

Terms of Reference (ToR)

Development of a Booklet for Inclusive and Sustainable Reintegration of Returnee Migrant Workers through Enhancing Knowledge and Capacity of Trade Unions

1. Background

Labour migration plays vital role in Bangladesh's socio-economic development. It contributes significantly to foreign remittance and community development. Every year, thousands of migrant workers return home after completing their employment or they are compelled to return unexpectedly without adequate preparation. However, these returnee workers face challenges and difficulties in reintegration economically, socially, psychologically etc. within their families and communities.

To address these challenges, the ILO-BILS project titled “**Enhancing the Knowledge and Capacities of Trade Unions for Inclusive and Sustainable Reintegration of Returnee Migrant Workers**” aims to strengthen the knowledge and capacity of trade unions so that they can play effective roles for reintegrating return migrant workers in two districts: Jessore and Faridpur.

As a part of this initiative, a practical and user-friendly **Reintegration Booklet** is required to guide returnee migrant workers with necessary information and referral linkage with government and non-government service providers. This Booklet will serve as practical tool for supporting returnee migrant workers in navigating the reintegration process, accessing essential services, and connecting with relevant government and non-government service systems for inclusive and sustainable socio-economic reintegration.

2. Objective of the Assignment

The objective is to develop a simple and practical Reintegration Booklet for all types of returnee migrant workers, especially those in Jessore and Faridpur and also for workers in other migration prone areas of Bangladesh. This Booklet will help trade unions support returnee workers by providing them with clear and needful information on how to find jobs, develop skills, access to micro finance and loan, along with starting business or income generating activities for better and sustainable reintegration.

3. Scope of Work

The Consultant will undertake the following tasks:

- **Review and analyze** reintegration related existing documents of BILS and other organizations, migration and reintegration related national laws and policies, ILO guidelines and recommendations related to returnee migrant workers.
- **Develop and draft** the content of the Reintegration Booklet covering required reintegration related themes and practical guidelines on socio-economic profile of return migrant workers, inclusive and sustainable reintegration pathways, roles of trade unions in reintegration of return workers etc.



- **Design a user-friendly layout** that is visually appealing and suitable for low literacy migrant workers and other relevant stakeholders. Incorporate appropriate language, images, and illustrations in alignment with ILO-BILS branding standards.
- **Present the draft version** of the Booklet to ILO-BILS project team, integrate all feedback, comments and recommendations, and revise the contents accordingly.
- **Submit the final Booklet** in Bangla in both print-ready PDF and editable Word format. **Deliver 400 hard copies of Booklet** in full color, along with any other required specifications.

4. Deliverables and Timeline

The assignment will be carried out over 30 days from the start date on contract signing. Followings are the deliverables and schedule for submission.

- An Inception Report by the 1st Week
- A Draft Booklet by the 2nd Week
- Presentation for validation of the Booklet by the 3rd Week
- Soft copy of final Booklet in PDF and Word format by the 4th Week
- Hard (400) copies of the Booklet by the 4th Week.

5. Required Qualification and Experience

- Master's degree in Social Science, Development Studies, Labor Relations, Law, and other fields related to the scope of this assignment.
- At least 10 years of proven experiences in labor studies, labor migration, reintegration and demonstrated experiences in developing guidance booklets, policy documents, or training manuals.
- Working experience with BILS, ILO, trade unions, workers' organizations or migration related institutions will be given priority.
- Sound understanding of gender and inclusion of women, youth including trade union leaders.

6. Application Submission Procedure

Interested consultants (individual or consultancy firm/organization) are requested to submit Technical and Financial proposal to **Executive Director, Bangladesh Institute of Labour Studies–BILS, Razzak Vila, House-8/A/Ka (4th Floor), Road-13(New), Dhanmondi, Dhaka. or through email: bils@citech.net** . The individual/firm must submit the following documents along with the Technical and Financial Proposal:

- CV of the consultants highlighting qualification and relevant experiences.
- Legal documents and sample documents relevant to this assignment (if any).
- Technical Proposal detailing approach, methodology and timeline and Financial Proposal with budget breakdowns as per activities.

7. Deadline for Proposal submission

On or before 17.30 hrs. 1st December 2025.