



Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh

**TERMS OF REFERENCE (TOR)
FOR**

**FACTORY ASSESSMENT
On**

BSCI, SEDEX & OHSMS ISO 45001:2018



OVERVIEW

Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB) is the official trade body registered under the Ministry of Commerce, Government of Bangladesh of the export-oriented leather footwear and leathergoods industry of Bangladesh. With over 300 members, LFMEAB represents the majority of companies in Bangladesh that are engaged in export of leather footwear and goods.

It has been established with the aim and object of uniting all the leather goods & footwear 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:

- Leather sector has been declared as one of the priority sectors and Government is also facilitating the sector with necessary development assistance to materialize its export growth potentials. Productivity is the key term of today's business world for that we need highly skilled workforce and smart production process. Also, we need midlevel leaders to guide and motivate the workforce for future growth and social compliance program to remediate social compliance gaps identified through engagement and capacity with workers and managers in LFMEAB factories. In this regard, LFMEAB will arrange following initiative:

1. Conduct pre-assessment to identify the social compliance 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 to factories, LFMEAB and ILO,
- Help to the factories for remediated the gaps.

Target Group:

- 30 leather goods and footwear factories who are part of LFMEAB's Industry Preparedness Program (IPP)

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 December-25.

The selected consulting firm needs to report on to respective LFMEAB contact point.

SCOPE OF WORK

1. Conduct pre-assessment on selected 30 member factories.
2. Providing individual report to each factory mentioning the findings and recommendation.
3. Providing a combined report focusing the common findings and recommendation which suits particularly for leathergoods and footwear sector.
4. Provide corrective action plan for selected factories
5. Provide capacity building training for workers and managements on selected standard.

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 information, prepare assessment plan along with assigned assessors.
Carry out Assessment	Carry out assessment, complete assessment check lists.
Prepare Audit Report	Prepare summary assessment report along with CAP which will be mentioned of findings, standard practices, recommendation etc.
Submit Audit Report	Submit assessment report to concern person.
Provide Capacity Building Training	Provide capacity building training on selected standard at the factory premises.

Deliverable:

The consulting firm have to provide below requirements-

1. Individual assessment plan for 30 factories.
2. Individual assessment report to 30 factories also LFMEAB & ILO.
3. Provide an overall assessment summary report to LFMEAB & ILO.
4. Individual Capacity building training to the factories after assessment.



TIME FRAME:

The duration of overall process including report submission will be by January-26.

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 LFMEAB's rules and regulations for the procurement of service services will be applied.

QUALIFICATION AND SKILLS REQUIRED

For firms/institutions to qualify, they must have the accreditation certificate 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 LFMEAB will not bear any additional costs on these.



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, Accreditation certificate, E-TIN number, VAT Registration number.
- All the communications to LFMEAB 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 2 sets of printed copies and a NRW CD as a single file in PDF Format.

RIGHT OF LFMEAB

- At any time, LFMEAB may, for any reason, modify the TOR document by an amendment.
- In order to accord prospective bidders reasonable time to take the amendment into account in preparing their bid, LFMEAB may, at its discretion, extend the last date for the receipt of the bids.
- 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.
- LFMEAB 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.

SUBMISSION OF PROPOSAL

Qualified candidate/firm are requested to send the proposal with a cover letter, and profile (person or company) via email at info@lfmeab.org by 31st August, 2025. In the cover letter, please indicate your relevant experience, availability, estimated number of days to undertake the terms of reference above and your daily rate or lump sum fees. Only shortlisted candidates will be contacted.

Date: 19/08/2025

Major Md Rafiqul Islam (Retd)
Secretary General