Terms of Reference (ToR)

Development of Training Manual on

"Capacity Building Training for the women and youth TU leaders/activists on Bangladesh Labour Law and rules focusing the latest amendments"

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 pregressive 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. At the beginning of this phase of BILS-DGB BW project, the women and youth TU leaders/activists have received 2-days training on the labour law. But, in the meantime, there has been amendments in the labour rules. The amended Bangladesh Labour Rules were published by the labour and employment ministry in a gazette on September 1, 2022, and 101 amendments has been made. Further, the amendment of labour act Bill-2023 was passes by the parliament, though it has been not approved by the president. Considering the amendments in labour rules and labour law, it is important to organize a refresher training for the women and youth activists to update them on the amendments of labour rules and law. In this connection, BILS decided to organize a 2-days refresher training for the women and youth TU activists focusing the amendments of labour

rules and labour law. Therefore, a tailor-made training manual need to be developed to carry-out a 2-days refresher training focusing the amendments of labour law and rules 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 a 2-days refresher training focusing the amendments of labour law and rules 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 training manual focusing the amendment of labour rules and law. The following topics could be included in the training manual, but not limited to;

- A short historical background of labour law-2006 development and gradual amendments of labour law and rules.
- Provision organizing and TU formation (focusing the amendments)
- Provisions of appointment and employment (focusing the amendments)
- Working hours, overtime and leave (focusing the amendments)
- Wage, minimum wage and payment of wage (focusing the amendments)
- OHS in workplace and, safety committee (focusing the amendments)
- Rights of women workers (focusing the amendments)
- Grievance handling (focusing the amendments)
- Industrial relation and labour management (focusing the amendments)

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 has to maintain the following steps to deliver the final output.

- Submission of draft outline of the contents
- Upon approval of the contents, 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 sound, profound and comprehensive knowledge on Workers issues especially on Labour Law and rules.
- The consultant must have previous experience and expertise on analysing the labour law and rules and developing materials /training manual on workers' issues.
- 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, Razzak Vila, House-8/A/Ka (4th Floor), Road-13(New), 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
- Work schedule.
- Budget (including applicable VAT & TAX}

8. Deadline for Proposal submission:

On or before 17.30 hrs. 03 June 2024.

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