



Terms of Reference (ToR)

Development of Training Manual on

“Capacity Building Training for the women and youth TU leaders/activists on Bangladesh Labour Law”

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 basic knowledge on Labour law as the law is the key legal instrument in protecting workers’ rights and promoting decent work in Bangladesh. In the previous phase of BILS-DGB BW project, the women and youth TU leaders/activists have received 5-days long training on the labour law. But in the present phase, many new faces have been included in the women and youth leadership teams, and the new members of the teams must know the basics of the labour law. Considering the mixed group (previously capacitated members and new faces), it has been decided to carry-out 2-days basic training on labour law, so that the new participants can have the basic knowledge and the previously trained participants can sharpen their knowledge further. Therefore, a tailor-made training manual need to be developed to carry-out 2-days basic training on labour law for the women & youth TU leaders/activists of the selected industrial sectors of Chattogram.



2) Objectives:

The purpose of this Terms of Reference (ToR) is to develop a tailor-made training manual to carry-out 2-days basic training on Labour Law for the women & youth TU leaders/activists of the selected industrial sectors of Chattogram.

3) Scope of Work:

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

- Historical background of labour law-2006 development and amendments in 2013 and 2018
- Provisions of appointment and employment
- Working hours, overtime and leave
- Wage, minimum wage and payment of wage
- OHS in workplace and, safety committee (including formation and function)
- Rights of women workers
- Industrial relation and labour management

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 draft manual, it will be reviewed by BILS and BILS will provide with feedback for the improvement of the manual.
- Final submission of the manual incorporating BILS suggestions.

6. Competencies and Expertise Requirement:

- The Consultant shall have very sound, profound and comprehensive knowledge on Workers issues especially on Labour Law.



- The consultant must have previous experience and expertise of training manual development on workers' issues focusing TU capacity building.
- Consultant for law background will be preferred.

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
- 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. 17 August 2022.

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