

## OLYMPIC INDUSTRIES LIMITED

Amin Court, 6th Floor  
62–63, Motijheel C/A, Dhaka-1000



### Environmental Impact Assessment

---

#### Deadline for Proposal

November 5, 2016

#### Contact Information

Marion Champoux-Pellegrin  
Head of Sustainability  
marion.pellegrin@olympicbd.com

#### Start of Project

November 13, 2016

### Background Information and Rationale

---

Olympic Industries has recently taken on an Environmental, Social and Governance (ESG) program. As part of this program, we have identified three key focus areas: Food & Nutrition Security, Education, and Climate Change. In addition, we aim to address Gender Equity as a cross-cutting issue and to integrate it across all projects. We have also identified our key stakeholders: our workers, our customers, our community, and our planet.

To begin our environmental initiative on the right footing, we would like to engage a third-party to assess the company's environmental footprint, help set realistic targets for improvement, and provide advice on how to reach those targets. This year's main goals are to reduce greenhouse gas emissions, increase the use of renewable energies, and increase energy efficiency.

Applicants are expected to provide a proposal detailing their methods of environmental footprint assessment. They should also demonstrate their ability to advise local companies on setting and reaching realistic environmental targets. Applicants are encouraged to include examples of potential recommendations or projects in their proposal.

### Terms of Reference and Objectives

---

The assessment will have four main parts:

1. Assessment

The assessing party will be given full access to the premises and relevant personnel to conduct the assessment. They will analyse the results and calculate Olympic's carbon footprint. Then, they will provide a full report on energy consumption, greenhouse gas emissions, waste, effluents, and all other relevant environmental factors.

## 2. Target-Setting

Based on the findings and analysis, the assessing partner will work in collaboration with Olympic to set realistic targets for the following

- ✓ Emissions reduction
- ✓ Emissions offsets
- ✓ Increased energy efficiency
- ✓ Increased use of renewable energy
- ✓ Reduction of waste
- ✓ Reduction of water usage

Each target set should be specific, measurable, achievable, realistic and time-bound.

## 3. Proposing Projects

The assessing party will propose ways of reaching the set targets. They will work with Olympic to provide useful, tailored advice based on Olympic's means and capacities. The assessing party should propose at least 2 projects for each target. Each project proposed should be accompanied by an explanation of how it will help achieve targets, a budget, a timeline, and a draft implementation plan.

## 4. Training Employees

The assessing party will create a template that Olympic will use to annually assess and update data on its environmental footprint. The party will train a small group of employees on how to use this template correctly, how to adapt the template to changing needs and circumstances, how to set new targets each year based on the updated data, and how to implement projects which will successfully reach the targets set.

# Scope of Assessment

---

The assessments and projects will take place at our three factories, all situated in Narayanganj, as well as our Head Office, in Motijheel. The assessment should be designed to include Tier 1 (direct emissions), Tier 2 (indirect emissions), and the categories of Tier 3 which occur on our premises (e.g. waste disposal).

# Approach and Methodology

---

The methodology is expected to be entirely designed by the applicant, based on the latest research and best practices. Once an applicant is selected, the assessing party is expected to tailor the assessment to Olympic's circumstances and needs.

Once the assessment is completed, the data should be analyzed in collaboration with Olympic. The assessing party's lead assessor will be expected to meet with Olympic at our Motijheel

Head Office or at the Lolati Biscuit factory to discuss findings, targets and projects proposed by the assessing party.

## Governance and Accountability

---

The assessment can be conducted by a group, or by a single individual. Applicants should specify how they wish to operate, and with whom. In the case of a team, there should be one lead assessor or project manager, which is in charge of managing, directing and overseeing this assessment. This lead will also take on the role of coordinator, and will be expected to communicate in a timely and effective manner with designated Olympic personnel. This lead will also ensure that all written material be adequately translated from Bangla to English, or provided directly in English.

The implementing party will report to our Head of Sustainability, our Executive Director of Operations, and the respective factory managers. The assessing party, as part of the agreement, warrants to maintain confidentiality. The identity of workers, company information, as well as the assessment process, findings, and proposed projects shall be and always remain the property of Olympic. The assessing party must commit to operating professionally, especially when addressing sensitive issues.

## Professional Qualifications

---

Parties should have significant previous experience in assessing environmental footprints of similar companies or relevant organizations.

All group members should have relevant undergraduate degrees or higher.

The lead assessor or project manager must be fluent in written and spoken English and Bangla.

Other members must at least be fluent in Bangla.

All group members should display strong observation, analysis, problem-solving, and communication skills.

At least one group member should display strong writing and editing skills in English.

## Deliverables and Schedule

---

All deliverables should be written in clear, grammatically correct English.

This timeline is flexible. Applicants may propose an alternative timeline.

Deliverables	Schedule
Proposal	November 5, 2016
Revised Assessment Plan	November 19, 2016
Assessment Results: Raw Data	November 30, 2016

Assessment Results: Analysis	December 3, 2016
Proposed Targets	December 3, 2016
Proposed Projects	December 8, 2016
Employee Training	December 11-16, 2016
Final Report: Lessons Learned	December 22, 2016

## Budget and Payment Terms

---

The budget should be proposed by the applicant. In proposing a budget, however, please remember that we are a local company. We do not have the ample resources that a foreign or multi-national company would have at its disposal. We suggest that applicants propose activities and an implementation plan which is budget-conscious, maximizes value for money, but does not compromise quality.

Payment terms will be as follows:

- 30% upon approval of the proposal, before the assessment starts
- 30% at the end of the assessment period
- 40% upon receipt of final deliverables

Payment will be made by account payee cheque and deductions will be made, as per the taxation laws of Bangladesh. All proposed budgets should **include applicable taxes**.

## Structure of the Proposal and Submission Guidelines

---

Olympic encourages bidders to use their own format for proposals. However, all proposals should include the following detailed information:

- ✓ Assessment methodology and justification
- ✓ Examples of targets and projects to reach them applicable to our business
- ✓ Budget, detailed expenses, and justification
- ✓ Organization
  - Overview
  - Previous experience in conducting assessments
- ✓ Group members
  - Summary of qualifications
  - Individual CVs
- ✓ Timeline (if different from the one proposed above) and justification

Proposals which do not contain all of the information stated above will be automatically rejected. Applicants are welcome to contact Olympic before the deadline should they have any questions concerning this RFP or specific requirements.

Proposals should be submitted to [marion.pellegrin@olympicbd.com](mailto:marion.pellegrin@olympicbd.com) no later than **November 5, 2016, at 17:00.**