

TERMS OF REFERENCE FOR CONSULTANT

Date/updated date: July 1, 2014

LFMEAB INSPIRED 2 Project Activity Reference:

Activity: TOR for Hiring Lead Auditors for Compliance Audit.

Introduction

Background:

Leathergoods and Footwear Manufacturers and Exporters Association of Bangladesh (LFMEAB) is the official trade association registered under the Ministry of Commerce, Government of Bangladesh of the export oriented leather footwear and leathergoods industry of Bangladesh. With over 110 members, LFMEAB represents the majority of companies in Bangladesh that are engaged in export of leather footwear and goods.

LFMEAB is implementing its **LFMEAB INSPIRED 2** Project titled "Strengthening the capacity of Leather goods & Footwear Manufacturers and Exporters Association of Bangladesh(LFMEAB)" which is a Grant under the INSPIRED SME Competiveness Grant Scheme which is funded by the European Union and the Government of Bangladesh. And accordingly the project is looking for qualified individual or firm to be appointed as consultant to develop training program on various technical, environmental, compliance and management issues for the BIO's members.

Overall Objectives

The focus of the overall objectives primarily remains to be the strengthening the capacity of Leathergoods and Footwear Manufacturers and Exporters Association of Bangladesh (LFMEAB) to better serve its membership with the help of all associates and stake holders.

The achievement of overall objectives may be objectively verifiable by counting the services introduced and also improvement of the quality of these services. Such changes may be verified from sources like LFMEAB annual reports, grant progress report, websites, internal monitoring reports and communication materials.

Specific Objectives

Three result oriented areas of broader action have been chosen as specific objective to strengthen BIO's capacity building for providing better services.

Out of this three targeted priority areas the project has been designed to attain following specific objectives

1. To upgrade the knowledge of social and environmental compliance issues within the BIO members factories and functional management.
2. To develop a compliance audit cell to perform regular basis from BIO management towards the BIO members factories.
3. To enrich the proper compliant work environment within the members' factories according to national/international standard.

Purpose of Assignment

Considering the above situation LMEAB INSPIRED 2 would like to hire a consultant, who in this assignment should:

- Leading routine audits and audit teams and making recommendations about providers' compliance activities.
- Gathering and analyzing audit evidence and making professional judgments about quality outcomes and compliance with quality assurance requirements.
- Maintaining accurate and comprehensive records of audit activities, findings and decisions, in accordance with policies and procedures.
- Preparing a final audit report to submit to the project management.

Scope of Work/Work Assignments

The consultant is expected to have good understanding about the working environment of leather, footwear and leathersgoods industries. To facilitate the whole analysis process, LFMEAB shall provide the following documents to the consultant:

- Project proposal
- Logical Framework

This assignment will concentrate mostly on arranging of workshops on lobbying, negotiations for the BIO members.

Payment Schedule:

The consultant/consulting firm will be paid BDT 319, 570.00 (including all applicable taxes) after successful completion.

Contact Person:

Contact Person	Kazi Roushan Ara, Executive Director, LFMEAB
E-mail Address	lfmeab60@gmail.com
Contact Number	+880 29 821418
Address	Erectors House (9 th floor), 18 Kamal Ataturk Avenue, Banani, Dhaka - 1213
Website	www.lfmeab.org