



Term of Reference (ToR)

Development of Training Manual on

“Development on labour law training manual on amended labour law & labour rules.”

1) Background and Justification

Bangladesh Institute of Labour Studies-BILS has been implementing project 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” and this year is last of this 3 years project.

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 updated on the labour law and other labour related policy, rules. Recently govt. has amended the labour law and the labour rules have been amended in 2022. Based on these, a training manual need to prepare to train the women & youth TU leaders/activists.

2) Objectives:

The purpose of this Terms of Reference (ToR) is to develop a tailor-made training manual to carry-out the ‘Development on labour law training manual on amended labour law & labour rules’ 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 two day training manual, but not limited to;

- Background of recent development of Labour law, rules
- Occupational health and safety.
- Wage fixation, payment procedure

- Working hour, Leave and maternity leave
- Rights of women workers in labour law including protection from violation and harassment.
- Right to organize and collective bargaining.

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 Labour Law.
- 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. 21 March 2024.

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