

## Mobile Nutrition & Health Clinic for Workers and their Community

### Deadline for Proposal

April 22, 2017

### Start of Project

May 2, 2017 (flexible)

### Contact Information

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Head of Sustainability

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## 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, 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.

In the fields of Food & Nutrition, we have already undertaken two projects: nutrition training for our workers, and a sponsored warm meals project. We would like to provide addition nutrition training and services to our workers and their communities. As such, we have decided to undertake a “Health for Nutrition” clinic project.

The project would provide basic medical services to workers and their communities, addressing their basic medical needs but focusing on nutrition as much as possible. In exchange for this service, users would be given crucial information about good nutrition practices. Health practitioners would screen everyone for malnutrition and offer solutions (micronutrient tablets or sprinkles, ORS, etc.).

## Terms of Reference and Objectives

It is important to note that this project is a pilot project to be conducted over the next 3 months (or more, see Budget). Depending on the outcome of this pilot, we intend to renew our commitment to this project annually and make increasingly large funds available in order to scale up the project. Applicants should be aware of the mutually beneficial partnership between themselves and Olympic they can create by bidding for this project.

Applicants should propose the specifics of how they believe would be best to provide these services within the budget and limitations provided. While we are flexible in considering various options, we value the outcome the most. As such, applicants should consider the following:

- Should this service be free or exchanged for a nominal fee? What are the pros and cons of each option?

- Within the budget, how many days a week should the clinic be held? Fridays only, or more often?
- Where should the clinic be held for maximum outreach? At the entrance of the factories or in the communities?
- How will the clinic be mobile? Will it be set up in a truck?
- Etc.

Olympic will extend its full collaboration to the selected implementing partner. However, proposals must outline how the project prevent interference with production and will mitigate all risks for the company.

## Scope of the Project

<b>STAKEHOLDERS</b>	<ul style="list-style-type: none"><li>• All factory employees at Olympic, regardless of their status (approximately 3,000 people)</li><li>• Communities where our factory workers live, including their children and spouses (if possible)</li></ul>
<b>FACTORIES</b>	<ol style="list-style-type: none"><li>1. Lolati Biscuit Factory</li><li>2. Madanpur Biscuit Factory</li><li>3. Keodhala Battery Factory</li></ol>
<b>LOCATION</b>	All three factories are located in Narayanganj District, within approximately 10km of each other.

## Governance and Accountability

The selected party is expected to run this project entirely, with Olympic holding no liability. Olympic will gladly contribute to the project by collaborating with the staff, but will not be responsible for managing this project.

The project would preferably be implemented by a group, rather than by a single individual. There should be one lead or project manager, which will be 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 matters are addressed sensitively, 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

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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

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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

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The budget for this project should not exceed BDT 2,500,000 including all start-up costs and operational costs for the first three months of the project. Of this sum, BDT 2,000,000 should be allocated to general operational costs for the operation and all aspects pertaining to nutrition, and BDT 500,000 should be allocated to health expenses. If the total start-up and operation costs required for three months amount to lower than BDT 2,500,000, the pilot will be extended. A detailed budget, including all expenses and justifications, must 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 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 similar projects
- ✓ 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](mailto:marion.pellegrin@olympicbd.com) no later than **April 22, 2017 at 17:00**.