REQUEST FOR PROPOSAL:
Bids for the *In-STEP program*: Sustainable Textiles Environment Program; driving cleaner production in Ethiopia, utilizing Higg FEM 3.0

1. Summary

The objectives of the program are to:

1. Establish a **baseline** for environmental performance at factory, Industrial Park and ultimately at industry level in Ethiopia.
2. Build **local capacity** for self-assessment, verification and improvement for environmental performance.
3. Develop a continuous **improvement** culture and programs.
4. Assist the Government of Ethiopia and industry bodies to use the Higg tools to inform policy and industry norms.

2. Background

a) IDH, The Sustainable Trade Initiative (IDH) accelerates and up-scales sustainable trade by building impact-oriented coalitions of front running multinationals, civil society organizations, governments and other stakeholders. Through convening public and private interests, strengths and knowledge, IDH programs help create shared value for all partners. This will help make sustainability the new norm and will deliver impact on the Sustainable Development Goals.

b) The Apparel Industry in Ethiopia Ethiopia's Textile and Garment sector is expanding rapidly, with the number of facilities more than doubling in recent years. Already a number of global apparel brands are sourcing from Ethiopia. They consider the country a strategic priority as well as a springboard for growing of the apparel production and sourcing in the wider region. The industry is now looking for partners that share their vision and are keen to be a part of growing this sector in a sustainable way.

c) Higg Index. Developed by the Sustainable Apparel Coalition, the Higg Index is a suite of tools that enables brands, retailers, and facilities of all sizes — at every stage in their sustainability journey — to accurately measure and score a company or product's sustainability performance. The Higg Index delivers a holistic overview that empowers businesses to make meaningful improvements that protect the environment. The Higg Facility Environmental Module (FEM) measures Environmental management systems, Energy use and greenhouse gas emissions, Water use, Wastewater Emissions to air, Waste management, and Chemical use and management.

d) Scalability. IDH and the brands sourcing from Ethiopia are looking for partners that share their vision for the long term. The program is looking for proposals that clearly demonstrate how capacity is built up in Ethiopia on a permanent basis, which will allow for better access to services in Ethiopia, easier provision of trainings and more continuous improvement and engagement with factories regarding Higg FEM scores.

3. Scope for the Request for Proposals

IDH is soliciting experienced Service Providers who can deliver Environmental program capacity building services relevant to factories in Ethiopia. The majority of the facilities are Cut & Sow, though there are a number of facilities with wet processes. The program should deliver the following:

a) Training factories on how to adopt and roll-out the Higg FEM 3.0, through:
    a. 1-day workshops per Industrial Park (3 main parks to start with)
    b. A combination of remote support, classroom training and, factory visits
    c. Guidance during self-assessment activities
b) Support with capacity building and Improvement Plans for factories and industrial parks in terms of providing pathways for improving Higg scores
c) Develop a local team of people to shadow and be trained in accordance with the Higg FEM Verifier and Trainer Program (a team of 3 to 4 people per industrial park to be trained and to become Higg FME 3.0 Trainer and Verifier). The training may include but not limited to:
    a. Factory assessment training
    b. Subject matter training on FME3.0
    c. Continious improvement planning and implementation training
    d. Verification trainig

    IDH and its partners can support in identifying local partners, though a track record in this is encouraged.
d) Support the engagement of Ethiopian partners such as the Environmental Commission (EFCCC) and Ministry of Trade and Industry (MOTI), Industrial Park associations for alignment and to inform policy
e) Throughout the project, the Service Provider will monitor and track performance improvements per agreed upon KPI's and will present a final report to IDH that includes the details of these findings, lessons learned, and a final roadmap for embedding the program to last in Ethiopia and in time scale throughout textile industry.

The project will have an iterative nature, starting with an initial wave of 15-20 facilities, and gradually onboarding additional facilities over the course of 2020 and in early 2021. The purpose of this is to gradually ramp up the local ownership of this work with resources in Ethiopia and scale the work in Ethiopia as the sector develops. The hand over of the local team and service provider needs to take place step by step, through each wave.

Timeline:	**Q2-Q3 2020**	**Q3-Q4 2020**	**Q1-Q2 2021**
Wave 1:	15-20 facilities		
Wave 2:		20 facilities	
Wave 3:			20 facilities

Within one specific wave of activities, the work will gradually move from traingin facilities, to supporting self-assessment, to developing Improvement Plans and initiating first improvements.

4. Specifications for the Proposal

Proposals should include and be completed as follows:

a) Service Provider details & information (name, address, point of contact)
b) An expertise profile of the staff selected to work on the project

c) A proposed workplan; including amongst others a clear approach/consultation process to ensure that the work can be sustained in Ethiopia through e.g. the setting up of a local office, partnering with a local service provider, etc.
d) A budget proposal
e) Reference projects and tools from past/current experiences
f) Any other relevant information
g) **The deadline RFP submissions is April 3rd, 2020**
h) Once completed, please email the RFP Submission to zeleke@idhtrade.org

5. Service Provider Profile / Requirements

For this assignment we are looking for service providers (or a consortium of service providers) with the following profile:

- Availability and capacity to work with 15-20 factories in Ethiopia (Bole Lemi, Mekele and Hawassa) from Q2 2020 on
- Knowledge of and experience within the Environmental sustainability field, particularly with regards to assessing and verifying Higg FEM 3.0 scores. Ethiopian experience and presence preferred.
- Strong quantitative, analytical and statistical skills.
- Demonstrated experience in training and consultancy of providing sustainability performance improvement solutions to the (upstream) suppliers of the textile and footwear industry
- Excellent presentation and reporting skills; ability to write and communicate technical analyses clearly.
- Able to work independently
- Fluent in English
- Working proficiency in Amharic (preferred)

6. Budget

Compensation will be based on market prices and will depend on the level of expertise of the service provider(s) and amount of work necessary for completion of the scope of services. The selection of the winning proposal will be based on qualitative and quantitative indicators as well as price for the proposal and a view to cost-effective scaling and dissemination.

7. Point of Contact

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N.B.

Suggestions regarding local partners or contacts can be made upon request, though the usage of the Service Provider's own network is expected and appreciated.

As this request is issued in a time when travel is limited and policies can shift rapidly due to the COVID-19 situation, it is possible that activities may need to change or be adapted. It is appreciated if proposals are submitted that assume that over the course of 2020 the work can move towards a business-as-usual-type of operation, though changes can be made based on the situation on hand at that time.