



Terms of Reference (ToR)

Development of Training Manual on ‘Advance Leadership Training’ for the women and youth TU leaders/activists.

1) Background and Justification:

Bangladesh Institute of Labour Studies-BILS has been implementing project on workers’ issues in Chattogram in partnership with DGB-BW since 2016. The first and second phase of the partnership has already been successfully completed and significantly contributed in protecting workers’ rights and promoting decent work in the selected industrial sectors in Chattogram. At present, BILS is implementing the third phase (2022-24) of the partnership titled “Promoting Social justice and decent work through champion role played by Women and Youth TU leaderships”.

The main objective of the running phase (2022-24) is to ensure the progressive role of women and youth TU leaderships to address social justice and decent work in Chattogram region. The project intervention will be carried out in the selected industrial sectors in Chattogram i.e. RMG, Construction, Hotel-Restaurant, Health-Diagnostic, Small Transport, Beauty Parlor and Aluminum goods making industry. The main target groups are the women & youth TU leaders/activists and the workers of the selected sectors. The women & youth TU leaders/activists will be the key instruments in implementing the project activities and they will play their progressive role in promoting social justice and decent work in Chattogram region.

The project envisages that the women & youth leaderships are potential for the future leadership of Bangladesh trade union movement to meet the upcoming challenges e.g. 4th industrial revolution, gig economy etc. So, fostering the capacity of the of the women and youth TU leaders is most important to promote social justice and decent work as well as to encounter the upcoming challenges of Bangladesh trade union movement. In the first and second phases of BILS-DGB BW project, the women and youth TU leaders/activists have been capacitated on organizing, paralegal support, advocacy-campaign etc. In the present phase, it has been planned to foster the leadership capacity of the women & youth TU leaders/activists of the selected industrial sector in Chattogram. In this connection, tailor-made training manual need to be developed to carry-out the ‘advance leadership training’ for the women & youth TU leaders/activists of the selected industrial sectors in Chattogram.

2) Objectives:

The purpose of this Terms of Reference (ToR) is to develop a tailor-made ‘Training Manual’ to carry-out effective ‘Advance Leadership Training’ for the women & youth TU leaders/activists of the selected industrial sectors of Chattogram.

3) Scope of Work:

The consultant will develop comprehensive outline for the contents of the training manual. The following topics could be included in the training manual, but not limited to;



- The role and responsibility of TU leadership to combat the upcoming challenges in the world of work
- Present situation in the world of work; employment trend, expansion of informal sector, gig/platform economy, out-sourcing etc.
- 4th industrial revolution and future world of work
- Social dialogue; necessity and conditions of effective social dialogue
- Collective bargaining: provisions in national-international instruments, issue selection and preparation of Charter of Demands
- Mock session on collective bargaining
- Practising speech delivery
- Role of TU to combat the present challenges in the world of work.

4) Participants of Training:

Women and youth TU leaders/activists of the selected industrial sectors of Chattogram will be the targeted participants of the training.

5) Step-by-step deliverables:

The consultant have to maintain the following steps to deliver the final output.

- Submission of draft outline of the contents
- Upon approval of the contents and draft outline, a draft manual will be developed and submitted to BILS.
- Upon submission of the 1st draft, it will be reviewed by BILS and BILS will provide with feedback for the improvement of the manual.
- Upon submission of the 2nd draft, further comments/feedbacks (if any) will be suggested by BILS to finalize the manual.
- Final submission of the manual incorporating BILS suggestions on 2nd draft.

6. Competencies and Expertise Requirement:

- The Consultant shall have very sound, profound and comprehensive knowledge on Workers issues especially on trade union activism.
- The consultant must have previous experience and expertise of training manual development on workers' issues focusing TU capacity building.
- The consultant must have precise legal perception on the National & International instruments in regard to Workers rights issues.

7. Proposal submission Procedure:

Interested consultants are requested to submit short proposal to **Executive Director, Bangladesh Institute of Labour Studies –BILS, House -20, Road-11 (new) 32(old), Dhanmondi R/A, Dhaka-1209** or



through email: bils@citech.net. The individual/firm must submit the following documents along with the Technical & Financial Proposal:

- CV of the consultants who will undertake the assignment
- A list of previous experiences relevant to this assignment.
- Sample training manual relevant to this assignment.
- Work schedule.
- Budget (including applicable VAT & TAX)

8. Deadline for Proposal submission:

On or before 17.30 hrs. 25 May 2022.