

Terms of Reference (ToR)

Development of a short video documentary to capture and showcase the LRSC initiatives and achievements

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. In the first phase of BILS-DGB-BW project, an information and resource centre established in Chattogram on workers' issues titled '**Labour Resource and Support Centre-LRSC**'. Gradually, the LRSC has been the trusted resource hub on workers' issues. The LRSC has been used as the focal point for the implementation of BILS-DGB BW project initiatives.

At present, BILS has been 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 has been implementing 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 as well as the relevant stakeholders. The women & youth TU leaders/activists are be the key instruments in implementing the project activities and so far they played their progressive role in promoting social justice and decent work in Chattogram region.

The project envisages that the women & youth leaderships are potential for the future leadership of Bangladesh trade union movement to meet the upcoming challenges e.g. 4th industrial revelation, gig economy etc. So, fostering the capacity of the of the women and youth TU leaders was most important to promote social justice and decent work as well as to encounter the upcoming challenges of Bangladesh trade union movement. Besides, develop collaboration between TU (trade Union) and relevant stakeholders, increase interaction between workers and TU will are the key factors in ensuring social justice and decent work in Chattogram region.

The project been implemented successfully and achieved targeted outputs and indicators accordingly. The major outputs and achievements are as follows;

Outputs:

- Labour Resource and Support Centre-LRSC" in Chattogram equipped with relevant resource documents and updated information.
- A pool of women and youth TU leadership (120 +) equipped with knowledge and skill on workers' issues
- 15,000 plus workers equipped with the knowledge of their rights and entitlements
- A total number of 89 university graduates completed internship on workers' issues

- Publications including research reports
- Training manual and campaign materials developed
- TU-CSO network, 'Sromik Sanghati Forum, Chattogram' an united Platform of (11 TUs & 8 CSOs)
- Youth TU network of the women and youth leadership

Achievements:

- "Labour Resource and Support Centre-LRSC" has been recognized as a trusted information and resource hub on workers' issues in Chattogram.
- An united approach developed among the unions in Chattogram, which have been reflected through their joint initiatives in several occasions/various workers' issues.
- The women and youth TU leadership are more active in their own union and, their united approach through the youth TU network has been the vital strength for the TU in addressing workers' issues, particularly in the violation of workers' rights and entitlements.
- A group of women TU leaders has come forward which contributed women participation in unions. Besides, 5 women committee formed in 5 regional NTUCs.
- Media focus has been increased on workers' issue
- The senior leadership are supporting the youth and women leaders and providing necessary guidance to them in their regular activities
- A collaboration developed among the TU and CSOs "Sromik Sanghati Forum, Chattogram" to address the workers' issues jointly.
- Youth leaders have been promoted in their own unions, some women and youth leaders have been included in central committees of the NTUCs.

From the above-mentioned achievements, it is proved that the project has been able to achieve the targeted outputs and achievements. Through-out the project period the LRSC was in center in implementing project initiatives and there are many achievements in promoting workers' rights in Chattogram. Proper documentation of the LRSC initiatives and achievements is most important to showcase the achievements. In this connection, BILS decided to develop a video documentary to capture and showcase the initiatives and achievements of LRSC and DGB BW project.

2. Objectives:

The purpose of this Terms of Reference (ToR) is to develop a short video documentary to capture and showcase the LRSC (DGB BW project) initiatives and achievements

Specific Objective;

- To keep the records of the project events and preserving evidence.
- To collect and present audio-visual evidence of the positive impact of the project on different stake-holders and beneficiaries.
- To record the learnings of project implementing staffs.

3. Scope of Work:

The consultant will identify and collect the necessary evidences and documents for the video documentary, where he/she will have the following scope of work, but not limited to;

- Collect activity reports, particularly the visual documents to be presented in the Video documentary.
- Collecting relevant audio-visual documents such as photographs, videos and newspaper clippings/media coverages from the concerned project staff covering project period 2022-2024
- Conduct meeting/consultation with LRSC Chattogram and BILS staff to select contents of the video documentary.
- Develop content and outline of the video documentary and share with project management to finalize the contents.
- Video interview to capture opinion from the TU leaders, stakeholders and workers.

4. Step-by-step deliverables:

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

- Develop the first version of the video documentary and share with the concerned project staff to finalize the documentary with feedback from project staff.
- Presentation of the second version of the video documentary.
- Finalize the documentary with English subtitle and final presentation
- Submission of the final video documentary.

5. Time frame

Starting from 05 November 2024, the duration for entire assignment including final submission of the video documentary, shall be one 40 days particularly up to 15 December 2024.

6. Competencies and Expertise of Consultant:

- The firm/production house having experiences on development of video documentary and should have legal identity as per the rules and regulations of the country.
- Freelancers are also encouraged to apply who have sufficient experiences of developing campaign video/video documentary.
- Freelancer/ firm should have 5-years experiences of developing campaign video/video documentary.



7. Proposal submission Procedure:

Interested consultants are requested to submit short proposal to **Executive Director, Bangladesh Institute of Labour Studies –BILS, House -8/a/Ka, Road-13 (new), Dhanmondi R/A, Dhaka-1209** or through email: bils@citech.net. The consultant must submit the following documents along with the Technical & Financial Proposal:

- CV of the consultants who will undertake the assignment
- Financial proposal (including applicable VAT & TAX)

8. Deadline for Proposal submission:

On or before 17.30 hrs. 27 October 2024.

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