



Terms of Reference (ToR)

Development of Training Manual on

“Advance Training for the women and youth TU leaders/activists on DW and national-International Instruments in protecting workers’ rights”

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 is designed to promote social justice and decent work for the working people of Chattogram through champion role played by the women and youth TU leaderships. In this connection, the women and youth TU leaders/activists need to be equipped with advance knowledge on decent work and national-international instruments like Bangladesh Constitution, Bangladesh Labour Law, ILO conventions & recommendations, OECD guidelines, UN guiding principles on Business and human Rights, Universal Declaration of Human Rights etc. 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, in-depth knowledge of women and youth TU leaders on DW and national-international instrument is very much important in promoting DW and social justice in Chattogram region as well as addressing the upcoming challenges of the TU 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 capacity of women and youth leadership with



advance knowledge on DW and national-international instruments on workers' issues. Therefore, a tailor-made training manual need to be developed to carry-out the 'advance level training on DW and national-international instruments 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 the 'advance level training on DW and national-international instruments for the women & youth TU leaders/activists of the selected industrial sectors in 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;

- Decent Works; definition, elements, indicators
- Workers' rights in national-international instruments: Bangladesh Constitution, Bangladesh Labour Law, ILO conventions & recommendations, OECD guidelines, Universal Declaration of Human Rights, MNE declaration of ILO etc.
- SDG and DW: national initiatives and planning
- International supply chain: UN guiding principles on Business and Human Rights,
- International instruments in protecting workers' rights; role of Trade Union

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 DW and workers' rights.
- 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. 28 June 2022.

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