



Terms of Reference (ToR)
Development of a Training Manual on Just Energy Transition (JET) for Media Professionals

1. Assignment Information

Item	Description
Issued By	Manusher Jonno Foundation (MJF)
Project	Fashion Forward: Promoting a Just Transition for RMG Workers
Assignment Title	Development and Facilitation of a Training Manual on Just Energy Transition (JET) for Media Professionals
Assignment Type	Individual Consultancy
Sector Focus	Just Energy Transition (JET), Media Engagement, Climate Change, RMG Sector, Labour Rights,

2. Background

The Ready-Made Garment (RMG) sector serves as the backbone of Bangladesh's economy and is undergoing a gradual transformation toward greener and lower-carbon production systems. Driven by global climate commitments, buyer requirements, and national sustainability goals, many garment factories are investing in renewable energy technologies, energy efficiency measures, and environmentally sustainable production processes.

While this transition presents opportunities for industrial competitiveness and climate resilience, it also raises important social and labour concerns. Issues such as workforce adaptation, employment security, occupational health, gender equality, and worker participation are central to ensuring that the transition is both equitable and inclusive.

Media professionals play a critical role in shaping public understanding of climate and energy policies. However, reporting on Just Energy Transition (JET) often focuses on technical and industrial developments, with less attention given to labour rights, worker welfare, and social justice dimensions. Strengthening journalists' knowledge and capacity in these areas is crucial for promoting balanced, evidence-based, and worker-centered reporting.

Through the *Fashion Forward: Promoting a Just Transition for RMG Workers* project, Manusher Jonno Foundation (MJF), in partnership with Oxfam in Bangladesh and supported by Laudes Foundation, intends to engage a qualified consultant to develop a comprehensive training manual and facilitate a one-day learning program on Just Energy Transition for media professionals.

3. Objective of the Assignment

Overall Objective

To develop and deliver a comprehensive training manual that enhances the capacity of journalists and media professionals to report accurately, responsibly, and effectively on Just Energy Transition issues within Bangladesh's RMG sector.


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Specific Objectives

The assignment will enable participants to:

- Develop a practical training module on the **concept, principles, and importance of Just Energy Transition (JET)**.
- Incorporate relevant **Bangladesh climate, energy, labour, and policy frameworks**.
- Address the impacts of energy transition on **workers, workplaces, and livelihoods**, particularly in the RMG sector.
- Integrate **ethical, evidence-based, and worker-centred reporting approaches**.
- Include practical exercises and **JET-related story ideas and reporting approaches** for media professionals.
- Promote informed public dialogue on **labour rights, climate justice, and worker-centred JET**.

4. Scope of Work

The consultant will undertake the following activities:

A. Inception Phase

- Conduct an inception meeting with MJF.
- Review project documents, existing knowledge products, and relevant policy frameworks.
- Finalize methodology, work plan, and training approach.
- Confirm participant profile and training requirements.

B. Development of Training Manual

Develop a comprehensive one-day training manual in English and Bangla with key technical terminology provided in both Bangla and English.

The manual should cover, but not be limited to, the following areas:

Session 1: Climate Change and Global Decarbonization

- Climate change fundamentals
- Global climate commitments
- Decarbonization trends in the apparel sector

Session 2: Understanding Just Energy Transition

- Definition and principles of JET
- International frameworks and good practices
- Rights-based approaches to climate action

Session 3: JET and the RMG Sector — The Connection

- Why the RMG sector is central to Bangladesh's energy transition (energy demand, factory operations, export competitiveness)
- How energy transition affects RMG workers and working conditions
- The gender dimension: why women face disproportionate risks (health, housing, informal settlements, flooding, disease)
- The policy gap: why current energy frameworks are often "gender-blind" and overlook worker welfare
- Group discussion: *What does a just transition look like from a worker's perspective?*

Session 4: Bangladesh's RMG Sector and Green Transition

- Green factories and certifications
- Renewable energy adoption
- Energy efficiency measures
- Industry transformation trends


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Session 5: Labour and Social Dimensions of JET

- Employment implications
- Occupational health and safety
- Heat stress and productivity challenges as a key labour impact of energy transition
- Gender and social inclusion considerations

Session 6: National Climate and Energy Policies

- Nationally Determined Contribution (NDC)
- National Adaptation Plan (NAP)
- Bangladesh Climate Change Strategy and Action Plan (BCCSAP)
- Mujib Climate Prosperity Plan (MCP)

Session 7: The Role of Media in a Just Energy Transition

- Why media matters: shaping public understanding, influencing policymakers, and amplifying **worker voices and experiences**.
- Media as a bridge between technical policy frameworks (NDC, NAP, IEPMP) and public and worker realities.
- Common gaps in current energy and climate reporting: overly technical framing, limited worker perspectives, gender-blind coverage, and lack of contextual analysis.
- What **responsible JET reporting** looks like: balancing environmental, economic, labour, and social dimensions.
- **Practical reporting skills**: identifying credible sources and experts, interviewing workers and factory management, and interpreting energy and climate data.
- **Avoiding greenwashing**: assessing corporate and buyer climate claims and reporting critically on their JET commitments.
- Examples of **good and problematic JET reporting**, followed by discussion on lessons for responsible journalism.
- The media's role in holding **government, industry, and brands accountable** for their JET commitments.

Session 8: Responsible Media Reporting on JET

- Data sourcing and verification
- Ethical journalism practices
- Worker-centered reporting
- Addressing misinformation and bias

Session 9: Story Development Exercise

- Story idea generation
- Pitch development
- Peer review and feedback

(*Note: The manual must include **at least 2–3 Bangladesh/RMG-specific case studies**, where feasible, to provide practical and locally relevant examples of Just Energy Transition.)

The training manual should include:

- Detailed session plans
- Facilitator guidelines
- Presentation outlines
- Group exercises


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- Bangladesh-specific case studies
- Learning assessments
- Glossary of key terminology
- Resource and reference list
- Training evaluation tools.

C. Validation and Revision

- Present draft manual to MJF and Oxfam Bangladesh.
- Incorporate technical feedback.
- Revise and finalize the training package.

D. Training Facilitation

The consultant will:

- Facilitate one batch of one-day training.
- Conduct pre- and post-training assessments.
- Lead discussions, exercises, and story development sessions.
- Provide technical guidance to participants.
- Document key learning outcomes and recommendations.

E. Final Reporting

Submit all final deliverables and a consultancy completion report.

5. Deliverables

Deliverable	Description
Inception Report	Methodology, work plan, and training framework
Draft Training Manual	Draft version for review
Final Training Manual	Editable soft copy in Bangla and English
Printed Manuals	Two (2) color-printed copies
One-Day Training	Successful facilitation of training
Assessment Summary	Pre- and post-training results
Participant Outputs	Story pitches and completed exercises
Final Consultancy Report	Summary of activities, findings, and recommendations

6. Duration of Assignment

The consultancy is expected to be completed within **20 working days** from contract signing.

Activity	Timeline
Inception Meeting	Week 1
Draft Manual Submission	Week 2
Review and Revision	2 Days after draft manual submission
Final Submission	Week 3 Training Facilitation Report with Final Manual

7. Reporting and Coordination

The consultant will report directly to the **Project Coordinator, Manusher Jonno Foundation (MJF)** and coordinate closely with Oxfam Bangladesh's designated JET focal person for technical guidance and review.


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8. Payment Schedule

Installment	Deliverable	Payment
1st Installment	Approved work plan and draft manual	50%
Final Installment	Submission of final manual and consultancy report	50%

9. Budget

The maximum budget for this consultancy is **BDT 280,000 (inclusive of VAT and Tax)**.

The budget is expected to cover:

- Manual development
- Curriculum design
- Research and desk review
- Training facilitation
- Printing of five color copies
- Reporting and revisions
- Professional consultancy fees

Training logistics, venue costs, participant travel, and refreshments will be covered separately by the project.

10. Required Qualifications

The consultant should have:

- A postgraduate degree in Climate Change, Environmental Science, Development Studies, Journalism, Public Policy, Labour Studies, Communications, or a related discipline.
- Minimum seven (7) years of relevant professional experience.
- Demonstrated experience in developing training manuals and capacity-building materials.
- Strong understanding of Just Energy Transition, climate policy, labour rights, and Bangladesh's RMG sector.
- Experience in facilitating training for journalists, civil society organizations, trade unions, or development practitioners.
- Strong analytical, facilitation, and report-writing skills.
- Fluency in Bangla and English.

11. Application Requirements

Interested consultants shall submit:

- Updated Curriculum Vitae (CV).
- Technical Proposal (maximum 5 pages) outlining methodology and work plan.
- Financial Proposal including VAT and Tax.
- At least two samples of similar assignments or training manuals.
- Contact details of two professional references.
- Copy of NID, TIN, BIN (for Organization) Tax Return acknowledgement, updated Trade license (for Organization)



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12. Consultant Selection Criteria

A. Technical Evaluation (80 Marks)

Criteria	Description	Marks
Educational Qualification	Postgraduate degree in Climate Change, Environmental Science, Development Studies, Journalism, Public Policy, Labour Studies, Communications, or related field	10
Relevant Professional Experience	Minimum 7 years of relevant experience in climate change, energy transition, labour rights, media development, or related sectors	15
Experience in Developing Training Manuals	Demonstrated experience in designing training curricula, manuals, toolkits, and capacity-building materials	15
Technical Understanding of JET and RMG Sector	Knowledge of Just Energy Transition, Bangladesh climate and energy policies, labour rights, and RMG sector dynamics	15
Training Facilitation Experience	Experience conducting training for journalists, CSOs, trade unions, development practitioners, or comparable audiences	10
Quality of Technical Proposal	Methodology, work plan, training approach, timeline, innovation, gender-responsiveness, and understanding of assignment objectives	10
Sample Work Quality	Quality and relevance of submitted training manuals, toolkits, or similar assignments	5
Total Technical Score		80

B. Financial Evaluation (20 Marks)

Financial proposals shall be evaluated only for applicants achieving at least **60% of the technical score (48/80)**.

Formula

$$\text{Financial Score} = (\text{Lowest Evaluated Price} \div \text{Bidder's Price}) \times 100 \times 20\%$$

Component	Marks
Financial Proposal	20

C. Final Evaluation

Component	Weight
Technical Score	80%
Financial Score	20%
Total	100%

Final Selection Formula

$$\text{Total Score} = \text{Technical Score} + \text{Financial Score}$$


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The consultant obtaining the **highest combined score** will be recommended for contract award, subject to successful reference checks and verification of credentials.

13. General Terms and Conditions

- All materials produced under this consultancy shall remain the intellectual property of MJF.
- The consultant shall maintain strict confidentiality regarding project information.
- The consultant must comply with MJF's safeguarding, child protection, and PSEAH policies.
- Gender-responsive, inclusive, and participatory approaches must be applied throughout the assignment.
- MJF reserves the right to accept or reject any proposal without assigning reasons.
- The deliverables and process may be subject to revision based on MJF's requirements and mutual agreement with the consultant.
- Any breach of professional or ethical standards may result in termination of the contract.

Submission Deadline: 26 September 2026.

Submission Email: procurement@manusher.org

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