



# Terms of Reference (ToR)

## Review, Revision, and Orientation on the BILS Safeguarding Policy

### 1. Background

*The Bangladesh Institute of Labour Studies (BILS) is a national labour rights organization committed to promoting decent work, social justice, safe workplaces, and the protection of the rights and dignity of all individuals associated with its work.*

*In 2021, BILS developed its organizational Safeguarding Policy to prevent and respond to all forms of abuse, exploitation, harassment, discrimination, and other safeguarding concerns. Since then, significant legal, institutional, and international developments have taken place, including amendments to the Bangladesh Labour Act (2026), Bangladesh's ratification of ILO Convention No. 190 concerning Violence and Harassment in the World of Work, and evolving global safeguarding standards and good practices.*

*To ensure that its safeguarding framework remains relevant, effective, and aligned with current legal and international standards, BILS intends to engage an experienced Safeguarding Consultant to review, update, and finalize the existing Safeguarding Policy and orient all BILS staff on the revised policy. This terms of reference detail the working modalities of a short-term consultancy to carry out the above-mentioned assignment. BILS is the commissioning authority of this consultancy. This consultancy constitutes an essential part of a partnering project between BILS and Laudes Foundation titled 'Fair Futures: Shaping a Just Industrial Transition in Bangladesh'.*

### 2. Objective of the Assignment

*The overall objective of this assignment is to review, revise, and strengthen the existing BILS Safeguarding Policy so that it reflects:*

- *Recent amendments to the Bangladesh Labour Act (2026);*
- *Bangladesh's commitments under ILO Convention No. 190;*
- *Contemporary international safeguarding standards and protocols;*
- *Good organizational practices for prevention, reporting, response, accountability, and survivor-centered approaches.*

*The consultant will also facilitate an orientation session for all BILS staff members on the revised policy.*

### 3. Scope of Work

*The consultant will undertake, but not necessarily be limited to, the following tasks:*

#### A. Policy Review

- ➔ *Review the existing BILS Safeguarding Policy (2021);*
- ➔ *Assess its strengths, gaps, and areas requiring revision;*
- ➔ *Review relevant national laws, international conventions, and current safeguarding standards.*

#### B. Policy Revision

*Revise and update the policy by incorporating, as appropriate:*

- ➔ *Amendments to the Bangladesh Labour Act (2026);*
- ➔ *Principles and obligations arising from ILO Convention No. 190;*
- ➔ *International safeguarding good practices;*
- ➔ *Clear definitions, responsibilities, reporting procedures, investigation protocols, confidentiality provisions, and accountability mechanisms;*
- ➔ *Any other relevant updates necessary to strengthen organizational safeguarding.*

#### C. Validation and Finalization

- ➔ *Present the draft revised policy to BILS management;*
- ➔ *Incorporate comments and feedback;*
- ➔ *Submit the final revised Safeguarding Policy.*

#### D. Staff Orientation

- ➔ *Develop a concise orientation presentation and learning materials;*
- ➔ *Conduct one orientation session for all BILS staff members;*
- ➔ *Respond to participants' questions and provide practical guidance on implementation.*

| Activity                         | Month 1 | Month 2 | Month 3 |
|----------------------------------|---------|---------|---------|
| <i>Review of existing policy</i> | ✓       |         |         |
| <i>Draft revised policy</i>      | ✓       | ✓       |         |
| <i>Validation meeting</i>        |         | ✓       |         |
| <i>Final policy submission</i>   |         | ✓       |         |
| <i>Staff orientation</i>         |         |         | ✓       |
| <i>Completion report</i>         |         |         | ✓       |

### 4. Expected Deliverables

*The consultant will deliver the following:*

- ❖ *Inception note outlining the review methodology and work plan.*

- ❖ *Draft revised BILS Safeguarding Policy.*
- ❖ *Final revised Safeguarding Policy incorporating BILS feedback.*
- ❖ *Orientation materials (PowerPoint and/or handouts).*
- ❖ *One staff orientation session.*
- ❖ *Brief completion report summarizing the assignment.*

## 5. Duration of the Assignment

*The assignment will be completed within **three (3) months** from the date of signing the contract.*

## 6. Consultant Qualifications

*The consultant should possess:*

- *Demonstrated expertise in safeguarding, protection, gender equality, or organizational policy development;*
- *Strong knowledge of Bangladesh labour laws and relevant legal frameworks;*
- *Familiarity with ILO Convention No. 190 and international safeguarding standards;*
- *Experience in reviewing and developing organizational safeguarding policies;*
- *Excellent facilitation and training skills;*
- *Strong analytical and report-writing abilities.*

## 7. Reporting

*The consultant will work closely with the designated focal person at BILS and submit all deliverables to the Executive Director or his/her designated representative.*

## 8. Payment Schedule

*The consultancy fee will be paid in two instalments:*

| <b>Payment</b>          | <b>Amount</b> | <b>Condition</b>                                                                                            |
|-------------------------|---------------|-------------------------------------------------------------------------------------------------------------|
| <i>First Instalment</i> | <i>50%</i>    | <i>Upon signing of the consultancy contract</i>                                                             |
| <i>Final Instalment</i> | <i>50%</i>    | <i>Upon submission of all final deliverables and successful completion of the staff orientation session</i> |

## 9. Proposal Submission

*Interested consultants are requested to submit:*

### **Technical Proposal**

- *Understanding of the assignment;*
- *Proposed methodology and work plan;*
- *Relevant experience;*

- *Updated CV highlighting experience and expertise for the assignment.*

### **Financial Proposal**

- *A lump-sum financial proposal inclusive of professional fees and all applicable costs.*

## **10. Selection Criteria**

*Consultants will be assessed based on:*

- ✓ *Relevant technical expertise and experience;*
- ✓ *Understanding of the assignment and proposed methodology;*
- ✓ *Previous experience in safeguarding policy development and training;*
- ✓ *Financial competitiveness.*

## **11. General terms and conditions:**

### **Copyright**

*All data and information received from BILS and other stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this ToR. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without expressed advance written authorization of BILS. BILS reserves the right to change or make any modification in the submission as necessary.*

### **VAT & TAX**

*VAT/TAX will be deducted at source, in accordance with the compliance with Government Rules.*

### **Termination of the contract**

- *The contract shall be terminated at expiry of the deadlines mentioned in the contract. But before the expiry, either party may terminate the contract by giving 7 days' notice in writing to the other party.*
- *In the event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, BILS reserves the right, if it seems necessary, to terminate the contract with a written notice within 7 days before the expiration date of the contract.*

## **12. Application Procedure:**

*The consultant should submit a financial and technical proposal to BILS within 7 working days from the date of publishing this ToR. Submission should be sent to: [office@bilsbd.org](mailto:office@bilsbd.org)*

*For any queries, please contact;*

*Nazma Yesmin-Director, BILS*

*Email: [nazma@bilsbd.org](mailto:nazma@bilsbd.org)*