



Terms of Reference (ToR)

Hiring Consultant for Desk Assessment on Minimum Wage Board Mechanism: Labour Reform Commission's Recommendations and Human Rights Due Diligence Requirements Versus Practice

1. Introduction

The Minimum Wage Board plays a vital role in setting and revising the minimum wages in different sectors. However, there are concerns about whether the current mechanism is adequate, inclusive, transparent and effective. Hence, it is important to assess whether the minimum wages properly reflect workers' basic needs, living costs and decent work standards.

Labour Reform Commission's (LRC) recommendations provide an opportunity to review and improve Bangladesh's minimum wage system. At the same time, growing international attention towards Human Rights Due Diligence (HRDD), responsible business practice, decent work and living wage is creating further expectations for wage setting, especially in export oriented and globally concerned sectors.

Acknowledging this, Bangladesh Institute of Labour Studies-BILS intends to undertake an Assessment on Minimum Wage Board Mechanism: Labour Reform Commission's Recommendations and Human Rights Due Diligence Requirements versus Practice

The assessment will review and analyze the existing legal framework, Labour Reform Commission's recommendations, Human Rights Due Diligence (HRDD) requirements, and actual practices relating to wage determination. The assessment will also identify gaps in the current wage-setting mechanism, analyze challenges in ensuring fair wage determination, and explore opportunities for incorporating living wage considerations into future reforms. The resulting evidence-based assessment paper will serve as a foundation for subsequent advocacy and policy engagement activities.

2. Objectives of the Assignment

The overall objective of this assessment is to assess the current minimum wage board mechanism against the Labour Reform Commission's recommendations, Human Rights Due Diligent (HRDD) requirements, and actual practices and identify ways to make wage setting fairer and more right-based.

Specific objectives:

- Review the existing laws, policies, and legal frameworks for minimum wage determination.
- Analyze the relevant labour reform commission recommendations and HRDD requirements.
- Assess gaps between legal/policy provisions and actual practices.
- Identify key challenges in ensuring fair and transparent wage determination.
- Explore opportunities for incorporating living wage considerations.
- Suggest practical recommendations for policy advocacy and reforms.

3. Scope of Work

The Consultant shall undertake the following activities and responsibilities:

A. Preparatory Phase

- Review the assignment and meet with concerned BILS team.
- Develop a workplan and assessment framework.
- Identify key documents and source for review.



B. Desk Assessment

- Review relevant laws, policies, regulations and minimum wage board documents.
- Review relevant research reports and documents of BILS and other organizations.
- Review relevant labour reform commission recommendations.
- Review HRDD requirements and relevant international labour standards.
- Analyze exiting minimum wage determination practices.
- Identify key gaps, challenges, and opportunities

C. Expert Consultation

- Conduct limited consultation with selected trade unions, workers, employers, civil society organizations, where necessary, to validate the findings.

4. Deliverables and Timeline

The assignment completion timeline is 40 days from the date of contract signing. The consultant will be responsible for submitting the following deliverables:

- Inception report with assignment methodologies including workplan – within 7 days.
- Draft assessment report – within 25 days.
- Final assessment report – within 40 days.

5. Required Qualification and Experience

- A post graduate degree in Labour Studies, Law, Development Studies, Economics, Social Science or a relevant field.
- At least 5 years of relevant experiences labour rights, labour policy, wage policy, human rights or related areas.
- Sound understanding and good knowledge of Bangladesh labour governance and wage setting systems.
- Good understanding of LRC' recommendations, HRDD requirements and international labour standards.
- Experience in policy research, desk assessment, and donor standard report writing.
- Strong analytical and communication skills both in Bengali and English.

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:

- Curriculum Vitae (CV) of the consultants highlighting qualification and relevant experiences.
- Legal documents of the consultancy firm/organization and sample documents relevant to this assignment (if any).
- Technical Proposal describing approach, methodology, and timelines and Financial Proposal with budget breakdowns as per activities.

7. Deadline for Proposal Submission

On or before 18:00 PM, 31st August 2026