International Labour Organization

Work in Freedom
Reducing vulnerability to Trafficking of Women and girls in South Asia and The Middle East

Terms of Reference

Knowledge building initiatives for potential migrant garment workers for improving fair recruitment process in overseas employment in Garment Sector and improve outreach information system in source areas in order to prevent vulnerability to trafficking & forced labour

In the districts of Dhaka

1. Background

Every year millions of men and women move across borders to seek employment abroad. According to UN estimates, there were about 214 million international migrant workers in 2010. Women represent almost half of migrant workers globally. Asia stands as a central source and recipient of this migration with a stock of more than 61 million international migrants in 2010.¹ Out of those, 14.3 million migrants live in countries of South Asia², whereas 28.8 million are in Western Asia, including countries of the Gulf Cooperation Council (GCC).

South Asia’s labour migration is a high concentration of movement to the Gulf and Middle East countries.³ Recent recorded outflows from the major South Asian countries have been in the order of 2 million workers annually. It is estimated that over five million Bangladeshis are presently working in overseas. In Bangladesh, BMET data showed that in 2016, a total of 118,088 Bangladeshi female workers secured overseas employment.

In the context of Bangladesh, there is an increasing trend of female workers migrating for overseas employment. Numbers of female migrate for Garment work although the bulk of them migrate for low wage occupations such as domestic work. Majority of migrant garment workers are working in the Qatar, KSA, Jordan, Oman, UAE etc.

On the other hand there is a high incidence of recruitment abuses affecting migrants’ livelihood options. Notwithstanding the existence of some protective legislation, migration can lead to abusive employment practices at the place of destination. These abuses include unpaid wages, confiscation of ID documents, and excessively long work hours without rest days, restrictions on

² Afghanistan, Bangladesh, Bhutan, India, Iran, Maldives, Nepal, Pakistan and Sri Lanka
³ International Labour Office, Piyasiri Wickramasekara, Labour migration in South Asia: A review of issues, policies and practices (2011)
freedom of movement, deception and intimidation. Violence, including sexual violence, is another all too common experience faced by women migrant workers at source and destination. Asymmetry of proper information leads female migrants toward different vulnerable situation even violence and exploitation in a whole process of recruitment for foreign employment from grassroots to destination.

"Fair Recruitment and Decent Work for Women Migrant Workers in South Asia and the Middle East" known as Work in Freedom is a five year multi-country programme of the ILO funded by the UK Department for International Development (DFID). It aims to reduce vulnerability to forced labour/ trafficking particularly in the textile and garment sector and in domestic work. The programme has a set of interventions in States of origin and destination related to migrant awareness, agency and women’s empowerment, recruitment processes and laws, policies and administrative practices affecting forced labour. It covers countries such as Bangladesh, Nepal, India, Jordan and Lebanon. The migration of women from Bangladesh to different destination especially in garment sector is under the purview of the programme. Bangladeshi female garments workers are recruited in Jordan for Garments work through Bangladesh Overseas Employment and Services Limited (BOESL). There is limited outreach to provide information to aspiring migrant garment workers prior to, during, and subsequent to recruitment which leads to vulnerable situation for the female workers.

Besides, women and girls are often not empowered to take decisions regarding migration. They often migrate in distress as a result of decisions made by family members and circumstances such as diminishing livelihood options, loss of habitat, domestic violence and other similar factors. Information on migration is important as long as women are in a position to take decisions on their own. Knowledge building followed by information sharing is therefore important in reducing women vulnerability to human trafficking and forced labour.

2. Interventions:

a) Capacity development of workers of women centers on outreach in relation to migrant garment work in coordination with ILO, BOESL and other partners of WIF.

b) Outreach to aspiring migrant garment workers especially those with limited literacy and information. Content to focus on women’s employment and empowerment options and services such as women centers.

3. Project coverage and contract duration

The above mentioned interventions will be carried out in the selected district: Dhaka, Bangladesh (particularly in those areas where most of the garment factory located):

Total duration of the assignment would be for the period of 09 months from May 1, 2017 to January 31, 2018 (subject to actual date of signing of the contract).

4. Goals and Immediate Objectives

The overall goal of the assignment is to reduce vulnerability of human trafficking & forced labour through knowledge building initiatives and empowerment especially of aspiring women migrant garment workers

Immediate Objectives of Proposals should include the following:
1. Enhance knowledge and capacity of the garment workers

Suggested outputs:

- *knowledge building programs for about 500 garments workers by sharing information relating to fair recruitment processes of garments workers in foreign employment (especially in Jordan) in order to improve outreach of public recruiter's information systems in factory areas;*  
- *Produce IEC materials e.g. leaflets, flyers, etc. for dissemination of information relating to migration for garment work;*  
- *Initiatives for empowerment of potential female migrant Garment workers by using women centers in factory areas in order to assist them to take informed choice/decision of migration.*

Based on own experience, the implementing agent may wish to propose additional (or substitute different) interventions to be executed through women centers for the female garment workers that it considers would make a significant contribution to the program objective to reduce vulnerability of forced labour/trafficking of women for labour exploitation.

Please note, proposals should not simply be a restatement of the goals, immediate objectives and suggested outputs provided in the terms of reference. Proposals should contain a clear theory of change that shows the inter-linkages, rationale and vision behind the suggested interventions. Proposals should also include clear targets (output level) and a suggested timeline for activities.

5. Monitoring, follow up and reporting requirement

- The implementing agent is fully responsible to provide day to day technical support to its programme team, monitoring of the implementation and ensure that the program activities and outputs are delivered in a timely manner  
- The ILO and the Constituents may visit the program site on regular basis to monitor and follow up the progress and provide technical support as and when necessary.  
- The implementing agent must submit progress reports to the ILO country office during the agreement period and a final detailed progress report in English (narrative and financial) as set out in the agreement.  
- The implementing agent must provide detailed records on the number of women reached through this project interventions. These records must be detailed enough to know whether women have participated in only one or several of the interventions. ILO prescribed format/arrangement need to be followed in this regard.  
- The ILO will organize occasional project review meetings with the implementing agent to discuss on progress achieved, obstacles or constraints encountered, best practices, and lessons learned through interventions.

6. Role of the ILO

The ILO, in collaboration with the selected implementing agent(s), and global partners will organize capacity building program for the staffs of implementing partner(s), if required.

The ILO will support the implementing agent, as far as possible, by providing materials for awareness-raising or with funds to reproduce materials already developed by the implementing agent in its previous work. Besides, the ILO will provide necessary information and reviewed module for any orientation or training program developed by consultation with the partners.
The ILO will support the implementing agent when developing formats for reporting to ensure that they provide the information that is needed by the project for monitoring.

7. **Partnership with other Agencies:**

If the implementing agents envisage partnership with other agencies in delivering the objectives under this ToR, such agencies should be clearly identified in the proposal. If the funds are to be transfer to the partners, their work plan, deliverables and budget should be clearly identify.

The overall responsibilities of the Implementation Agreement will remain with the implementing agent which signs the agreement. The clauses in the agreement will be applicable to all partners working with the implementing agent which signs the agreement.

8. **Required competency and experience of the Implementing agent**

- Registered as a non-profit organization and having an organizational mandate to work on workers’ rights, women’s empowerment, or safe migration.
- Application of transparent finance and accounting system including independent financial audit at least once a yearly basis with good record.
- Experience of at least 3 years in the areas of workers’ rights especially female garment workers, women’s empowerment, safe migration and prevention of labour trafficking and delivering knowledge building interventions through workers center in Bangladesh.
- Experience of working with the Government counterparts at local, district, and national level.
- Preference will be given to the implementing agents having established offices with the necessary basic equipment and logistic facilities for timely delivery of the services in a cost effective manner and also experience to work with ILO.
- The implementing agent shall not be black listed and/or debarred by any government departments or UN.

9. **Proposal submission criteria**

- The ILO will sign Implementation Agreement with capable registered NGOs having experiences in community based and advocacy work related to migration & trafficking especially labour trafficking of women migrant workers issues.
- An organization **may submit technical and financial proposal for the proposed district and must cover all elements mentioned in section 4 in their proposal** depending on their capacity to implement and ability to produce results in the implementation period;
- Joint-bids which cover multiple districts are encouraged. If the implementing agent proposes to work with their partners, the detail of such partnering organizations and their profiles, presence in intervention areas and strengths should also be mentioned;
- The implementing agent must submit details about their work experience at national/ district/ community level;
- The lead organization should have an average grant receipts/ turnover for a minimum of TK. 15 lakhs/ year for the last three consecutive years as per audited statement.

10. **Deadline and contacts for submission of required documents for technical and financial proposal bidding**
The ILO invites technical and financial proposal from qualified organization/entity having relevant experience as mentioned in this Terms of Reference (TOR). Only a single technically responsive and financially viable organization/entity will be selected following ILO procurement rules/procedure.

The proposals in hard copy with a cover letter to be submitted to:
The Country Director, ILO Country Office for Bangladesh, Dhaka
Attention: National Project Coordinator, “Work in Freedom” Project
Address: Ground floor, IDB Bhaban, E/8-A, Begum Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka-1207.

Proposal submission Procedure and Submission Deadline:

Proposals shall be reached to the above office on or before 3 March 2017 by 4.30 pm. The proposer must submit the Technical and Financial Proposals. An envelope shall be used cover the both proposals technical and financial mentioning writing “Proposal for Knowledge building of garment workers – Work in Freedom Project, ILO, Dhaka” on the top of the envelope. The proposal may be submitted through email: banu@ilo.org in PDF.