

## Olympic Industries Limited

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



### Worker SRHR Training Project

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#### Deadline for Proposal

October 22, 2016

#### Start of Project

November 6, 2016 (flexible)

#### Contact Information

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### Background Information and Rationale

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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 knowledge of Sexual and Reproductive Health and Rights (SRHR) amongst our workers, and where appropriate, their families (SDG 5). The length of the project is indefinite, and largely depends on the activities proposed by the implementing partner. 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 a training 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

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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.

One out of three of our workers' households are headed by women, many of which have been abandoned by their husbands or are divorced. While men generally enjoy higher literacy rates, most of our female workers are also literate. The average family has two dependents, which suggests that family planning might have already been addressed in their community. However, there is generally very little health awareness among both male and female workers.

Women have also reported feeling at times uncomfortable in the workplace. Women who work often need the approval of their husbands, and still have to undertake chores at home. Many women experience domestic violence, especially those in the 25-40 years old demographic.

Menstrual pain is a common and unresolved issue among our female workers. Constrained by the social stigma associated with menstruation, women are reluctant to share their concerns with their predominantly male supervisors. Women have expressed the desire to have more female supervisors and resources persons they can speak to about these issues. As such, Olympic is also working on promoting the hiring of women in mid-level management positions.

Most workers are aware of the importance of using sanitary napkins, yet only some, mostly younger females use them. Olympic is open to considering projects which would help improve their access to sanitary napkins in a sustainable and affordable manner.

Through training sessions, Olympic would like to ensure that workers gain at least some knowledge of SRHR issues and best practices. This project should be culturally-appropriate and sustainable in nature. As such, the chosen implementing party will be expected to help Olympic integrate certain key SRHR concepts into our standard training of new workers, and to contribute to the working environment by instituting mechanisms to deal with gender issues. Trainings must at least address the following concepts:

- Menstrual health and best practices
- Sexual harassment and inappropriate behaviour
- Domestic violence and violence against women
- Gender-based discrimination and solutions
- Services available to workers in and around the factories

Applicants are welcome to propose additional projects which fall under the defined objectives and scope. However, all applicants must commit to implementing the SRHR training at a minimum.

## Scope of Project

Stakeholders	<ul style="list-style-type: none"><li>Workers and mid-level management at our factories</li><li>Communities where our factory workers live, including their children and spouses (if possible)</li></ul>			
Factories	1. Lolati Biscuit Factory 2. 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
	<b>Total</b>	<b>2646 =</b>	<b>1539 +</b>	<b>1107</b>

## 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

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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 should also 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

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

- ✓ Description of the full contents of the training
- ✓ Implementation plan and justification
- ✓ Other projects proposed and their implementation plan (if applicable)
- ✓ 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](mailto:marion.pellegrin@olympicbd.com) no later than **October 22, 2016 at 17:00.**