

Scholarships for Female Workers Project Management

Deadline for Proposal

March 4, 2017

Contact Information

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Start of Project

April 1, 2017

Background Information and Rationale

Olympic Industries has recently taken on a sustainability program which involves addressing Environmental, Social and Governance issues. 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 women workers are mostly concentrated in certain departments, while men have access to a wider variety of jobs. As a company, we believe in gender equity and opportunity for all. This is why we are proposing a pilot scholarship project for female employees of Olympic who wish to pursue the further education necessary to move up the ranks to a managerial position, or who wish to take on a non-traditional role in our company.

As previously mentioned, this is a pilot project. However, depending on the outcome of this pilot, we intend to renew these scholarships annually and make them available to an increasingly large number of women. Applicants should be aware of the mutually beneficial partnership between themselves and Olympic they can create by bidding for this project.

Terms of Reference and Objectives

The selected implementing partner will be responsible for the following:

- Researching teaching institutes which can provide adequate training for the professions stated above (as agreed with Olympic's factory HR department) and which are within travelling distance from the selected scholars' residences
- Forming relationships and agreements with these institutes
- Selecting female workers within Olympic which are eligible as per the criteria described below
- Promoting the scholarship among the workers
- Creating a simple and accessible selection process
- Providing tutorials or directly assisting workers with applications for the scholarship
- Submitting all documents and payments to the teaching institutes
- Meeting each scholar's family to ensure their support and understanding of the project

- Meeting with the scholars once a month to assess how their education is progressing and to discuss any external pressures the scholars may be experiencing.
- Contributing to the resolution of conflicts or issues arising as a result of this project
- Setting up a post-scholarship monitoring process with Olympic's HR department

Selected workers will continue to be Olympic employees while they are studying and will be compensated with a standard monthly stipend during the entirety of their education. Once they have completed their education, they will be offered a previously agreed upon position at Olympic.

The number of scholars will be determined by the per-scholar cost of the project.

Project Scope

STAKEHOLDERS	<ul style="list-style-type: none"> ● Female workers at both Olympic factories ● Selected scholars' families and close surroundings ● Olympic HR
FACTORIES	<ol style="list-style-type: none"> 1. Lolati Biscuit Factory 2. Madanpur Biscuit Factory
LOCATION	Both factories are located in Narayanganj District
ELIGIBILITY CRITERIA	<ul style="list-style-type: none"> ➤ Is a woman ➤ Has worked at Olympic for more than a year ➤ Plans on working for Olympic in a permanent or managerial position for more than three years after having completed their education ➤ Has completed the necessary years of school and received the required grades to enter the selected program ➤ Is not currently enrolled in an educational institution or program ➤ Has a strong desire to: <ul style="list-style-type: none"> ○ Become a manger of her current line or department ○ Join one of the following professions, which will be prioritized due to their lack of female representation: <ul style="list-style-type: none"> ▪ Engineering ▪ Administration ▪ Mechanics ▪ Maintenance

- Or to join one of the following professions: HR, Marketing, Production, Store, Compliance, QA in positions that require commitment and responsibility

Approach and Methodology

Applicants should explain in their proposal how they plan on running this project. They should demonstrate their expertise in the field and knowledge of appropriate teaching institutions.

Governance and Accountability

The project would preferably be implemented by a well-established and experienced organizations, rather than by an individual consultant. There should be one 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 communications are culturally-sensitive, and that all written material be adequately translated from Bangla to English.

The implementing party will report to our Head of Sustainability, 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 implementing 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 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.

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 should include the professional fee for the management of this project, as well as the expected price of a year's tuition and related fees at a teaching institution. The total budget should be no higher than BDT 400,000 for the first year. The applicant is expected to detail how many scholarships can be made available within this budget.

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:

- ✓ Methodology and justification
- ✓ Implementation plan and justification
- ✓ 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 no later than **March 4, 2017** at 17:00.