TERMS OF REFERENCE (TOR) FOR DEVELOPING A METHODOLOGY TO ATTRIBUTE REDUCTION IN CARBON EMISSION

swisscontact

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

INTRODUCTION

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 mandated projects. In Bangladesh, Swisscontact is registered as an international non-governmental organisation (INGO) under the NGO Affairs Bureau, Government of the People's Republic of Bangladesh.

OVERVIEW OF THE PROJECT (PROGRESS)

The Promoting Green Growth in the Ready-Made Garments Sector through Skills (PROGRESS) is a four-year (2022–26) project funded by the Embassy of Sweden and the Embassy of Switzerland in Bangladesh and implemented by Swisscontact. The project supports RMG factories to advance in green transition by building their resilience and competitiveness. The PROGRESS project drives sustainable growth in the RMG sector through a market-driven approach. The project has two major components. **The first component: Skills & Productivity**, aims at improving the technical skills and productivity of RMG workers. Under this component with support from the project, the Consultancy Service Providers (CSPs)[1] develop the skills of the RMG workers in areas like low performance, zero defect, women leadership etc. which make them more competent and productive. Besides, the project supports the factories developing an in-house training system to ensure the sustainability of these initiatives. **The second component: Environment & Social Compliance**, supports RMG factories in their journey of decarbonisation. The CSPs with support from the project assess the factories' status of carbon emissions at baseline and help them develop tailored pathways to reach net-zero emissions, while also promoting

[1] Consultancy service providers (CSPs) are reputed national/international commercial consultancy firms that have certain expertise to implement interventions in partner factories for PROGRESS. They have legal, technical and financially binding contracts with the project. Beyond project, then are expected to provide similar services to the factories in exchange of service fees.

sustainability reporting. PROGRESS facilitates partnerships between CSPs and RMG factories to deliver commercially viable solutions. Especially, the project strengthens the local service market, enabling factories to access affordable solutions. Additionally, by leveraging collaborations with international brands, PROGRESS ensures solutions are aligned with industry demand. The ultimate objective is to increase the retention rates and income of the workers, including 60% women while fostering improved productivity, and environmental and social compliance at factory level.

The PROGRESS project implements a wide range of initiatives to improve environmental and social compliance, as well as sustainability reporting in RMG factories. However, the project faces challenges in attributing reduction in carbon emissions directly to its initiatives:

Time lag: The outcomes of certain interventions - particularly those influencing emission reductions - may take time to manifest. Measurable changes in emission data may not be immediately apparent, resulting in delays in capturing the full impact.

Indirect impacts: Many interventions, such as those aimed at improving productivity or reducing waste, often result in emission reductions indirectly. For instance, higher productivity may lead to reduced energy consumption per unit of output, and waste reduction may decrease the demand for raw materials and related emissions. However, these are secondary effects that are more complex to measure and attribute.

Confounding factors: Emission levels can be influenced by various external factors unrelated to the project, including fluctuations in market demand, changes in energy prices, technological innovations beyond the project's scope, and macroeconomic trends. These factors complicate the isolation of the project's specific impact.

Baseline limitations: A reliable emission baseline is crucial to measure change over time. In cases where the baseline data is incomplete or inconsistent, attributing emission reductions to specific interventions becomes less reliable.

In response to these challenges, PROGRESS is seeking support of a qualified consultant/consultancy firm to design a robust and context-appropriate methodology for accurately attributing carbon emission reductions resulting from its initiatives.

OBJECTIVES

- Evaluate the accuracy, consistency, and reliability of the carbon emission reduction data currently reported by the consultancy service providers engaged under the PROGRESS project.
- Design a robust, standardised and replicable methodology for attributing carbon emission reductions to PROGRESS initiatives. The methodology should align with relevant national frameworks, international best practices and global standards.

DETAILS OF THE TASKS

The consultant/firm will develop a robust, context-specific methodology to attribute carbon emission reductions from PROGRESS interventions. This will cover direct interventions (e.g., energy-efficient machinery, retrofits) and indirect interventions (e.g., workforce training, sustainability reporting) as well as hybrid impacts where both occur.

- Document and Data Review – Analyse project documents, sustainability reports, carbon estimation data, energy audits, CSP methodologies, etc. to assess the reliability and completeness of current baselines.
- Attribution Framework Development – Define a standardised framework aligned with recognised protocols (e.g., IPCC, GHG Protocol, etc.), with measurable indicators such as, but not limited to, CO_2 equivalent per unit of production.
- Data Validation– Outline methods for triangulating qualitative insights with quantitative factory-level data, ensuring accuracy and reducing bias.
- Counterfactual Design – Propose a comprehensive method for selecting and comparing non-intervention/control factories, including key factory matching criteria.
- Data Governance Protocols – Recommend processes for data quality assurance, completeness checks, privacy safeguards, and access rights for CSPs and factories.

- Pilot Testing – Apply the draft methodology in a representative sample of factories partnered with PROGRESS to assess feasibility, data needs, and practical applicability. Subsequently, refine it based on findings before full-scale rollout.
- Tool and Template Development – Deliver user-friendly templates or digital tools (e.g., spreadsheet calculators, dashboards) to support consistent application across factories.
- Feasibility Assessment for Advanced Methods – Evaluate the practicality of conducting advanced approaches such as:
  a) Life Cycle Assessment (LCA) to capture broader environmental impacts, including indirect emissions from upstream and downstream activities.
  b) Modelling and simulation techniques to estimate potential emission reductions from specific interventions.

  Findings should inform the roadmap for phased integration of these methods in future project stages.
- Finalisation and Recommendations – Produce the refined methodology, supporting tools, and guidance for integration into PROGRESS systems which constitutes offline excel-based tools and the web-based MIS.

GEOGRAPHIC LOCATION

- Dhaka (Possible Upazilas: Dhaka Metro, Savar)
- Gazipur (Possible Upazilas: Gazipur Sadar, Tongi, Kaliakair, Kapasia, Sreepur, Kaligonj)
- Narayangonj (Possible Upazilas: Narayanganj Sadar, Araihazar, Rupganj, Sonargaon)
- Chattogram (Possible Upazilas: Chattogram Metro, Anwara, Karnaphuli)

METHODOLOGY

The consultant/firm will propose a detailed methodology, to be finalised with PROGRESS. This must address at least the following:

- Scope Definition – Boundaries for direct, indirect, and hybrid interventions, and how attribution will be handled across different factory profiles.
- Calculation Framework – A transparent approach for calculating reductions using internationally recognised methods, with clear rationale for selected metrics.
- Data Collection and Validation – Strategies for gathering and verifying data to ensure completeness, consistency, and credibility. Bidders outlining comprehensive strategy to validate emission data at the factory level will be prioritised.
- Counterfactual Analysis – Detail the approach for identifying and using suitable non-intervention groups for comparison.
- Pilot Process – Plan for testing the methodology in selected factories before full rollout, with mechanisms for incorporating feedback.
- Data Governance – Propose standards for data privacy, access control, and quality management. This must include a comprehensive quality assurance process, including data triangulation and verification steps with factory records.
- Performance Indicators – Suggest KPIs (e.g., explanation of variance, data completeness index, adoption rate by CSPs/factories, etc) to measure methodology effectiveness.
- Future Roadmap – Plan for integrating advanced techniques such as Life Cycle Assessment (LCA) and modelling in a second phase, ensuring scalability and wider sectoral adoption.

The final methodology will be developed and agreed upon in close consultation with the PROGRESS team.

DURATION OF THE STUDY

- The assignment will run over three months starting in September 2025. The consultant/firm will propose their own workplan and sequencing within this timeframe.
- Advanced techniques such as LCA and modelling are intended for a structured second phase after validation, enabling broader use in Bangladesh.

DELIVERABLES

- A comprehensive draft report
- Finalised report

SELECTION CRITERIA

This will be a quality-cost-based evaluation. The selection criteria are below:

SL	Criteria	Weight
1	Understanding of the assignment	20%
2	Methodology	20%
3	Proposed workplan	15%
4	Resource persons profile	15%
5	Experience of similar work/service undertaken	10%
6	Financial Proposal	20%

DOCUMENTS REQUIRED FOR SUBMISSION

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

1. A technical proposal elaborating the understanding of the assignment, proposed methodology, assessment tools, timeline with detailed activity plan, resource person profile(s), etc.
2. A separate financial proposal setting out a detailed budget for the assignment (in BDT).
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.

SUBMISSION OF LEGAL DOCUMENTS

It is mandatory for the bidding consultant/firm to submit documentary evidence demonstrating their legal, taxation and financial status. This includes:

1. Updated Tax Identification Number (TIN) Certificate.
2. VAT Registration Certificate.
3. Business Identification Number (BIN)
4. Certificate of Incorporation
5. Trade License
6. Joint Stock Registration Certificate
7. PSR (proof of submission return)

SUBMISSION DETAILS

Interested applicants must submit their proposals (technical proposal and financial proposal separately) via email to bd.progress@swisscontact.org by **08 September 2025.** The email subject line must state: "**Developing a methodology to attribute reduction in carbon emission**" for the PROGRESS project. In addition to the email submission, a hard copy of the technical and financial proposal should be delivered separately to the following address by the same deadline:

Swisscontact Bangladesh Project Office
House 20 (5th Floor), Road 68, Gulshan-2, Dhaka 1212, Bangladesh
The subject line must state: "**Developing a methodology to attribute reduction in carbon emission"** on the top of the envelop.

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.

REPORTING AND COORDINATION

The Service Provider will report directly to the PROGRESS Team Leader and work in close coordination with the PROGRESS MRM team, providing regular updates. In addition, the Service Provider is expected to maintain effective communication with relevant team members to ensure timely execution of project tasks in alignment with strategic objectives.