



Terms of Reference (ToR)

Preparation of a Short Video Documentary on Worker-Based Monitoring (WBM): Issues, Lessons, and Expectations

8 March 2026

SUMMARY

This Terms of Reference (ToR) provide a comprehensive guideline for developing a short video documentary focusing on the Worker-Based Monitoring (WBM) Approach, highlighting key issues, lessons learned, and future expectations. The documentary will be used as part of the toolbox in follow-up workshops to motivate and engage participants.

In addition, the documentary will serve as a project communication and knowledge product, showcasing best practices and key lessons learned from the project. It will include interviews with key stakeholders and members of the project's target groups, capturing their experiences and perspectives on the implementation and impact of the WBM approach.

BACKGROUND

Bangladesh Institute of Labour Studies (BILS), with the support of FEMENT e.V., is implementing the project titled “Strengthening Due Diligence Implementation in the Textile Sector in Bangladesh.” The overall objective of the project is to reduce labour rights violations and improve working conditions of Ready-Made Garment (RMG) workers through the application of a Worker-Based Monitoring (WBM) approach.

The project currently covers 54 factories in the Ashulia industrial region. In 2025, the first round of data collection, known as the Decent Work Check (DWC), was completed. A total of 1,580 workers from 51 factories participated in the survey. The findings were systematically analyzed and shared with national and sectoral trade union leadership. In addition, the DWC results were disseminated among key national-level stakeholders through a national conference to promote dialogue and policy engagement.

In 2026, the second round of data collection was conducted. The forthcoming comparative analysis will assess progress by identifying areas where workers' rights and working conditions have improved, as well as areas that still require targeted interventions and policy attention.

Based on the DWC findings in Ashulia, a series of capacity-building workshops has been organized for targeted factory-level trade union (TU) organizers and union members. These workshops primarily focus on strengthening knowledge of labour law, negotiation skills, and collective bargaining strategies.

The challenges in non-unionized factories remain significantly greater than in unionized factories. Therefore, the workshops have particularly emphasized enhancing participants' legal literacy and negotiation capacity so that they can effectively engage with factory management. The trained organizers are also expected to disseminate their knowledge among fellow workers at the factory level.

To complement these initiatives, BILS has developed and distributed a range of user-friendly publication materials, including posters, leaflets, and booklets focusing on workers' rights and decent work standards. These materials aim to raise mass awareness, support grassroots-level campaigns, and strengthen collective understanding among workers and union members regarding their rights and responsibilities.

As outlined in the project's Plan of Operation, BILS will organize a series of follow-up workshops targeting the same participants who previously attended the capacity-building sessions. In this context, the project plans to produce a short video documentary on the Worker-Based Monitoring (WBM) Approach: Issues, Lessons, and Expectations. The documentary will be used during follow-up workshops to motivate and engage participants. It will also serve as a communication and knowledge product of the project, highlighting best practices, lessons learned, and experiences of key stakeholders and project participants.

OBJECTIVES

The objectives of preparing this video documentary are to:

1. Capture an overview of the project and introduce the Worker-Based Monitoring (WBM) approach and its significance.
2. Highlight the perspectives of the Project Core Group members, focusing on the progress made so far in implementing the WBM approach.
3. Present the concept of the Decent Work Check (DWC) and demonstrate how it is applied in practice.
4. Showcase the initiatives undertaken by BILS in implementing the WBM approach, including the results achieved and progress made at the field level among the target participants.
5. Document and present the key outputs and achievements of the project for learning and dissemination purposes.

SCOPE OF WORK

The consultant/production team will be responsible for:

- Developing a concept note and storyboard for the documentary in consultation with BILS.
- Conducting field visits to selected project locations and factories in the Ashulia region.
- Recording interviews with key stakeholders, including project core group members, trade union leaders, organizers, and workers.
- Capturing footage of project activities, training sessions, and field-level initiatives related to the WBM approach.

- Producing a short documentary video (approximately 8–10 minutes) highlighting issues, lessons learned, and expectations related to the WBM approach.
- Editing the video with appropriate narration, subtitles, and background elements to ensure clarity and engagement.

EXPECTED DELIVERABLES

The consultant/production team will deliver:

- One final short documentary video (approximately 8–10 minutes) in HD format.
- One short promotional version or teaser (1–2 minutes) for communication and outreach purposes.
- Raw video footage and edited project files.
- Documentary with English subtitles (if interviews are conducted in Bangla).

DURATION AND TIMELINE

The duration of this assignment shall be **1 Month from 15 March 2026 to 15 April 2026.**

Tentative timeline:

- Concept note and storyboard submission
- Field visits and video shooting
- Draft documentary submission for feedback
- Final documentary submission after incorporating feedback from BILS

ROLES AND RESPONSIBILITIES

BILS will:

- Provide background documents and project information.
- Facilitate access to project locations, stakeholders, and participants.
- Provide guidance and feedback during the production process.

The Consultant/Production Team will:

- Arrange filming equipment, travel, and technical requirements.
- Conduct filming, editing, and production of the documentary.
- Deliver all outputs within the agreed timeline.

REQUIRED QUALIFICATIONS

The consultant or production team should have:

- Proven experience in documentary or development communication video production.
- Demonstrated experience working with NGOs, labour rights, or development projects.
- Strong skills in visual storytelling, filming, editing, and post-production.
- Ability to produce high-quality professional video content within a limited timeframe.

REPORTING AND COORDINATION

The consultant/production team will work under the overall supervision of BILS project management. All outputs will be reviewed and approved by BILS before finalization.

PAYMENT:

The payment shall be made in two (2) installments as per the following plan;

Installments	Amount	Conditionality
1st Installment	40% of total amount	Agreement Sign
2nd Installment	60% of total amount	After submitting the final documents

GENERAL TERMS & CONDITIONS:

1. The team will maintain regular communication with BILS focal point to provide updates on progress, discuss emerging issues, and seek guidance as needed.
2. BILS 's Finance section shall follow the country's legal framework to deduct VAT & Tax as per requirements.

APPLICATION PROCEDURE

Interested consultants are requested to submit the following documents addressed to the Executive Director, Bangladesh Institute of Labour Studies (BILS), Razzak Villa, House 8/A/Ka (4th Floor), Road 13 (New), Dhanmondi, Dhaka. Applications may be submitted either via email at bils@citech.net or by sending a hard copy to the above address.

1. All required documents must be submitted **no later than 12 March 2026**.
2. A detailed proposal including (technical and Financial) with methodology and timeline.
3. CV/Organization Profile highlighting relevant experience.
4. Samples of previous work in similar domains.
5. Timeframe/ working days for development of the documents.