FLAXA

Footwear Leathergoods & Accessories Exporters Association

TERMS OF REFERENCE (TOR)

FOR

Final (Endline) Readiness Verification of 30 Factories on Social Compliance and Occupational Safety and Health – IPP Phase-II

OVERVIEW

The Footwear Leathergoods & Accessories Exporters Association (FLAXA) is the nationally recognized trade body representing export-oriented manufacturers and exporters of footwear, leather goods, bags (FLG) and related accessories in Bangladesh. FLAXA works to strengthen sector competitiveness, sustainable growth, labour standards, workplace safety and social compliance among its member enterprises. Under the Industry Preparedness Program (IPP) Phase-II, FLAXA aims to support 30 selected export-oriented factories to identify social compliance gaps, strengthen workplace practices and improve preparedness for internationally recognized standards and buyer requirements. It has been established with the aim and object of uniting all the footwear, bags & leather goods manufacturing companies by encouraging co-operation amongst the members and provide them with a platform to have local and international exposure, creating awareness amongst international buyers and making representations to the government and concerned public bodies on behalf of the members for effective trade and export facilitation.

OBJECTIVE:

- The objective of this assignment is to engage a qualified and independent third-party firm to carry out an endline assessment of the 30 selected factories and to verify their readiness against the requirements of the social compliance and occupational safety and health standards they have selected under IPP Phase-II
- Conduct final third-party verification and final assessment of the 30 selected factories and issue independent verification reports.

Key objectives of the final verification are to:

- Validate improvements achieved after assessment, remediation and corrective-action activities.
- Verify workplace practices, policies, procedures and records against the applicable standard criteria, including freedom of association and collective bargaining, occupational safety and health, grievance mechanisms and non-discrimination
- Verify relevant policies, procedures, records and workplace practices against the applicable standard/audit criteria.
- Identify any remaining non-conformities or corrective actions and provide evidence-based final verification findings.

Target Group:

- 30 selected export-oriented leather goods, footwear and bag manufacturing enterprises participating in FLAXA's Industry Preparedness Program (IPP) Phase-II.

The core principle of this assignment is independent, evidence-based and standard-specific final verification. The scope is limited to final verification/final assessment and does not include baseline or pre-assessment, training, RBC platform development, or other IPP Phase-II activities.

DURATION OF THE ASSIGNMENT

The assignment shall be completed within the IPP Phase-II implementation period under Implementation Agreement No. 40559942/0, ending on 31 August, 2027. The detailed factory-wise verification schedule will be agreed with FLAXA.

The selected consulting/auditing firm will coordinate with and report to the designated FLAXA contact point and will support review by the ILO where required under the project.

Deliverables:

- Approved final verification work plan, factory-wise schedule and standard-specific checklist/document request list.
- Factory-wise third-party final verification reports for all assigned factories, including findings and status of previous corrective actions where applicable.
- Consolidated completion summary and final submission package to FLAXA, including the overall status of audit/certification readiness.

Process of Work

The final verification process will be as follows:

Final Verification on Social Compliance (BSCI, Sedex & ISO 45001)

1. Confirm the list of factories and the applicable standard/audit scheme for each factory with FLAXA; prepare the verification schedule and checklist.

2. Review relevant prior assessment, remediation and CAP-closure evidence solely for the purpose of final verification; no new baseline/pre-assessment will be conducted.

3. Conduct independent on-site final verification in line with the applicable protocol, including document review, facility inspection, management/worker interviews and evidence checks.

4. Verify the closure/status of previously identified gaps and record any remaining non-conformities, observations or corrective actions.

5. Complete scheme-specific audit/platform or certification formalities where applicable and issue a factory-wise final verification report.

6. Submit all third-party verification reports and a consolidated final verification completion summary to FLAXA.

CONTRACTUAL ARRANGEMENTS

The consulting/auditing firm is required to submit a technical and financial proposal addressing all requirements of this TOR. The submission shall include the proposed methodology, work plan, team composition and CVs, relevant experience, and evidence of accreditation/authorization applicable to the standards for which the firm is bidding.

For recruitment and engagement of the firm, FLAXA's applicable procurement rules and procedures will be followed. The firm shall maintain professional independence, confidentiality, and due care throughout the assignment. Official communications and reports shall be in English.

FINANCIAL BID

All quoted costs shall be inclusive of applicable taxes, duties, charges and levies of the Government of Bangladesh and shall be subject to statutory deductions. The bidder shall include all assignment-related costs, including professional fees, travel, lodging, local transport and report preparation. Any mandatory external audit/platform/certification charges, if applicable, should be clearly identified in the financial proposal. FLAXA will not bear unquoted additional costs.

The financial template is given below:

Name of Standard	Manpower / BDT				
	Up to 100	101-500	501-1500	1501-3000	Above 3000
BSCI					
Sedex					
ISO 45001					

<u>Qualification and experience:</u>

• Demonstrated experience in independent third-party social compliance and occupational health and safety verification in manufacturing establishments.

• Appropriate accreditation/authorization and qualified auditors for BSCI, Sedex and ISO 45001, as applicable to the proposed scope.

• Capacity to complete the assigned verifications and reporting within the project timeline while maintaining independence and confidentiality.

GENERAL INSTRUCTIONS

- The firm submitting the proposal must be a legal entity duly incorporated/registered under the laws of Bangladesh.
- The firm must have a valid Trade License, relevant accreditation/authorization, E-TIN and VAT/BIN registration, as applicable.
- All communications to FLAXA, including the proposal and bid documents, shall be signed by the authorized representative of the bidder; an authority letter shall be attached.
- The bidder shall submit two sets of printed proposals together.

RIGHT OF FLAXA

- At any time, FLAXA may, for any reason, modify the TOR document by an amendment.
- To allow prospective bidders reasonable time to take an amendment into account, FLAXA may, at its discretion, extend the deadline for receipt of bids.
- Bidders may resubmit or revise their bids where permitted following such amendments.
- Any resulting contract shall be subject to the laws of Bangladesh.
- Before undertaking legal steps, the parties shall seek an acceptable settlement of any dispute through direct negotiation.
- FLAXA may extend the proposal submission deadline by issuing a corrigendum to confirmed proposers; all related rights and obligations will thereafter apply to the extended deadline.
- FLAXA reserves the right to increase or decrease the number of participating factories at any time during the project period, based on project requirements and implementation needs.

SUBMISSION OF PROPOSAL

Qualified candidate/firm are requested to submit their proposal along with a cover letter and profile (person or company) in a sealed envelope by 27th October, 2026.

The proposal should be submitted in hard copy to the following address:

Footwear Leathergoods & Accessories Exporters Association (FLAXA)

Harbour Gulshan Link, Ta-94/B (2nd & 3rd Floor)

Middle Badda, Gulshan Link Road

Dhaka-1212, Bangladesh

The cover letter should indicate the bidder's relevant experience, availability, estimated number of days required to undertake the Terms of Reference (TOR), and proposed daily rate or lump sum fees.

Only shortlisted candidates/firms will be contacted.

Date: 14th October, 2026

Major Md Rafiqul Islam (Retd)
Secretary General