



Terms of Reference (ToR)

Development of Training Manual on Inclusive and Sustainable Reintegration of Returnee Migrant Workers

1. Introduction:

This Terms of Reference (ToR) details the scope of work for development of a training manual on inclusive and sustainable reintegration of returnee migrant workers. The manual will support capacity building initiative for key stakeholders like trade union, civil society organization, government relevant line departments including the returnee migrant workers.

2. Background:

Labour migration is important component of Bangladesh's economy and development. Every year hundred thousands of migrant workers from Bangladesh migrate abroad for employment. However, many migrants return home due to number of reasons like completion of contracts, economic downturns of destination countries, workers' health issues, or crisis such as war conflicts and pandemics. Returnee migrant workers often face multiple challenges including lack of employment opportunities, debt burden due to the cost of migration, limited awareness of government and institutional support, social and psychological services, and limited access to information and services of reintegration. Enhancement of knowledge and capacity of trade union, CSO and government stakeholders is essential to bridge these gaps. For this purpose, structured training manual is required to guide knowledge enhancement and capacity building training programs on inclusive and sustainable reintegration of returnee migrant workers. This manual will provide reintegration services information, practical knowledge and policy context of reintegration.

3. Objective of the Assignment:

The overall objective of this assignment is to develop a comprehensive training manual for capacity building on inclusive and sustainable reintegration of returnee migrant workers. The specific objectives are the following:

- To review existing policies, programs, and available reintegration services of government and non-government organizations in Bangladesh.
- To design a structured training manual with interactive session guidelines, exercises and necessary training materials.
- To produce handouts based on each module with relevant information for distributing handouts among participants during the training programs.



4. Scope of Work:

The consultant will undertake the following tasks:

- Review the exiting training manuals, policies, especially the resource document-reintegration booklet already developed in the project.
- Develop the training manual covering training objectives, methodologies, session plans, training guidelines, including participant evaluation tools.
- Structure of the manual will cover training opening session, inclusive and sustainable reintegration concept and importance, migrant context, national international relevant policies, reintegration challenges and opportunities, roles of trade unions in reintegrating of returnee migrant workers etc.

5. Deliverables:

- Draft training manual developed as per the terms of reference for feedback and necessary inputs from the project and management team members of the BILS.
- Final Training Manual incorporating the feedback and input from the concerned authorities.

6. Duration:

The duration of this assignment will be 15 working days from the signing of the contract.

7. Required competencies and expertise:

- The consultant must have very sound, profound and comprehensive knowledge on building capacity of trade unions.
- The consultant must have previous experience and expertise of training manual development.
- The consultant having in-depth knowledge in workers' issues and TU will be preferred.

8. Proposal submission procedure:

Interested consultants (individual or consultancy firm/organization) are requested to submit Technical including Financial proposal to Executive Director, **Bangladesh Institute of Labour Studies–BILS, Razzak Vila, House-8/A/Ka (4th Floor), Road-13(New), Dhanmondi, Dhaka-1209** or through email: **bils@citech.net**. The individual/firm must submit the following documents along with the Technical with Financial Proposal:

- CV of the consultants/legal documents of the consultancy firm/organization.
- Document related to need assessment experience.
- Sample training manual relevant to this assignment, if any.

9. Deadline for Proposal submission: On or before 17.30 hrs. 28th February 2026