

Olympic Industries Limited

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



Worker Nutrition Project

Deadline for Proposal

October 29, 2016

Start of Project

November 20, 2016 (flexible)

Contact Information

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

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.

The purpose of this project is to improve Food and Nutrition security amongst our workers, and where appropriate, their families. The length of the project is indefinite, and largely depends on the activities proposed by the implementing partner. Through this project, we aim to reduce malnutrition amongst our workers by at least 25% and improve their access to safe, nutritious, and sufficient food all year round (SDG 2). We hope that such an initiative will both improve their quality of life, as well as increase productivity and reduce absenteeism due to illness.

Applicants are expected to provide a proposal which outlines a plan for implementation of one or many of the nutrition projects proposed by Olympic. Applicants are also welcome to propose additional projects which fall under the defined objectives and scope. The selected applicant will be expected to put in action their implementation plan and assist Olympic in monitoring and reporting on their activities.

Terms of Reference and Objectives

In order to ensure that our projects are as relevant and effective as possible, we recently conducted a third-party needs assessment to more accurately understand the needs of our workers. Most of the findings are consistent with the status of average factory workers in

Bangladesh. In terms of nutritional status, the assessors found that our workers have little to no knowledge of nutrition best practices and how they relate to health. Their average cost of living is 11,500 taka per month. Assessors found no instances of absolute poverty, as most households enjoy multiple sources of income.

However, malnutrition is common. All interviewed workers reported being tired and hungry between meals. Bachelors, migrants, and those who are separated from their family reported skipping meals regularly. Workers report having too little time to cook food or to shop for ingredients regularly. Those who bring their meal to work report not being able to bring enough to satisfy their needs. Parents reported their children often crying, seeming sick and hungry, although they also reported feeding them on average 3-4 times per day. Workers were not aware of the availability or health benefits of micronutrient supplements (sprinkles). They are willing to use them if they can expect to notice an improvement in the child's health.

The most common health problems reported by workers were gastric and liver problems, headaches, and lack of sleep. Workers do have access to a paramedic on site, and Olympic incurs the costs of sending them to the nearby hospital if they are sick or injured on the job.

In order to respond to these needs, Olympic would like to implement a nutrition project which is composed of one or many of the following activities.

Training workers on nutrition

The following topics should be included in the training:

- Good nutrition practices
- Good sanitation and food preparation practices
- Mother and child nutrition best practices
- Affordable ways of eating healthy
- Hydration best practices and health benefits
- Further topics (to be proposed by the applicant)

The training should include practical demonstrations to improve retention of knowledge shared. For example, when teaching workers on affordable and healthy recipes, the implementing party could work with our in-house cook to prepare recipes in front of the workers, share tips on best practices, and provide the workers with tasting samples.

During the training, the implementing party will be required to assess the nutritional status of workers and their families in more details to help better focus the activities. The implementing

party and Olympic will jointly determine the factors to be assessed prior to the commencement of the training.

Sponsored Meals

The goal of this project would be to provide warm, healthy meals to workers at cost during their shifts. The implementing party would be responsible for helping Olympic find the appropriate setting for the project, develop a balanced, healthy menu and instruct the hired cook on how to use fortified ingredients (rice, oil, salt). Finally, it will advise Olympic on whether or not providing micronutrient tablets would be useful to the workers, and how to proceed.

Factory Shop

The implementing party would be responsible for setting up a shop in the factory which provides affordable, healthy cooking ingredients and snacks. It would work with Olympic to determine how the company can sponsor the shop in a way that is both sustainable and advantageous to the workers.

Other

Applicants are welcome to propose additional projects which fall under the defined objectives and scope. Applicants may bid to implement one or many of the activities listed above, and can include the details in a single consolidated proposal.

Scope of Project

Stakeholders	<ul style="list-style-type: none"> Workers and mid-level management at our factories Communities where our factory workers live, including their children and spouses (if possible) 			
Factories	<ol style="list-style-type: none"> Lolati Biscuit Factory Madanpur Biscuit Factory 			
Location	Both factories are located in Narayanganj District			
Demographics		Type of worker	Men	Women
	Lolati	Staff	106	3
		Regular worker	27	10
		Casual worker	321	438
	Madanpur	Staff	145	7
		Regular worker	246	4
		Casual worker	444	645
	Total	2646 =	1539 +	1107

Governance and Accountability

The project would preferably be implemented by a group, rather than by a single individual. There should be one lead assessor or project manager, which is in charge of managing, directing and overseeing this project. 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 questions are culturally-sensitive, and that all written material be adequately translated from Bangla to English.

The implementing party will report to our Head of Corporate Social Responsibility, our Executive Director of Operations, the Lolati Factory Manager, and the Madanpur Factory Manager.

The implementing 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 implementing similar projects with other companies, NGOs, UN agencies, or relevant organizations.

All group members should have relevant undergraduate degrees or higher.

The lead implementer 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.

The schedule and list of deliverables should be proposed by the applicant.

Budget and Payment Terms

The budget should also be proposed by the applicant. It will largely depend on which activities the applicant would like to implement. 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:

- ✓ Activities selected for implementation
- ✓ Implementation plan and justification
- ✓ Budget, detailed expenses, and justification
- ✓ Organization
 - Overview
 - Previous experience in conducting assessments
- ✓ Group members
 - Summary of qualifications
 - Individual CVs
- ✓ Timeline 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 no later than **October 29, 2016 at 17:00**.