



# Terms of Reference for developing Training Manual

Date: 22 October 2023

## **1. Summary:**

This ‘Terms of Reference’ details working modalities of a consultancy for **‘Developing Training Manual on popularizing environmental and social standards for RMG workers beyond workplace through Green Social Dialogue’**. Bangladesh Institute of Labour Studies - BILS is the commissioning authority of this consultancy. This consultancy constitutes an essential part of a partnering program between BILS and GIZ titled *‘Strengthening Trade Unions’ Capacities for a Green Social Dialogue in Bangladesh’s RMG Sector’* in which GIZ is the funding partner.

Bangladesh Institute of Labour Studies-BILS was established on 1995 as an institute of the working people, keeping in view to working for the welfare of working people and raising awareness among them on their rights and duties through the active participation of major National Trade Union Federations of the country. Climate Change issues have always been at the crosscutting of BILS actions. As part of its continuing mission, BILS with the cooperation of GIZ has been implementing the project titled *‘Strengthening Trade Unions’ Capacities for a Green Social Dialogue in Bangladesh’s RMG Sector’* from February 2023. Popularizing environmental and social standards for ready-made garments (RMG) workers beyond workplace by the youth and women trade union activists is the goal of this project.

## **2. Background:**

For Bangladesh the impact of climate change on the environment is no more a luxurious issue for the citizens of this country, as everyone now is experiencing the negative impact of unplanned push for more and more industrialization, on the community and in the environment. Bangladesh is yet not considered as a threatening contributor to this problem, as the country is producing only 0.56% of the global emissions, responsible for changing the climate. But Bangladesh ranks 7th on the list of countries most vulnerable to climate devastation, according to Germanwatch’s 2021 Global Climate Risk Index (CRI). The data also shows that from 2000 to 2019, Bangladesh suffered economic losses worth \$3.72 billion and witnessed 185 extreme weather events due to climate change. There are many ways through which millions of people in Bangladesh are going to be affected, e.g. sea level rise, natural disasters like flood and cyclones, excessive rise in temperature, nearly absence of rain and winter seasons, excessive urbanization due to climate refugees, devastating river and environment pollution, etc. All of these points are already happening, only to be intensified in its terrific form in the very near future. As data shows, the most affected victims of this problem are the marginalized and poor, the working class. If not addressed in a planned and coordinated way, soon the country will become both significant contributor to and worst victim of negative impact of climate change.

Both public and private stakeholders have initiated actions to respond to this problem. Although Bangladesh is among the lowest emitters in the world, it has pledged at the Glasgow Climate Summit to reduce 22% carbon emissions by 2030, as part of global efforts to control the emissions

that are causing climate change. The government and relevant ministries are receiving and investing climate funds on a massive level. As the champion industry of the country, the Bangladesh RMG sector has now 171 “green” factories certified with the Leadership in Energy and Environmental Design (LEED), and those help cut down the usage of energy by 40% and consumption of water by more than 30%. But unfortunately, a bigger picture has been kept out by both stakeholders in the shadow, the workers and their legislative representative- the trade unions. Bangladesh Government is globally committed to ensure social dialogue and sustainability through a tripartite approach, and the absence of trade unions’ engagement in policy making and policy implementation shows the gap between the political commitment and the reality. Also, almost no LEED certified factories have establishment-based trade unions, which clearly shows the lack of willingness of employers to consider workers’ legislative representatives as the partner in their mission.

However, trade unions also lack sufficient information, skills and resources to take workers’ environmental and social rights related issues into their political priority agenda, and further lead the initiatives. Trade unions in Bangladesh are mostly engaged with resolving workers’ problems related to financial attainments, as those are on priority of demands from their members and general workers. Workers also lack the awareness and knowledge to envision the ongoing and upcoming negative impact on the environment, which is also related to their workplace. As a result, the true voice and demands of workers are missing in the process of policy formulation and implementation. Trade unions of Bangladesh should not be in denial anymore of engaging themselves with the actors already working on workers’ environmental and social rights related issues.

As an organization by the trade unions and for the trade unions, Bangladesh Institute of Labour Studies-BILS has developed this proposal with a long-term vision; trade unions from local to national level, incorporate the environmental issues into their political priority agenda. The key mission of this project will be to encourage national trade unions and their local organizers with the issues related to workers’ environmental and social rights, and to enable trade unions to further lead the initiatives. Basing of the described prevailing situation, this project will focus on inspiring social dialogue and strengthened cooperation among tripartite+ stakeholders in the future.

In the above mentioned circumstances, BILS has planned to organize training on popularizing environmental and social standards for RMG workers beyond workplace through Green Social Dialogue by Youth and Women RMG Trade Union organizers to facilitate escalating their capacity on said issues. The present consultancy has been designed under BILS-GIZ Project. This ToR spells out the terms & conditions for successfully administering this consultancy.

### **3. Scope of the consultancy:**

**3.1 Stakeholders to be covered:** The training manual will specifically focus on covering the following stakeholders;

- **Target Group:** Youth and women trade union organizers and activists from National Trade Union Centres (NTUCs), SKOP & G-SKOP
- **Audience:** RMG workers in Tongi-Gazipur area

**3.2 Output to be produced:** The consultancy output would consist of one training modules, including the following;

- Develop a detailed outline for training manual on adverse effect of climate change, and environmental & social standards for RMG workers beyond workplace
- Develop training modules for-
  - Two-day training on adverse effect of climate change and environmental & social standards for RMG workers beyond workplace
  - Training materials, handouts, aids etc.

#### **4. Objectives:**

- To develop a complete set of training curriculum, in order to facilitate successful completion of the training as well as assist both the trainers and the target group (participants) with inclusive training resource on adverse effect of climate change and environmental & social standards for RMG workers beyond workplace.

#### **5. Issues to cover:**

The consultant is expected to cover the following issues in the modules, but not limited to;

- a) **Adverse effect of climate change and environmental & social standards for RMG workers beyond workplace**
  - Present situation and trends beyond workplace: nature of causes & consequences
- b) **National and International Instruments**
  - Bangladesh Environment Conservation Act, 1995
  - Environmental Conservation Rules 2023
  - Environment Policy 2018
  - Environment Court-Act-2010
  - Bangladesh Labour Act-2006
  - ILO Guidelines for a just transition towards environmentally sustainable economies and societies for all
  - The World Bank Environmental and Social Standard
- c) **Role of different actors to popularize environmental & social standards for RMG workers beyond workplace**
  - Commitment and action of different authorities and Institution (Government, owner, Local administration, Trade Union, CSO & NGO's )
- d) **Legal process in terms of reporting of environmental & social standards**
- e) **Alternative reporting arrangement**
  - Plan, Strategy beyond workplace
- f) **Strategy for formulating environmental & social standards at own organization**

#### **6. Methodology:**

Whilst the consultant is at liberty to propose/use his/her own methodology that would adequately result in the expected deliverables (output) outlined in this ToR, BILS envision a process divided in the following phases, for consultant's consideration;

- **Planning:** Review project documents & meetings/discussions with BILS focal persons to familiarize with context
- **Secondary data analysis:** Study/review of contents & materials to determine issue specific literature, allotting specific issues for specific type of training.

- **Organizing workshop for developing outline:** Organize & facilitate a workshop to develop manual outline and content.
- **Developing training modules:** Organize workshop (s) to develop training modules & finalize.

## **7. Responsibilities of the consultant:**

- The consultant is required to prepare a work plan, with detailed description of actions to be executed.
- The consultant may form a consulting team, to successfully carry out the assignment within the prescribed timeframe.
- The consultant, with his/her team, shall review all relevant and available contents, issues, Laws, national & international documents.
- The consultant shall organize & facilitate meetings & workshops for this purpose
- The consultant shall prepare draft modules and subsequent endorsement from BILS, he/she shall revise the draft modules accordingly and submit final trainings modules.

## **8. About the training modules:**

### **8.1 Tenure:**

The proposed consultancy is expected to be completed within 4 weeks, including secondary study, workshops, drafting modules and producing final modules, with a brief outline of the modules initially.

### **8.2 Deadline:**

The consultant is expected to provide the final modules to BILS on or before 1 December 2023.

### **8.3 Style:**

- The consultant needs to prepare and submit both electronic version and hard copy. The modules should be very precise, must answer declared objective as well as include all stated issues.
- The modules & outline will be written in Bangla only. If it seems necessary, the consultant may require translating the outline into English.

## **9. Deliverables and Time Frame:**

Total study period will be for 1 month, commencing from 1 November 2023 and is scheduled for completion by 1 December 2023.

## **10. Manual Submission:**

Following are the deliverables and tentative schedule for submission.

- Manual outline: Manual outline should be submitted by the 15 November 2023
- Draft Manual: Draft Manual should be submitted by the 23 November 2023
- Final Manual should be submitted by the 1 December 2023

## **11. Payment and modality of disbursement:**

Budget to be proposed by the Consultant.

*Budget breakup:*

*Manual Development &  
Workshop Facilitation*

The selected Consultant will receive payment on receipts of the services, through the following process;

On signing agreement	30% of the total payment
On receipt draft report	30% of the total payment
On receipt of final service	40% of the total payment

Provided that, BILS shall separately provide secretarial support for meeting/workshop, as required.

## **12. General terms & Conditions:**

### **12.1. Copyright:**

All data and information received from BILS for the purpose of this manual development are to be treated confidentially and are only to be used in connection with the execution of this ToR. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the expressed advance written authorization of BILS.

BILS reserves the right to change or make any modification in the module as necessary.

### **12.2. VAT & TAX:**

VAT/TAX will be deducted at source, in accordance to the compliance with Government Rules.

### **12.3. Termination of the contract:**

- The contract shall be terminated at expiry of the deadlines mentioned in the contract. But before the expiry either party may terminate the contract by giving 7 days' notice in writing to the other party.
- In the event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, BILS reserves the right, if seems necessary, to terminate the contract with a written notice within 7 days before expiration date of contract.

***Last date of proposal submission: 31 October 2023***