

Terms of Reference (ToR)

Comparative analysis of national laws, policies, legislations, and institutional frameworks with international guidelines and standards to understand the situation of worker-centric just transition in Bangladesh

1. Background:

Established in 1995, [Bangladesh Institute of Labour Studies-BILS](#) is the only labour institute in the country. As an apex organization, BILS endeavors to uphold the causes of working people and trade unions of Bangladesh. 12 major National Trade Union Federations are associated with BILS. Keeping in view to building up a just and democratic society, enabling the workers organizations to play appropriate role as a major force BILS emphasizes capacity building of the Trade Unions through training, research and information sharing. Protecting workers' 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.

This 'terms of reference' details a part of the working modalities of a project titled 'Just Transition in RMG and Leather Sector in Bangladesh: Capacity Advancement and Promotion for Trade Unions Advocacy'. The project is being implemented by the BILS and supported by the Netherlands-based Mondiaal FNV. BILS intends to hire an external consultant to conduct a legal analysis of the issue mentioned above.

The consultant will analyze all the legal and institutional frameworks relevant to the just transition policies and processes of Bangladesh. The scope of this analysis will essentially cover, but is not limited to;

- National Laws, Policies, Regulations, and Legislation
- National Institutional Frameworks and Entities, and
- Regional and International Frameworks.

2. Objectives:

The key objectives of this analysis would be;

- To analyse national Laws & Policies, relevant frameworks, and entities
- To assess relevant international guidelines, instruments & commitments
- To identify gaps (through comparative analysis), in particular in workers' rights, and
- To prepare a set of recommendations for future policy advocacy.

3. Scope of Services:

The Consultant will be responsible for identifying relevant national laws and policies and international standards to conduct the assignment, to be segregated into the following areas:

- a) National Laws, Policies, Regulations, and Legislation.
- b) National Institutional Frameworks and entities.
- c) Regional and International Frameworks.

4. Methodology:

This analysis is expected to follow relevant tools and techniques as preferred by the consultant. The desk review method is particularly preferred for analysis. However, to collect secondary information, particularly to know about the views and opinions of a few experts and potential partners, consultation methods such as face-to-face and phone interviews can be considered.

- a) The Consultant will generate a detailed Report (narrative) on the ‘Comparative analysis of national laws, policies, legislations, and institutional frameworks with international guidelines and standards to understand the situation of worker-centric just transition in Bangladesh’.
- b) The Consultant will conduct the analysis based on the relevant legal topics that are covered/addressed in the relevant laws, policies, framework and entities.
- c) The consultant will present a comparative analysis in a tabular format, highlighting the potential policy gaps/loopholes for further improvements of the just transition policy and process in Bangladesh from a worker rights perspective.
- d) The Consultant will formulate a set of recommendations to act on and advocate by BILS to further strengthen worker-centric just transition in Bangladesh.

5. Style and length of report:

The Consultant should prepare and submit the electronic version of the report to BILS. The main body of the report shall be plus/minus a 30-page document but could be longer based on the scope of the study. Necessary supplementary information is to be attached as annexes, if any. The report must provide due acknowledgement to sources. The Consultant will also provide a short 5-page summary of the analysis.

6. Deliverables and milestones:

SL	Actions	Deadline	Responsible
01	Submission of technical and financial proposal	2 May 2025	Consultant
02	Confirmation of the assignment award	03 May 2025	BILS
03	Submission of the inception report and workplan	08 May 2025	Consultant
04	Finalization of the workplan and signing of the contract	10 May 2025	BILS & Consultant
05	Disbursement of 1 st installment	12 May 2025	BILS
06	Sharing of draft report	31 May 2025	Consultant
07	Feedback on the report	05 June 2025	BILS
08	Sharing of the final report (detailed and summary)	10 June 2025	Consultant
09	Disbursement of the 2 nd (final) installment	12 June 2025	BILS

7. General Terms & Conditions:

The report produced in connection with this assignment shall be strictly confidential. After completion of this assignment, only the commissioning organization shall be eligible to use the report. However, in case of any emerging need to use it or any part of it by any academics or other purposes, prior informing and written endorsement from the commissioning authority is mandatory. The copyright of the final product will be endowed with BILS.

In the event of any emerging priorities and needs, the authority concerned at BILS shall enjoy all authority to reschedule the operational framework of this assignment.

The Consultant shall submit all collected and reviewed documents (in whatever form they are available), including the consultation reports (if consultation is done), to BILS along with the final report.

8. Required Qualification and Experience:

The consultant is expected to fulfill the following requirements:

1. An LL.B./Social/Development degree from an accredited university or Law
2. At least 5 years of experience working in the research field for a relevant project in a relevant enterprise (e.g., legal institution, academic institution, research institution, NGO, project-based firm, consultancy firm).
3. Experience in laws, labor laws is preferred.
4. Experience in analyzing laws and preparing legal documentation
5. Experience in producing reports for external audiences, including using references.

9. Application Procedure:

The consultant should prepare and submit a financial and technical proposal, including proper business certificate, cover letter, work plan, CV, evidence of similar work experience (if any), and Tax Identification Number/certificate by 30 April 2025. VAT & Tax will be deducted at the source as per the government. rules. 15% VAT can be shown in the proposal, but the Tax will be included in the fees.

10. Payment mode:

- Payment will be made by A/C payee cheque or through bank transfer on invoice submission, 40% on submission of the inception report & work plan and 60% on submission of final report. All costs incurred in the preparation of a proposal responding to this request for quotation (RFQ) will be the responsibility of the bidder and will not be reimbursed by BILS.
- Tax and VAT will be deducted at the source as per Government Rules,
- If any failure at the consultant's end happens under any circumstance, he/she will be required to compensate those or refund the proportionate amount to BILS within the shortest possible time
- In the event of any natural disaster, war, or any civil or political unrest, this agreement may be renegotiated and jointly revised between the two parties, recognizing any impactful change in the environment for implementation.

11. Termination of the agreement:

Either party can terminate this agreement with a written notice within 10 (ten) days from the date of signing this agreement. BILS reserves the right to unilaterally terminate the contract if:

- The consultant/organization cannot fulfill any clause of the Terms of Reference
- The consultant/organization cannot complete the work as per the agreed timeline.

12. Ownership agreement:

Any document, information, or data entrusted to or produced by the Consultant in connection with this assignment shall be strictly confidential and cannot be used by the consultant for any other purpose without the written consent of the BILS authority. This provision shall remain valid for 5 years after the completion of this assignment.

Note: Failure to comply with any of the above requirements will cause the proposal to be rejected. Submissions should be sent through email: bils@citech.net. For any query, please contact;

Ms. Nazma Yesmin, Director-BILS

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Email: nyesmin83@yahoo.com