

Terms of Reference (TOR)

On

Developing 15 day-long Paralegal Training Manual for trade union participants under 'BILS-CCC 'Fabric of Fairness: Upholding workers' rights in the garment industry' Project

1. Background:

About BILS: Bangladesh Institute of Labour Studies (BILS), House # Razzaque Villa (3rd Floor), 8/A/KHA, Road -13 (new), Dhanmondhi R/A, Dhaka: Established in 1995, Bangladesh Institute of Labor Studies-BILS is the only labour institute of 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. BILS emphasizes the capacity building of the Trade Unions through training, research and information sharing. It also plays a catalyst role in bridging trade unions, civil society and the government on labour market issues.

About BILS-CCC Project: BILS with the support of the Clean Clothes Campaign (CCC) has been implementing the project titled as 'Fabric of Fairness: Upholding workers' rights in the garment industry' with a view to contribute to the full enjoyment of all labour and human rights at work and in the community, including the ability of garment and sportswear manufacturing workers to defend and improve the realization of those rights for the period from April 2025 to December 2028. The activities include Research, Capacity building training, Paralegal Support & Networking, Roundtable, Workshop, Conference, Advocacy & Campaign and Publication. The major objective of the project is to enhance capacity of civil society organisations, particularly trade unions and labour rights organisations, to systematically monitor, prevent and respond to labour and human rights violations/abuses.

2. Objectives:

The specific objectives of the TOR as follows-

- To develop 15 days-long paralegal training module for TU paralegals.
- To develop questionnaire for pre and post assessment of the training participants for the training sessions.
- To develop session plans, guidelines for role play & group works, relevant handouts and other materials relating to the trainings.
- To prepare and develop short guidelines, questionnaire for training participants (TU paralegals) to conduct the follow-up activities in relation with the trainings.

3. Expected Deliverable from the Collaboration:

- Prepare 1 (One) no. of the Manual and short guidelines for TU participants.

- Preparation and submission of 1 (One) no. of training module including all questionnaires, session plans, guidelines for role play & group works, handouts and other materials relating to the trainings.
- BILS-CCC project will organize sharing meetings with relevant stakeholders (Trade Union, expert, lawyers) on content development and finalization of the module.

The contents of the modules should include the following topics and methods:

- Conceptual clarity on national labour related policies and laws focused on the Garment and Footwear Sector, specially the Bangladesh Labour Act, 2006, the Bangladesh Labour Rules, 2015 and relevant laws and rules.
- Labour administration & Judiciary (Existing protection mechanisms through DIFE, DOL, Labour Court, Central fund etc. special focus on Inspection, Unfair Labour Practice (ULP), CBA, Labour Court etc.)
- Context analysis (Special focus on identifying the area of violations of the worker rights)
- Remedial mechanisms (How to get legal remedy in case of rights violations).
- Role of Paralegal (In providing support to the victim workers).
- Engage participants in the Group Works and Role Play to ensure active participation of the trainees.

4. Duration of this TOR

This TOR will be valid from September, 2025 to December, 2025 unless terminated by mutual consent or upon written notice of at least 7 (days) by BILS-CCC project.

5. Financial Cooperation:

BILS-CCC project shall pay a lump sum of BDT 2,70,000/= (Two lacs Seventy thousand taka only) in 3 (Three) months considering the progress of the assigned task. The payment will be made to the consultant and his/her associate as monthly basis. VAT & TAX will be deducted at Source. The payment will be made on receipts for the services.

Interested applicants are requested to submit their proposals to bils@citech.net by September 15, 2025.