

## **REQUEST FOR PROPOSALS**

### **SUSTAINABLE BIOMASS**

#### **A. About ISC**

The Institute for Sustainable Communities (ISC) is an international non-governmental agency working to unleash the power of people to transform their communities in the face of climate change. ISC's mission is to help communities, cities, and industries worldwide address environmental, economic, and social challenges to build a better future shaped and shared by all.

#### **B. Background**

Led by ISC, The Mekong Sustainability Manufacturing Alliance (The Alliance) program is a newly awarded 3-year USAID-funded initiative. The Alliance aims to strengthen the lower Mekong region as a competitive and environmentally sustainable manufacturing hub, driving private-sector adoption of improved environmental and social safeguards by factories in the food processing, electronics and textiles sectors. The program will focus primarily on Cambodia, Thailand, and Vietnam, with country-specific and region-wide activities.

ISC plans to co-develop industry-level sustainable biomass guidelines and a risk evaluation template with 3 leading global apparel brands and their strategic suppliers. For this effort, ISC wishes to engage an organization or individual consultant to provide support on the topic from October 2022 to May 2023.

#### **C. Scope of Work**

The Sustainable Biomass Guidelines and Risk Evaluation template will cover two key components:

Item 1: The Sustainable Biomass Guidelines – for brand

- Outline the definition of sustainable biomass, the list of sustainable biomass, and the list of banned/unsustainable biomass.
- Are intended to be applicable globally, with the focus on key garment production countries, e.g., Vietnam, and countries with land use/deforestation risks, e.g., Cambodia.
- Are expected to cover only fuel burned on-site in the factory (no waste to energy, fabric waste, or natural gas included)

Item 2: The Risk Assessment Template – For factory

- Will be based on the Guidelines
- Provides sustainability risk assessment and scoring to categorize the risk level of each factory/supplier into 3 levels – green (low risk), yellow (medium risk), and red (high risk)

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- Identifies hot spot areas for improvement for the factory to address the risks

As part of the service, the organization or individual consultant will specifically:

- Review existing guidelines and relevant documents, including but not limited to sustainable biomass guidelines of participating brands and 3<sup>rd</sup> party sustainability certification
- Draft the Sustainable Biomass Guidelines and Risk Assessment Template for participating brands' feedback
- Assist ISC in conducting at least 3 rounds of multi-stakeholder consultation for feedback with industry platforms, NGOs, donors, factories, and global brands in the apparel industry with a focus on Vietnam and Cambodia
- Facilitate pilots of the Guidelines and Assessment Template with at least 3 suppliers/factories recommended by the participating brands
- Incorporate feedback from the pilot and consultation rounds to finalize the Guidelines and Assessment Template

#### D. Deliverables

Deliverables	Timeline
Draft Sustainable Biomass Guidelines and Risk Assessment Template agreed upon by the 3 participating brands	December 2022
At least 3 pilot projects with 3 factories completed	April 2023
Finalized Sustainable Biomass Guidelines and Risk Assessment Template	May 2023

#### E. Qualifications

The organization or individual consultant must have:

- Demonstrated at least five years of experience in the relevant field
- Excellent verbal and written communications in English
- Experience working with global brands, factories, INGOs or NGOs will be an added advantage.



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### F. Submission Requirements

Interested organizations or consultants must provide information indicating that they are qualified to perform the services, relevant experiences, and cost information, by submitting a proposal via email to [msma@sustain.org](mailto:msma@sustain.org), with RFP – Sustainable Biomass Guidelines in the subject line by **October 11, 2022.**

Submissions should include the following information (5 pages max).

- Name and contact details
- CV of the consultant or team members
- List of prior relevant experiences with detail
- Cost information (USD) with the preferred payment schedule