

TERMS OF REFERENCE (TOR) FOR TECHNICAL CONSULTANTS/EXPERTS TO CONDUCT TECHNICAL VALIDATION OF THE PROJECTS SUPPORTED BY THE INSPIRE CHALLENGE FUND

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.

Swisscontact - Swiss Foundation for Technical Cooperation, is headquartered in Zurich and was founded in 1959 by leading figures from the Swiss private sector and Swiss universities. It is exclusively involved in international cooperation and since 1961 has carried out its own and mandated projects.

Swisscontact currently employs over 1,400 staff worldwide and manages projects in 41 countries on behalf of public and private donors. Swisscontact is registered as an International Non-Governmental Organisation (INGO) in Bangladesh under the NGO Affairs Bureau, Government of the People's Republic of Bangladesh.

BACKGROUND OF INSPIRE

Initiative to Stimulate Private Investment for Resource Efficiency (InSPIRE) is a challenge fund project that aims to accelerate sustainable energy adoption in Bangladesh's Ready-Made Garment (RMG) sector by enhancing technical and financial capacity. InSPIRE is a four-year project (January 2025–December 2028) in Bangladesh, funded by the Embassy of Sweden and implemented by Swisscontact.

Despite RMG sector of Bangladesh driving over 10% of the GDP and employing four million workers, its future growth and competitiveness are at risk due to high

energy consumption from unsustainable sources such as fossil fuels. On that background, InSPIRE mobilises a blended finance instrument in which private investment is matched with a Challenge Fund to support RMG factories and Energy Service Companies (ESCOs) in investing in energy efficiency and renewable energy.

BACKGROUND OF THE ASSIGNMENT

As part of partnership management, InSPIRE will engage technical consultants to validate the technical implementation of funded projects prior to the expiration of contribution agreements. The validation will focus on confirming that all approved interventions have been implemented as per design and that procured materials, equipment, and services have been properly utilized.

OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to verify the technical implementation, functionality, and utilisation of procured materials and services under Challenge Fund -supported projects. Till now InSPIRE is supporting 10 factories under Window 1 in 2025. New factory partners will be onboarded in 2026-27. The total tentative number of factories is expected to be 18 in 2025-2026.

SCOPE OF WORK AND RESPONSIBILITIES

The selected technical consultant(s)/expert(s) will support the Fund Management Team in verifying technical implementation, functionality, and utilisation of procured materials and services under Challenge fund supported projects. The key tasks under this assignment include, but are not limited to, the following:

1. Technical Document Review

- Review approved technical proposals, technical specifications, and implementation plans.
- Review procurement-related documents to understand planned materials and services.

2. Verification of Procured Materials and Services

- Verify that all procured equipment, materials, and services under the agreement have been delivered and installed.
- Confirm that procured items match approved specifications and quantities.
- Ensure that procured materials and services have been effectively used in project implementation.

3. Site Verification (Mandatory)

- Conduct physical inspection of installed systems (solar PV, EE equipment, ETP upgrades, and others).
- Confirm installation quality, completeness, and operational readiness.
- Cross-check installed components against procurement and technical documentation.

4. Functionality and Operational Check

- Verify whether installed systems are functional and operating as intended.
- Assess system integration with existing factory infrastructure.

5. Implementation Compliance Check

- Confirm that implementation aligns with approved technical design and scope.
- Identify any deviations from approved technical plans.

6. Gap Identification

- Identify incomplete installations, underutilised equipment, or technical inconsistencies.
- Highlight any risks affecting performance or sustainability of the system.

7. Reporting

- Prepare a technical validation report for each project, including findings on installation status, equipment verification, functionality, and deviations.
- Provide a clear conclusion on whether technical implementation meets the agreed requirements.

- Participate in review discussions with the Fund Management Team, if required.

8. Transparency and Independence

- Maintain independence and declare any conflict of interest prior to assignment.

REQUIRED COMPETENCIES OF TECHNICAL CONSULTANT(S)/EXPERT(S)

Swisscontact is looking for the following expertise and skills among qualified candidates for this task.

1. General Competencies for Individual Consultant(s):

- Bachelor's or higher education in engineering (mechanical, electrical, energy), environmental science, renewable energy, or related fields.
- At least 05 years of professional experience in the related field.
- Working experience in the challenge fund management and/or similar validation would be an added advantage.

2. General Competencies for Consultancy Firm(s):

For institutional applicants, Swisscontact is looking for the following expertise and skills among qualified applicants for this task.

- Proven track record of at least 03 years in providing similar or related services in renewable energy, energy efficiency, or related fields.
- Availability of a multidisciplinary team with relevant academic qualifications and professional experience.
- Working experience in the challenge fund management and/or similar validation would be an added advantage.

3. Specific Competencies for both Individual Consultant(s) and Consultancy Firm(s):

- Strong technical understanding of different renewable energy and energy efficiency-related initiatives.
- Ability to conduct field inspections, verify documentation, and synthesise findings into clear, actionable reports.
- High ethical standards with a commitment to transparency, independence, and disclosure of any potential conflicts of interest.

LEVEL OF ENGAGEMENT

The engagement of the selected technical consultant(s)/expert will be **part-time and deliverable-based**. The assignment is expected to be conducted over a specific timeline. Selected individual(s)/firm(s) are expected to remain available for:

- Review of technical and other relevant documents.
- Field visits to partner factories.

- Preparation and submission of reports compiling findings and conclusion.
- Participation in meetings with the Fund Management Team, as required.

The level of effort will vary based on the number of partners, with engagement intensity peaking during installation and commissioning phase.

PAYMENT PROCEDURE

For the selected individual(s)/firm(s), InSPIRE, Swisscontact will arrange and bear the cost of transportation and accommodation (if required) for factory/site visits. However, no per diem or food allowance will be provided. In cases where InSPIRE, Swisscontact is unable to arrange transportation or accommodation, the consultant shall arrange these by themselves and may claim reimbursement at actual costs incurred. In such case, actual supporting documents to be submitted to InSPIRE, Swisscontact.

Payments will be linked to the successful completion of deliverables and will be outlined in specific work orders issued prior to each engagement. In general, payment will be made upon the acceptance of reports for assigned partners.

LOCATION OF THE ASSIGNMENT

- The assignment will primarily be carried out on-site primarily in RMG hubs in Dhaka, Gazipur, Narayanganj, and Chattogram but not limited to these locations.
- Coordination meetings, document reviews, and reporting activities will be conducted remotely or at the Fund Management Team's office or as appropriate.

TIMELINE OF THE ASSIGNMENT

The engagement of the selected technical consultant(s)/expert will be part-time and deliverable-based. The assignment is expected to be conducted over a specific timeline of 2026 to 2027.

DELIVERABLE

The technical consultant(s)/firm(s) shall deliver the following:

- Assessment report.
- Timesheet.

MONITORING AND REPORTING

The consultant(s)/firm(s) will report to the Team Leader of InSPIRE. Close collaboration will be maintained with the InSPIRE Fund Management team. The deliverables will be considered final once they are accepted and approved by the Team Leader of InSPIRE.

CONFIDENTIALITY

All verbal and written communication, project-related documents, and reports, whether in whole or in part, between InSPIRE Team and the consultant(s) shall be treated as confidential. They must not be made

accessible to third parties unrelated to the project nor used for purposes other than those for which they were supplied or elaborated.

PROPOSAL EVALUATION AND SCORING CRITERIA

This will be a **quality-cost-based (QCB)** evaluation based on the following scoring criteria:

Technical Score:

- Qualifying score for the technical part is **50% out of 70**.
 - **Experience in a similar task:** 20% weight - This criterion evaluates the bidder's prior experience in successfully executing similar assignments. Evidence of previous projects, reports, websites, and other relevant documents will be considered.
 - **Prior experience in green technology/ financial sector/ RMG industry:** 20% weight - The consultant's/firm(s) experience working in the RMG industry areas will be considered, as it demonstrates their familiarity with the unique challenges and opportunities presented in such regions.
 - **Technical Competence:** 30% weight - The consultant/firm has relevant and required competence to carry out assigned tasks.

Interview Score:

- 10% weight for Interview. Only shortlisted applicants who will pass in the technical proposal will be contacted for interview.

Financial Proposal Score: 20% weight

- The financial proposal will be evaluated based on its competitiveness, cost-effectiveness, and alignment with the assignment's overall budget

SUBMISSION OF PROPOSALS AND OTHER LEGAL DOCUMENTS

Applicants are required to submit the following documents as a technical proposal:

- Understanding of the ToR
- Resume of the expert(s)/consultant(s) (applicable for both individual/firm)
- Organizational profile (if firm)
- Summaries of the service provided and previous experiences that would be useful for this assignment.

Applicants must submit the following legal documents along with their proposals:

- TIN Certificate
- NID (if individual)
- Certificate of Incorporation (if applicable)
- Updated Trade License (if applicable)
- BIN Certificate (if applicable)
- Latest tax return certificate or acknowledgement.

The incumbent should submit a separate financial proposal specifying the **daily rates in BDT only**, inclusive of applicable VAT as per the government rules. Swisscontact will deduct applicable VAT and Tax at source and deposit the amount to the government treasury.

For the selected consultant(s)/firm(s), InSPIRE, Swisscontact will arrange and cover the cost of transportation and accommodation (if required) for factory/site visits. However, no per diem or food allowance will be provided. In cases where InSPIRE, Swisscontact is unable to arrange transportation or accommodation, the consultant shall arrange these by themselves and may claim reimbursement at actual costs incurred. In such case, actual supporting documents to be submitted to InSPIRE, Swisscontact.

SUBMISSION DETAILS

Interested applicants should submit their application to **bgd.inspire@swisscontact.org** no later than **May 02, 2026**. The subject line should be **“Application for Technical Consultant/Expert to Conduct Technical Validation of the Projects Supported by the InSPIRE Challenge Fund.”**

For any queries, please email at **bgd.inspire@swisscontact.org** by **29 April 2026**.

To learn more about the project, please visit our website:

www.swisscontact.org/en/projects/initiative-to-stimulate-private-investment-for-resource-efficiency-inspire

Late or incomplete submissions will not be considered. Swisscontact reserves the right to accept or reject any application, in part or full, or cancel the entire procurement process without assigning any reason whatsoever. Submission of an application does not guarantee the award of the contract.