

**Advancing Decent Work in Bangladesh**  
**Labour Administration and Working Conditions (LAWC) Cluster**  
**ILO Country Office for Bangladesh**  
**Terms of Reference**  
**Ref. No: RFP-ILO-LAWC-2025-006**

**Assignment:** Hire a Firm for Sectoral Wage Dialogue and Sectoral and National Wage Brief for Bangladesh

**Contract Type:** Service Contract

**Location:** Dhaka, Bangladesh (as mentioned in ToR).

**Duration:** The contract will be for eight (08) months of timeline starting from May 2025, but the date will be finalized after the completion of the onboarding process.

**Background and Rationale:**

Bangladesh has experienced remarkable economic growth over the past decade, progressively evolving towards a market-based economy. As the country aims to graduate from the Least Developed Country (LDC) status by 2026, it finds itself at a critical juncture of economic transformation and labour reform. Since joining the International Labour Organization (ILO) on June 22, 1972, Bangladesh has reaffirmed its commitment to upholding global labour standards by ratifying 36 ILO conventions, including eight fundamental and two governance conventions, reflecting its dedication to safeguard labour rights. As Bangladesh strives to secure access to export markets and achieve sustainable economic stability post-LDC graduation, strengthening labour rights has become a top priority. This priority includes ensuring better compliance with international labour standards, particularly regarding freedom of association, collective bargaining, labour inspections, and the establishment of inclusive social dialogue platforms and effective dispute-resolution mechanisms. These reforms are essential to fostering an inclusive and competitive labour market that can meet both domestic and international expectations.

Bangladesh, in collaboration with ILO, has initiated comprehensive labour reforms under the framework of the GB Roadmap (2021-2026) and the National Action Plan (2021-2026). These reforms aim to build a labour market that promotes inclusive and sustainable economic growth, employment and decent work for all, through just policies, gender-sensitive frameworks, and environmentally sustainable industrial practices, thereby enhancing the country's global competitiveness. This reformative path is vital for achieving Bangladesh's broader economic aspirations and aligns with the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2022-2026 and the Sustainable Development Goals (SDGs) for 2030. It marks a pivotal shift towards a future of prosperity, equity, and enduring social justice.

The ILO's Decent Work Country Programme (2022-2026) provides a strategic blueprint for these reforms. This collaborative initiative, involving the ILO, the Government of Bangladesh (GoB), and representatives from workers' and employers' organizations, is designed to drive substantive labour reforms. It focuses on improving wages and working conditions while promoting sustainable business practices. Besides, in response to the current volatile industrial situation, the interim government has decided to review workers' wages through the minimum wage board in RMG and other sectors. This is an effort to restore normalcy to ongoing industrial unrest.

The ILO's "Advancing Decent Work in Bangladesh" project, implemented in collaboration with tripartite national constituents, represents a comprehensive, coordinated response to these reform efforts. A central component of this project is the development of labour market institutions, particularly those responsible for tripartite social dialogue on labour related issues of common interest and priorities for the Government and the social partners. The project also emphasizes the importance of good governance principles, in alignment with international labour standards, for labour administration institutions. As wages and wage-setting mechanisms remain a pressing priority in Bangladesh, directly

impacting the well-being of workers and the overall sustainability of the labour sector, the project will support the government, employers, workers, and all relevant constituents in fostering effective dialogue driving the development of an evidence-based, gender-responsive national wage policy. The project also supports strengthening the minimum wage system, including wage setting process of Bangladesh based on ILO Minimum Wage Fixing Convention No. 131 and Recommendation 135 that calls for evidence-based minimum wage-setting that accounts for both the needs of workers and their families and economic factors.

Bangladesh's economy thrives on its diverse sectors, including agriculture, manufacturing, and services, each contributing significantly to the nation's growth. However, persistent wage disparities across these sectors pose a major challenge to achieving fair and inclusive wage policies. For example, in 2022, workers in the Ready-Made Garments (RMG) sector earned between 8,000 and 12,000 Bangladeshi Taka (BDT), while agricultural workers received wages ranging from 6,000 to 10,000 BDT. In contrast, the service sector offered higher wages, averaging 10,000 to 15,000 BDT, depending on job complexity and skill requirements. These disparities underscore the need for structured sectoral wage dialogues to address inequalities and improve living standards for workers across sectors. Additionally, policies such as minimum wage adjustments, skill development programs, and targeted support for lower-paying sectors like agriculture and RMG could help bridge the wage gap and promote economic equity.

According to ILOSTAT data from 2024, women accounted for just over 36% of the total labour force (ILOSTAT Data Explorer). However, their labour force participation rate stood at 44.2% in the same year. Despite this participation, women continue to face significant wage disparities and barriers to accessing higher-paying jobs and leadership roles. While Bangladesh has ratified the ILO's Equal Remuneration Convention and introduced laws and policies to address gender pay gaps, enforcement and implementation - particularly in the informal sector - remain weak. This has led to persistent gender wage inequalities and restricted women's full engagement in the labour market. To address these challenges, effective social dialogue mechanisms at the enterprise, sectoral, and national levels are essential for equitable wage setting and protection. Unfortunately, existing platforms lack the capacity to adequately tackle wage disparities or advance gender-responsive policies. Establishing a clear, gender-sensitive wage policy that considers sector-specific dynamics is critical to preventing worker exploitation and creating a stable, fair, and growth-oriented business environment.

This Terms of Reference (ToR) seeks to hire a firm/organization to lead comprehensive dialogues on sectoral wages (05 sectors) and prepare detailed wage briefs at national and sectoral levels. The goal is to build upon existing efforts to bridge wage gaps across sectors, gender, and social groups while promoting adequate minimum wages that are aligned with international standards. This initiative will bring together key constituents - government, employers, and workers and other constituents - from diverse sectors to ensure inclusive, participatory dialogue. Through this sectoral wage dialogue, the project aims not only to support national/sectoral wage-setting processes but also to contribute to broader socio-economic objectives of addressing undue low pay, reducing gender pay gaps and wage inequality and fostering sustainable economic development. By fostering collaboration and evidence-based dialogue, the initiative seeks to establish a transparent and equitable wage framework for Bangladesh, promoting social justice and enhancing the standard of living for all workers and their families.

The Government of Bangladesh has identified several priority sectors as part of its economic development strategies. The following sectors were consistently highlighted as priorities across the Industrial Policy 2022, Perspective Plan 2021-2041, and Export Policy 2021-2024:

1. Ready-Made Garments (RMG) and Textiles
2. Information and Communication Technology (ICT)
3. Pharmaceuticals

4. Leather and Leather Products
5. Agro-processing and Food Processing
6. Light Engineering
7. Shipbuilding
8. Jute and Jute Products
9. Blue Economy (Marine Resources)
10. Tourism and Hospitality
11. Renewable Energy
12. Plastics and Rubber
13. Ceramics

For this assignment, five sectors will be selected as the basis for sectoral dialogues on wages, which findings and recommendations will support preparing and facilitating the decision-making to adopt an evidence-based and gender responsive national wages policy. The selection of the 05 sectors during the inception phase will be based on the criteria such as: labour intensity, informality in the formality, collective bargaining status, gender representation, contribution to the economy and in consultations with the constituents.

### **Objectives of the Assignment**

The overall objective of the service contract is to undertake critical review of current sectoral wage determination and implementation process and produce national and sectoral wage analysis/briefs and contribute to facilitate inclusive, evidence-based sectoral wage dialogues that strengthen the wage setting process and their effective implementation to address low pay, gender pay gaps and wage inequalities, promote social justice and align with international labour standards.

Specific Objectives are:

1. To analyse current minimum wage structures across targeted key sectors, identifying and critically reviewing factors contributing to the existing wage determination processes, including reflections on effectiveness of wage setting institutions and, overall situation analysis based on available evidence. Based on the findings and global best practices, recommend how wages of the selected sectors can be determined and adjusted going forward using an improved institutional mechanism.
2. To organize inclusive technical dialogues involving key constituents and constituents - government, employers, and workers, CSOs, research, and academia to discuss an adequate and balanced sectoral minimum wage-setting practices and their effective implementation by building consensus based on the findings emerging from the sectoral wage analysis (objective 1).
3. To support with evidence and engagement of constituents through technical dialogues that wage-setting processes and their implementation to prioritize gender equality by addressing wage gaps faced by women and promoting policies that guarantee equal pay for work of equal value through translating the sectoral experience into national policy. Broader inclusiveness for marginalized groups such as migrants, and disabled persons will also be addressed in this dialogue.

## Scope of Work

The envisaged outputs and activities of the proposed service contract focus on two strategic areas:

**Strategic Area 01:** Develop Sectoral and National Wage analysis and reports/briefs - this involves providing evidence-based analysis based on robust data and methods, to support the Government and social partners in their efforts to strengthen the sectoral minimum wage system and facilitate graduation towards an adequate, effective and inclusive wage policy and minimum wage system.

**Strategic Area 02:** Contribute to evidence-based Sectoral Tripartite Dialogue on Wages - this includes strengthening the institutions involved in social dialogue on labour-related priorities including wages (such as sectoral minimum wage boards), so they can ensure more inclusivity and gender sensitivity in their approach and actions.

The details of these outputs and activities are elaborated in the following:

### Strategic Area 1:

Output 1: Contribute to the Development of an evidence-based and gender-responsive National Wage Policy	
Timeline	Activities
May- June 2025	<p><b>1. Finalize the Detailed Action Plan and Develop Tools for Sectoral Tripartite Wage Dialogue:</b></p> <p>Identify the criteria for the selection of sectors and select 05 sectors in consultation with the constituents. Submit 05 methodologies and workplans for the 05 selected sectors for the analytical report and research pieces with a clear mapping of data and tools. This will be submitted as a part of the inception report and needs to be agreed with ILO CO Dhaka before proceeding to the next steps and activities.</p> <ul style="list-style-type: none"><li>• The contractor will finalize a detailed action plan to arrange and facilitate tripartite wage dialogue in the targeted sectors. This includes defining timelines, roles, and responsibilities.</li><li>• Develop necessary facilitation tools (e.g., templates, guidelines, and questionnaires) to ensure effective engagement of constituents, including employers, workers, and government representatives.</li></ul> <p><b>2. Secondary Review of Wage-Related Policies, System and Process:</b></p> <ul style="list-style-type: none"><li>• Conduct a comprehensive review of wage-related policies, systems and processes to identify gaps and opportunities based on the related ILO standards and global practice that can inform the tripartite wage dialogue.</li><li>• Prepare a summary report of the reviewed policies and laws, ensuring that the dialogue is informed by existing regulatory frameworks of the country.</li></ul> <p><b>3. Initiate Wage Situation Analysis of the Targeted Sectors:</b></p> <ul style="list-style-type: none"><li>• Begin collecting data on wages in the targeted sectors, including both qualitative and quantitative aspects, such as wage levels, gender disparities, and sector-specific challenges.</li><li>• Consult constituents to gather their insights and perspectives on the current wage situation.</li></ul>
July- August 2025	<p><b>1. Finalize Wage Situation Analysis of the Targeted Sectors:</b></p> <ul style="list-style-type: none"><li>• Complete the data analysis and produce a report detailing the wage situation in the targeted sectors, highlighting key trends, disparities, and areas needing improvement.</li></ul> <p><b>2. Develop Wage Briefs for the Two Targeted Sectors:</b></p>

	<ul style="list-style-type: none"> <li>• Prepare concise, evidence-based wage analysis/briefs for two of the targeted sectors. These briefs will summarize the key findings from the wage situation analysis and propose potential interventions.</li> </ul>
September – October 2025	<b>1. Finalize Wage Briefs for the Two Targeted Sectors:</b> <ul style="list-style-type: none"> <li>• Complete and disseminate the wage briefs for the two targeted sectors to constituents, ensuring their availability for policy discussions and decision-making.</li> </ul>
November – 20th December 2025	<b>1. Develop a Wage Brief for One Targeted Sector:</b> <ul style="list-style-type: none"> <li>• Prepare a wage brief for an additional targeted sector, based on the data collected and analysed earlier, to ensure comprehensive coverage of the different sectors.</li> </ul> <b>2. Develop and Finalize a National Wage Report for the 5 Selected Sectors</b> <ul style="list-style-type: none"> <li>• The secondary review of the Wage-Related Policies, System and Process will be considered, and ILO's assessment of tripartite social dialogue mechanisms will be added on.</li> <li>• Compile a national wage brief highlighting lessons learned, best practices, and strategic recommendations.</li> <li>• Engage constituents for review and validation and finalize the national wage brief for use in advocating for the National Wage Policy.</li> </ul>

## Strategic Area 2:

Output 1: Contribute to the Development of an evidence-based and gender-responsive National Wage Policy	
Timeline	Activities
May- June 2025	<b>1. Finalize the Plan of Action and Identify Key Constituents for Sectoral Wage Dialogues and National Wage Dialogue:</b> <ul style="list-style-type: none"> <li>• Finalize a comprehensive plan of action for conducting sectoral wage dialogues, outlining objectives, timelines, and expected outcomes.</li> <li>• Identify and engage key constituents for each targeted sector, including representatives from employers, workers, and government. This step ensures that the relevant parties are on board and ready to participate in the dialogue process.</li> </ul>
July- August 2025	<b>1. Arrange at Least Two Tripartite Dialogues on Wages (Two Sectors):</b> <ul style="list-style-type: none"> <li>• Arrange and facilitate two tripartite wage dialogues involving government, employer, and worker representatives for two targeted sectors.</li> <li>• These dialogues will gather inputs, foster discussions, and help develop sector-specific wage briefs based on constituents' contributions and perspectives.</li> </ul>
September – October 2025	<b>1. Arrange at Least Two Tripartite Dialogues on Wages (Two Sectors):</b> <ul style="list-style-type: none"> <li>• Arrange and facilitate two tripartite wage dialogues involving government, employer, and worker representatives for two targeted sectors.</li> <li>• These dialogues will gather inputs, foster discussions, and help develop sector-specific wage briefs based on constituents' contributions and perspectives.</li> </ul>
November – 20 <sup>th</sup> December 2025	<b>1. Arrange One Tripartite Dialogue on Wages (One Sector):</b> <ul style="list-style-type: none"> <li>• Arrange and facilitate a tripartite dialogue on wages for the final targeted sector, ensuring a comprehensive understanding of wage issues across all sectors.</li> <li>• The results of this dialogue will support the development of the final sector-specific wage brief.</li> </ul> <b>2. Validation of the National Wage Brief with Tripartite Constituents and Social Partners:</b> <ul style="list-style-type: none"> <li>• Engage tripartite constituents and social partners in a validation exercise for the national wage brief, incorporating their feedback and insights.</li> <li>• This validation process will ensure the national wage brief accurately reflects the realities of each sector and meets the needs of all constituents before it is finalized.</li> </ul>

## About Wage Setting Process and Need for Dialogue for Wage Setting in Bangladesh

The minimum wage-setting process in Bangladesh is managed by the Minimum Wages Board, a tripartite entity consisting of representatives from the government, employers, and workers. This Board is responsible for conducting periodic reviews, typically every five years, to determine appropriate minimum wage levels for different sectors, with a significant focus on the Ready-Made Garment (RMG) sector. During this process, the Board considers factors such as the cost of living, inflation, productivity, and the overall economic context of the country. Proposals from constituents are assessed, and the Board submits its recommendations to the government for final approval and announcement.

Social dialogue plays a crucial role in ensuring fair outcomes in the minimum wage-setting process. In Bangladesh, this dialogue involves collective negotiations between trade unions, employers' associations, and government bodies. Its goal is to build consensus on wage adjustments that meet workers' needs for an adequate minimum wage while recognizing businesses' capacity to sustain wage increases. Although the RMG sector has made some progress in establishing platforms for social dialogue, challenges such as non-independence of the minimum wage board, lack of evidence-based dialogue, irregular sectoral wage setting and adjustments, limited union and women representation, power imbalances, and ineffective grievance redressal mechanisms remain.

The evolving landscape of minimum wage negotiations reflects the broader challenges and aspirations of labour rights in Bangladesh. Strengthening social dialogue is recognized as essential for equitable economic growth. Organizations such as the International Labour Organization (ILO) and various NGOs have been instrumental in supporting these dialogue initiatives, building trust and cooperation among constituents to foster transparent wage-setting mechanisms.

Sectoral wage dialogue and briefs are crucial in developing an evidence-based and gender-responsive national wage policy. Sector-specific negotiations provide insights into the distinct challenges and economic conditions of various sectors, helping identify wage disparities, sectoral productivity trends, and the unique needs of workers. This evidence can inform policymakers in developing inclusive wage standards that promote equitable growth. The recent ILO report on Social Dialogue (2024) shows that tripartite social dialogue, minimum wages and sectoral collective bargaining help distribute inflationary costs more equitably between employers and workers, protecting real wages and incomes and this dialogue can help close gender pay gaps<sup>1</sup>.

Key priorities for future wage policy and regulation in Bangladesh include adequate wage protection to all workers by extending legal coverage and addressing compliance gaps to ensure workers receive fair wages, enhancing labour standards, and ensuring inclusive economic growth. Minimum wage levels must reflect cost of living, inflation, and productivity among others. Tripartite consultations involving government, employers, and workers are necessary to ensure fairness and transparency, allowing constituents to voice their concerns and reach a consensus.

Reducing wage inequality and disparities across sectors, occupations, and demographic groups is another critical goal to be reflected in the policy, which is critical for facilitating poverty reduction, social mobility, and addressing industrial unrest. Sectoral collective bargaining mechanisms can facilitate sector-specific negotiations and ensure a broader workers' rights reach and coverage, while targeted interventions such as skills development programs can address wage gaps based on education and skill levels. Collaboration between public-private partnerships, vocational institutes, and sector associations will be vital in aligning skills development initiatives with labour market demands.

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1 [ilo.org/sites/default/files/2024-12/02\\_ILO\\_Social\\_Dialogue\\_2024\\_Full-R8.pdf](https://ilo.org/sites/default/files/2024-12/02_ILO_Social_Dialogue_2024_Full-R8.pdf)

Strengthening labour standards and enforcement mechanisms is critical for protecting workers' rights and ensuring compliance with wage regulations. Government agencies, trade unions, employers' organizations, and civil society must work together to enhance monitoring, inspection, and enforcement, thereby addressing labour rights violations. Developing gender-responsive wage policies is also essential to tackle the gender pay gap and promote equal pay for equal work. This involves conducting gender-disaggregated data analysis, raising awareness of gender-based wage disparities, and implementing measures to improve women's access to decent work.

Building trust and fostering collaboration among constituents is crucial for effective wage policy formulation and implementation. Regular consultations, dialogue forums, and participatory decision-making processes can facilitate consensus-building among government, employers, workers, and civil society organizations. Stakeholder engagement should prioritize the inclusion of marginalized groups, such as women, youth, informal workers and enterprises, and persons with disabilities, ensuring their perspectives are reflected in policy discussions.

Establishing mechanisms to monitor, evaluate and coordinate the implementation of wage policies is essential to assess their impact and effectiveness. Constituents should collaborate in collecting and analysing data on wage levels, labour market outcomes, and compliance with regulations, thereby enabling evidence-based policy adjustments and continuous improvement. This approach will support the development of a fair and inclusive wage policy that contributes to the broader socio-economic development of Bangladesh.

#### Key Tasks and Expected Deliverables

Key Tasks	Specific Deliverables	Tentative required days	Remarks
<b>Task 1:</b> Identify the criteria for the selection of sectors and select 05 sectors in consultation with the constituents. Review of the current Wage-Related Policies, System and Process and Wage Situation Analysis of the Targeted Sectors.	a. Review Report of the current Wage-Related Policies, System and Process b. Criteria for the selection of sectors and select 05 sectors. b. Wage Situation Analysis of the Targeted Sectors	30 days	The firm will share the methodology and tools with ILO. The reports will be drafted and shared by the firm and revised according to ILO's feedback.
<b>Task 2:</b> Finalize the Plan of Action and Identify Key Constituents for Sectoral Wage Dialogues	a. A stakeholder analysis of the sectoral and national wage dialogue and plan of action for the dialogue	10 days	The report will be drafted and shared by the firm and revised according to ILO's feedback.
<b>Task 3:</b> Tripartite Dialogues on Wages (sectoral)	a. 05 dialogue sessions with the tripartite constituents of 05 targeted sectors	20 days	The firm will send the design/agenda of the workshop to ILO for approval. Dialogue will be arranged UN enlisted or a standard venue.
<b>Task 4:</b> Develop Wage Briefs for the Targeted Sector and National Level based on the situation and dialogue	a. Sectoral Wage brief for 05 sectors b. A wage brief for the national level	30 days	Precise wage briefs (sectoral and national) will be developed based on the situation analysis and dialogues.

<b>Task 5:</b> Consolidated report and process documentation	a. One Consolidated Report including process documentation	10 days	The report will be drafted and shared by the firm and revised according to ILO's feedback.
<b>Total</b>		<b>100 Days (maximum)</b>	

\* Required number of days will be determined based on the proposal by the firm/organization to perform proposed tasks complementing the methodology.

### **Implementation, Monitoring and Reporting**

With direct technical guidance from the Technical Specialist - Labour Administration of the LAWC, ILO the respective representative (Executive Director or Research Lead) from the contracted firm/organization will be responsible for the overall management, implementation, and monitoring of the activities outlined in this project. This role includes overseeing the execution of specific activities, ensuring they are completed on time and in accordance with the project objectives. The Programme Manager from LAWC at the ILO, will designate a dedicated focal point that will further support the management and coordination of the mission activities. The contractor will comply with the ILO M&E team's reporting needs and data collection needs.

### **Branding and Communication**

The electronic and printed copies of the policy briefs will comply with the ILO and donor guidelines. Besides, the Implementing contractor will comply with the guidelines provided by the ILO project/communication team. Communication materials for the workshops will comply with the ILO and respective donors' branding guidelines.

Major communication materials:

1. Sectoral policy briefs – soft and hard versions.
2. Communication materials and for the dialogue events.
3. Social media/professional platform posts.

### **ILO's Responsibilities**

The ILO will:

- Monitor and supervise the work of the consultants and review the progress of the work.
- Provide technical assistance /feedback as necessary.
- Ensure payment of the agreed amount in three tranches. Payment will be linked to the successful delivery of the outputs as per ILO rules and regulations; and
- Perform any other tasks as described in the contract document.

### **Schedule and Reporting:**

- The envisioned assignment will be completed as per the details provided above in Specific Deliverables.
- The lead Consultant of the firm will report to Neeran Ramjuthan, Programme Manager: Labour Administration and Working Conditions, ILO.
- The lead Consultant of the firm will coordinate with Maruf Kamal, Senior Programme Officer – Social Dialogue/Industrial Relations and Collective Bargaining, Labour Administration and Working Conditions (LAWC). The ILO Regional Programme Specialist will provide oversight and quality assurance.
- ILO will carry out a performance evaluation at the end of the assignment.
- The consultant must follow the ILO House style ([wcms\\_742229.pdf \(ilo.org\)](https://www.ilo.org/publications/overviews/wcms_742229.pdf)) when writing and follow brand premier (<https://brand.ilo.org/d/XdDMx745iKTL/products#/publications/overview>) when formatting the study/report. This will be checked before clearing the payments.



### Completion Criteria

- All reports and documents to be submitted to the ILO must be relevant to the outputs mentioned in the ToR;
- Provide information and update progress as requested by the Labour Administration and Working Conditions (LAWC) Cluster of ILO.
- The consulting firm/organization must follow the ILO guidelines to ensure the quality of the reports/documents.
- The consulting firm/organization should be proactive, timely report on the progress, and participate in meetings as and when necessary.

### Special Terms and Conditions:

#### 1.1. Confidentiality Statement and Intellectual Property of Data

All data and information received from the ILO and the constituents 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. All intellectual property rights arising from the execution of this ToR are assigned to ILO according to the grant agreement. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO.

#### 1.2. Unsatisfactory or incomplete work

For the assignment, the ILO's Standard Rules and Procedure for Service 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.

### Duration of the Work and Duty Stations:

The duration of the contract period will be 08 (eight) months starting from May 2025, but the date will be finalized after the completion of the recruitment process. 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 Consulting firm/organization.

### Final Product:

The assignment should result in all deliverables (Review Report of the current Wage-Related Policies, System and Process, Wage Situation Analysis of the Targeted Sectors, A stakeholder analysis of the sectoral and national wage dialogue and plan of action for the dialogue, Sectoral Wage brief for 05 sectors, A wage brief for the national level and One Consolidated Report including process documentation that should be formatted to A4 size paper and be in a condition that can be published without any need for further work. Besides, the mentioned documents need to be submitted in soft copies (in Microsoft Word and in PDF). All data sets and analyses must be shared and handed over to the project.

### Schedule of Payments:

Payment Number	Deliverables	Percentage of total payment.
1 <sup>st</sup> Payment	Completion of Task 1	20 %
2 <sup>nd</sup> Payment	Completion of Tasks 2 and 3	40 %
3 <sup>rd</sup> Payment	Completion of Tasks 3 and 4	40%
	Total	100%

### Qualifications, Experiences and Eligibility of Consulting Firm/Organization (mandatory for firm)

**1.3. Minimum eligibility criteria of the firm/organization:** The assignment will be contracted to a consulting firm with:

- a. Company profile describing the nature of business, field of expertise, licenses, certifications, and accreditations.
- b. Business Licenses – Registration Papers, Tax Payment Certification, BIN. And for any international firm applicable documents need to submit.
- c. At least 03 years of demonstrated knowledge and understanding of social dialogue/ wages/issues regarding Bangladesh's labour sector.
- d. Required CVs as mentioned in 1.4(Team leader-1 and Team member-2).
- e. Latest Bank solvency/Audited report for last 2 years/2 years bank statement.
- f. Experience of working with government/UN agency/INGOs or development partners/corporate on relevant issues.

**1.4. Minimum qualification and experiences of Key Experts:**

**Team leader or focal person:**

At least 08 years of work experience in the research especially on wages/labour economics and dialogue with the stakeholders with a minimum master's degree at the international/national level in economics/social science or related field.

**Team Member-2 person:**

**(Team composition excluding the Team Leader, data collators (if any) and volunteers):** All team members must have a bachelor's degree and at least 03 years of proven experience in similar work especially on issues regarding Bangladesh's labour sector.

**Note-1:** Including the potential women in the team will be appreciated.

**Note-2:** Proposers must submit necessary documents to substantiate the above eligibility criterion. Above mentioned are the minimum key personnel requirement from ILO. If any bidder seems to add more key personnel can add with their proposal but must need to comply minimum requirements set above for team members.

**Proposals which shall not meet the above-mentioned eligibility criteria will not be considered for further evaluation.**

**Evaluation Criteria:**

No	Technical Evaluation Criteria-70 maximum marks
<b>1</b>	<b>Key Personnel:</b>
1.1	Academic Qualification of the team leader
1.2	Experience/Expertise of the Team member (Research Design and Project Management on wages and dialogue)
1.3	Academic Qualification of the team members
1.4	Experience/Expertise of the team members
<b>2</b>	<b>Proposed strategy/methodology, work plan, timeline for the assignment.</b>
2.1	Demonstration of the understanding of the assignment & proposed methodologies for the development sectoral and national wage briefs.
2.2	Technical approach and methodology for the sectoral and national wage dialogues
2.3	Risk Management & Overall flexibility

<b>2</b>	<b>Expertise of firm</b>
3.1	Expertise of firm profile including list of clients
3.2	Experience conducting relevant work align with scope
3.3	Experience of working with government/UN agency/INGOs or development partners on relevant issues.
<b>4</b>	<b>Financial Evaluation-30 maximum marks</b>
	<b>Total-100 marks</b>

### Proposal Submission and Selection Process

The ILO invites technical and financial proposals from qualified firms/ organizations having relevant experience in delivering similar services as mentioned in this Terms of Reference (TOR). The consulting firm/organization 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 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 firms that score less than 49% 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 price 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

### Functional Competencies

- Openness to change, flexibility, and ability to manage complexities.
- Written and spoken competence in English / Bangla languages.
- IT skills; and
- Written, analytical and communication skills.

### Recommended Presentation of Proposal

Interested firms/organizations must submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firm/organization, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

### Technical Proposal

- I. **Firm information:** Profile describing the nature of business, field of expertise, licenses, certifications, and accreditations.
- II. **Relevant Experience** – Description of experience in projects of a comparable nature, with specific description of past assignments of the firm/organization in related work. The firm/organization needs to submit an example of a recent related work as a sample.
- III. **Process** - The Technical Proposal needs to contain a detailed description of the process the firm/organization intends to follow to complete the tasks including a detailed work plan and

time schedule for completion/delivery of the final product that, after selection of the contractor, will be agreed upon by the Project.

- IV. **Human Resources** - The Technical Proposal needs to contain a list and detailed information on the proposed Human Resources that will be utilized for the tasks including their respective qualifications and relevant experience/exposure and required expertise/skills to complete the tasks i.e. legal, linguistic, drafting and editing expertise, among others.
- V. **Tools and Methodologies** - The Technical Proposal must detail tools and methodologies that will be used to ensure the accuracy of the update and revision by the firm/organization. Methodology to accomplish the assignment (for the assessment, workshop and action plan) should be provided in detail.

**Financial Proposal** (*Please fill Annex with RFP documents along with details financial proposal template attached with tender documents*):

The Financial Proposal shall specify a total delivery amount (in BDT) including consultancy fees and all associated costs, i.e. travel cost, subsistence per diems, printing costs and consultation workshop (if required). For financial proposal please follow attached template.

The cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable as a direct cost of the assignment.

#### **Proposal Submission Procedure**

The proposer must submit the Technical and Financial Proposals in separate sealed envelopes mentioning “Technical Proposal” and “Financial Proposal” on the top of the respective envelopes. Both the sealed envelopes will be put in one big envelope. The big envelope should be sealed and the caption “Ref. No: RFP-ILO-LAWC-2025-006 for Hire a Firm for Sectoral Wage Dialogue and Sectoral and National Wage Brief for Bangladesh” to be written on top of the envelop. Unsealed proposals and proposals received after the deadline would not be considered for evaluation.

**The proposals in hard copy with a cover letter to be submitted by 07 April 2025 by 4:30 pm (Bangladesh Standard Time) to:**

ILO Country Office for Bangladesh  
Labour Administration and Working Conditions (LAWC) Cluster,  
PPD Secretariat Office Complex,  
5<sup>th</sup> floor, Block-F, Plot-17/B&C,  
Agargaon Administrative Zone, Sher-e-Bangla Nagar,  
Dhaka-1207, Bangladesh

If any potential firm has any query about the TOR/RFP document, that has to be submitted to the ILO through email [lawc-dhaka@ilo.org](mailto:lawc-dhaka@ilo.org) within **13 March 2025**; Please mention “Queries on RFP-ILO-LAWC-2025-006 in the subject of the email while sending any written query to ILO regarding this RFP.