



Terms of Reference (ToR)

Consultancy for Developing Trade Unions' Charter of Demand for COP-30

Commissioned by: Bangladesh Institute of Labour Studies-BILS

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 of building up a just and democratic society, enabling the workers' organizations to play an 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.

As the world prepares for the 30th UN Climate Change Conference (COP-30) to be held in Belém, Brazil, in November 2025, it is crucial for the voice of Bangladeshi workers and trade unions to be reflected in national and international climate dialogue. In this context, BILS aims to facilitate the development of a Trade Unions' Charter of Demand on Climate Justice and Just Transition, which will articulate workers' perspectives and policy expectations from the government in addressing climate change, green transition, and decent work in a sustainable economy.

To support this process, BILS intends to engage an external consultant to coordinate consultation processes with trade unions and develop the final Charter of Demand.

2. Objective of the Assignment

The objective of this consultancy is to:

- Facilitate the development of a comprehensive Trade Unions' Charter of Demand addressing climate justice, just transition, and labour rights in the context of Bangladesh's climate policies and commitments ahead of COP-30.
- Ensure active participation of trade unions and relevant stakeholders through consultation workshops.

3. Scope of Work and Key Tasks

The consultant will be responsible for the following tasks:

Review and Analysis

- ✓ Review national climate policies, just transition frameworks, labour rights instruments, and international commitments relevant to COP-30.
- ✓ Identify key climate and labour issues affecting workers in Bangladesh.

Stakeholder Consultation

- ✓ Plan and facilitate at least two consultation workshops with trade unions, labour leaders, and relevant civil society actors.
- ✓ Gather trade union inputs, demands, and recommendations on climate justice and just transition.

Drafting the Charter of Demand

- ✓ Prepare a draft Trade Unions' Charter of Demand incorporating key issues, policy priorities, and proposed actions for the government.
- ✓ Revise the draft based on BILS and stakeholder feedback.

Finalization and Submission

- ✓ Finalize the Trade Unions' Charter of Demand and prepare a short summary brief suitable for advocacy and submission to relevant government authorities ahead of COP-30.

4. Role of the Consultant

The consultant will

- Organize at least 2 consultations with the trade union central leadership to draft the charter of demand
- Finalize the CoD along with a 2/3 page advocacy brief and submit to the BILS.

5. Duration and Timeline

The consultancy will be conducted over a period of three months (October–December 2025).

6. Reporting and Coordination

The consultant will work under the overall guidance of the BILS Executive Director and in close coordination with the Programme Team. All outputs will be reviewed and approved by BILS before final submission.

7. Required Qualifications and Experience

- Advanced degree in Labour Studies, Development Studies, or a related field.
- At least 5 years of relevant experience in labour rights, climate justice, or policy advocacy.
- Proven experience in facilitating multi-stakeholder consultations and preparing policy or advocacy documents.
- Strong understanding of Bangladesh's labour movement, climate policy frameworks, and just transition discourse.
- Excellent writing and communication skills in English and Bangla.

8. Payment Schedule

The consultant will be paid a total of BDT 400,000 (Four Lakh Taka) in two installments as follows:

Installment	Amount (BDT)	Payment Condition
1st Installment	200,000 (50%)	Upon submission and approval of the inception report and workshop plan
2nd Installment	200,000 (50%)	Upon submission and approval of the final Charter of Demand and summary brief

9. General Terms & Conditions:

The materials produced in connection with this assignment shall be strictly confidential. After completion of this assignment, only BILS shall be eligible to use those. However, in case of any emerging need to use it or any part of it by any academics or other purpose, prior informing and written endorsement from the BILS 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, to BILS along with the final report.

10. 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 fails to fulfill any clause of the Terms of Reference

The consultant fails to complete the work as per the agreed timeline.

11. Application Procedure

Interested consultants are requested to submit the following documents by September 25, 2025, to bils@citech.net.

- Curriculum Vitae (CV) highlighting relevant experience
- A brief technical proposal (2–3 pages) describing approach, methodology, and timeline
- Financial proposal (if required separately)

12. Ownership and Confidentiality

All documents, data, and materials produced under this consultancy will remain the property of BILS. The consultant shall maintain confidentiality and not use any part of the work for purposes other than those agreed upon with BILS.