



International
Labour
Organization

**Advancing Decent Work in Bangladesh
Labour Administration and Working Conditions (LAWC) Cluster
ILO Country Office for Bangladesh**

TERMS OF REFERENCE

Assignment: Support the private sector stream of work in the LAWC cluster by establishing connectivity with key stakeholders such as international buyers' organizations, global business associations, chambers, investors, multinational corporations (MNCs), and employers; and develop a comprehensive knowledge base and material on the private sector in Bangladesh.

Contract Type: External Collaborator (National)

Duty stations: Dhaka, Bangladesh

Languages required: English

Duration of Ex-Col contract: Maximum 100 working days over the period of 7 months (tentatively the assignment will start from Aug/Sep 2024. Date will be finalized after completion of recruitment process).

1. Introduction

The "Advancing Decent Work in Bangladesh" project, is a comprehensive, coordinated effort by the ILO, the Government of Bangladesh (GoB) and workers' and employers' organizations to promote decent work in Bangladesh.

One of the key outcomes of the project is to create sustainable and competitive enterprises that are more gender-responsive, inclusive, safe, sustainable, competitive, and supportive of decent work integration and promotion. Achieving this broader objective requires advancing responsible business conduct and Human Rights Due Diligence (HRDD) preparedness across sectors. HRDD in the global supply chain is rapidly becoming a priority for regional economic blocks and governments worldwide. The increasing pressure for policy changes at the national level highlights the need for improved HRDD preparedness among countries involved in global supply chains, including the adoption and development of relevant legislation.

At the enterprise level, this preparation involves strengthening compliance in local operations to maintain competitiveness and access to the global market, particularly within the EU. In Bangladesh, national stakeholders generally lack awareness of the emerging HRDD requirements and the principles of responsible business conduct. The private sector component of the project aims to support the government and businesses in better understanding and preparing for the advancement of HRDD throughout the supply chain.

2. Background

Given the significant changes in international trade and business practices, Bangladesh stands at a critical development juncture as it approaches graduation from the category of Least Developed Countries (LDCs), necessitating swift action to foster an environment conducive to private sector growth. This includes promoting responsible business conduct and ensuring Human Rights Due Diligence, crucial for enhancing market competitiveness and reputation, within and beyond the Ready-Made Garment (RMG) sector.

In this context, the private sector work stream of the "Advancing Decent Work in Bangladesh" project aims to build the capacity of industry actors, such as associations and chambers, to promote responsible business conduct and Human Rights Due Diligence (HRDD) across sectors. This requires connectivity with brands, buyers, global business associations, investors, and employers by convening and facilitating the exchange and dissemination of good business practices.

3. Objective of the Assignment

The objective of the assignment is to support the private sector stream of work to establish connectivity with selected stakeholders, e.g., international buyers' organizations, global business associations, chambers, investors, multinational corporations (MNCs), and employers. The goal is to develop a robust knowledge base on the private sector landscape in Bangladesh. The consultant will be tasked with facilitating these connections and compiling insights to inform strategic initiatives aimed at enhancing the engagement and capacity of Bangladesh's private sector in promoting responsible business conduct and human rights due diligence.

4. Specific Tasks and Timetable

Sl.	Tasks	No. of Working Days
1.	Establish connectivity with international buyers' organizations, global business associations, chambers, investors, and multinational corporations (MNCs), and prepare a private sector contact database.	25 days
2.	Support the private sector team in setting up meetings with industry stakeholders, identifying fact-finding missions, and organizing workshops.	15 days
3.	Produce event reports, informational materials and ensure proper documentation of meetings, workshops, and seminars.	25 days
4.	Prepare an evidence-based synopsis report on decent work deficits in non-RMG export oriented sectors, and a capacity needs assessment report for selected industry associations and chambers regarding their readiness to promote responsible business conduct and human rights due diligence.	20 days
5.	Design a capacity development plan for selected industry associations and chambers regarding the promotion of responsible business conduct and human rights due diligence including any other task/support required by ILO regarding the assignment.	15 days
Total		100 Days

5. Deliverables and Payment Schedule

Sl.	Deliverables	Payment Schedule
1.	Comprehensive private sector contact database, including summary of established connections with international buyers' organizations, global business associations, chambers, investors, and multinational corporations (MNCs).	25%
2.	Successfully assisted in scheduling meetings with industry stakeholders, identifying fact-finding missions, and organizing workshops for the private sector team, while producing event reports, informational materials, and ensuring proper documentation of meetings, workshops, and seminars.	40%
3.	An evidence-based synopsis report on decent work deficits in non-RMG export oriented sectors, and a capacity needs assessment report for selected industry associations and chambers regarding their readiness to promote responsible business conduct and human rights due diligence.	20%
4.	A comprehensive capacity development plan for selected industry associations and chambers regarding the promotion of responsible business conduct and human rights due diligence.	15%

6. Completion criteria

- All reports to be submitted to the ILO must be relevant to the outputs (activity and the task) mentioned in the TOR following ILO brand guideline and brand premier.
- Provide information and update progress as requested by the Project team of the ILO.
- The consultant has to follow the guideline of ILO to ensure quality of the reports/documents.
- The consultant should be proactive, report timely on the progress and participate in meetings as and when necessary.

7. Timeframe and Reporting

- Timeframe:** The duration of the assignment will be for a maximum of 100 working days over the period of seven months (tentatively the assignment will start from Aug/Sep 2024, but the date will be finalized after completion of recruitment process). The ILO shall NOT provide office space in Dhaka and necessary logistics (like Laptop, Printer, Paper, internet, local travel, etc.) to carry out day-to-day jobs of the consultant.
- Reporting:** The consultant will work under the overall supervision of the Programme and Operations Officer, ILO. The consultant will perform day-to-day activities in close collaboration with and under the supervision of the Senior Programme Officer (Private Sector). The consultant will prepare a final report at the end of the assignment on the activities undertaken and will submit this to the ILO. The ILO will carry out a performance evaluation at the end of the assignment.

8. Special Terms and Conditions

- a. Confidentiality Statement and Intellectual Property of Data:** The documents prepared under this contract are the property of ILO. Therefore, the consultant cannot publish these without permission of the ILO.
- b. Unsatisfactory or incomplete work:** For the assignment, the ILO's Standard Rules and Procedure for external collaboration contract shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.
- c. Insurances:** The ILO accepts no liability in the event of death, injury or illness of the External Collaborator. The External Collaborator attests that he/she is adequately covered by insurance for these risks. In no circumstances shall the External Collaborator be covered by any ILO insurance and it is his/her responsibility to take out, at his/her own expense, any personal insurance policies he/she may consider necessary, including a civil liability insurance policy.

9. ILO's responsibilities

The responsibility of the ILO will be to:

- a. Provide all the documents and other related literature of ILO available as relevant to the task.
- b. Assist in coordination with relevant stakeholders.
- c. Review progress of the work and provide feedback as necessary.
- d. Quality assurance of the deliverables.
- e. Ensure payment of agreed amounts, based on deliverables.
- f. Any other tasks/supports as required and agreed by the ILO.

10. Qualifications and Experience of the consultant

Academic Qualification:

- A post-graduate degree in business administration, economics, development Studies or a related field.

Experiences:

- At least five years of professional experience with private sector development. Solid understanding of development programmes focused to include private sector stakeholders and private sector development.
- Professional experience of engaging with international buyers' organizations, global business associations, chambers, investors, multinational corporations (MNCs).
- Preferred experience in compliance management and business development.

Competencies:

- Excellent communication and stakeholder engagement abilities including awareness of the socio-economic and political context of Bangladesh

- Knowledge of responsible business conduct, human rights due diligence and good labour practices including related legal frameworks.
- Proficient in basic computer software (Microsoft Word, PowerPoint, Excel, Adobe Reader) and ability to use other software packages required by the Office.
- Ability to conduct action-oriented research and write analytical technical reports in English.

11. Evaluation Criteria and Score

The selection of the candidate will be made based on the cumulative analysis scheme, where total score will be obtained upon combination of weighted technical and financial aspects.

(a) Technical weighted score, out of 70: When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- I. Responsive/compliant/acceptable, and
- II. Having received the highest score out of a pre-determined set of technical and financial criteria specific to this TOR.

Only candidates obtaining a minimum of 70% score in the technical evaluation would be considered for the financial evaluation. The technical proposal will be evaluated in accordance with the criteria stated below:

Evaluation Criteria	
I.	Relevant educational qualification
II.	Relevant and recent experience on engaging with key stakeholders, e.g., international buyers' organizations, business and industry associations, chambers, investors, and multinational corporations (MNCs).
III.	Experience in compliance management and business development.
IV.	Experience of producing reports and informational material
V.	Presentation on understanding of the concept of the assignment and methodologies to perform the task (through interview, if necessary)

(b) Financially weighed score, out of 30:

The maximum number of points assigned to the daily fee is allocated to the lowest daily fee quoted by the applicant. All other quoted daily fees receive points in inverse proportion. The suggested formula is as follows:

$$p = y (\mu/z),$$

p = points for the daily fee being evaluated,

y = maximum number of points for the daily fee (here it is 30),

μ = the lowest daily fee quoted among the candidates being considered,

z = the daily fee being evaluated

12. Application Requirements

Interested individuals must submit the following documents/information:

- **Personal CV**, indicating all past experience from similar assignments, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;

- **One page concept note on the assigned task**, specifying the methodology to perform the assignment and candidate's qualifications and relevant experiences;
- **Financial proposal**, specifying the professional fees for this assignment. The proposal is to be submitted through the attached standard template (ANNEX – 01);
- **Copy of a recent contract** to be submitted as an evidence of daily fees offered to the candidate for similar assignment by other agency (preferably by any UN agency, Multilateral Development Bank, or bilateral donors).

The ILO promotes equal opportunities for women, men and disabled candidates to obtain decent and productive employment in conditions of freedom, equity, security and human dignity.

13. Proposal Submission Procedure and Submission Deadline:

Interested individuals must submit aforementioned documents to the ILO through email ID: LAWC-DHAKA@ilo.org latest by **25th August 2024, by 4.30pm** (GMT+6, Bangladesh Standard Time). Proposers who shall not submit all these documents shall not be considered for further evaluation.

For any further query, kindly send email to LAWC-DHAKA@ilo.org

ANNEX-01

**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A. Breakdown of Cost by Components:

Cost Components	Unit Cost in BDT	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		100 working days	
Grand Total			