



## REQUEST FOR PROPOSAL

### Individual Consultant for Developing Criteria, Assessment Scorecard, and tool for Small and Medium Scale Green Businesses

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*Oxfam employs more than six thousand people in 90 countries who share a commitment to work together to end poverty and suffering. It is committed to ensure diversity and gender equality within the organization and welcomes applications from women, person with disability and under-represented groups. Oxfam does not discriminate against applicants or employees based on their HIV/AIDS status. The organization has been working in Bangladesh since the War of Independence and has established a permanent country office in 1972. Since then it has responded to all major emergencies in the country. Oxfam's current program focuses on Economic Justice & Resilience, Gender and Women's Leadership and Humanitarian Capacity Building and Response.*

*A simple, inescapable truth underlines everything we do at Oxfam. There's enough wealth in this world to go around. It's not unfortunate that people live in poverty. It's unjustifiable. It's ours too. And with the right support, we can stop poverty and suffering in their tracks. More than 8,000 people already commit their time and talents to our humanitarian and long-term development projects. Now we're looking for yours.*

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**Oxfam in Bangladesh** is seeking a individual consultant/ consultancy firm for “**Developing Criteria, Assessment Scorecard, and tool for Small and Medium Scale Green Businesses**”. We invite proposals from individual consultant/ consultancy firm consultancy firm to undertake this assignment.

#### **Purpose of the Assignment:**

The BID4CJ Project's overarching goal is to foster Local Ecosystem Restoration and Expansion of ecologically responsive green businesses by promoting Gender Equity-Based Climate Action in Bangladesh's coastal regions. One of the project's objectives is directly supporting coastal communities in developing Green and ecologically responsible businesses.

Aligning with the third outcome and emphasizing resilient livelihood creation, Oxfam in Bangladesh (OIBD) is actively seeking an experienced and qualified individual consultant or team to spearhead the development of criteria for Green business that are Ecologically Responsive, aligning with the project's third outcome and emphasizing resilient livelihood creation. This initiative addresses the pressing need for sustainable business practices in the region.

***The proposed tool's primary objective is to streamline the selection process for start-ups and existing enterprises, focusing on Small and medium-sized enterprises (SMEs) or small and medium-sized businesses (SMBs).*** By establishing clear criteria, Oxfam aims to identify and score the performance of the companies that demonstrate a commitment to environmental sustainability and social responsibility.

Moreover, the tool will serve a dual purpose by facilitating performance evaluation by creating a comprehensive scorecard system. This approach enables businesses to evaluate their progress towards greener practices and offers valuable insights for continuous improvement.

Ultimately, the primary users of this tool will be the business entities themselves, empowering them to proactively monitor their operations and assess their performance in transitioning towards sustainable business models. Through this initiative, Oxfam endeavors to catalyze the transformation of Bangladesh's business landscape towards one that is environmentally conscious and socially inclusive.

Recognizing the crucial role of ecologically responsive business, this assignment aims to guide the development of criteria that will effectively identify and promote Ecologically Responsive Business practices. The Consultant or team will play a key role in implementing the outlined strategic framework, contributing significantly to each objective.

#### **Scope of Work:**

The selected individual Consultant or team will collaborate closely with Oxfam and partners to establish criteria and tools for Ecologically Responsive Business for the BID4CJ project in line with project objectives, outcomes, Oxfam Country Strategy, and other relevant policies and frameworks.

**Please refer to the detailed ToR ([Click here](#)) for this assignment.**

## PROPOSAL SUBMISSION GUIDELINES:

- The individual consultant firm must submit the following documents along with the Technical & Financial Proposal.
- The financial proposal should include **15% VAT only**. Oxfam will deduct Income Tax and VAT as per government rules and policies at source from the agreed consultancy amount.

### For Consultancy Firm:

- A firm profile of a maximum of 2 pages, highlighting completed related assignments with client names, contact persons, and contact numbers.
- The lead consultant's (who will lead the assignment) maximum 2-page CV, showcasing related assignments completed and specifying the role in each completed assignment.
- One-paragraph short CVs for other team members involved in the assignment, highlighting related completed assignments and roles.
- Copies of the firm's certificate, TIN, BIN, VAT registration, and trade license and any other relevant documents.

### For Individual Consultant:

- **Maximum 2-page profile highlighting** related assignments completed with client name, contact person, contact number, and detailed CV.
- Copies of NID, TIN, BIN, VAT Registration and Trade License, as applicable.

Please **only mention "Green Businesses Criteria Development"** in the subject line while emailing the application to [Ban\\_Consultancy@oxfam.org.uk](mailto:Ban_Consultancy@oxfam.org.uk).

Submit two separate PDF files with the following names:

Topic	Page limit (max)
<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	01 Pages
Study plan/work schedule (gantt chart)	01 page
Experience in leading similar study work (Provide at least 2 examples of similar work, agency and time of conduction) with 02 references	01 page
Consultant qualification (CV in annexes)	02 pages
Any other relevant information (if required only)	01 page
<b>(2) Financial Proposal</b>	
<ul style="list-style-type: none"><li>• Detailed budget</li><li>• Consultancy days and fees</li><li>• Any other expenditure (please mention the nature of expenditure)</li><li>• Total base amount (inclusive of Tax)</li><li>• 15% VAT on the total base amount.</li><li>• Total amount</li></ul>	

**PROPOSAL SUBMISSION DEADLINE: 27 APRIL 2024**

Find us on  [www.facebook.com/oxfambangladesh](https://www.facebook.com/oxfambangladesh)

Oxfam is a world-wide development organization that mobilizes the power of people against poverty

### Our values and commitment to safeguarding:

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff, volunteers, consultants to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our [values](#) are recruited to work for us

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

**OUR VALUES** - All our work is led by six core values:

- Equality** : *We believe everyone has the right to be treated fairly and to have the same rights and opportunities.*
- Empowerment** : *We acknowledge and seek to expand people's agency over their lives and the decisions that impact them.*
- Solidarity** : *We join hands, support, and collaborate across boundaries in working towards a just and sustainable world.*
- Inclusiveness** : *We embrace diversity and difference and value the perspectives and contributions of all people and communities in their fight against poverty and injustice.*
- Accountability** : *We take responsibility for our actions and inaction and hold ourselves accountable to the people we work with and for.*
- Courage** : *We speak truth to power and act with conviction on the justice of our causes.*

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks

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**Diversity**

