

## **Terms of Reference (ToR)**

### **Project Evaluation: BILS and DGB-BW partnership project titled “Promoting Social justice and decent work through champion role played by Women and Youth TU leaderships”.**

**October 2024**

#### **1. Summary of the assignment**

This ‘Terms of Reference’ details the working modalities of a project end evaluation assignment of a BILS and DGB-BW partnership project titled ‘Promoting Social justice and decent work through champion role played by Women and Youth TU leaderships’. Bangladesh Institute of Labour Studies- BILS is the commissioning authority of this evaluation assignment. This project evaluation constitutes an essential part of a partnering development project between BILS and DGB-BW in which BILS is the implementing partner and DGB-BW is the main funding partner. Area of work particularly covers an evaluation of the BILS-LRSC, Chattogram project focusing analysis and assessment on the actions, activities and deeds of the project run from 2022 to 2024.

#### **2. About the project and assignment:**

Bangladesh Institute of Labour Studies-BILS has been working 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 promoting workers’ rights in Chattogram region. 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 (2022-2024) is to ensure that women and youth in trade union (TU) leadership play a progressive role in promoting social justice and decent work in the Chattogram region. The project’s interventions are being implemented in seven selected industrial sectors in Chattogram: Ready-Made Garments (RMG), Construction, Hotel-Restaurant, Health Diagnostics, Small Transport (Three-wheeler), Beauty Parlor, and the Aluminum Goods-Making industry.

The direct target groups include women and youth TU leaders and activists from these sectors, local TU leaders, central National Trade Union Center (NTUC) leadership, and the workers within the selected sectors. The indirect target groups consist of general workers and their families, government ministries, relevant departments and institutions, government representatives, local representatives, community members, labor-friendly civil society organizations (CSOs) and NGOs, lawyers, journalists, university students, academics, and employers in Chattogram.

The women and youth leaders and activists are at the heart of project implementation. The project envisions that women and youth activists advocate for decent work issues among workers, employers, the government, and other stakeholders through campaigns and advocacy actions. These issues include workers' rights and entitlements, such as fair wages, maternity protection, working hours, appointment letters, ID cards, compensation, occupational health and safety, as well as addressing abuse and harassment.

A Situational Analysis of selected industrial sectors in Chattogram focusing on decent work and workers' rights was conducted in the very beginning of this third phase of the project to obtain clear benchmark data on the decent work and workers' rights situation of the 7 selected sectors in Chattogram. Third phase of this project duration is Jan 2022 to Dec 2024, which is almost approaching its end. The key activities include capacity building of TU activist and leaders, awareness raising of workers on their rights and entitlements, organizing, support to the victim workers for their rights violation, advocacy/lobby with relevant government officials and employers, workshop/seminar with stakeholders to promote workers issues, networking with other stakeholders, issue based mass awareness campaign etc. So far, the overall project implementation progress is satisfactory.

In the underlying circumstances of above, BILS is going to conduct a project-end evaluation of this development project. This is expected to make an overall evaluation of the achievements and gaps of this project against set objectives and outcomes. For this, it is desirable to conduct a critical analysis of the actions, activities and deeds of the project run from 2022 to 2024 by BILS-LRSC Chattogram and a thorough assessment of the outputs generated.

### **3. Objectives:**

#### **General:**

The overall objective of this assignment is to make a participatory evaluation of project achievements in terms of its set objectives, outcomes and outputs and to identify the gaps and learning. This is expected to help BILS to better address labour rights protection in the targeted sectors in Chattogram in any future circumstances with best design and strategies that sharpen result achievements.

#### **Specific objectives:**

- Analyze critically the project design for its third phase and its effectiveness and shortcomings.
- Analyze the adequacy, timeliness, effectiveness and gaps of implementation of project interventions and activities
- Make a thorough analysis of project outputs in terms of its adequacy, timeliness and quality and identify the gaps
- Evaluate the implementation strategies and determine best to weak strategies with reasons
- Evaluate project achievements in terms of its set objectives and outcomes and identify the gaps
- Analyze and document the project learning

#### **4. Scope of work:**

Although not limited to, the scope of work shall include mainly the following:

- Research area shall cover Chattogram metropolitan area in which the BILS-DGB project is implemented
- Sectoral coverage: seven selected industrial sectors from Chattogram such as 1) Ready-Made Garments (RMG), 2) Construction, 3) Hotel-Restaurant, 4) Health Diagnostics, 5) Small Transport (Three-wheeler), 6) Beauty Parlor, and 7) the Aluminum Goods-Making industry
- Develop a short proposal detailing methodology and evaluation plan
- Develop a workplan along with key dates and time
- Review project documents (Proposal/Manuals/Registers/Outputs/Others)
- Review progress reports (Annual/quarterly/event based)
- Review research/reports/published and non-published materials
- Critical review of LRSC website
- Conduct interview, meeting, consultation, and FGD as per necessary with the project beneficiaries (both direct and non-direct)
- Conduct meeting/consultation with LRSC Chattogram and BILS staff connected to the project time to time
- Conduct meeting/discussion/consultation with sectoral and regional TUFs leadership as per necessary
- Report writing
- Developing presentation and sharing

#### **5. Methodology:**

The external consultant is expected to employ qualitative research approach and respective tools and techniques for this evaluation. Data needs to be collected from both primary and secondary sources. Please base the project documents as sources for secondary data. Primary data needs to be collected from the project relevant stakeholders. Individual checklist based primary data collection is preferred. Review, interview, meeting, FGD, consultation, and case study collection methods are particularly preferred. However, this is only an indicative methodology guideline. The external consultant needs to develop a detailed methodology plan well in advance and to agree with BILS the same before actually commencing the evaluation assignment at field level.

## **6. Deliverable**

- Proposal detailing methodology
- Workplan with key dates
- Draft evaluation report
- Final report
- Presentation

## **7. Style and length of the report:**

- The evaluation report should be very precise, must answer each specific objective.
- Including an executive summary of 2-3 pages, the final evaluation report will be plus minus a 30-35 pagers document. Interview transcripts and all relevant materials to be attached as annexes.
- The consultant needs to prepare and submit both an electronic version and signed hard copy.
- Report writing needs to be in English.

## **8. Time Frame:**

Final evaluation report should be submitted by December, 2024

## **9. Users of the report:**

The project implementation team will be the main users of this evaluation report, additionally the higher authority of the Funding Partner, BILS as well as civil society organizations, relevant professionals, media etc. can use research findings.

## **10. Required competencies of the researcher/consultant:**

- At least a Master's degree from an accredited college or university in Sociology, Social Work, Social Welfare, Anthropology, Development Studies, Law or any other relevant subjects.
- At least 5 years of research experience, experience of research on labour rights issues will be an added advantage.
- In-depth understanding on labour sector of Bangladesh
- Knowledge on workers' legal entitlement and decent work.

## 11. Application Procedure:

Interested consultants/researchers are requested to submit proposals to the **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](mailto:bils@citech.net).

The individual must submit the following documents along with the **Technical & Financial Proposal**:

- One-page statement of the understanding of the assignment.
- CV of the consultants/researchers who will undertake the assignment.
- A list of previous research experiences relevant to this assignment.
- Sample research/study relevant to this assignment.
- Budget (including applicable VAT & TAX)

## 12. Application Deadline: 2nd November 2024