

Nutrition Project for Workers and Their Community

Deadline for Proposal

April 22, 2017

Start of Project

May 2, 2017 (flexible)

Contact Information

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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 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.

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. We leave the parameters of this project blank as an opportunity for organizations to put forward their best ideas and showcase what they believe to be the most effective projects in the fields of Food and Nutrition, with a small discretionary fund for complimentary aspects of the project which do not address issues of Food and Nutrition.

Terms of Reference and Objectives

The project is intended to improve the nutritional status of workers first, and their families and communities second. 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.

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 Assessment

STAKEHOLDERS	<ul style="list-style-type: none">All factory employees at Olympic, regardless of their status (approximately 3,000 people)Communities where our factory workers live, including their children and spouses (if possible)
FACTORIES	<ol style="list-style-type: none">Lolati Biscuit FactoryMadanpur Biscuit FactoryKeodhala Battery Factory
LOCATION	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

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 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. The remaining BDT 500,000 can be allocated to other fields such as health, hygiene, gender equity, etc. 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 no later than **April 22, 2017** at **17:00**.