TERMS OF REFERENCE (TOR):
ENGAGEMENT OF CONSULTANTS TO PROVIDE TECHNICAL ASSISTANCE FOR INSPIRE PROJECT

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 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 Bangladesh's RMG sector 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 fuel. On that background, InSPIRE mobilises a blended finance instrument, where private investment is matched with a **Challenge Fund**, to support RMG suppliers and sub-contracting factories and Energy Service Companies (ESCOs), for investing in energy efficiency and renewable energy. In this context, InSPIRE

BACKGROUND AND OBJECTIVES OF THE ASSIGNMENT

As part of the implementation of InSPIRE, Swisscontact seeks to engage qualified individual consultants and/or consultancy firms to support both the selection and implementation of projects under the InSPIRE Challenge Fund.

During the application and selection stage, consultants will provide technical assistance and independent technical expertise to shortlisted applicants to refine proposed interventions, strengthen project design, develop implementation plans, and ensure realistic budgeting.

Consultants will also support the InSPIRE Fund Management Team in evaluating the technical and financial merits, feasibility, and investment readiness of proposed interventions. In addition, consultants will conduct due diligence and risk assessments of shortlisted applicants and their proposed projects through document reviews, technical validation, and site visits, where required. The purpose of these assessments is to identify potential technical, financial, operational, environmental, social, and regulatory risks and to ensure that proposed projects are feasible, financially viable, scalable, and aligned with the objectives and requirements of the InSPIRE Challenge Fund.

During implementation, consultants will provide technical assistance to selected partners, including support for project planning, implementation, monitoring, verification, and performance tracking. This may involve reviewing technical designs, conducting site visits, assessing implementation progress, validating energy savings and greenhouse gas emission reductions, identifying implementation risks, and recommending corrective actions to enhance project effectiveness, sustainability, and scalability.

SCOPE OF WORK AND RESPONSIBILITIES

The selected consultant/s will support the Fund Management Team in providing technical assistance and conducting due diligence and risk assessments of shortlisted applicants and their consortium partners under the InSPIRE Challenge Fund. **The assignment will primarily be carried out off-site; however, if necessary, the consultant(s) may be required to visit applicants' offices and/or factories.** The key tasks under this assignment include, but are not limited to, the following:

1. **Technical Review and Investment Readiness Assessment:**
    - Review Expressions of Interest (EOIs), full proposals, and supporting documentation submitted by shortlisted applicants.
    - Assess technical feasibility, appropriateness, and scalability of proposed interventions.
    - Evaluate proposed technologies, project design, implementation arrangements, and expected performance outcomes.
    - Review baseline energy consumption, anticipated energy savings, renewable energy generation, greenhouse gas emission reduction potential, and financial return.
    - Identify technical gaps, weaknesses, and areas requiring further refinement.
    - Support applicants to strengthen project design, implementation plans, and investment readiness.
2. **Pre-Award Technical Assistance**
    - Support shortlisted applicants in improving project concepts and developing technically sound and financially viable full proposals.
    - Advise applicants on technology options, technical specifications, implementation approaches, and performance monitoring requirements.
    - Support applicants in identifying and addressing technical, financial, operational, environmental, social, and regulatory barriers.
    - Assist applicants in strengthening investment readiness and preparedness for project implementation.
    - Review and provide feedback on budgets, workplans, procurement strategies, and milestone frameworks.
3. **Organisational Capacity and Operational Assessment**
    - Assess organisational capacity, governance arrangements, and management systems of applicants and consortium partners.
    - Review staffing structures, technical expertise, operational capacity, and decision-making processes relevant to project implementation.
    - Identify organisational strengths, weaknesses, and capacity development needs.
    - Assess the applicant's ability to operate, maintain, and sustain the proposed interventions beyond project completion.
4. **Site Verification and Technical Validation (As Required)**
    - Conduct site visits to factories, offices, and proposed project locations where necessary.
    - Verify operating conditions, existing equipment, infrastructure, and facilities.
    - Assess site suitability for the proposed energy efficiency and renewable energy interventions.
    - Validate technical assumptions, implementation requirements, and project readiness.
    - Verify relevant documents, certifications, permits, licenses, and supporting evidence submitted by applicants.
    - Confirm the practicality and implement ability of proposed interventions under actual site conditions.
    - Review the financial health and operational sustainability of applicants.
5. **Compliance, Safeguards, and Regulatory Capacity Building**
    - Assess compliance with applicable national laws, regulations, and industry standards.
    - Review environmental, occupational health and safety, labour, and social compliance requirements.
    - Assess regulatory approval requirements and potential regulatory risks affecting project implementation.
    - Identify compliance gaps and recommend actions to strengthen compliance readiness.
    - Support selected applicants in strengthening environmental, social, governance, and regulatory compliance practices where required.

6. **Post-Award Technical Assistance**
   - Support awarded projects during project inception and implementation, as required by the Fund Management Team.
   - Provide technical guidance on procurement, equipment specifications, implementation planning, commissioning, and operational readiness.
   - Support project performance monitoring, verification, troubleshooting, and adaptive management.
   - Review implementation progress and advise on corrective actions where required.

7. **Reporting and Advisory Support**
   - Prepare reports for each assigned applicant as per work order.
   - Develop concise risk matrices, investment readiness assessments, and technical recommendations.
   - Report findings, conclusions, and recommendations to the Fund Management Team and Investment Committee when required.
   - Respond to requests for clarification and provide additional technical inputs as needed.
   - Support the Fund Management Team in technical evaluation processes, decision-making, and project monitoring activities.

8. **Integrity, Independence, and Confidentiality**
   - Maintain independence, transparency, and professional integrity throughout the assignment.
   - Treat all information and documents received from applicants as confidential.
   - Disclose any actual, potential, or perceived conflict of interest prior to undertaking any assessment.
   - Immediately notify the Fund Management Team of any direct or indirect relationship with applicants, consortium partners, suppliers, or other stakeholders that may compromise impartiality.
   - Adhere to all ethical and professional standards applicable to the assignment.

Please find attached the slide deck titled "**Technical_Consultant_Applicant_Briefing_Deck**", which provides a concise overview of the consultancy opportunity, key responsibilities, and application requirements.

REQUIRED COMPETENCIES OF TECHNICAL CONSULTANT(S)

For individual consultant(s), Swisscontact is looking for the following expertise and skills among qualified candidates for this engagement.

1. **General Competencies for the Individual Consultant(s):**
   - Bachelor's or higher education in engineering (mechanical, electrical, energy), environmental science, renewable energy, or related fields.
   - At least 3 years of professional experience in the related field.
   - Working experience in challenge fund management and/or due diligence checking would be an added advantage.

2. **General Competencies for the Consultancy Firm(s):**
   For institutional applicants, Swisscontact is looking for the following expertise and skills among qualified applicants for this engagement.
   - Proven track record of at least 3 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.
   - Documented experience of working in donor-funded project requirements will be considered an added advantage.

3. **Specific Competencies for Individual Consultant(s) and Consultancy Firm(s):**
   - Proven experience in conducting technical, financial, and ESG due diligence/ analysis in industrial or infrastructure projects, preferably in energy efficiency or renewable energy.
   - Strong understanding of the technicality of green interventions, industrial operations, compliance, and sustainability standards relevant to the RMG and related manufacturing sectors.
   - Demonstrated capacity to assess organisational, technical, and financial feasibility, including risk screening and policy evaluation.
   - 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 will be **part-time and deliverable-based**. The assignment is expected to be conducted over a specific timeline aligned to the proposal selection and implementation schedules. The level of effort will vary based on the number of proposals to be assessed.

LOCATION OF THE ASSIGNMENT

- The assignment will be carried out both on-site and off-site as required, **within and outside the Dhaka Division across Bangladesh**, depending on the needs of the assignment.
- Coordination meetings, document reviews, and reporting activities will be conducted remotely or at the Fund Management Team's office, as appropriate.

DURATION OF THE ASSIGNMENT

The assignment is expected to be implemented over the period from the date of contract award until September 2028. However, the duration may be adjusted based on project needs, performance, and mutual agreement between the contracting parties.

MONITORING AND REPORTING

The consultant/s will report to the Team Leader of InSPIRE. Close collaboration will be maintained with the InSPIRE Fund Management team.

PAYMENT PROCEDURE

Payments will be linked to the successful completion of deliverables outlined in specific work orders issued prior to each engagement.

CONFIDENTIALITY

All verbal and written communication and project-related documents, 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:

Qualifying score for the technical part is **50% out of 60.**

- **Understanding of the Assignment:** 10% weight Evaluates the bidder's clear understanding of the assignment objectives, scope of work, key requirements, expected deliverables.
- **Technical Expertise:** 20% weight - This criterion evaluates the bidder's expertise relevant and required for this assignment.
- **Prior experience in green technology/ financial sector/ RMG industry:** 30% weight - The consultant's/firm(s) experience working in the RMG industry areas/ green transitions will be considered, as it demonstrates their familiarity with the unique challenges and opportunities presented in such regions. Relevant client list and/or experience certificates are attached with the application.
- **Financial Proposal:** 30% weight - The financial proposal will be evaluated based on its competitiveness, cost-effectiveness, and alignment with the assignment's overall budget.
- **Presentation:** 10% weight – Applicable for shortlisted candidates only. Assessment of technical understanding, communication skills, problem-solving approach, and ability to deliver the required services, and discussion about the proposed rates. Shortlisted applicants need to prepare and present a slide deck of up to 6 slides during the session.

SUBMISSION OF PROPOSALS AND OTHER LEGAL DOCUMENTS

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

- A brief understanding of the ToR
- Resume of the expert(s)/consultant(s) (applicable for both individual/firm)
- Organizational profile (if firm)
- Summaries of the service provider/ consultant(s)/ experts previous experiences that would be useful for this assignment.
- Relevant documents as evidence of successfully completing similar assignments.

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 proof of submission of return (PSR).

The applicants are requested to submit an **all-inclusive daily rate** for this assignment. The financial proposal should be prepared using the format provided below.

SL	Description	Unit	Per day Rate (A)	VAT (B)	Total (A+B)
1	Consultancy Fee (Dhaka Division)	Day			
2	Consultancy Fee (Outside Dhaka Division)	Day			

Swisscontact will deduct the applicable VAT and Tax at source in accordance with prevailing Government regulations and will deposit the deducted amounts to the Government Treasury.

As this assignment will be implemented through a **Framework Contract**, the rate will be finalized for a specified period. Bidders are therefore requested to propose **an all-inclusive per-day rate**. For each individual assignment, a **specific Work Order** will be issued, detailing the scope of work, required level of effort, deliverables, and applicable terms based on the agreed daily rates.

SUBMISSION DETAILS

Interested applicants should submit their application to **bgd.inspire@swisscontact.org** no later than **September 20, 2026**. The subject line should be **"Application for Consultant to Provide Technical Assistance for InSPIRE Project"**

For any queries, please email us at **bgd.inspire@swisscontact.org** by **September 15, 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

Only shortlisted applicants shall be contacted for the next procedure.

**No late submission will be accepted.*
**Swisscontact reserves the right to accept or reject any or all proposals without assigning any reason.*