



TERMS OF REFERENCE (ToR)

Translation of the Labour Reform Commission Report from Bangla to English

1. Introduction

This Terms of Reference (ToR) details the working modalities of a short-term consultancy assignment to translate the final Report of the Labour Reform Commission (LRC) from Bangla to English. Bangladesh Institute of Labour Studies-BILS was established in 1995 as a national organisation working on labour rights, policy advocacy, and capacity building. The Bangladesh Institute of Labour Studies- BILS is the commissioning authority of this consultancy.

The Labour Reform Commission was constituted by the Government of Bangladesh to develop recommendations aimed at strengthening labour governance, industrial relations and workers' rights in Bangladesh. Following extensive consultations with relevant stakeholders, the Commission produced a comprehensive report outlining recommendations for labour sector reform.

To facilitate wider dissemination and engagement with international stakeholders, development partners, labour organizations, researchers and policymakers, BILS intends to commission a professional translation of the report from Bangla into English. This consultancy assignment is therefore aimed at producing a high-quality English version of the report while preserving the accuracy, meaning, context and technical nuances of the original document.

2. BACKGROUND

Bangladesh is currently undergoing significant discussions and reform processes concerning labour laws, industrial relations, social protection, occupational safety and health, labour administration, and the future of work. As part of these efforts, the Labour Reform Commission was established to assess existing labour governance systems and recommend measures to strengthen labour rights, enhance compliance with international labour standards and improve industrial relations mechanisms.

The Commission undertook extensive reviews and consultations involving workers' organizations, employers' organizations, government agencies, academics, experts and civil society representatives. Based on these consultations, the Commission developed a comprehensive report containing detailed observations and recommendations relating to legislative reform, institutional strengthening and policy interventions in the labour sector.

The report comprises approximately 186 pages and contains comprehensive findings, analysis and recommendations concerning labour laws, industrial relations, workers' rights, labour administration, occupational safety and health, social protection, and labour market governance in Bangladesh.

As the report is currently available in Bangla, there is a need to translate the document into English to facilitate meaningful engagement with international audiences, development partners, global labour institutions, researchers and other stakeholders. Given the technical and legal nature of the report, the translation must ensure accuracy, consistency of terminology and preservation of the original intent and recommendations.

3. OBJECTIVE

General Objective

To produce a high-quality English translation of the Labour Reform Commission Report while ensuring accuracy, consistency, readability and preservation of the original meaning and intent.

Specific Objectives

- i. Translate the complete Labour Reform Commission Report from Bangla into English.
- ii. Ensure consistency in legal, technical and policy terminologies throughout the translated document.
- iii. Maintain the integrity, context and intent of the original report, including recommendations and technical discussions.
- iv. Review and cross-check the translated report to ensure linguistic accuracy and quality.
- v. Incorporate comments and feedback received from BILS and finalize the report accordingly.

4. SCOPE OF WORK

The consultant/organization shall:

- Conduct an inception meeting with BILS.
- Establish a coordination mechanism, including a focal point/team, to ensure regular communication, provide progress updates, and facilitate monitoring throughout the assignment.
- Translate the complete report (approximately 186 pages) from Bangla to English.
- Maintain consistency of labour, legal, policy and institutional terminology throughout the document.
- Review and edit the translated text to ensure quality and readability.
- Consult with BILS and designated experts where clarification of technical concepts or terminology is required.
- Submit the translated draft report for review.
- Incorporate revisions and comments provided by BILS.

- Submit the final editable English version of the report.

5. METHODOLOGY

The consultant is expected to adopt a systematic translation and quality assurance approach, including but not limited to:

- Review of the original Bangla report.
- Terminology harmonization and glossary development.
- Translation of the report into English.
- Editing and proofreading for consistency and accuracy.
- Internal quality review and cross-checking.
- Revision based on comments from BILS.

6. RESPONSIBILITIES

Consultant

- Translate the report accurately and professionally.
- Preserve the original meaning, tone and intent of the report.
- Ensure consistency of terminology throughout the document.
- Submit draft and final versions within the agreed timeline.
- Maintain confidentiality of all documents and information shared.

Contracting Agency (BILS)

- Provide the final Bangla version of the report.
- Designate focal persons for communication and clarification.
- Review submitted drafts and provide consolidated feedback.
- Make payments according to the agreed schedule.

7. DELIVERABLES

- Draft English Translation.
- Revised English Translation incorporating comments.
- Final English Translation (publication-ready version).

- Glossary of key labour, legal and policy terminologies (if required).

8. TIME FRAME

The assignment is expected to be completed within **30 calendar days**, from **15 August 2026 to 15 September 2026**, commencing from the date of contract signing.

Indicative Timeline:

- **Inception Meeting:** By 18 August 2026
- **Draft Translation Submission:** By 6 September 2026
- **Final Translation Submission:** By 15 September 2026

9. REQUIRED QUALIFICATIONS

The consultant/organization should possess:

- Demonstrated experience in professional Bangla-English translation.
- Proven experience translating legal, policy, labour, governance or development-related documents.
- Strong command of both Bangla and English languages.
- Experience working with labour law, industrial relations, policy reform or international development documents will be considered an advantage.

10. PAYMENT AND MODALITY OF DISBURSEMENT

The consultant is requested to submit a financial proposal.

Payment shall be made upon the successful submission and acceptance of the translated report, in accordance with the requirements outlined in this ToR, as follows:

- **100% of the contract value upon completion and approval of the translated report.**

***Note:** VAT and TAX shall be deducted at source in accordance with applicable Government rules and regulations.*

11. GENERAL TERMS AND CONDITIONS

Copyright

All documents, data and information received for the purpose of this assignment shall remain the property of BILS. The translated report and all related outputs produced under this assignment shall be the intellectual property of BILS and shall not be shared with any third party without prior written authorization.

Confidentiality

The consultant shall maintain strict confidentiality regarding all materials and information provided during the assignment.

Termination

Either party may terminate this contract by providing seven (7) days' written notice. BILS reserves the right to terminate the contract at any time if the services delivered are found to be unsatisfactory or do not comply with the requirements outlined in this ToR.

12. APPLICATION PROCEDURE

Interested consultants/organizations are invited to submit:

- Technical Proposal
- Financial Proposal
- Relevant experience and sample work
- CV(s) of translator(s)

The proposals should be submitted to BILS within the deadline specified in the call for proposals.

For any queries, interested applicants may contact the designated focal person at BILS.