



## Terms of Reference (ToR)

### Hiring Consultants for Development of a Case Story Book and a Video Documentary on the Reintegration Experience of Returnee Migrant Workers

#### 1. Introduction

Bangladesh Institute of Labour Studies-BILS, in collaboration with International Labour Organization-ILO, has been implementing the project *“Enhancing Knowledge and Capacities of Trade Unions for Inclusive and Sustainable Reintegration of Returnee Migrant Workers”* in selected areas of Jashore and Faridpur.

Through the project, TU-CSO collaboration has been strengthened, district and union level forums have been established, returnee migrant workers have been connected with relevant services from government and non-government organizations, and trade unions and CSOs have been engaged in promoting the rights and interests of returnee migrant workers.

The project has generated valuable experiences, challenges, achievements and lessons from returnee migrant workers, trade unions, CSOs and other stakeholders. Documenting these experiences is important to capture the changes and learning generated through the project and to highlight the voices and lived experiences of returnee migrant workers.

Acknowledging this, BILS intends to develop a **Case Story Book and Video Documentary** on the Reintegration Experiences of Returnee Migrant Workers. The documentation will capture selected case stories from Jashore and Faridpur, focusing on the challenges faced by returnee migrant workers, support received, role of trade unions and CSOs, experienced changes and their future aspirations. The Case Story Book and Video Documentary will serve as communication, learning and advocacy materials for the actors working on labour migration and reintegration.

#### 2. Objectives of the Assignment

The overall objective of the assignment is to document and communicate the experiences, changes, challenges and lessons of returnee migrant workers and the contribution of trade unions and CSOs to their reintegration.

##### Specific objectives:

- Document approximately 20 case stories of returnee migrant workers from Jashore and Faridpur.
- Capture the voices, experiences and challenges of returnee migrant workers from two districts.
- Document the support and services accessed by returnee migrant workers through the project.
- Highlight the role of trade unions, CSOs and TU-CSO forums in supporting reintegration.
- Capture changes, achievements, good practices and lessons emerging from the project.
- Develop a professional and engaging Case Story Book based on the documented cases.
- Produce a 8–10-minute Video Documentary highlighting the project journey and selected human-interest stories.
- Generate communication and advocacy materials that can be used by BILS and its partners.

#### 3. Scope of Work

The Consultant/Consultancy Team shall undertake the following activities and responsibilities:



International  
Labour  
Organization

### **A. Preparatory Phase**

- Review the project documents and available project information.
- Meet with the BILS project team to understand the expected documentation.
- Develop a workplan and documentation methodology.
- Develop interview guides and documentation tools.
- Identify and finalize potential case stories in consultation with BILS.

### **B. Case Story Documentation**

- Conduct field visits to selected project locations in Jashore and Faridpur.
- Conduct interviews with approximately 20 selected returnee migrant workers.
- Document their migration, return and reintegration experiences.
- Document challenges, support received, changes and future aspirations.
- Conduct interviews with relevant trade union, CSO, service provider and other stakeholders.
- Collect high-quality photographs of selected case story participants and relevant contexts.
- Verify the information and stories with concerned participants before finalization.

### **C. Development of Case Story Book**

- Develop approximately 20 human-interest case stories based on field documentation.
- Edit and present the stories in an engaging and reader-friendly manner.
- Incorporate relevant photographs, quotations and contextual information.
- Develop the overall structure, content and design of the Case Story Book.
- Incorporate BILS feedback and finalize the publication.
- Submit the final print-ready and web-ready version along with editable files.
- Design and print with Professional binding of 100 copies case story book.

### **D. Development of Video Documentary**

- Develop the concept, storyline and storyboard in consultation with BILS.
- Conduct video interviews with selected returnee migrant workers and relevant stakeholders.
- Capture relevant field activities, locations and contextual footage.
- Produce an 8–10 minute human-interest Video Documentary.
- Undertake video editing, voice-over, subtitles, graphics, sound mixing and other post-production activities.
- Incorporate BILS feedback and finalize the documentary.
- Submit the final HD video and relevant source/raw files.

## **4. Deliverables and Timeline**

The assignment completion timeline is 30 days from the date of contract signing. The Consultant will be responsible for submitting the following deliverables:

### **For Case Story Book:**

- Inception report with documentation methodology, case selection approach and workplan – within 5 days.
- Field documentation, interviews, photographs and video footage – within 15 days.
- Draft Case Story Book containing approximately 20 case stories – within 22 days.
- Final Case Story Book containing approximately 20 case stories – within 30 days.

**For Video Documentary:**

- Inception report with documentation methodology, case selection approach and workplan – within 5 days.
- Field documentation, interviews, video footage – within 15 days.
- Draft 8–10-minute Video Documentary – within 25 days.
- Video Documentary incorporating BILS feedback – within 30 days.

**For Designing and Printing Case Story Book:**

- Designing and layout of the Case Story Book
- Editing, proofreading and finalization
- Quality hard paper cover with lamination
- Quality inner paper with full-colour printing
- Professional binding of 100 copies
- Print-ready PDF and editable source file

**5. Required Qualification and Experience**

- A post graduate degree in Journalism, Mass Communication, Development Studies, International Relation, Social Science or a relevant field.
- At least 2-3 years of relevant experience in documentation, case story development, journalism, development communication, documentary production or related areas.
- Demonstrated experience in developing human-interest stories/case studies and documentary videos.
- Strong skills in interviewing, writing, photography and visual storytelling.
- Experience in working with development organizations, NGOs, trade unions or labour-related projects will be an advantage.
- Good understanding of labour migration, workers' rights and reintegration issues will be an advantage.
- Strong communication and writing skills in both 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](mailto:bils@citech.net).

The individual/firm must submit the following documents along with the Technical and Financial Proposal:

- Curriculum Vitae (CV) of the consultant/team members highlighting qualification and relevant experience.
- Technical Proposal describing approach, methodology and timelines.
- Financial Proposal with detailed budget breakdowns as per activities.

**7. Deadline for Proposal Submission**

On or before 18:00 PM, 30 July 2026