**Request for Proposals (RFP)**

**Facilitating Adoption of Environment-Friendly Technologies in Rice Mills of Dinajpur Municipality**

# **Background**

PRABRIDDHI is a Local Economic Development (LED) project, funded by the Governments of Bangladesh and Switzerland, co-implemented by the Local Government Division (LGD) and Swisscontact. The current phase of the project (September 2020 – August 2025) focuses on further developing the LED approach in participating municipalities of Bangladesh, capacity building of stakeholders and facilitators of LED and anchoring of the approach on national level. The project is being implemented in seven municipalities - Shibganj, Jashore, Bogura, Bhairab, Dinajpur, Kushtia and Cox’s Bazar respectively.

**1.2 Approach**

The PRABRIDDHI project aims to create an improved Business Enabling Environment and support inclusive services for key actors by the municipalities and other providers. A “territorial change management initiative” will be induced to foster Local Economic Development. The project supports the municipalities and local businesses to create a common platform and processes for identifying the key blockages for business growth which impacts wealth and employment generation. At this moment, multiple projects, and investments (financed by GOB as well as development partners) are focusing on the evolvement of municipalities and to upgrade the infrastructure at municipal level. PRABRIDDHI complements these investments by utilising human and financial resources to enhance the competitiveness of municipalities and induce business growth. It also supports private companies through partnerships to reduce the risks associated in piloting new business strategies that create economic opportunities for women, men, and marginalised groups. The project also encourages businesses to adopt green practices and develop sustainable business models, which in turn stimulates economic growth while safeguarding the environment.

* 1. **Context**

Dinajpur Municipality, situated in the northern region of the country, is home to numerous rice mills that play a vital role in processing rice for both local and international markets. However, these mills have significant environmental impacts, including the emission of chimney ash that contributes to air pollution, the contamination of water sources with untreated wastewater, and the degradation of soil quality in surrounding areas. These environmental issues not only affect the health of local communities but also lead to reduced agricultural productivity and a decline in the overall quality of life in the region.

For example, the mills discard ashes in front of their factories, which is a commuting area for local residents. People have reported that when they pass through these areas, their eyes become filled with ash. In addition, wastewater from the rice mills pollutes nearby water sources like ponds and lakes, hindering the growth of fish and disrupting the lives of the local community. The mills also emit smoke, contributing to air pollution, though this is less intense compared to the other environmental concerns.

Due to these pollution issues, the local residents of Dinajpur have repeatedly complained to the Department of Environment, requesting that the mills be removed from the area. In response, the department has visited the factories several times, asking them to adopt technologies and measures that could minimize environmental hazards.

When PRABRIDDHI expressed interest in supporting the rice mills sector, the rice mills owners requested support in learning how to reduce the pollution caused by their operations. They wanted to know how other countries handle similar issues and sought support in addressing the problem.

In line with this, PRABRIDDHI has planned to support the rice mills sector in Dinajpur in adopting technology that reduces environmental pollution.

# **Constraints Addressed**

This intervention aims to address the following key constraints that contribute to the environmental pollution caused by the rice mill sector in Dinajpur.

* The rice mills in Dinajpur primarily use conventional technology, which contributes to significant pollution, such as ash emissions and untreated wastewater that harm the environment.
* Many rice mill owners are not familiar with modern, eco-friendly technologies that could help reduce the environmental impact of their operations.
* The cost of upgrading to advanced, environmentally friendly machinery is a barrier for many rice mill owners, limiting their ability to make necessary improvements.
* Rice mill owners have had limited exposure to global best practices, making it difficult for them to adopt effective pollution control methods.

# **Objectives**

By addressing these challenges, the intervention aims to support the rice mills in Dinajpur Municipality in adopting modern, efficient, affordable and environmentally friendly technologies to minimize their environmental impact and improve operational efficiency.

The specific objectives of this intervention are:

* **Exposure and Learning:** Organize an exposure visit for rice mill owners to a country that has successfully implemented eco-friendly rice milling technologies. This visit will provide insights into best practices and technology adoption strategies.
* **Technology Adoption:** Facilitate the identification and adoption of modern rice milling technologies that are suitable for the local context, financially viable, and capable of reducing environmental pollution.

**Capacity Building:** Equip rice mill operators with the necessary skills and knowledge to operate and maintain modern, environmentally friendly machinery, ensuring sustainable and effective use.

# **Scope of Work**

PRABRIDDHI seeks a consultancy firm or relevant organization to execute the following scope of work:

* Conduct a brief needs assessment to **evaluate the current technological capabilities and investment willingness** of rice millers in Dinajpur Municipality.
* Develop **a matrix to shortlist rice millers who are most suitable** for receiving technical assistance and modern machinery upgrades.
* Identify, analyze and **provide recommendations on the modern rice milling technologies available internationally** that align with the financial capacities of the selected rice millers.
* Organize and manage exposure **visit for shortlisted rice mill owners** to a country with successful implementation of eco-friendly rice milling practices.
* Ensure that participants gain practical insights and **establish connections with international technology providers.**
* Provide post**-visit technical support** to assist rice mill owners in adopting modern machinery, including sourcing, networking with suppliers, installation, and training on the use and maintenance of new technologies.
* Support the rice mill owners in **developing a sustainability plan** that includes a timeline for technology adoption, and potential scaling-up of environmentally friendly practices.

The timeline for this intervention will be **no more than 6 (six) months** from the date of contract signing.

*The detailed scope of work and activities for the intervention should be provided by the interested organization.* ***For the detailed activity plan, please use the provided template in*** [***Annex 1.***](#_Annex_1:_Detailed)

# **Technical and financial proposal parameters**

The technical proposal should include:

* Brief profile of the organisation, highlighting relevant experience and expertise in similar initiatives. The profile should include:
  + Details of technical capabilities and resources available for the assignment.
  + Examples of past projects or case studies demonstrating success in similar initiatives.
  + Any additional relevant information or qualifications
* Detailed activity plan under the intervention timeline (Template is provided as annex to this document)
* Detailed plan for ensuring sustainable and systemic change in the rice mill sector of Dinajpur through the assignment.

**Along with the technical proposal, the bidder is required to submit a financial proposal, in a separate file. The financial proposal will be opened only for organisations scoring 50% and above in the technical proposal.** ***For the financial proposal, a separate template has been attached as*** [***Annex 2.***](#_Annex_2:_Budget)

# **Evaluation Process**

The selection criteria are divided into two parts:

* **Technical Proposal (70% of the total possible score)**
* **Financial Proposal (30% of the total possible score). The service provider will develop a detailed financial proposal as per the overall tasks of this assignment.**

The technical proposal will be evaluated based on the following criteria:

* Overall experience and expertise of the organization **(15%).**
* Experience with rice mill sector (**10%).**
* Proposed approach, methodology and networks for the execution of the assignment **(35%).**
* Experience in organizing international exposure visits for sectoral development **(40%).**

In addition to the Request for Proposal (RfP), and budget, it is mandatory for bidders to submit necessary documents demonstrating their legal, taxation and financial status. The documents should be part of the technical proposal and include the following:

* Authorization certificate from a relevant government authority, (in case of NGO, certification from NGO Affairs Bureau/or relevant authority).
* A certificate of incorporation (for individual companies- a trade license).
* Joint-stock registration certificate (if applicable).
* An organisational organogram of key personnel, inclusive of the names of such personnel.
* Tax Identification Number (TIN).
* Other valid papers (Provided by Government institutions).
* Organization/NGO profile (if applicable).
* The vendor has to bear all Annual Income Tax (AIT) and VAT. The total amount of VAT should be mentioned in the budget.

# **Submission Guidelines**

Interested bidders should submit the hard copies of technical and financial proposals and other necessary documents separately by **September 22, 2024,** to the following address:

***Samaun Bhuiyan***

*Coordinator – Business Administration*

*PRABRIDDHI: Local Economic Development (LED)*

*Swisscontact Bangladesh House 28, Road 43, Gulshan 2, Dhaka 1212*

The Technical proposal should also be sent to [bd.prabriddhi@swisscontact.org](mailto:bd.prabriddhi@swisscontact.org). **‘Submission of application for Facilitating Adoption of Environment-Friendly Technologies in Rice Mills of Dinajpur Municipality’** should be mentioned in the subject line of the e-mail. For inquiries and submission of proposals, please contact: [bd.prabriddhi@swisscontact.org](mailto:bd.prabriddhi@swisscontact.org)

Failure to do so will disqualify the tendering organization from the tendering process. If a proposal is not received in the manner specified in the request, it is deemed a non-qualifying proposal and will not be considered.

**N.B.:**

* ***Only shortlisted firms meeting the criteria will be contacted.***
* ***If a proposal is not received in the manner specified in the request, especially if it is not received by the due time, it is deemed as a non-qualifying proposal and will not be considered.***
* ***Swisscontact reserves the right to accept or reject any or all proposals without assigning any reason.***
* ***Swisscontact reserves the right to select more than one service provider for the assignment.***

# ***Annex 1: Detailed Activity Plan Template***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Sl. No.*** | ***Activity*** | ***Deliverables*** | ***Timeline*** |
| ***Part A*** | | | |
| ***A 1*** |  |  |  |
| ***A 2*** |  |  |  |
| ***Part B*** | | | |
| ***B 1*** |  |  |  |
| ***B 2*** |  |  |  |

***Note: More rows can be added to this template. Please use the attached table format in excel sheet in case of submitting proposals.***

# ***Annex 2: Budget Template***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl** | **Item** | **Unit** | **Unit No** | **Unit rate** | **Total Cost** | **Remarks/deliverables** |
| **Part A** | | | | | |
| **A 1** |  |  |  |  | **-** |  |
| **Total cost for Part A** | | | | | **-** |  |
| **Part B** | | | | | |
| **B 1** |  |  |  |  | **-** |  |
| **Total Cost for Part B** | | | | | **-** |  |
| **Part C** | | | | | |
| **C 1** |  |  |  |  | **-** |  |
| **Total Cost for Part C** | | | | | **-** |  |
| **Part D** | | | | | |
| **D 1** |  |  |  |  | **-** |  |
| **Total Cost for Part D** | | | | | **-** |  |
| **Total (A+B+C+D)** | | | | | **-** |  |
| **Vat (15%)** | | | | | **-** |  |
| **Total with VAT** | | | | | **-** |  |

***Note: Rows can be added or subtracted from this template. Please use the attached table format in excel sheet in case of submitting proposals.***