



**TERMS OF REFERENCE (TOR)
FOR**

**Baseline Gap Analysis and Readiness Support for 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 conduct a pre-assessment of 30 selected FLAXA member factories to identify existing social compliance and OHS gaps and assess their readiness against international requirements.

1. Conduct pre-assessment to identify the social compliance and OHS gap of 30 selected member factories.

Key objectives of the pre assessment:

- Identify the gap of social compliance of 30 selected factories,
- Assess current practices and policies against the required standards,
- Determine key risk areas and on-going measure to address those risks,
- Multiple visits will be carried out of the targeted factories based on their size and needs
- Provide assessment report for factories, FLAXA and ILO,
- Help the factories to remediate the gaps.

Target Group:

- Thirty (30) export-oriented FLG enterprises participating in FLAXA's Industry Preparedness Program (IPP) Phase-II.

The core principle of the assessment is to prepare the selected member as per selected standards to meet the international requirements.

DURATION OF THE ASSIGNMENT

Pre-assessment to identify the social compliance gap of 30 selected member factories have to be completed within June 15, 2027.

The selected consulting firms need to report on to respective FLAXA contact point.

SCOPE OF WORK

1. Conduct pre-assessment of 30 selected FLAXA member factories against social compliance standards (BSCI, SEDEX and ISO 45001:2018).
2. Review existing factory policies, documents, systems and workplace practices related to social compliance and occupational health and safety.
3. Conduct multiple visits to the factories for their improvement follow up.
4. Prepare individual pre-assessment reports for each factory highlighting findings, gaps and recommendations.
5. Prepare a **consolidated pre-assessment summary report** identifying common sector-level findings and recommendations.
6. Develop factory-specific corrective action recommendations based on the identified gaps.
7. Provide recommendations for improvement and readiness for future compliance verification
8. Prepare or develop required documents if needed for the factories.

Process of Work

The process of work will be as following:

➤ Pre-Assessment on Social Compliance (BSCI, SEDEX, & ISO 45001)

Prepare Assessment Plan	Based on the organization's information, prepare assessment plan along with assigned assessors.
Carry out Assessment	Carry out pre-assessment as per required check list.
Prepare Assessment Report	Prepare summary assessment report along with CAP which will be based on findings, standard practices, recommendation etc.
Submit Assessment Report	Submit assessment report to the respective factories and FLAXA.
Assist on prepare documentation	Assist the factories to prepare relevant documents.
Provide Capacity Building Training	Provide capacity building training on selected standard at the factory premises.

Deliverable:

The consulting firm have to provide the following-

1. Individual assessment plan for the selected factories.
2. Individual assessment report to the selected factories also FLAXA & ILO.
3. Individual CAP Closure report to the selected factories also FLAXA & ILO.
4. Provide an overall assessment summary report to FLAXA & ILO.
5. Individual capacity building training to the factories after assessment.

TIME FRAME:

The duration of overall process including report submission will be by June, 2027.

CONTRACTUAL ARRANGEMENTS

The consultants and facilitators are required to submit a technical and financial proposal addressing all the requirements mentioned in the terms of reference along with a detailed financial proposal that provides a clear breakdown of all expenditures, which are associated with the project. The company should also provide a company profile including the CVs of the team members who will be involved in this assessment and training session.

For the recruitment and engagement of the consulting firm, the FLAXA's rules and regulations for the procurement of services will be applied.

QUALIFICATION AND SKILLS REQUIRED

For firms/institutions to qualify, the assessor must have the adequate experience on required standards and partners/employees who meet the below social auditor criteria and have a minimum track record of three years in conducting social impact assessments. The criteria are-

- A minimum of a Masters degree in any discipline from a reputed organization.
- Social Compliance Certification: SA8000/WRAP/BSCI/SEDEX/SLCP.
- Lead Auditor/Auditor: Management System Certification- ISO 45001: 2018.
- Total Experiences required: Having 5 to 10 years auditing experiences in certification /Inspection Bodies.
- Very good and friendly personality, ability to maintain liaison with the team and mostly with the factory personals.
- Excellent analytical, interpersonal, communication and reporting skills.
- Ability to engage and work with people from different cultures, gender, religion, race, nationality and age.

FINANCIAL BID

All costs shall be inclusive of all taxes, duties, charges and levies of Bangladesh Government, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any. In case of upward revision to duties and taxes the Bidder will be responsible to incur the additional cost. The Bidder has to include all costs like Travel, Lodging and Boarding, Local Travel expenses etc. incurred during the assignment period and FLAXA will not bear any additional costs on these. The financial template is given below:

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

GENERAL INSTRUCTIONS

- Consulting firm submitting the proposal must be a legal entity duly incorporated under the law of Bangladesh Government
- Must have a valid Trade license, E-TIN number, VAT Registration number.
- All the communications to FLAXA including the proposal and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid.
- The bidders should submit their proposal in printed copies.

RIGHT OF FLAXA

- At any time, FLAXA may, for any reason, modify the TOR document by an amendment.
- The bidders are allowed to resubmit their bid-if required, after such amendments.
- This agreement shall be subject to Bangladesh Law.
- Before undertaking legal steps, the parties shall enter into discussion in order to find an acceptable settlement of such dispute by direct negotiation.
- FLAXA may, at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, in which case all rights and obligations of the contract and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

- 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