strategic direction and constructive feedback to facilitate improvements.
4. The project will provide networking opportunities for both the SCSP and LTCPs to help them build successful business cases with RMG factories.
5. The project will review the deliverables and reports submitted by the SCSP.

# **Deliverables[[4]](#footnote-5)**

| **#** | **Deliverables** | **Due Date**  (To be proposed by the consultant) |
| --- | --- | --- |
|  | A complete roadmap, milestones and detailed plan of the service |  |
|  | Selection criteria followed and profiles of the selected LTCPs |  |
|  | An assessment report on the findings from the workshop |  |
|  | Training module |  |
|  | A comparative analysis report of the pre- and post-evaluation results of the training participants |  |
|  | Case studies for the business cases between the LTCPs and RMG factories facilitated by the SCSP |  |
|  | Sustainability reports prepared by LTCPs for RMG factories |  |

# **Reporting**

The SCSP will work closely with the PROGRESS team and report to the Team Leader, PROGRESS

# **Required Documents for the SCSP**

1. A technical proposal.
2. A separate financial proposal setting out a detailed budget for the assignment.
3. A summary of relevant services provided during the last 3 years.
4. CVs of the key personnel who will be involved in the assignment.
5. A list of the existing clientele of the organisation.
6. It is mandatory for the bidding organisations to submit documentary evidence demonstrating their legal, taxation, and financial status. This includes:
   1. A certificate of incorporation (for individual companies, a trade license)
   2. Registration related document (trade licence, registration with any government entities/NGO bureau registration)
   3. An organisational organogram of key personnel, inclusive of the names of such personnel
   4. Tax identification number (TIN)
   5. PSR (Proof of Submission of Return)
   6. VAT registration number
   7. Proof of a segregated account (providing the name and address of such account)
   8. A signed statement testifying that all information contained within the proposal is correct and true.

# **Selection Criteria**

PROGRESS will select the consultant based on the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl#** | **What to evaluate** | **Description** | **Points** |
| 1 | CV of the consultant  A brief proposal with (Aptos 10.5 point, single spacing, no more than 15 pages) outlines the following:   1. Understanding of the ToR 2. Summaries of the consultant’s previous experiences that would be useful for this assignment 3. Brief outline of how the consultant will accomplish the tasks listed in the ToR 4. Approach (Tools, Techniques, and Systems) to the development of training module. | Fit for purpose and track record of similar assignments  To be evaluated as per professional experience against the requirements | 80 |
| 2 | Financial Proposal | Financial proposals must be submitted in terms of Bangladeshi Taka (BDT) including 15% VAT | 20 |

# **Duration of the Assignment**

The duration of the assignment will be until 30 March 2026.

# **Ownership**

Swisscontact will own the intellectual property rights of the documents and materials prepared under this assignment. The report(s) or documents or any part, therefore, cannot be sold, used, shared, presented or reproduced in any manner without prior approval of Swisscontact.

# **Submission Details**

Both hard and soft copies of the proposal(s) must be submitted to the following address: For soft copy [**bd.progress@swisscontact.org**](mailto:bd.progress@swisscontact.org) and for hard copy: **Swisscontact Bangladesh, PROGRESS, House 20, Road 68, Gulshan 2, Dhaka 1212** by **13 November 2024** addressing **Manager, Business Administration, PROGRESS project, Swisscontact Bangladesh**. Please mention **“Application for the Consultant – Capacity Building of Local Technical Consultancy Providers (LTCPs) to Enhance Technical Skills for Sustainability Reporting”** on the top of the email subject line and the envelope.

1. In line with the definition of Tier-2 and Tier-3 factories set in the report, ***‘Facilitating the Identification of Entry Points for Sida in the Textile and RMG Sector’***, the project defines Tier-2 factories as factories located outside Export Processing Zones (EPZs) with direct long-term business relations with international apparel buyers. On the other hand, Tier-3 factories are factories located outside EPZs with no direct links with the international buyers. [↑](#footnote-ref-2)
2. SCSP stands for Specialized Consultancy Service Provider. An SCSP is an external entity or consultancy firm with expertise in a specific area, engaged to provide specialised services such as training, capacity building, and advisory support. In this context, the SCSP is responsible for identifying, training, and supporting Local Technical Consultancy Providers (LTCPs), helping them develop the capacity to offer sustainability reporting services for Ready-Made Garment (RMG) factories, while also facilitating business development and market opportunities for LTCPs. [↑](#footnote-ref-3)
3. LTCP stands for Local Technical Consultancy Provider. LTCPs are individual consultants or consultancy service providers operating locally, who possess the expertise to offer specialised services in areas such as skill development, environmental compliance, and other technical fields. In the context of this project, LTCPs are expected to be trained and equipped to facilitate sustainability reporting for Ready-Made Garment (RMG) factories, enabling them to meet industry standards and regulatory requirements while enhancing their business opportunities. [↑](#footnote-ref-4)
4. The deliverables are not exhaustive and can change over the discussion with the consultant. [↑](#footnote-ref-5)