



Request for Proposal

Developing Manual & Resource Toolkits for the Capacity building of Youth & Women TU Leaders and Journalists on ILO MNE guidelines, UNGP and Human Rights Due Diligence Processes

1. Summary:

This 'Terms of Reference' details the working modalities of a consultancy for **developing a Manual & Resource Toolkits** for the **Capacity building of the "Youth & Women TU Leaders" and "Journalists"** on ILO MNE guidelines, UNGP and on Human Rights Due Diligence Processes.

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 MFNV titled 'Effective social dialogue for Decent Work in the RMG industry in Bangladesh'.

Bangladesh Institute of Labour Studies-BILS was established in 1995 as an institute of the working people and trade unions, keeping in a view to build up a just democratic society and welfare of working people & raising awareness among them on their rights and duties through the active participation of major National Trade Union Federation of the country. Protecting worker's rights is the main objective of BILS and it strives to promote just and worker-friendly policies and laws in Bangladesh. It also plays a catalyst role in bridging trade unions, civil society, and the government on labour market issues. As part of its continuing mission, BILS with the partnership of Mondiaal FNV has been implementing the project of '**Effective social dialogue for Decent Work in the RMG industry in Bangladesh**' from 1 January 2024.

2. Background:

In Bangladesh, RMG export earnings and remittance earning are two main sources of dollar income. Export is highly concentrated on RMG export, more than 82% export earning comes from the RMG export. It is the single most women employment provider. Around 58% of women are employed in the RMG.¹ Onward 2026, Bangladesh shall formally transition to a developing country status in the UN processes, GSP facility will cease to exist. To qualify as GSP+ country in the EU market, there is among others a legal obligation to sign, implement and report back on 27 international human rights Conventions. Overall, preparation though appears too slow.

Ever booming inflation, acute shortage of dollars, gloomy political outlook, and ever increasing external pressure – because of all these, the overall RMG market doesn't forecast good in the coming months and years. There is every reason to believe that workers shall be the ultimate victims and of course disproportionately. They are already in real hardship. RMG workers' wage was last set in 2018 in Bangladesh, already one of the lowest in the world (92USD/month). Despite that they are paid only a poor wage, social protection is largely unaddressed. They are not entitled to health insurance and pension and gratuity. The Bangladesh government has newly introduced a universal pension scheme. But voluntary contribution options from the part of the employers has created serious ambiguities. Mentionable also that social protection is a big issue. Many RMG stakeholders perceive that employers alone cannot do it all. It's a global supply chain. Brands/buyers need to take some responsibility. However, TU right is neglected as always. Industrial relation mechanism is not in appropriate settings. Workers representative's

¹ BGMEA (2021) *Mapped in Bangladesh*, P6 Retrieve from https://mappedinbangladesh.org/wp-content/uploads/2021/08/Working-Paper_Worker-Ratio.pdf

participation in the tripartite and social dialogue mechanisms is feeble and voices are unheard. There is only a little scope to reflect TU's demands.

In the above-mentioned circumstances, BILS has planned to organize Capacity-building training for youth & women leadership and journalists to facilitate escalating their capacity in the national context of the ILO MNE guidelines, UNGP and on Human Rights Due Diligence Processes. Accumulating and analyzing knowledge and learning from all related documents from different sources a set of resource toolkit and training manual will be developed with the aims of training and capacity building of the youth TU leaders, where their knowledge will be enhanced and they will be able to implement their knowledge at their social dialogue, negotiation, and collective bargaining process further.

The present consultancy has been designed under the 'Effective social dialogue for Decent Work in the RMG industry in Bangladesh' project. This ToR spells out the terms & conditions for successfully administering this consultancy.

3. Scope of the consultancy:

3.1 Target Group: Youth and Women leadership of NCCWE and BILS-associated National Trade Union Centers and Journalists of different media.

3.2 Output to be produced: The consultancy output would consist 3 (three) following areas-

A) One training manual, including the following;

- Develop a detailed outline for the training manual for the capacity building of the "Youth & Women TU Leaders and "Journalists" on ILO MNE guidelines, UNGP and Human Rights Due Diligence Processes
- Develop training manual for 2-day long training
- Develop Resource Toolkits like training materials, handouts, aids etc.

B) Prepare and develop one guideline for trained TU to conduct the follow-up workshop within their respective federations on ILO MNE guidelines, UNGP and Human Rights Due Diligence Processes.

C) Prepare and develop guidelines for conducting outreach events for the workers at the field level

4. Objectives:

- To develop a complete set of training manuals, in order to facilitate 2 days capacity building training as well as assist both the trainers and the target group (participants) with inclusive training resources.
- To develop and prepare a comprehensive guideline for trained TU who can facilitate the day-long follow-up workshop within their respective federations where youth and women Trade Union Organizers will be the key participants and they can learn and develop their capacity on ILO MNE guidelines, UNGP and Human Rights Due Diligence Processes.
- To develop and prepare a comprehensive guideline for trained TU who can facilitate the half day long follow-up outreach/ awareness session on care workers' rights issue at field level

5. Issues to cover:

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

1. Context of ILO MNE guidelines, UNGP and Human Rights Due Diligence Processes
2. National and International laws and instruments
3. Capacity building on organizing, communication and Role of TU
4. Trade Union Strategy to organize care workers and develop work plan
5. Role of Journalists to address the issues in their reporting

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 Review:** Study/review of contents & materials to determine issue-specific literature, allotting specific issues for specific types of training and workshop.
- **Organizing workshop for developing outline:** Organize & facilitate a workshop to develop manual outline and content as well the guidelines for conducting workshop and Sessions.
- **Developing training modules and Guidelines for Workshop and awareness session:** Develop training modules, Guidelines for facilitating the workshop and session & 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 shall organize & facilitate meetings & workshops for this purpose
- The consultant shall prepare draft modules and guidelines and subsequent endorsement from BILS, he/she shall revise the draft modules accordingly and submit final trainings modules and guidelines.

7.1 Required Skills and Experience

7.1.1 Education

- Bachelor degree/MA in Social Science, Law or other fields related to the scope of the assignment;

7.1.2 Experience

- At least 10 years of proven experience in carrying out to prepare training manual/ prepare the workshop facilitation guidelines and conducting & facilitate the training session on Labour & TU issues.

8. About the training manual:

8.1 Tenure:

The proposed consultancy is expected to be completed by **four weeks**, including secondary review, workshops, drafting and producing final documents with a brief outline of the all documents initially.

8.2 Deadline:

The consultant is expected to provide the final documents to BILS on or before 20 February 2025.

8.3 Style:

- The consultant needs to prepare and submit both electronic version and hard copy. The modules/ guidelines should be very precise, must answer declared objective as well as include all stated issues.
- The modules/ Guidelines & outline will be written in **Bangla only**.

9. Deliverables and Time Frame:

The total period will be 1 month, commencing from 20 January 2025 and is scheduled for completion by 20 February 2025.

10. Manual and Guidelines Submission:

Following are the deliverables and tentative schedule for submission.

- Outline: outline should be submitted by 1 February 2025.
- Draft : Draft all documents should be submitted by 10 February 2025.
- Final all 3 (three) documents should be submitted by 20 February 2025.

11. Payment and modality of disbursement:

BILS shall pay a lump sum of **BDT 1,00,000/- (One lac Taka only)**

The payment will be made on receipts of the services, through following process;

On signing agreement	50% of the total payment
On receipt of final service	50% of the total payment

12. General terms & Conditions:

12.1. Data and Information use & Copyright:

Any document, information or data entrusted to or produced by in connection with this assignment, shall be strictly confidential. After completion of this assignment BILS and MFNV shall be eligible to use them. However, in case of any emerging need to use it or any part of it by any academics or other users, prior informing and written endorsement from BILS and MFNV is mandatory. The copyright of the final product will be endowed with the BILS and MFNV. In the event of any emerging priorities and needs, the concerned authority at BILS, in consultation with MFNV, shall enjoy the authority to reschedule the operational framework of this assignment.

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: 16 January 2025