

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

Development of Practical Guidance for the Export-Oriented Textile Sector to Align with EU Directives	Project number/ cost centre: G-011550-001
	Tender number 10006761

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
SCAIP	Skills for Self-Monitoring and Compliance with Clean and Fair Production in the Textile Industry
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
EPB	Export Promotion Bureau
MoC	Ministry of Commerce
RSC	RMG Sustainability Council
DIFE	Department of Inspection for Factories and Establishments
DoE	Department of Environment
EU	European Union
SoP	Standard Operating Procedure
ILO	International Labour Organization
RMG	Ready-Made Garments
CSDDD	Corporate Sustainability Due Diligence Directive
CSRD	Corporate Sustainability Reporting Directive
NIRAPON	Nirapon (Bangladesh Worker Safety Initiative)
UNGPs	United Nations Guiding Principles on Business and Human Rights
OECD	Organisation for Economic Co-operation and Development
BGMEA	Bangladesh Garment Manufacturers and Exporters Association
BKMEA	Bangladesh Knitwear Manufacturers and Exporters Association
BIDA	Bangladesh Investment Development Authority

1. Context

Bangladesh is the world's second-largest textile and garment producer after China, accounting for a global market share of 7.4 percent in 2023, according to the World Trade Organization's report *World Trade Statistics 2023: Key Insights and Trends* (WTO, 2024). In the same year, Bangladesh exported textile and garment products valued at USD 38 billion, representing approximately 82 percent of the country's total exports. These figures underscore the critical importance of the textile and garment sector to Bangladesh's economy and highlight the country's strong dependence on this industry. Furthermore, the sector employs around four million workers, predominantly un- or low-skilled, and provides income opportunities for approximately 60 percent of working women, according to the International Labour Organization (ILO).

The Ready-Made Garment (RMG) sector is a major contributor to Bangladesh's economic growth; however, compliance with social and environmental standards remains limited. Workers' rights are often neglected, wages are low, and gaps in environmental regulation and enforcement allow the continued use of outdated technologies and production practices, leading to hazardous waste discharge and risks to workers, communities, and the environment.

Following the collapse of the Rana Plaza building in 2013, the **Accord on Fire and Building Safety in Bangladesh** (Accord) was established by 190 primarily European brands in collaboration with international trade unions (IndustriALL and UNI Global) to improve workplace safety. The Accord implemented legally binding Corrective Action Plans (CAPs) to address essential fire and building safety measures. While the Accord achieved significant improvements, it concluded operations in May 2020 following a Supreme Court decision.

Its mandate and structure were transferred to the **Ready-Made Garment Sustainability Council (RSC)**, a tripartite, multi-stakeholder initiative including workers' representatives, industry associations, and brand signatories. The RSC adopted and extended the Accord's standards, processes, and complaint mechanism, while broadening its scope to include labour rights, worker training, and environmental compliance. The RSC operates through a board of 18 directors (6 representatives from each stakeholder group) under a principle of unanimity. The Executive Committee includes Rubana Huq (industry), Joachim Leo Juetten Overmeyer (brand), and Christina Hajagos-Clausen (trade union), with the ILO acting as a neutral convener. Roger Hubert serves as Managing Director and George Faller as Chief Safety Officer.

The RSC's mandate emphasizes inspection standards, fire protection, electrical and building safety, and aims to ensure impartial conflict resolution while promoting continuous improvement across social, environmental, and occupational safety standards in the RMG sector.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH was commissioned by the Federal Ministry for Economic Cooperation and Development (BMZ) to implement the project 'Skills for Self-monitoring and Compliance with Clean and Fair Production in the Textile Industry' (SCAIP) with the objective to strengthen the capacity of the Ready-Made-Garment Sustainability Council in order to ensure compliance with safety, labour and environmental standards in the textile and garment industry in Bangladesh. To achieve this goal, three outputs are defined:

1. **Output 1:** The RSC technical and organisational capacity for inspecting and auditing safety, labour and environmental standards in the textile and garment sector have been

strengthened. Output 1 will focus on analysing the technical operations of the RSC, improving data management processes and reporting and increasing its personnel competencies to ensure transparent and reliable inspections of safety and environmental standards in the textile and garment industry of Bangladesh.

2. **Output 2:** A cooperation between the RSC and relevant public inspection institutions e.g. Department of Environment (DoE) and Department of Inspection for Factories and Establishments (DIFE) has been established. Output 2 will focus on strengthening strategic collaboration and coordination to foster efficiency and effectiveness of inspections.
3. **Output 3:** Workers in the textile and garment industry in Bangladesh have been qualified adequately. Output 3 will focus on empowering workers through training and advisory services to ensure safety, labour and environmental standards in factories.

1.1 Objective of the commission/subject of the procurement

The European Union (EU) has introduced a series of sustainability and human rights–related directives, including the **Corporate Sustainability Due Diligence Directive (CSDDD)**, the **Corporate Sustainability Reporting Directive (CSRD)**, and the **EU Green Deal**. These frameworks are reshaping global supply chains by imposing due diligence obligations, transparency requirements, and sustainability standards on exporters to the EU market.

Bangladesh's **export-oriented textile and ready-made garments (RMG)** sector, which contributes significantly to national GDP and employment, is deeply integrated into EU markets. To remain competitive and compliant, the sector must align its operational and reporting practices with evolving EU regulatory expectations.

However, the industry currently lacks a **standardized and sector-wide framework** that harmonizes compliance practices and clarifies expectations regarding sustainability, human rights, occupational safety, and environmental standards. Existing compliance mechanisms are fragmented, leading to duplication of audits, inconsistent reporting, and risks of non-compliance.

To address this gap, GIZ's SCAIP project, in collaboration with EPB, intends to engage a qualified consulting firm to **develop a Common SOP/Compliance Framework and Guideline** that will serve as a reference for textile and RMG manufacturers in Bangladesh to interpret and implement EU regulatory requirements effectively.

Overarching Objective of this ToR:

To strengthen the Export Promotion Bureau's institutional capacity to guide, coordinate, and support the export-oriented textile sector in achieving compliance with emerging EU sustainability and due diligence directives by developing a unified, actionable, and sector-wide **Practical Guidance** that promotes efficiency, transparency, and responsible business practices across the industry.

The primary objective of this assignment is to develop Practical Guidance for the Export-Oriented Textile Sector to Align with EU Directives to

- Understand and comply with EU regulatory requirements (CSDDD, CSRD, EU Green Deal, etc.).
- Standardize compliance processes and internal audits.

- Strengthen preparedness for buyers and third-party audits.
Build institutional capacity for sustainable and responsible business practices.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following service:

A. Work Package 1: Inception, Desk Research & Benchmarking

- Conduct a thorough desk review of:
 - EU sustainability and due diligence directives (CSDDD, CSRD, EU Green Deal, Forced Labour Ban Regulation).
 - Global frameworks referenced in the concept note (UNGPs, OECD Due Diligence Guidance, ILO Core Conventions).
 - Buyer audit standards (SLCP, amfori BSCI, RBA, WRAP, Higg FEM/FSLM).
 - Existing compliance and inspection mechanisms in Bangladesh (RSC, NIRAPON, DIFE, DoE, brands' etc. requirements).
- Benchmark compliance frameworks from comparable sourcing countries (Vietnam, Turkey, Cambodia, China).
- Map legal, institutional, and private sector requirements relevant to the export-oriented textile and RMG sector.
- Prepare a stakeholder mapping of regulators, associations, buyers, audit bodies, and factories.
- **Deliverables**
 - Inception Report outlining methodology, tools, and workplan.
 - Benchmarking & Regulatory Review Report (EU + global + national requirements).
 - Stakeholder and compliance system mapping.

B. Work Package 2: Stakeholder Consultations and Needs Assessment

- Conduct FGDs, KIs, and bilateral meetings with:
 - EPB, MoC, BGMEA, BKMEA.
 - DIFE, DoE, BIDA, BSTI
 - Private initiative like RSC, NIRAPON or ILO
 - Selected factories (large, medium, small).
 - Buyers/brands and their compliance teams.
 - Local auditors, international audit firms, due diligence experts.
- Identify industry-specific gaps, reporting challenges, and capacity needs relating to EU directives.
- Document sector expectations for a common compliance SOP/framework.
- **Deliverables**
 - Stakeholder Consultation Summary Report.
 - Needs Assessment Report, including challenges, gaps, and priority areas for SOP development.

C. Work Package 3: Drafting the Common SOP/Compliance Framework: Prepare a comprehensive, sector-specific framework covering all elements listed in the concept note, including:

- **Regulatory Alignment Module**
 - Interpretations of CSDDD, CSRD, EU Green Deal, Forced Labor Ban Regulation.
 - Summary of global frameworks: UNGPs, OECD DDG, ILO Core Conventions.
- **Detailed SOPs for Key Compliance Themes**
 - Human Rights & Labour Rights
 - Environmental Sustainability & Resource Efficiency
 - Occupational Safety & Health (OSH)
 - Waste Management & Circularity
 - Grievance Handling & Remediation SOP
 - Supply Chain Traceability & Transparency
- **Inspection & Audit Preparedness**
 - Internal audit process and frequency.
 - Supplier risk assessment mechanism.
 - Documentation standards, record-keeping protocols.
 - Alignment with shared audit tools (SLCP, amfori BSCI, etc).
- **Development of Tools & Templates**
 - SOP templates.
 - Sample policies (Code of Conduct, HR policy, grievance SOP, environmental monitoring).
 - Visual due diligence flowcharts.
 - Compliance readiness checklist (self-assessment tool).
 - Legal & buyer requirements mapping tool.
 - Repository of key regulations and standards.
- **Deliverables**
 - Draft Common Practical Guidance (full document).
 - Templates, checklists, and flowcharts.
 - Compliance mapping tool and regulatory repository.

D. Work Package 4: Validation, Refinement & Finalization

- Design and conduct a national validation workshop with at least 40–60 stakeholders.
- Collect feedback from EPB, BGMEA, BKMEA, buyers, technical experts and relevant stakeholders
- Revise the framework based on received comments.
- Prepare the final English version and a Bangla translation.
- **Deliverables**
 - Validation Workshop Report.
 - Final Practical Guidance.
 - Bangla Version

E. Work Package 5: Capacity Building & Dissemination Support

- Develop a training module based on the finalized framework.
- Prepare an awareness toolkit (presentations, posters, short guides).
- Conduct one training session for EPB officers and others if necessary (1 training session for 1 day)
- Prepare a communication brief for public dissemination.

• **Deliverables**

- Training Module and Awareness Toolkit.
- Training Completion Report(s).
- Communication/Dissemination Brief.

F. Work Package 6: Final Reporting & Handover

- Submit a comprehensive final report covering the methodology, process, outputs, and recommendations for future updates (living document concept).
- Provide GIZ and EPB with all editable files (Word, Excel, PPT).
- Conduct a final handover meeting.

• **Deliverables**

- Final Assignment Completion Report.
- Editable source files and handover package.

Contract for works:

Milestones

Milestones	Partial Works	Deadline / Place /Person Responsible	Criteria for Acceptance
Milestone 1	Inception Report – methodology, stakeholder mapping, detailed work plan	Within 2 weeks of contract signing / Online / Team Leader	Report approved by GIZ & EPB; methodology consistent with scope and objectives
	Desk Research & Benchmarking Completed – EU directives, global frameworks, national mechanisms	End of Month 1 / Online & Dhaka / Research Team	Submission of research summary, benchmarking analysis, and reference materials validated by GIZ and EPB

	Stakeholder Consultations & Needs Assessment Completed	End of Month 2 / Dhaka/online/ Lead Consultant & Research Team	Consultation summary report accepted by GIZ & EPB, including insights and identified needs
Milestone 2	Draft practical guidance Submitted – SOPs, checklists, mapping tool, templates	End of Month 3 / Online & Dhaka / Consultant Team	Draft reviewed and accepted by GIZ & EPB for use in validation workshop & training
	Validation Workshop + Training Conducted	Month 4 / Dhaka / 2 International experts and local experts	Workshop completed successfully; feedback documented and validated; training conducted and materials validated by GIZ & EPB
Milestone 3	Final practical guidance – revised based on stakeholder feedback	End of Month 5 / Online & Dhaka / Consultant Team	Final deliverables approved by GIZ & EPB as complete and technically sound
	Training Module & Awareness Toolkit Developed, training conducted	Month 6 Remote & Dhaka/ Consultant Training Expert	Training materials and toolkit validated by GIZ & EPB
Milestone 4	Dissemination & Handover Workshop + Final Handover Package	Month 6 Remote & Dhaka/ Consultant Training Expert	Presentation conducted; all deliverables submitted (Word, Excel, PPT) and formally accepted

Period of assignment: from April 2026 until 30.09.2026.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

Details about backstopping

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

Further requirements (1.7)

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader (International)

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality, deadlines)
- Coordination and communication with GIZ, EPB, industry associations, and other stakeholders
- Personnel management, including planning and support for short-term experts
- Regular reporting in accordance with deadlines
- Oversight of the development of the practical Guidance

Qualifications of the team leader

- Education/training (2.1.1): University degree (German 'Diplom'/Master) in Sustainability, Environmental Management, International Development, Supply Chain Management, Social Sciences, Economics, or related fields
- Language (2.1.2): C2-level language in English
- General professional experience (2.1.3): 10 years in sustainability, corporate due diligence, responsible sourcing, and supply chain compliance
- Specific professional experience (2.1.4): 7 years in EU sustainability regulations (CSDDD, CSRD, EU Green Deal), OECD Due Diligence Guidance, UNGPs, and/or global textile/RMG compliance frameworks
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years in South/Southeast Asia projects, including 2 years in Bangladesh
- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects
- Other (2.1.8): N/A

Key expert 1 National Project Coordinator / Local Team Lead

Tasks of key expert 1

- Lead and coordinate local project implementation activities in Bangladesh.
- Liaise regularly with EPB, GIZ, industry associations, and national stakeholders.
- Supervise and coordinate work of national experts.
- Ensure alignment of the framework with local policy, sector realities, and institutional structures.
- Support stakeholder consultations, validation workshops, and dissemination activities.
- Contribute to drafting context-specific sections of the SOP/Framework.

Qualifications of key expert 1

- Education/training (2.2.1): Master's degree in public administration, Environmental Management, Development Studies, Economics, Social Sciences, or a closely related field.
- Language (2.2.2): C1 -level language proficiency in English and Bangla
- General professional experience (2.2.3): 10 years of professional experience in sustainability, compliance, industrial development, or institutional capacity strengthening.
- Specific professional experience (2.2.4): 7 years of experience in the Bangladesh textile/RMG sector, public-sector coordination, or compliance-related advisory roles.
- Leadership/management experience (2.2.5): 3 years of experience in team leadership, project management, or coordination roles.
- Regional experience (2.2.6): N/A
- Development Cooperation (DC) experience (2.2.7): 3 years of experience in DC projects (GIZ, EU, ILO, IFC, UN agencies, etc.).
- Other (2.2.8): N/A

Key Expert 2 – Legal, Policy & Practical Compliance Expert (International)

Tasks of key expert 2

- Analyze EU directives (CSDDD, CSRD, EU Green Deal, Forced Labour Ban) and relevant national laws
- Integrate legal and regulatory aspects into the Common SOP/Framework
- Develop practical guidance, SOPs, templates, checklists, flowcharts, and compliance tools for factories
- Support stakeholder consultations, validation workshops, and capacity-building sessions
- Contribute to the development of training modules and awareness materials

Qualifications of key expert 2

- Education/training (2.3.1): University degree (German 'Diplom'/Master) in Law, International Trade Law, Sustainability, Supply Chain, Public Policy, Industrial Management, or related
- Language (2.3.2): C1 -level language proficiency in English
- General professional experience (2.3.3): 7 years in legal analysis, policy advisory, ESG/compliance implementation
- Specific professional experience (2.3.4): 5 years with EU sustainability regulations, due diligence frameworks, labour law, trade policy, or operational compliance; experience translating frameworks into practical guidance for industry
- Leadership/management experience (2.3.5): N/A
- Regional experience (2.3.6): 3 years in South Asia; Bangladesh experiences desirable.
- Development Cooperation (DC) experience (2.3.7): 2 years in DC projects.
- Other (2.3.8): N/A

Short-term expert pool with minimum 4 maximum 5 members (Local)

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Draft thematic content related to environmental sustainability, resource efficiency, and ESG compliance
- Develop templates, SOPs, and checklists for factory-level implementation
- Support validation workshops and stakeholder consultations on sustainability topics
- Draft content and SOPs for OSH, risk assessment, and industrial safety in factories
- Develop compliance checklists, templates, and flowcharts for factory implementation
- Support capacity-building activities and validation workshops for OSH topics
- Map national laws, policies, and regulations to EU directives (CSDDD, CSRD, EU Green Deal, Forced Labour Ban)
- Draft legal summaries, compliance checklists, and practical SOP guidance for factories
- Support validation workshops and training on legal and policy aspects
- Design and develop training modules, awareness toolkits, and instructional materials for EPB and industry stakeholders
- Assist in capacity-building sessions, validation workshops, and pilot testing of the SOP/Compliance Framework
- Translate technical content into practical guidance for industry use

Qualifications of the short-term expert pool

- Education/training (2.6.1):
 - 1 expert with master's/Diplom in Environmental Science, Sustainability, Social Science, Development Studies
 - 1 expert with master's/Diplom in Industrial Engineering, Occupational Safety, or related
 - 1 expert with master's/Diplom in Law, Public Policy, or Governance
 - 1 expert with master's/Diplom in Development Studies, Social Science, or related
- Language (2.6.2): 4 experts with C1-level language proficiency in English and Bengali is native
- General professional experience (2.6.3):
 - 1 expert with 7 years in ESG compliance, environmental management, or sustainability reporting in the textile/RMG sectors
 - 1 expert with 7 years in OSH standards, industrial safety, and audit processes in the RMG/textile sector
 - 1 expert with 7 years in legal/policy advisory or compliance implementation
 - 1 expert with 7 years in training design, instructional development, or capacity-building for public/private institutions
- Specific professional experience (2.6.4):
 - 1 expert with 5 years translating ESG frameworks into actionable guidance for factories
 - 1 expert with 5 years translating OSH regulations into practical guidance for factories
 - 1 expert with 5 years applying EU sustainability regulations, OECD Guidelines, and due diligence frameworks in operational

contexts; translating frameworks into practical guidance for industry

- 1 expert with 5 years developing training modules and practical guidance tools for compliance frameworks

Regional experience (2.6.5): N/A

- Development cooperation (DC) experience (2.6.6): 4 **experts** with 3 **years** of experience in DC programmes (GIZ, EU, ILO, IFC, UN agencies)
- Other (2.6.7): N/A

5. Costing requirements

Assignment of personnel and travel expenses

Per diem allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO₂ emissions caused by air travel must be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Contracts for works:

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

Milestones	Partial Works (Aligned Activities)	Estimated Expert Days	Deadline / Place / Person Responsible
Milestone 1 – Foundation Phase	Inception report (methodology, stakeholder mapping, detailed work plan) prepared and presented to GIZ & EPB	8 Days	Within 2 weeks of contract signing / Online / Team Leader + Key Experts + Short-Term Experts
	Context assessment, desk research, and benchmarking of EU directives, global frameworks, and national mechanisms completed	18 Days	End of Month 1 / Online & Dhaka / Team Leader + Key Experts + Short-Term Experts
	Stakeholder consultations & needs assessment conducted; findings synthesized	12 Days	End of Month 2 / Dhaka & Online / Team Leader + Key Experts + Short-Term Experts
Milestone 2 – Development Phase	Drafting of practical guidance (SOPs, checklists, compliance framework, templates, mapping tools)	12 Days	End of Month 2–3 / Online / Team Leader + Key Experts + Short-Term Experts
	1st expert group meeting conducted – initial structure/skeleton presented and feedback collected	8 Days	End of Month 2 / Online / Team Leader + Key Experts + Short-Term Experts
	2nd expert group meeting conducted – mid-term draft reviewed and refined based on feedback	9 Days	End of Month 3 / Online / Team Leader + Key Experts + Short-Term Experts
Milestone 3 – Validation & Finalization Phase	Validation workshop & training conducted with stakeholders; feedback documented	4 Days	Month 4 / Dhaka / Team Leader + Key Experts (International & Local Experts)

	Revision and finalization of practical guidance based on stakeholder feedback	6 Days	End of Month 5 / Online & Dhaka / Team Leader + Key Experts + Short-Term Experts
Milestone 4 – Closure & Handover Phase	Final framework and toolkit (SOPs, templates, training module, awareness toolkit) finalized in English & Bangla	6 Days	End of Month 5–6 / Dhaka & Online / Team Leader + Key Experts + Short-Term Experts
	Dissemination & handover workshop conducted; final deliverables submitted (Word, Excel, PPT)	2 Days	Month 6 / Dhaka / Team Leader + Key Experts

Estimated number of days per expert:

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader (Int)	1	15	15	Cost of up to one round-trip economy class airfare for travel between the expert's home country and Bangladesh. 2 expert days on-site in Dhaka and two travel days
Key Expert 1 – National Project Coordinator (Local)	1	20	20	Based in Dhaka
Legal, Policy & Practical Compliance Expert (International)	1	15	15	Cost of up to one round-trip economy class airfare for travel between the expert's home country and Bangladesh. 2 expert days on-site in Dhaka and two travel days
Short-Term Expert Pool (4-5 Experts)	4-5	30	30	Based in Dhaka

Travel expenses	Quantity	Number per expert	Total	Comments
Fixed travel budget	1		8.380,00 EUR	A budget is earmarked for travel to the following countries: Bangladesh. A fixed budget of EUR 8.380,00 is earmarked for settling travel expenses against evidence for the two international experts. The budget covers the following: - 2 round-trip flights - 8 per diem allowances - overnight accommodation allowances - Transport - Visa and other costs
CO₂ compensation for airtravel	2	2	4	A fixed budget of EUR 360 (2 round trips or 4 one-way flights), for the team leader and experts is earmarked for settling carbon offsets against evidence. Compensation has been calculated based on four one-way flights for the two experts as described above. Costs are estimated for flights between Europe and other regions under Category 1.1 (Europe, Mediterranean, Central Asia, South Asia).
Flexible remuneration	1	870	870	A budget of EUR 870 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

Workshops, events and trainings

Kick-off and coordination meetings (jour fixes) will be held as needed to ensure effective implementation of the assignment. Depending on project progress, these meetings will take place bi-weekly or monthly and will not exceed 1–2 hours. A validation workshop will be conducted with approximately 40–60 participants, including representatives from government institutions, industry associations, manufacturers, academia, experts, and relevant public and private sector organizations. In addition, one one-day training session will be delivered. The contractor will be responsible for designing the workshop and training concept, preparing

agendas and materials, facilitating the sessions, and documenting the outcomes. GIZ will provide logistical and administrative support, including venue, catering, participant coordination, and related costs.

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Transportation on site with own project vehicle
- Logistics for workshops: GIZ

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English (language).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is required.