**Annex 1**

**Required Qualifications of the Resource Person(s)**

Individual or institutional resource person(s) applying for the Development of Demonstration Companies (DMP) Project on Advancing Sustainable Productivity through Environmental, Social, and Governance Adoption in the Manufacturing Sector should meet the followings qualifications:

**1. Educational Background**

1. Minimum of a bachelor’s degree in environmental science, sustainability, business administration, economics, engineering, or a related field.
2. Advanced degrees (Master’s or PhD) in corporate sustainability or sustainable business management will be considered an advantage.

2. **Professional Experience**

1. At least 10 years of experience in sustainability, ESG strategy development, and ESG training and consultation with a focus on the manufacturing sector.
2. Proven track record of ESG training and guiding enterprises on ESG integration and reporting using recognized standards such as the Global Reporting Initiative (GRI), Sustainability Accounting Standards Board (SASB), International Sustainability Standards Board (ISBB), and Task Force on Climate-related Financial Disclosures (TCFD).
3. Prior experience with demonstration projects or similar initiatives on ESG or sustainable development.

3. **Technical Expertise**

1. In-depth knowledge of ESG standards and frameworks, including hands-on experience in ESG report preparation, publication, and verification.
2. Familiarity with sustainable production practices and environmental management systems.
3. Strong understanding of ESG risk management, stakeholder engagement, and materiality assessment.
4. Being GRI-certified sustainability professionals is considered an advantage.

4. **Project Management Skills**

1. Demonstrated ability to manage multistakeholder projects, including planning, execution, monitoring, and reporting.
2. Experience in designing and delivering ESG-related training, coaching, and consulting programs/projects.
3. Strong analytical and problem-solving skills, with the ability to tailor ESG integration approaches to different industrial and organizational contexts.

5. **Communication and Interpersonal Skills**

1. Excellent verbal and written communication skills, with the ability to convey technical information in a clear, concise manner.
2. Strong interpersonal skills to engage effectively with various stakeholders.
3. Proven ability to work in cross-cultural settings and adapt communication styles accordingly.

**Annex 2**

**Cover Letter Format (Submitted on Letterhead of Institutional Bidders)**

To

In-country Program Division

Asian Productivity Organization

1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033

**Subject line: Development of Demonstration Companies (DMP) Project on Advancing Sustainable Productivity through Environmental, Social, and Governance Adoption in the Manufacturing Sector**

Dear Program Officer:

1. We, the undersigned, having carefully examined the Request for Proposal (RFP) document for the Development of Demonstration Companies (DMP) Project on Advancing Sustainable Productivity through Environmental, Social, and Governance Adoption in the Manufacturing Sector, propose to provide the required services in full conformity with the RFP document.

2. We have read all the provisions of the RFP document and confirm that they are acceptable to us.

3. We further declare that additional conditions, variations, and/or deviations, if any, found in our proposal shall not be put into effect.

4. We agree to abide by the terms in this proposal, consisting of this letter, the approach and methodology, the financial proposal, and all other documents for submission of proposals as stipulated in the RFP document and modifications resulting from work order negotiations, and it shall remain binding upon us and may be accepted by you at any time within a maximum of 90 days of the date of submission of the proposal.

5. Until the formal final work order is prepared and executed between us, this proposal, together with your written acceptance of it and your notification of awarding the project, shall constitute a binding work order between us.

6. We declare that all the information and statements in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification from consideration.

7. We understand that you are not bound to accept any proposal you receive, nor to give a reason for rejection of any proposal, and that you will not bear any expenses incurred by us in preparing and submitting this proposal.

Yours sincerely,

<Signature>

**Name**

**Date:** dd mm 2025

**Designation**

**Annex 3**

**Organizational Details**

|  |  |
| --- | --- |
| **Details of the Organization** | |
| Name of Organization |  |
| Date of Incorporation/Establishment |  |
| Date of Commencement of Business |  |
| Address of Registered Office |  |
| Address for Correspondence |  |
| Areas of Expertise Related to This Project |  |
| Name of Contact Person |  |
| Mobile Phone Number of Contact Person |  |
| Email Address of Contact Person |  |

**Note: For individual bidders, the information can be modified as necessary**

**Annex 4**

**Experience in Similar Projects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Details** | | | | |
| S. No. | Project client | Project details | Year project was undertaken | List of supporting documents or samples enclosed |
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