

**TERMS OF REFERENCE (TOR):
SCOPING STUDY FOR GREEN INNOVATION AND CARBON
REDUCTION OPPORTUNITIES UNDER THE SMILE PROJECT**



**SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION**

We create opportunities

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.

Background

Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development cooperation and has carried out its mandated projects since 1961. Based in Zurich, Swisscontact currently manages over 130 projects in 41 countries on behalf of public and private funding partners.

1. Project Brief

SMILE (Sustainable and Meaningful Intervention for Livelihood Enrichment) is a five-year project from 2023 to 2028, funded by Chevron Bangladesh and implemented by Swisscontact Bangladesh. The project seeks to uplift deserving students in Habiganj, Moulvibazar, Sylhet, Sunamganj, and Dhaka by providing scholarships, educational campaigns, and teacher training, while also enhancing capacity development and employment opportunities for local youth, promoting cooperative governance and micro-savings, addressing health issues, and championing environmental conservation, all while exploring innovative solutions to meet community needs. The project has six main components: Education, Skills Development, Health, Cooperative Governance, Environment and Community Safety, and Technology Innovation.

The innovation component of the SMILE project aims to explore, implement, and promote climate-smart and green technologies that contribute to reducing carbon footprint, strengthening community resilience, and supporting sustainable development in the selected location, including Nabiganj upazila in Habiganj, Sreemangal and Kamalganj upazila in Moulvibazar, Sylhet Sadar upazila in Sylhet district. The component seeks to explore innovative approaches that integrate renewable energy,

regenerative agriculture, eco-tourism, waste-to-resource models, and green technologies to strengthen community resilience and reduce carbon footprint. To further this cause, the SMILE project will conduct a scoping study to explore possible pathways for green transition, focusing on rural and semi-urban areas of the selected locations.

The SMILE project is now inviting proposals from individual consultant(s)/**consultancy firm(s)**, and this ToR outlines the requirements for engaging a consultancy firm to conduct a scoping study in selected areas of Sylhet Division for the **Innovation component**.

2. Objective and scope of work

The innovation component of the SMILE project seeks to identify potential opportunities for green economy initiatives that reduce carbon footprint and enhance climate resilience in Nabiganj upazila in Habiganj, Sreemangal and Kamalganj upazila in Moulvibazar, Sylhet Sadar upazila in Sylhet district. The scoping study will explore and recommend five (5) innovative and feasible **green technology and green tourism interventions** that can reduce carbon footprint, enhance community resilience, and contribute to the local green economy. The specific objectives for this study include, but not limited to:

- **Assess opportunities** for introducing innovative, low-carbon technologies and business models across the following sectors:
 - Renewable Energy
 - Regenerative and Sustainable Agriculture
 - Waste Management
 - Eco-Tourism
 - Climate Technology
 - Water Management
- **Evaluate sectoral transition potential**, focusing on how Sylhet, Nabiganj, and Sreemangal can move towards greener and more resilient local economies.
- Identify **policy, financial, and institutional enablers** that support the adoption of green technology and eco-tourism.
- Provide clear guidance on **practical and innovative interventions** that align with local context, reduce emissions, and strengthen resilience.
- Identify systemic **threats, constraints, and opportunities** for green transition in targeted sectors
- Recommend **five (5) most feasible and innovative intervention models** with financial sustainability, scalability, and carbon reduction potential.

3. Study plans and methodology

The study will be conducted through mixed-methods research, combining document reviews, qualitative consultations, and analysis.

Step	Activities	Expected Output
Desk Review & Literature Mapping	Review existing studies, government policies, market reports, and climate resilience frameworks in Bangladesh (focusing on selected locations)	Baseline context of green initiatives, existing gaps & opportunities through document review

Step	Activities	Expected Output
Field Assessments in Target Areas	On-site visits to rural & semi-urban Sylhet to assess eco-tourism potential, regenerative agriculture activities, renewable energy sites, and existing waste management practices.	Ground-level validation of opportunities
Stakeholder Mapping & Identification	Identify key actors in renewable energy, eco-tourism, waste management, regenerative agriculture, and green technology.	Comprehensive list of stakeholders & their roles
Key Informant Interviews (KIIs) & Focus Group Discussions (FGDs)	Conduct consultations with policymakers, private sector actors, cooperatives, NGOs, and communities.	Insights on feasibility, barriers, enablers, and community needs
Financial & Sustainability Analysis	Cost-benefit analysis, life-cycle analysis, business modeling	Evaluate financial feasibility, scalability, and environmental impact
Socio-economic & Market Analysis	Assess market demand, investment potential, cost-benefit, and community adoption capacity for each sector (considering the response/reaction for each community and availability of resources)	Economic viability & scalability analysis
Analysis and Reporting	Comparative analysis of the potential interventions for carbon reduction and green economy based on feasibility, impact, financial sustainability, and scalability.	Highlighting successful models of existing green initiatives and providing details on these feasible models.
Drafting & Validation Workshop	Share preliminary findings with stakeholders for feedback.	Stakeholder-validated intervention shortlist
Final Report Submission	Develop a full report with 5 recommended interventions, implementation pathways, and financial sustainability plans.	Final Scoping Study Report

4. Expected Results

The consultancy firm will be expected to provide clear, evidence-based results with actionable recommendations. Specifically:

- Provide **five (5) feasible intervention ideas** within the proposed sectors, with special focus on green tourism and green technology. For each intervention idea, the report should include:
 - **Materials and Resources for Implementation**
 - Details on the type and scale of technology, infrastructure, and human resources required for each proposed green intervention.
 - Assessment of supply chains and local availability of technical inputs, and maintenance services.
 - Clear indication of knowledge and capacity needs, including required training and institutional arrangements.
 - **Beneficiaries and Impact Estimation**
 - Clear estimation of potential direct beneficiaries (farmers, youth, women, small enterprises, local communities) and indirect beneficiaries (local markets, municipal systems, regional economy).
 - Projection of the potential social, environmental, and economic impact, particularly in reducing carbon emissions and increasing resilience.
 - **Barriers and Enablers to Adoption and Scaling**
 - Identification of key barriers such as policy gaps, financing challenges, limited technical know-how, or social resistance to new technologies.
 - Analysis of enabling conditions, including existing policies, donor interest, government initiatives, and private sector readiness.
 - Recommendations on partnerships with government, private sector, academia, and local cooperatives for successful scaling.
 - **Technical and Financial Feasibility of Proposed Models**
 - Technical feasibility analysis of proposed interventions, including adaptation requirements for the selected locations.
 - Financial sustainability strategies such as contribution-based ownership, partnerships with local enterprises, and public-private investment.
 - Lessons from successful regional or global models that can be adapted to the local context.
 - **Roadmap for Integration and Sustainability**
 - Integration of climate resilience and carbon emission reduction as central goals for long-term impact.
 - Practical strategies to ensure ownership by communities and local institutions.
 - Pathways for linking with existing market systems and supply chains, creating opportunities for micro and small enterprises.
 - Opportunities for alignment with SDG targets, national climate policies, and corporate sustainability goals of Chevron Bangladesh and Swisscontact.

5. Geographic Scope

Location	Coverage Area
Sylhet Sadar, Sylhet	City Corporation area, Khadimnagar, Khadimpara, Tultikor, Tukerbazar
Nabiganj Upazila, Habiganj	Inathganj, Aushkandi, Dighalbak, Debpara, Gaznaipur, Paniumda
Kamalganj Upazila, Moulvibazar	Adampur, Alinagar, Islampur, Kamalganj, Madhabpur, Munshi Bazar, Patanushar, Rahimpur, Shamshernagar
Sreemangal Upazila, Moulvibazar	Ashidron, Bhunabir, Kashipur, Kalighat, Mirzapur, Rajghat, Satgoan, Sindurkhan, Sreemangal

6. Task and specific deliverables of the consultant(s)/firm(s)

The suggested, but not limited to, specific tasks of the consultant/consultancy firm are:

- Review of relevant background documents
- Submit detailed workplan
- Develop data collection tools and study methodology
- Explore the opportunities for possible initiatives from the given sectors (specified in the objective)
- Provide feasible recommendations for the 5 interventions
- Preparation of draft reports for feedback
- Provide actionable recommendations in the final report

Deliverables	Timeline	Payment %
Inception report: develop and submit methodology, sampling, tools, and work plan	7 days	20%
Data analysis report (documents of KIIs, IDIs, FGDs and surveys conducted)	25 days	30%
Draft scoping study report	7 days	50% (after approval of the final report)
Presentation on field findings	1 day	
Final scoping report after consolidated feedback	5 days	
Total	45 days	100%

7. Task of the SMILE Project

The SMILE project team will facilitate the work to ensure that the agency responds to the objective by carrying out the following tasks:

- Approve the detailed workplan and methodology (including field plans, where relevant)

- Approve the data collection tools
- Approve personnel proposed for conducting surveys, FGDs, and KIIs
- Support consultant(s)/firm in conducting field-level activities
- Monitor overall study, as and when deemed necessary
- Facilitate collaboration and coordination among the consultant(s)/firm, project team, stakeholders, beneficiaries, and the donor
- Review and share feedback on the draft report and proposed intervention(s) and
- Provide approval for the final report after findings validation.

8. Desired Criteria for consultant(s)/firm(s)

- Minimum 5-7 years of experience in conducting scoping studies, market studies, and research
- Proven expertise in research methodology and knowledge of climate science and green technologies.
- Experience in quantitative and qualitative research methods.
- Previous work with donor-funded development projects (Swisscontact experience is a plus).

9. Required expertise and qualifications

Lead Consultant

Education:

- Master's degree in Environmental Science, Economics, Climate Change, Development Studies, Sustainability, or related discipline

Professional Experience:

- Minimum 7 years of proven experience in conducting scoping studies, feasibility studies, or research related to climate change, green economy, low-carbon development, or environmental sustainability.
- Strong knowledge of carbon emission reduction strategies, climate resilience, renewable energy, waste management, sustainable agriculture, or related green economy sectors.
- Demonstrated experience in applying both qualitative and quantitative research methods, including stakeholder consultations, market systems analysis, policy reviews, and socio-economic assessments.
- Proven track record of producing high-quality research outputs, policy briefs, or consultancy reports related to green initiatives, climate change, or sustainable development.

Co-Consultant / Research Specialist

Education:

- Master's degree in Environmental Science, Energy Studies, Agricultural Economics, Climate Change, or related fields.

Professional Experience:

- Minimum 5 years of experience in research or consultancy on green technologies, renewable energy, sustainable agriculture, or waste management.
- Demonstrated knowledge of low-carbon solutions and practical applications of green technologies in rural and semi-urban contexts.
- Experience in conducting technical and financial feasibility assessments of projects.
- Experience in synthesizing reports, particularly related to climate change.

Field Research Coordinator

- Bachelor's degree (Master's preferred) in Environmental Science, Sociology, Economics, or Development Studies.

Professional Experience:

- At least 3–5 years of experience in coordinating field research, data collection, and community-level studies.
- Experience working with local institutions, cooperatives, and rural communities in Sylhet or other parts of Bangladesh.
- Familiarity with climate adaptation, rural livelihoods, and environmental sustainability projects.

All interested consultancy firms are required to submit the following documents-

- A technical proposal showing an understanding of the study, proposed methodology, study tools, timeline (activity plan), key staff profiles, roles, and their time to be spent in the study.
- A separate financial proposal setting out a detailed budget for the study.
- A summary of relevant services or similar work done (particularly in the research sector) during the last 5-7 years.
- Submission of an organisational profile, with the CVs of key personnel (including enumerators), will be involved in the study. *(Their qualifications should match the expertise given in section 9). All the employees involved in the study must have prior experience in participating in similar research activities.*
- A list of the existing clientele of the organisation.
- The bidding consultancy firm/consultant must submit documentary evidence demonstrating their legal, taxation, and financial status. This includes:
 - Copy of valid Taxpayer's Identification Number (TIN)
 - Copy of VAT registration certificate (if applicable)
 - Updated Proof of Submission of Return (PSR)
 - Copy of Trade License (for registered businesses)/Companies and Firms (RJSC) certificate (if applicable)
 - Proof of a segregated bank account (bank account name and address) for financial Transactions
 - Any other relevant certifications issued by government authorities
 - A signed statement testifying that all information within the proposal is correct and true.

N.B. The Consultancy firm/Consultant will receive payment upon achieving the target of the decided sample size and deliverables. Please note that the shortlisted consultancy firm/Consultant will be contacted to present their detailed methodologies.

10. Evaluation criteria

Criteria		Score
Technical proposal	Understanding of the study	10
	Relevant experience in preparing similar reports	10
	Clarity of the proposed methodology, approach, and timeframe	15
	Quality and the relevant experience of the proposed team	15
	Experience working in similar studies	10
	Presentation: Understanding of the assignment and what the firm has to offer	20

		80
Financial proposal	Consistency and relevance of the proposed budget (value for money)	20
	Total	100

Note: VAT and TAX will be deducted at source as per government rules

N.B. Bidders scoring a minimum of 70% in the Technical Proposal will be invited to deliver a short presentation. Swisscontact will open the financial quotations only for those bidders who achieve a minimum of 70% marks in the Technical Proposal and Presentation combined.

The following method will be applicable for the evaluation of the potential Consultancy firm or consultant:

- A Quality and Cost (Q&C)-based evaluation will be conducted by an evaluation team.
- The highest scorer will be selected based on the availability of the budget. The procurement committee may negotiate with the highest scorer to put them within the budget, or even if there is a budget to reduce the cost. If the highest scorer cannot be fit within the available budget, the 2nd highest scorer and likewise must be approached.

11. Duration and Payment

The consultancy is expected to be completed over 45 days between September 30 and November 16, 2025, subject to final workplan approval. Payment will be made in installments based on submission and approval of deliverables.

Reporting

The consultant will report to the Team Leader of the SMILE Project, Swisscontact, and work closely with the SMILE project team.

12. 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.

13. Submission Guidelines

Technical Proposal: Interested consultants/firms should submit the technical proposal via email bd.procurement@swisscontact.org, mentioning **“Scoping study for green innovation and carbon reduction opportunities under the SMILE Project”** in the subject line.

Financial Proposal: Interested consultants/firms are required to submit a sealed envelope containing the hard copy of the financial proposal. **Interested consultants/firms are requested not to submit any soft copy of the financial proposal through email or digital means.**

Hard copies should be submitted to the following address:

Sr. Officer - Procurement & Compliance, SMILE

Swisscontact Bangladesh

House 28, Road 43, Gulshan-2, Dhaka 1212, Bangladesh

SWISS FOUNDATION FOR TECHNICAL COOPERATION

The subject line: “**Scoping study for green innovation and carbon reduction opportunities under the SMILE Project**” must be mentioned on the envelope and e-mail.

Deadline for submission: September 18, 2025, before 5:00 pm

Swisscontact reserves the right to accept or reject any or all proposals without assigning any reason.

Also, Swisscontact reserves the right to select more than one service provider for the assignment.

Please note that if any application does not meet all the above eligibility criteria, the application may be disqualified without further evaluation.

Swisscontact does not accept any email or phone call for any clarification before the submission deadline. Interested bidders are requested to submit the bid based on their understanding