

Terms of Reference for Consultancy on Implementing Environmental & Social Compliance Initiatives

1. Background

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 program that aims to promote green growth across the supply chain¹ of the Ready-Made Garments (RMG) industry 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 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 CSP considering the appropriateness of the proposal aligned with the project goal.

2. Objectives

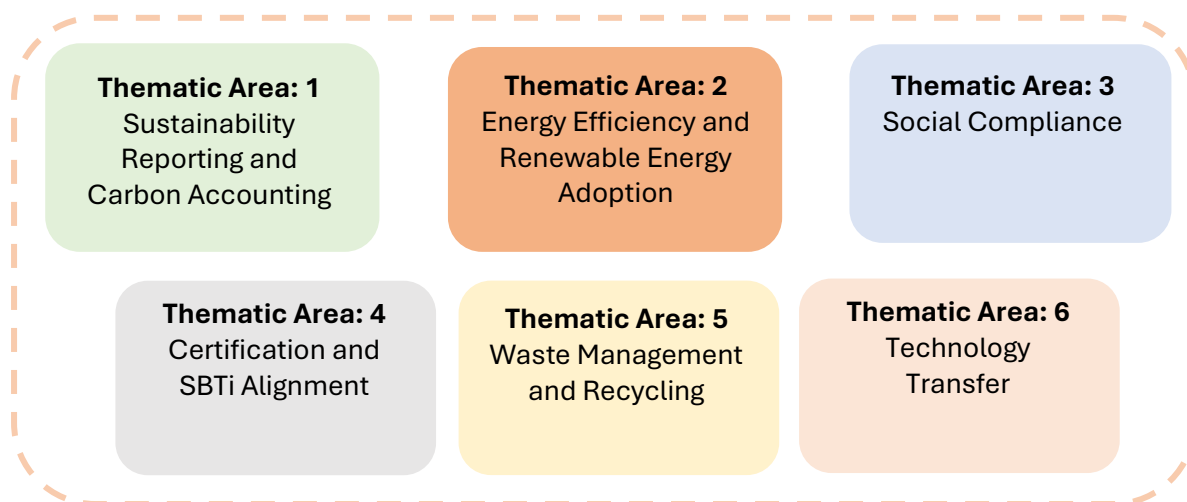
PROGRESS aims to support actors across RMG and other export-oriented sectors in their journey toward improved environmental and social compliance by enhancing their competitiveness and aligning global ESG frameworks. To achieve this, PROGRESS will engage CSPs to:

- a) Assist factories in implementing carbon accounting, improving energy efficiency, and adopting renewable energy solutions to reduce their carbon footprint, operational costs, increase productivity, and meet environmental and social compliance standards by achieving relevant certifications.
- b) Enable global brands to mitigate supply chain risks and fulfil their ESG commitments.
- c) Foster collaboration among factories, brands, and service providers, unlocking mutual benefits through competitive advantages, win-win business opportunities, and enhanced market positioning.

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.

3. Scope of Work

The selected CSP will support factories across RMG supply chain and other export-oriented sectors in implementing initiatives under the following thematic areas. The applicants are encouraged **to apply for one or more of these areas** based on their area of expertise:



a) Carbon Accounting & Sustainability Reporting:

- i. Net Zero Emissions Pathway:
 - Conduct a diagnostic assessment of current carbon emissions across factory operations.
 - Develop a detailed carbon accounting methodology to identify emission hotspots and calculate factory-wide carbon footprints.
 - Develop a net-zero emission pathway or roadmap for each factory, outlining actions, timelines, and required investments to meet emissions reduction targets.
 - Build the in-house capacity of factory management to implement the net-zero emission pathway.
- ii. Sustainability Reporting:
 - Support factories in integrating sustainability reporting into their operations, ensuring compliance with global standards such as GRI, ESRS, and CDP.
 - Develop reporting frameworks and tools to track progress toward sustainability goals and transparently report on ESG performance.
 - Build in-house capacity for sustainability reporting.

b) Energy Efficiency & Renewable Energy Solutions:

- Assess energy usage across factory operations and identify opportunities for energy efficiency improvements.
- Design initiatives such as rainwater harvesting, air circulation design, and wastewater treatment to improve energy efficiency and reduce water consumption.
- Develop renewable energy solutions (e.g., solar energy) to reduce dependency on non-renewable sources and promote sustainable energy practices.

c) Social Compliance Interventions:

- Assess and identify key gaps in social compliance within the factories.
- Develop and implement social compliance interventions, including labour rights, health and safety, gender equity, and worker welfare.
- Provide training and capacity building for factory management to sustain these interventions.

d) Certification and SBTi Alignment

(i) Standards and Certifications

- Support factories in understanding and aligning with relevant sustainability certifications and standards.
- Conduct gap assessments to identify areas for improvement to meet certification requirements relevant to environmental and social compliance.
- Build factory-level capacity to maintain compliance and prepare for future audits or renewal of certifications.
- Assist in the preparation and submission process for selected certifications.
- Facilitate connections with accredited certification bodies, where necessary.

(ii) Science-Based Target Initiative (SBTi) Alignment

- Facilitate the registration and signing of SBTi commitment letter by the factory.
- Assess GHG emissions (Scopes 1, 2, and 3 if relevant) following the GHG Protocol.
- Set science-based targets and create an actionable roadmap with timelines and resource needs.
- Assist the factories in preparing and submitting the required documentation for SBTi validation.
- Facilitate the validation process by the SBTi Steering Committee from target reception to the communication of final decisions and feedback.
- Provide tailored training, coaching, and continuous support for implementation.
- Foster strong engagement with factory management for smooth coordination.

e) Waste Management & Recycling

- Assess current waste generation and material flows across operations.
- Identify opportunities to reduce, reuse, and recycle materials within and beyond the production cycle.
- Design circularity strategies, including take-back programs, product redesign, and closed-loop systems.
- Support the adoption of environmentally sound recycling technologies and partnerships with recycling or upcycling service providers.
- Build staff capacity to operationalise circularity principles in day-to-day processes.

f) Technology Transfer

- Organise cross-country learning for mid-level managers and factory leaders to leading manufacturing units in Sri Lanka, Turkey, and China to learn best practices.
- Facilitate learning on workforce development, technological and digital innovation, sustainability practices, and compliance systems.

- Provide orientation and expert support to ensure effective knowledge adaptation and implementation in local factories.
- Facilitate hands-on capacity building to transfer advanced production technologies and digital solutions aligned with global sustainability and compliance standards.
- Establish ongoing technical assistance and peer learning networks to sustain technology adoption and continuous operational improvement.

Additional Scope: Green Skills Training for the workers:

- Create a customised training module covering energy conservation, waste management, water efficiency, and other topics as required by the factories.
- Conduct and deliver in-person training on green skills and sustainability concepts, focusing on sustainability practices to support factory sustainability goals.
- Provide the factory with a training module that can be integrated into their annual training calendar.

4. Potential Sectors

Potential sector(s) include a wide range of interconnected areas in RMG supply chain, each playing a role in the production, processing, and distribution of garments. Interventions may target any of the following areas depending on technical expertise, relevance, and impact potential. The sectors are (not limited to):

- Textile Industry
- Yarn Production
- Spinning Mills
- Accessories & Trims Manufacturing
- Packaging Suppliers
- Garment Factories
- Machinery, Technology & Spare Parts
- Testing & Certification Services
- Recycling & Waste Processing
- Export & Logistics
- Marketing & Distribution, etc.

Proposals for replicating the interventions across other export-oriented sectors such as leather, plastics, pharmaceuticals, agro-processing, etc. are also welcomed.

5. Role and Responsibilities of the Selected CSP

- a) Develop a system for monitoring and reporting on the status of implemented initiatives, ensuring factories comply with the set objectives.
- b) Assist in creating a compelling business case for green growth initiatives tailored to the needs of factories, incorporating cost-benefit analyses and market opportunities for sustainability.

- c) Assign a communication coordination focal point for communication with PROGRESS and a data monitoring focal point responsible for sharing and interpreting data as required.
- d) Conduct a comprehensive need assessment and define their cost contribution prior to factory onboarding.
- e) Onboard global apparel brands to access their supply chain factories with shared costs for the initiatives. The costs could be shared among PROGRESS, brands, and factories.
- f) Women's representation in the CSP team is highly recommended.
- g) Share reports, case studies, photographs, and other communication materials as required by PROGRESS.
- h) Communicate and collaborate with other ESG stakeholders.
- i) The CSP will ensure 50% women representation for any initiatives involving management staff and 60% women representation for worker-related initiatives.
- j) Be adaptive in the nature of service delivery.
- k) The collaboration with the selected CSP(s) will follow a cost-sharing model with the project. The CSPs are expected to secure contributions from other stakeholders (e.g., factories, brands, etc.). The proposed contribution ratio from these stakeholders must be clearly indicated in the technical and/or financial proposal.

6. Role and Responsibilities of PROGRESS

- a) The PROGRESS team will conduct regular activity reviews, providing strategic direction and constructive feedback to facilitate improvements.
- b) The project will review the deliverables and reports submitted by CSP.

7. Deliverables

| SL | Deliverables | Required Days after contract signing (To be proposed by the consultant) |
|------|---|--|
| i. | Carbon Accounting Report & Net Zero Emission Pathway | |
| ii. | Energy Efficiency & Renewable Energy Solutions Action Plan | |
| iii. | Sustainability Reporting Framework | |
| iv. | Social Compliance Assessment & Intervention Plans | |
| v. | Certification Readiness Report outlining gaps, actions taken, capacity building, documentation, and certification status | |
| vi. | Training & Capacity Building Reports | |
| vii. | Deliverables for Technology Transfer: The detail deliverables will be finalised upon discussing with the selected CSPs based on their proposal) | |

***The deliverables are not exhaustive and can change based on the discussion with the consultant.*

***The selected CSPs will be responsible for submitting deliverables according to the agreed-upon work orders.*

8. Required Documents for the CSP

All bidding consultant/ consultancy firms are required to submit the following:

- 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 documents (trade license, 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. Latest PSR (Proof of Submission of the Return).
 - vi. A signed statement testifying that all information contained within the proposal is correct and true.

9. Selection Criteria

PROGRESS will select the consultant based on the following criteria:

| SL | What to evaluate | Description | Points |
|----|---|--|--------|
| 1 | Technical Proposal a. CV of the consultants b. A brief proposal with (Aptos 10.5 point, single spacing, no more than 15 pages) outlines the following: <ol style="list-style-type: none"> i. Understanding of the ToR ii. Summaries of the CSP's previous experiences that would be useful for this assignment. | a. Fit for purpose and track record of similar assignments. To be evaluated as per professional experience against the requirements | 80 |

| | | | |
|---|--|--|----|
| | <ul style="list-style-type: none"> iii. Brief outline of how the CSP's will accomplish the tasks listed in the ToR iv. Approach (Tools, Techniques, and Systems) to the development of training for the factory's management staff. v. Gender sensitivity | | |
| 2 | <p>Financial Proposal</p> <ul style="list-style-type: none"> a. The budget should be submitted thematic area-wise for each factory b. While preparing the budget, the factory location must be considered for each thematic area. c. Per unit average price will be considered per factory for a thematic area despite project's locations. | <ul style="list-style-type: none"> a. Financial proposals must be submitted in terms of Bangladeshi Taka (BDT), including 15% VAT | 20 |

10. Geographical Location

PROGRESS implements its' project intervention at Dhaka, Gazipur, Narayanganj and Chattogram.

11. Duration of the Assignment

The duration of the contract will be from the day of signing to August 2026, as agreed between both parties.

12. Submission Details

Interested applicants must submit their proposals via email to bd.progress@swisscontact.org by **10 August 2025**. The email subject line must state: "Consultancy on Implementing Environmental & Social Compliance Initiatives". **Please mention the Thematic Area (as mentioned in the scope of work of this ToR) in the e-mail subject and/or email body.** 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 Project Office
House 20 (5th Floor), Road 68, 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.

13. Reporting

The selected applicant(s) will collaborate closely with the PROGRESS team, providing regular updates and reporting directly to the PROGRESS Team Leader. Additionally, the selected applicant(s) is expected to maintain seamless communication with team members to ensure timely execution of project tasks and adherence to strategic objectives.