



TERMS OF REFERENCE

Consultant for Developing Criteria, Assessment Scorecard, and Tool for Small and Medium Scale Green Businesses

1. Background

Bangladesh is under increasing pressure to address climate change and environmental degradation, necessitating green approaches to balance environmental, social, and economic concerns. Green business strategies promote resource maximization and sustainability within the business industry by offering a pathway to address ecological challenges, promote economic inclusion, and contribute to the country's long-term financial stability. The **Blue Economy and Inclusive Development for Climate Justice (BID4CJ)** project is a transformative initiative in this context, aiming to empower coastal communities to nurture healthy ecosystems and a climate-just economy in southwest and southeast Bangladesh through feminist climate movements, ecosystem restoration, and ethical business development. The overarching goal of BID4CJ is to foster Local Ecosystem Restoration and Green Business Expansion through Gender Equity-Based Climate Action in the coastal regions of Bangladesh.

In the alignment with the 8th Five-Year Plan of BID4CJ likely emphasizes investment and climate-resilient community to foster a climate-just economy amidst challenges posed by climate change. Promoting green technologies and enhancing community resilience for sustainable development in Bangladesh. The objectives of BID4CJ vision of creating a climate-just economy and resilient ecosystems in Bangladesh's southwest and southeast regions. While emphasizing the empowerment of coastal communities and capacity-building initiatives, BID4CJ focuses on its third objective – supporting coastal communities and their associated green business development through climate and gender-equitable economic development. Working with the government, private sector, and local communities, BID4CJ is set to develop participatory and inclusive business models that include the interests of the community, the environment, and the small and medium enterprises themselves. This undertaking is about community empowerment and marks a significant step towards criteria development for ecologically responsible businesses.

2. 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:

- **Standard Definition Development for Ecologically Responsive Business:** Conduct comprehensive secondary research to establish a standard definition of Ecologically Responsive Green Business, focusing on SMEs or SMBs in marginalized communities, ensuring alignment with Oxfam's values.
- **Criteria Development for Ecologically Responsive Business:** Lead the development of clear and comprehensive criteria for selecting Ecologically Responsive Businesses in Bangladesh. Craft criteria that form a robust framework, facilitating the identification of businesses aligned with sustainable and ecologically responsive practices.
- **Business Selection Tool and Scorecard Creation for Ecologically Responsive Business:** Incorporate data assessment capabilities and create a user-friendly assessment tool and interactive scorecard tailored for SMEs in Bangladesh (particularly focused on the primarily identified business by the BID4CJ Project¹). This tool and scorecard will be instrumental in practically evaluating businesses' ecological responsiveness and green efforts².
- **Validation Process Oversight:** Drive the validation process for the established criteria and tool for Ecologically Responsive Business. This involves organizing inception and stakeholder workshops, overseeing field test documentation, and coordinating national dissemination workshops. The Consultant/team will thoroughly validate the criteria and tool, guaranteeing their effectiveness and reliability in the context of the BID4CJ Project's objectives.

3. 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

¹ Primarily identified business can be found through the Report on Identifying the Potential Green Business Opportunities for Coastal Communities of Bangladesh
<https://oxfam.box.com/s/0pd0ljyl3dbtl1g00695h1vg86am05a7>



with project objectives, outcomes, Oxfam Country Strategy, and other relevant policies and frameworks.

The scope of work will preferably include, but not be limited to:

- Necessary coordination with Oxfam and relevant teams to understand the values, business approach and way of work.
- Lead and develop a conceptual framework and methodology for Criteria Development for Ecologically Responsive Business.
- Review and analyze the available literature and concepts of Ecologically Responsive Business through comprehensive secondary research, adopting a mixed-methods approach. This includes reviewing the relevant organizations (i.e., ADP, World Bank, Bangladesh Bank, JICA, EU, PKSF, UN agencies, Islamic Development Bank, International Development Organizations, ISO 14000, ISO 9000, Bangladesh bank and local NGOs) reports, models, and project documents to establish the definitions and criteria of ecologically responsive business, commonly known as 'green business.'
- Develop a user-friendly and automated ecologically responsive business selection scorecard (primarily using MS Excel or relevant software) for comprehensive field assessment of SMEs.
- FGD's in-depth interviews with relevant experts/organizations both private and public sector. Data analysis collected from the secondary source both qualitative and quantitative (if required), using appropriate methods and standard software.
- Design and facilitate field tests, inception, and stakeholder workshops/meetings to gather insights, feedback, and validation for the developed criteria and tools.
- Prepare and submit draft and final reports incorporating all essential findings and suggestions.

4. Methodology

The Consultant/team is expected to develop the required methodology based on the experience, standard research protocols, and documents with the support of Oxfam. If required, the Consultant/team should incorporate the appropriate combination of qualitative and quantitative methods to gather and analyze data/information to Develop the Selection criteria, tool and scorecard for Ecologically Responsive Business.

5. Expected Deliverables and Timeframe

The total duration of the assignment will be for **45 calendar days**. The specific deliverables for the baseline study are detailed in the following table.

Deliverable	Format	Length	Timeline and Expectation
Inception Meeting and Report with Agreed Methodology and Timeline	MS Word & Pdf	As Agreed	<p>Inception meeting in 7 days of agreement signing and Report in following 10 days</p> <p>The inception report should outlines the study's key elements succinctly. It should defines the study's objectives and scope, detailing its methodology and timeline. Stakeholders' roles are clarified, risks are identified, and data collection and analysis plans</p>

			<p>are outlined. The Report need to specifies expected deliverables and concludes with stakeholder approval, ensuring alignment and commitment to the study's goals.</p> <p><i>The Oxfam team will provide feedback on the inception report within 05 working days of submission.</i></p>
Draft Report with Interactive Scorecard and criteria	MS Word, MS excel or other relevant	As Agreed	<p>Draft Report in 30 working days</p> <p>The Draft Report should include criteria and automated tools to assess the Ecologically Responsive Business.</p>
Field Test of Criteria and Assessment Tool	Field Visit	As per need	<p>The Consultant/team will conduct at least 05 (five) field tests at the project location (Shyamnagar, Chakaria, and Moheshkhali) involving relevant project staff and community-owned businesses.</p> <p><i>Oxfam will be responsible for all logistical arrangements and associated costs related to field tests, accommodation of consultants, travel arrangements, food, and others (as per Oxfam policy).</i></p>
Findings sharing meeting on Field Test of Criteria and Assessment Tool	PPT and relevant	As per need	<p>The Consultant/team will be responsible to share the findings of the 05 (five) field tests with Oxfam and relevant project staff and community-owned businesses. The proposed location is at Oxfam in Bangladesh's country office.</p> <p><i>Oxfam will be responsible for all logistical arrangements and associated costs related to this meeting. If accommodation of consultants, travel arrangements, food, and others are needed, the project will follow the Oxfam policy.</i></p>



Validation Workshop with Stakeholders	PPT and Facilitation of the Workshop	As per need	The Consultant/team will be responsible for designing, facilitating, incorporating feedback, and generating reports. <i>Oxfam will be responsible for all logistical arrangements and associated costs related to the validation workshop, including food, workshop kits and others (as per Oxfam policy).</i>
Final Report and Interactive Scorecard	MS Word, Excel, and PDF		The final Report, Scorecard, and assessment criteria should be submitted within 45 working days.

6. Guideline of proposal submission

The individual consultant/consultancy firm must submit the following documents along with the Technical & Financial Proposal separately:

For consultancy firms:

- 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 consultants:

- **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.

The technical proposal should consist of the following sections: the given page limit, sample writing of up to 2 pages, and a copy of similar work.

Topic	Page limit (max)
Technical Proposal	
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
Financial Proposal	
<ul style="list-style-type: none"> ▪ Detailed budget ▪ Consultancy days and fees ▪ Any other expenditure (please mention the nature of expenditure) ▪ Total base amount (inclusive of Tax) ▪ 15% VAT on the total base amount. ▪ Total amount 	

7. Qualifications

The Consultant/team should have at least the following qualifications:

- The applicant (lead consultant) must be an individual or an institution with the legal status to work in Bangladesh.
- Master's degree/Ph.D in Business/ Environmental Science/ Statistics / Economics or equal fields
- Experience with the Green Business field will be an additional benefit
- Demonstrated experience in model development, research, baseline study, Outcome survey, evaluation, and impact assessment,
- Proficiency in Bengali and English, with a focus on presentation/reporting skills
- Good communication and relationship-building skills
- Demonstrated experience in conducting data analysis using, for example, STATA /SPSS / Excel / NVivo or others.

8. Selection Criteria

The selection committee **will evaluate both the technical and financial proposals** of the consultant/team based on established evaluation criteria as follows. A cumulative weighted scoring method will be applied to assess the proposal. The contract will be awarded to the consultant/team whose offer has been evaluated and determined to be responsive/compliant/acceptable regarding this TOR.

Evaluation Criteria	Weight
Technical	80
1. Expertise of the Consultant in conducting green business value chain assessment	
Understanding of the TOR and purpose of the assignment	10
Strong skill and expertise in carrying out a similar assignment (based on provided evidence)	20
2. Methodology	
Appropriateness of methodology in response to the indicators	20
Quality assurance & data management	10
3. Management structure and qualifications of key personnel	
Team composition (Team member should have expertise in this domain)	20



Financial	20
Total	100

9. General Terms and Conditions

- All soft and hard copies of the assignment will be treated as the property of Oxfam
- In any circumstances, the Consultant/team shall have no opportunity to alter the timeline and planning of data collection and submission of the first draft and final Report.
- The Consultant/team must maintain the standard quality in data collection, processing and reporting.
- The Consultant/team shall have the responsibility to rewrite the Report and modification of sections until the satisfaction of quality required by Oxfam.
- In case of any deviation, Oxfam shall have the right to terminate the agreement at any point in the project.
- Consultant/team shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation, dissatisfaction with the quality, and other points mentioned in the agreement.
- Oxfam will deduct withholding tax from the consultancy fees, conforming with the prevailing government rates.

10. Payment and Budget

- Though the interested Consultant/team is expected to provide a budget for the exercise, Oxfam will consider proposals that are within the approved rates per its professional fee policy.
- The Consultant/team shall be responsible for their statutory income tax obligations and/or insurance during the assignment.
- The financial proposal should include **15% VAT ONLY**. Oxfam will deduct 10% of Income Tax at source from the agreed consultancy amount.
- Upon commencement of the study, the Consultant/team will sign a contract that will detail additional terms and conditions of service, aspects of inputs, and deliverables.
- The Consultant/team will be paid in two instalments: **Up to 40% payment**. An inception report (How the Consultant/team will implement the study), including detailed methodology, questionnaire, data collection plan, reporting outline, and timetable, shall be submitted after the signature of the contract for review and approval by Oxfam. **Rest 60% payment**: After providing the final Report and approval by the Oxfam team.

Last Date of Submission: 27 April 2024