



INTERNATIONAL LABOUR OFFICE

Terms of Reference

Organisational Unit/Department:	ILO Country Office for Bangladesh
Technical Cooperation Programme	ILO-Social Dialogue and Industrial Relations project
Requirement:	Interns for programme to collect monitoring data and documentation
Duty Station:	Dhaka, Bangladesh
Duration:	6 months

1. Introduction

The Ready-Made Garment (RMG hereinafter) sector in Bangladesh has grown rapidly since the 1980's. It currently employs an estimated four million workers, of which 80 per cent are women. This fast paced growth has not been accompanied by similar developments in labour market institutions, resulting in significant challenges in working conditions and labour rights, which requires urgent attention. To address this challenges, ILO with the support from the governments of Sweden and Denmark has been implementing a five year project called Promoting Social Dialogue and Industrial Relations (SDIR) in the Bangladesh Ready-Made Garment Industry. The proposed project will focus on three specific outcomes, namely;

1. the development of dialogue mechanisms and relations between employers and workers, particularly at the workplace level, as a means for preventing disputes;
2. the development of the conciliation and arbitration mechanisms into a more credible, trusted and transparent system; and
3. In achieving these two outcomes, the project will focus intensively on building the capacity of workers and employers to engage in social dialogue and collective bargaining at the workplace, and sector level and to make effective use of the dispute prevention and resolution mechanisms.

The project will be initially piloted in the 500 factories (350 non-unionised and 150 unionised) in RMG sector in Dhaka District with gradual scaling up within the sector. The SDIR project is expected to contribute to decent work in the RMG sector through the further development of existing national-level tripartite conciliation and arbitration mechanisms and workplace-level dialogue mechanisms between employers and workers.

In this regards, the project is seeking to two interns to assist in the project activities particularly on data collection, classification and support to the project team in terms of project implementation.



2. Internship:

Two Internships in the fields of programme implementation, documentation, monitoring and evaluation will be offered by the ILO within its SDIR project to offer opportunities for young graduates to gain experience working in a Development project environment by participating in and facilitating data collection, analysis, monitoring and evaluation aspects involving a wide area of ILO constituents and third parties concerned with SDIR project in the Bangladesh Ready-Made Garment Industry.

3. Guidance and Supervision

Under the overall guidance and supervision of the Project's Chief Technical Adviser (CTA) and the technical supervision of two programme officers, the ILO Interns will work with the SDIR project team and will contribute to the implementation of the project and delivery of outputs in the assigned areas. In addition, the interns will work closely with the members of the project team and will be involved in joint activities with other similar projects.

4. Description of Major Duties for Intern

Under the supervision of the two programme officers of the SDIR project and in coordination with Workplace Cooperation Expert and Workers' Education Expert, the interns will be engaged the following tasks:

- Collect, review and document factory related data from the Department of Labour, BGMEA, BKMEA and factory level contact point;
- Analyse those data in order to create a factory profile;
- Prepare a comprehensive documentation report on the list of factories;
- Collect data for monitoring and evaluation purpose;
- Support the organization of meetings, workshops and consultation meetings with constituents;
- Preparing reports on workshops and seminars;
- Translation of existing materials into Bangla for dissemination;
- Assist in the management of communications with constituents and stakeholders;
- Other activities as advised by the supervisor.

Qualifications and Competencies

Education: Candidates must be enrolled in the final year of a postgraduate degree programme (such as a Master's Degree or equivalent), or in a higher level degree programme, or have completed such programme in the year preceding the application. **Postgraduate studies** in social science, law or business administration or other relevant discipline.

Experience: The following would be an advantage: Experience in academic training on research methodology, data collection techniques and analyse social data and



writing report and documentation. Understanding in the orientation of development project, industrial relations and social dialogue and broad understanding of RMG sector labour issues in Bangladesh.

Languages: Excellent command of English and Bangla (written and spoken)

Competencies

- Positive attitude and ability to work under pressure and to meet strict deadlines
- Up-to-date knowledge and understanding of technological advancements in the area of work
- High standard of ethical conduct, honesty and integrity
- Sound political judgement
- Good communication, persuasion and negotiating skills
- The ability to work in a multicultural environment
- Gender-sensitive behaviour and attitude
- Knowledge of the organization's mandate and its programme of activities
- Experience of working with an International Organization will be considered an asset
- Excellent analytical skills

Task-related competencies and skills

- Excellent English and Bangla writing and presentation skills
- Experience of analysing social data, writing report.
- Experience or good knowledge of social research methods
- Ability to develop working relationships with workers, employers and government
- Ability to assist the project in collecting monitoring and evaluation data
- Ability to evaluate information needs and to provide appropriate and targeted information accordingly.
- Ability to conduct interviews, work on secondary and primary data
- Good interpersonal and communication skills
- Ability to adapt messages to culturally diverse audiences
- Commitment to gender equality and knowledge of gender mainstreaming principles and approaches

Nationality

Applicants can be of any nationality.

Stipend and medical insurance

The ILO will pay a monthly amount of equivalent US\$ 500.00 (USD Five hundred) which comprises a stipend of US\$ 450.00 (USD Four hundred fifty) and the sum of

USD 50.00 (Fifty) as a contribution towards the cost of medical insurance to cover the period of internship.

Applications with a motivation letter clearly mentioning the specific internship notice applied for and with full curriculum-vitae in the [ILO Personal History Form](#)

Form should be addressed to:

Chief Technical Adviser
Social Dialogue and Industrial Relations Project
ILO Country Office for Bangladesh
House No. 2, Road No. 140, Gulshan - 1, Dhaka-1212

The applications should reach the above-mentioned address on or before 10 May 2017.

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 ILO is a non-smoking working environment.