Work In Freedom Project

‘Development of Strategic Action Plan on Gender and Employment’

TERMS OF REFERENCE

**Project Title:** ILO-DFID Partnership Programme on Fair Recruitment and Decent Work for Women Migrant Workers in South Asia and the Middle East. In short ‘Work in Freedom’ Program. (RAS/12/15/UKM)

**Assignment Objective:** To develop a Strategic Action Plan on gender equality for implementation under the Expatriates’ Welfare and Overseas Employment Policy 2016 focusing on employing women abroad under safe and dignified working conditions and reduced vulnerability to forced labour and human trafficking.

**Position:** External Collaborator

**Location:** Dhaka

**Duration:** 15 full work days spread over two months from the date of signing of the contract

INTRODUCTION:

The ILO-DFID partnership program is a five-year, inter-regional technical cooperation programme that has taken a targeted approach to reduce vulnerabilities to trafficking of women and girls in and from South Asia. The overall development objective is to understand and contribute to addressing key drivers and vulnerabilities to human trafficking and forced labour, such as social, economic and gender inequalities, and related law and policy gaps through an integrated prevention strategy of expanding choices for women with options that include safe migration and decent work.

The work mentioned herein is part of ILO’s technical support to the Government of Bangladesh for developing a ‘Strategic Action Plan for the Implementation of the Expatriates’ Welfare and Overseas Employment Policy, 2016’ with the support of two projects on migration and anti-trafficking issues. This document seeks to obtain services of an expert with expertise in gender and employment planning to work together with the strategic action planner as a team member (read the [Terms of Reference](#) for an expert in strategic action planning published on 16 Feb 2016).

The work mentioned in this ToR is to:

1. Develop strategic action plan with improved gender equality responsiveness having specific focus on legal & social protection; and
2. Support specific planning for migrant women workers with focus on employing women in safe and dignified working conditions abroad and reduced vulnerability to
forced labour and human, upholding the rights of the migrants through implementation of the Expatriates’ Welfare and Overseas Employment Policy 2016.

BACKGROUND:

The WIF programme highlights the labour dimensions of human trafficking and insist on a preventive approach focused on mobility by choice, fair recruitment and safe and dignified work. Considering as growing consensus, anti-trafficking interventions require holistic approaches that tackle both supply and demand.

Bangladesh is one of the largest worker sending country in Asia. Most of women migrant workers are going abroad from sectors having several key features that put them at an increased risk/vulnerability of trafficking. Most of the cases of trafficking of migrant female workers from Bangladesh have occurred in both the domestic and garment sectors.

The Government of Bangladesh is committed to combat forced labour and trafficking of women and girls, having ratified the ILO core conventions on forced labour and the International Convention on the Protection of the Rights of All Migrant Workers and Members of their Families.

In addition, the Government of Bangladesh has enacted national laws and policies related to human trafficking and labour migration to protect the rights of migrant workers and ensure their safe employment abroad. As women and girls face forced labour and trafficking, the enforcement of those laws is a major challenge in ensuring that they can uphold the rights of migrant workers especially female.

The Government of Bangladesh has stressed the importance women’s economic rights, in particular, their right to employment and freedom to migrate for an employment of their choice in the Expatriates’ Welfare and Overseas Employment Policy adopted by the government in January 2016. The Government also plans to develop strategies and an action plan for implementation of provisions that promote these objectives. In view of this, the ILO project, Work in Freedom, funded by the DFID which aims to reduce vulnerability to human trafficking for girls and women, travelling to work in the domestic labour and garment sectors in South Asia and the Middle East will support the Government. The assignment under this ToR will be a cooperative initiative between ILO’s two projects [“Promoting Decent Work through Improved Migration Policy and its Application in Bangladesh-phase II”- (funded by SDC) and “Fair Recruitment and Decent Work for Women Migrant Workers in South Asia and the Middle East” (funded by DFID)] to support the Government of Bangladesh.

SPECIFIC RESPONSIBILITIES OF THE EXPERT:

The assignment is required to produce outputs under the oversight of the Ministry of Expatriates’ Welfare and Overseas Employment and will need expertise in:

1. Gender and employment analysis including social economic opportunities and mobility
2. Baseline development for each policy directive specifically concerning women workers,
3. Reviewing gender responsiveness of planning frameworks,
4. Stakeholder input-seeking and consensus building,
5. Monitoring and evaluation for gender equality and ensuring rights of women migrant workers,
6. Strategy formulation for technical and financial resource mobilisation,
7. Strategy formulation for execution to translate policy directives into operational planning and action items,
8. Strategic working group engagement¹,
9. Organize consultative meeting with experts, policymakers, relevant ministries and key stakeholders including potential & returned female migrant workers to review and seek their inputs/policy recommendations,
10. Strategy workshop facilitation,
11. Key informants Interview and Focus Group Discussion (if needed), and

**TIMEFRAME:**

The services will be required over two months from the date of the signing of the contract by the ILO and the planner. It is estimated that the overall work concerning all outputs would take around 15 full working days. The planner will cooperate with the strategic action planner and match their schedule with the schedule given in the ToR (Terms of Reference) and the dates that would be agreed with the Ministry and working group meetings, etc. The planner will be free to take any additional meeting and consultations in between specifically to address the gender dimensions and ensuring rights of female migrant workers that s/he needs to ensuring close coordination and concurrence with the strategic action planner.

**RESPONSIBILITIES OF THE ILO:**

As described in the contract document.

**SCHEDULE AND REPORTING:**

The consultant will consult and coordinate with the National Project Coordinator of WIF project to accomplish the assignment successfully. The consultant needs to report on the progress of assigned task routinely. Besides, s/he will carry out the responsibilities as a team member of the Strategic Action Plan Development Team contracted by ILO.

The consultant will utilize 15 work days spread over two month from the date of signing of contract.

Payments will be based upon the following:

¹ An inter-ministerial working group to be set up by the Ministry of Expatriates’ Welfare and Overseas Employment
- 30% (Thirty Per Cent) of the total contract to be made upon completion/ organizing the consultative meetings/ workshops as per contract;
- 30% (Twenty Per Cent) of the total contract to be made upon submission of the draft Strategic Action Plan as per contract;
- Final payment which is 40% (Thirty Per Cent) of the total contract to be made upon submission of the final outputs/strategic action plan with the contract period to the satisfaction of the ILO.

The consultant will do the following tasks:

- Engage with the strategic action planner hired by ILO migration project at the earliest in each step to provide gender analysis and develop gender specific strategies to complement and strengthen the outputs mentioned in other ToR (Terms of Reference);
- Offer recommendations for actions and initiatives that would help translate policy directives into reality;
- Based on the above, carry out analysis of technical and financial resource requirements and backup the recommendations for actions and initiatives with technical and financial input requirements;
- Review of policy and other literature as may be required to establish links with population, national employment and social protection;
- Organize consultative meetings with experts, policymakers, relevant ministries and key stakeholders including potential & returned female migrant workers to review and seek their inputs/policy recommendations;
- Provide technical and administrative support to stakeholder meetings to be organized by the ILO.
- Engage with stakeholders and migrant women workers to discuss and explain the need and utility of the strategic action plan, and to identify and respond to issues and concerns regarding women’s employment in overseas labour markets;
- Key informants interview and Focus Group Discussion (specially with female migrant workers) for their feedback;
- Develop a specific plan for the implementation of the specific policy sections and chapter dedicated to migrant women workers in the suggested/ readjusted template;

**COMPLETION CRITERIA / OUTPUTS:**

The production of the following outputs to the satisfaction of the ILO and submission in electronic form (using MS Office software) of these would imply completion of the assignment:

1. Baseline status report concerning migrant women workers covering each chapter of the policy specifically the policy directives that have a direct bearing on women workers, including the following, for integration in the main report to be produced by the strategic action planner and also available as an independent output:
1.1. Current qualitative or qualitative status/data
1.2. Gaps in data (clearly indicating how each gap is to be filled)
1.3. Target
1.4. Technical capacity needs for gender equality mainstreaming, promoting women’s employment, reducing vulnerability to forced labour and human trafficking
1.5. Gaps and constraints analysis

2. Contribution to the Strategic Action Plan for integration in the plan by the strategic action planner and also available separately in the form of a document laying out:
  2.1. How gender considerations and social protection policies are to be built in an institutional framework,
  2.2. How implementation modalities could be made gender responsive and ensure women migrant’s rights,
  2.3. How technical resources required for gender equality mainstreaming, promoting women’s employment, reducing vulnerabilities forced labour can be mobilized,
  2.4. How financial resources for ensuring gender equality mainstreaming, promoting women’s employment, reducing vulnerability to forced labour and human trafficking are to be mobilized,
  2.5. How beneficiary and stakeholder participation and national ownership can be ensured in the course of implementation, and
  2.6. A detailed action plan in the updated template (suggested/ readjusted template), policy sections and chapter on migrant women workers.

SPECIAL TERMS AND CONDITIONS:

The assignment will involve:
  - Developing strategic action plan as described above;
  - Guiding and coordination inputs from the Ministry of Expatriates’ Welfare & Overseas Employment, the Bureau of Manpower Employment and Training, other relevant ministries and departments given implementation responsibilities in the policy;
  - Conducting and accomplishing the assignment as a team members of strategic action plan development team contracted by ILO;
  - All produced documents and developed properties are protected by the intellectual property rights including copy right protocol of ILO and the Government of Bangladesh specially the Ministry of Expatriates’ Welfare and Overseas Employment;
  - Proprietary Items and Intellectual Properties will be delivered to the ILO and the authorized officials of the Ministry of Expatriates’ Welfare and Overseas Employment on completion of the contract;
  - The expert will disclose, throughout its performance, to the ILO’s authorized personnel full particulars of all source of information, processes, ideas, know-how, documents and any other materials developed or conceived by the expert in connection with the contract.
MISCELLANEOUS:

Qualification of the Consultant:

- The National Consultant shall be an experienced in strategic action planning specially gender and employment planning and excellent analytical ability, drafting skills in English & Bangla. Language, words, terms and phrases to be used in the seminar and the report must be respectful of labour rights especially female workers rights and the rights of migrant workers, gender equality, persons with disability and rights of other marginalized groups. For any clarity, ILO should be contacted.

- The National consultant should have at least 10 years of professional experience in academic/research work especially with the issues of Female Workers Rights, Rights of Women migrant workers, Women employment and social protection policies, development studies. Extensive knowledge on relevant policies, Female Migration, Forced Labour and vulnerability to trafficking of women migrant workers and the social safety net programme in Bangladesh and also experience of work with ILO Dhaka will be preferred.

- The Consultant is also required to have the ability to organize consultation meetings with policy makers, senior government officials, reputed members of civil society and stakeholders including employers’ organization, workers organization, NGOs and female migrant workers besides strategy workshop facilitation skills.

Special terms and conditions:

- The response offer, technical and financial, must be written in English and prices in Bangladeshi Taka (BDT).

- The respondents should be aware that competitive neutrality shall be maintained and the public sector shall not have advantages over private sector competitors by virtue of public sector ownership.

- Response offer is expected only from those experts who have prior experience of having done similar work.

- The report shall follow the ILO in-house style manual, which shall be made available to the selected respondent.

Please send application to banu@ilo.org with a CV showing relevant experience, a financial price offer and evidence of relevant work experiences with the contact details of two previous service users/clients need to be submitted by the Closing Time: 15 April 2016 to the Contact Person.