

Urgent Call for Proposal

Training Manual for Organising/Capacity Building of workers at grassroots level:
Training on organizing, youth & women leadership in Tannery Sector

Date: 1 November 2023



1. Summary:

This 'Terms of Reference' details working modalities of a consultancy for 'Organising/Capacity Building of workers at grassroot level: Training organizers, youth & women leadership'. Bangladesh Institute of Labour Studies - BILS is the commissioning authority of this consultancy. This consultancy constitutes an essential part of a partnering project between BILS and Solider Suisse titled '**Building a Sustainable Leather Sector in Bangladesh**' in which funded by European Union.

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. Women rights have always been at the core of BILS actions from its inception. As part of its continuing mission, BILS with partnership of Solider Suisse implementing the project of 'Building a Sustainable Leather Sector in Bangladesh' from September 2023 to February 2026. Contribute to improving living conditions of precarious workers and building a sustainable leather sector in Bangladesh objective of this project.

2. Background:

Leather is the second largest export-income earner for Bangladesh after readymade garments and jute products, and it is thus a crucial sector for the country's development. It consists of three sub-sectors, namely, tannery, leather footwear, and leather goods.

At present, Bangladesh exports leather and leather products to 53 countries, with the EU market being one of the main destinations. The demand for leather products is continuously increasing. It is expected that in the period 2021-2028, the global market size of the leather industry will be USD 240 billion. Currently about 200,000 workers are employed directly in the sector in Bangladesh, and this number too will grow. In addition, around 850,000 persons profit indirectly from this highly labour-intensive sector. The leather industry has been one of the best performers in Bangladesh in terms of absorbing unskilled workforce, where the workers gradually turn into semi-skilled and skilled workers through on-the-job training.

Ten years ago, the tannery industry moved from Hazaribagh (65 acres) to a new Tannery Industrial Estate at Hemayetpur in Savar, a suburb of Dhaka district (200 acres). There are presently about 160 active tanneries there. The leather goods industry is clustered mainly at Hazaribagh district near Dhaka, followed by Bhairab. While the recent relocation of the tannery sector improved at least partly its environmental impact, it created a chaotic situation regarding the availability of skilled workers and additional costs for reinstallation of factory machinery. Employers took this situation as an opportunity to retrench old workers and recruit new workers on a daily basis with lower wages and brought in sub-contractors to run the factories to avoid legal obligations of employment and incentives. Long-standing permanent workers lost their jobs and were re-hired on daily contracts. Only about 30% of workers remain in permanent jobs.

Not only since the collapse of the Rana Plaza the labour conditions in Bangladesh factories have been publicly and internationally pilloried. Trade unions and CSOs critically note since many years multiple violations of labor rights. Many workers lack personal protective equipment and operate tools and machinery without adequate safety measures. Workers are exposed to hazardous chemicals without sufficient protection gears, safety standards. The working conditions remain thus far from compliant with the fundamental principle and right of workers to a ‘safe and healthy working environment’ as decided by the ILO in June 2022.

In the above-mentioned circumstances, BILS has planned to organize training under Building a Sustainable Leather Sector in Bangladesh for Tannery workers beyond workplace through Training on organizing, youth & women leadership in Tannery Sector to facilitate escalating their capacity on said issues. The present consultancy has been designed under BILS-Solider Suisse 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:** Tannery Workers (Youth & Women)

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 youth & women leadership for Tannery workers.
- Develop training modules & handout for-
- One day training on youth & women leadership
- Study Circle, Factory gate Meeting & Social Protection on EII
- 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 Training on organizing, youth & women leadership and Plant level Training for Tannery workers.

5. Issues to cover:

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

- **Basic rights, organizing workers, union formation, Leadership, OSH and bargaining, women rights, elimination of child labour, gender equality, Gender Based Violence & Social Protection on EII.**

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 workplan, 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 2 weeks from 8-22 November, 2023 including 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 22 November 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. Should it be deemed necessary, the consultant may require translating the outline into English.

9. Deliverables and Time Frame:

Total period will be for two weeks, commencing from 8 November 2023 and is scheduled for completion by 22 November 2023.

10. Manual Submission:

Following are the deliverables and tentative schedule for submission.

- Draft Manual: Draft Manual should be submitted by the 17 November 2023
- Final Manual should be submitted by the 22 November 2023

11. Payment and modality of disbursement:

The value of the payment will be BDT 60,000.00 (Sixty thousand) including VAT & TAX, the payment installment will be as follows:

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: 5 November, 2023