

Better Work Bangladesh (BWB) **ILO Country Office for Bangladesh**

TERMS OF REFERENCE

Assignment:	National consultant to deliver the Advisory Service on Maternity Protection in the selected ready-made garment (RMG) factories.
Contract Duration	150 days
Contract Type:	External Collaboration Contract
Number of Excol:	01
Location:	Dhaka, Bangladesh
Required languages:	English and Bangla

Duration of Ex-Col contract: Delivering Capacity building training activities to factory HR & Compliance team members, medical staff and female workers in-person in classroom settings and conducting training (in-person). Delivery maximum of 150 days of advisory visit services and 10 days follow up session over the period of will be started on 15 January 2025 but the date will be finalized after completion of the recruitment process).

1. Introduction

Better Work is a flagship program of the International Labour Organization (ILO), jointly run by the International Finance Corporation (IFC) a member of the World Bank Group. Launched in February 2007, the programmes to improve labour standards and competitiveness in global supply chains with a focus on garment and footwear factory conditions and the welfare of workers employed in the industry. The focus is on developing scalable and sustainable solutions which build cooperation between government, employer and worker organizations, and international buyers. Better Work is headquartered in Bangkok, Geneva and Washington and has operations in eleven countries worldwide. The Better Work programme launched in Bangladesh in 2014 and currently works with some 450 factories.

Better Work Bangladesh (BWB) has several components including:

- (1) Enterprise assessments against (a) the principles of the ILO Declaration core international labour standards and Bangladesh labour law; and
- (2) Enterprise advisory and training services designed to support practical improvements and increased social dialogue at the factory level.
- (3) An influencing agenda with the goal of using programmatic learnings to impact national legislation and related policies.

2. Objectives of the Assignment

The purpose of the consultancy is to provide expertise and qualified support to ILO-Better Work Bangladesh in the following areas:

BWB seeks to hire an experienced consultee to conduct advisory visits in-person of Maternity protection, on the job training and data collection in participating ready-made garment (RMG) factories. Better Work has always placed gender equality at the heart of its strategy, recognizing that interventions that support women's empowerment, by addressing the underlying root causes of discrimination and inequality at all levels, and promoting gender

equality and effective social dialogue, are the processes that drive lasting improvements within firms and encourage overall inclusive growth in the garment sector and beyond.

In this context, Better Work is continuing Maternity protection to protect the wellbeing of mothers and to ensure that their children receive adequate early nutrition. Since 2017, Better Work Bangladesh (BWB) has implemented the special initiative in 103 partner factories.

BWB initiated the advisory visits to address the scope of improvements and challenges at workplace related to maternity benefit, breastfeeding, safe motherhood, and child nutrition. BWB also guide the enterprise to overcome the challenges at workplace. The consultant will be expected to maintain communications with factories and the Better Work Bangladesh team regarding advisory performance, on-the-job training, data collection and support overall program implementation as required.

BWB expects the assignment to require a maximum of 160 days of work during the period 15 January 2025 to 31 December 2025.

3. Consultant's responsibilities/Technical Evaluation Criteria

Working closely with the BWB team, the consultant's tasks will include:

- Conduct advisory visits of Maternity protection to address the scope of improvements and challenges at workplace.
- Conduct on the job training for the focal groups (selected groups for discussion).
- Prepare visit reports maintain data.
- Manage communications with relevant factory management and the BWB team to support the successful implementation of the program.

4. Possible Locations

Dhaka, Gazipur, Savar, Mymensingh, Narayanganj and Chattogram.

Deliverables / Specific Outputs Expected from Consultant

SI No.	Task/deliverables	Required days
1	Induction	02 days
2	Conduct 1 st advisory+ final advisory visit in 65 factories	65+65=130 days
3	Conduct 1st advisory visit in 10 factories in Chattogram	10 days
4	Follow up visit (group wise) 8-10 factories per day. Follow up visit(virtual) for 10 factories (Chattogram)	07 + 01=08 days
	Total	150

Note: i) Few batches/sessions' locations may be changed subject to requests from factories.

ii) ILO will reimburse transport(bus)fares in case of travel at Chattogram (maximum-6).

5. Deliverables and Payment Schedule

The consultants will propose the cost of their visits and other engagement of services as per the word figure (all-inclusive fees in BDT).

- **1st Payment:** 15% payment of the contract value will be made upon completion of tasks serial number 1 & 3 with satisfaction and excepted by the ILO and sub sequent submission of invoice.
- **2nd Payment:** 15% payment of the contract value will be made upon completion of tasks serial numbers 1 with satisfaction and excepted by the ILO and sub sequent submission of invoice.
- **3rd payment:** 15% payment of the contract value will be made upon completion of tasks serial 1&4 with satisfaction and excepted by the ILO and sub sequent submission of invoice.
- **4th payment:** 15% payment of the contract value will be made upon completion of tasks serial number 1 with satisfaction and excepted by the ILO and sub sequent submission of invoice.
- **5th payment:** 15% payment of the contract value will be made upon completion of tasks serial number 1 with satisfaction and excepted by the ILO and sub sequent submission of invoice.
- **Final Payment:** Final payment (25% payment of the contract value) will be made upon completion of tasks serial number 1,2 and 4 delivery of other supporting documents and materials, accepted by the ILO and sub sequent submission of invoice.

DSA & Transportation:

ILO will provide required DSA at actual for 10 nights @ BDT. 10,900 .00 (UN Elsewhere Rate of December-2024) as per ILO rules and 05 Air Fare @13,000.00 for Chattogram travel (both way).

- Travel expenses will beard by the consultants and will be reimbursed by ILO

Kindly note, that travel reimbursement is not applicable for Dhaka and neighbouring areas. For travel reimbursement outside Dhaka (if any with night stay) will be followed according to the ILO standard **elsewhere DSA rate BDT. 10,900 .00 per night stay.**

The ILO shall NOT provide office space in Dhaka and necessary logistics (like office space, Laptop, Printer, Paper, internet, local travel, etc.) to carry the out day-to-day jobs of the consultant.

6. Special terms and conditions

a. Confidentiality Statement and Intellectual Property of Data: The documents translated under this contract are the property of ILO. Therefore, the consultant cannot use these without the permission of the ILO.

b. Unsatisfactory or incomplete work: For the assignment, the ILO's Standard Rules and Procedure for external collaboration contracts 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.

7. Timeframe/duration:

15 January 2025, to 31 December 2025 (but the date will be finalized after completion of the recruitment process).

8. 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 the progress of the work and provide feedback as necessary.
- d. Organize the validation workshop.
- e. Ensure payment of agreed amounts, based on performance.
- f. Any other tasks/supports as required and agreed by the ILO.

9. Completion criteria

- a. All visit reports and related documents; participants list of the on-the-job training will be submitted to Better Work Bangladesh and must be cleared by Programme coordination, Maternity protection, of Better Work Bangladesh.
- b. Provide information and update progress as requested by the Programme coordination, Maternity protection of Better Work Bangladesh.
- c. The consultant should be proactive, and timely on the progress.

10. Qualifications and experience of the consultant

Academic Qualification:

Undergraduate degree in Social Sciences with 4-5 years of professional experience as a consultee; track record in designing and executing successful programs particularly Maternity protection will be seen as an advantage.

Language

Strong spoken and written competence (Both Bangla & English)

Required Experience

- a. Comprehensive knowledge and understanding of Maternity protection (maternity benefits, breastfeeding, childcare and safe motherhood). Prior experience of working with garment workers and management will be an advantage.
- b. Proven experience in conducting (advisory) visits on Maternity protection in the manufacturing industry will be seen as an advantage.
- c. Previous experiences in ILO especially in implementing Maternity protection concepts will be given preference,
- d. Have the required IT skills to conduct visits and convene training sessions remotely (virtually) with the ability to troubleshoot if required.

- e. Fluency in Bangla and English, both written and oral; additionally, the candidate is expected to be proficient in typing Bangla.
- f. Demonstrated ability to multi-task in a fast-paced environment and be proactive, consistent, and timely with delivery under limited supervision; and ability to think strategically and independently.

11. Proposal Submission and Selection Process

The ILO invites technical and financial proposals from qualified consultants having relevant experience in delivering similar services as mentioned in this Terms of Reference (TOR). The consultant will be chosen following ILO procurement rules/ procedure on evaluation by an ILO team of professionals, and sign the Contract for the expected deliverables and outputs as per the TOR.

The cumulative Evaluation Method will be used for this procurement exercise and the Contract will be awarded to the highest scorer(s) in Cumulative analysis considering Technical and Financial Evaluation. The Technical proposal will contain 70% and the financial proposal will contain 30% weight whereas the Technical Evaluation passing score is 70%. Any candidate that scores less than 60% in Technical Evaluation shall not be considered for financial evaluation.

Financial weighted score, out of 30: The maximum number of points assigned to the financial proposal is allocated to the lowest priced proposal. All other financial proposals receive points in inverse proportion.

The suggested formula is as follows: $p = y (\mu/z)$,
p = points for the financial proposal being evaluated,
y = maximum number of points for the financial proposal (here it is 30),
 μ = price of the lowest financial proposal,
z = price of the financial proposal being evaluated

15. Recommended presentation of the proposal

Interested individuals must submit the following documents/information:

- **Personal CV**, indicating all experience from similar assignments, as well as the contact details (email and telephone number) of the candidate and at least two (2) professional references. In the CV should include relevant experience – A description of experience in projects of a comparable nature, with a specific description of past assignments in related work;
- **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 evidence of per word fee-fees offered to the candidate for a similar assignment by another agency (preferably by any UN agency, development organization, or bilateral donors).

Candidate must submit the Technical and Financial Proposals in **two separate sealed envelopes** mentioning “Technical Proposal” and “Financial Proposal” on the top of the envelopes.

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

The proposals in hard copy with a cover letter to be submitted by **26 December 2024** by 4:30 pm (Bangladesh Standard Time) to:

ILO Country Office for Bangladesh

PPD Secretariat Office Complex,
2nd floor, Block-F, Plot-17/B&C,
Agargaon Administrative Zone, Sher-e-Bangla Nagar,
Dhaka-1207, Bangladesh

Or,

you can send your quotation in two separate files (“Technical Proposal along with required supporting documents” and “Financial Proposal”) at: BW_BID_DHAKA@ilo.org by **26 December 2024**.

Clarifications/Questions: If any potential candidate has any query about the TOR, that has to be forwarded to the ILO through email ID: BW_BID_DHAKA@ilo.org by **19 December 2024**, 4:30 pm (Bangladesh Standard Time). We will response your query by **22 January 2024**, 4:30 pm (Bangladesh Standard Time)

Proposers who shall not submit these documents shall not be considered for further evaluation.

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ANNEX-01

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Costs by Components:

Cost Components	Unit Cost in BDT	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		150 working days	
ii) Transportation costs for factory visits/training venue (Savar, Gazipur, Mymensingh, Narayanganj and Chattogram).		140	
Number of transportation for visits		130 (130 from Dhaka, 10 in Chattogram)	
II. DSA		10-night stay	
iii. Bus/train/airfare for Chattogram		10 times travel	
Grand Total			

12. Client and users of the report ILO and its constituents.