



**International Labour Organization
Social Dialogue and Industrial Relations (SDIR) Project**

Terms of Reference

Appointment of vendor to provide audio-visual services

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 who are illiterate or semi-literate and poor. This leaves them with little bargaining power and exposed with a gender specific challenges in the RMG sector. 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 require urgent attention.

Following major garment factory accidents in 2012 and 2013, the International Labour Organization (ILO) developed a comprehensive programme to support the Government of Bangladesh's efforts to engage in a much-needed reform process to improve safety, working conditions and rights at work in this sector, including workers' and employers' right to organise, bargain and dialogue at the workplace.

While notable progress is being made to improve the country's legal context, momentum must be maintained and more needs to be done to effectively improve working conditions and rights at work in the garment sector, in line with relevant international labour standards.

Bangladesh still lacks effective institutional mechanisms for supporting the implementation of the new legislative framework (amended in 2013). Furthermore, the level of trust between workers and employers is low and dialogue at the workplace is limited and lacking.

In this regard, one of the major initiatives is Sweden and Demark Governments funded five years project titled Promoting Social Dialogue and Harmonious Industrial Relations (SDIR) in Bangladesh which is the first Global Deal project initiated the by Swedish Prime Minister. Therefore the SDIR project builds upon the results being achieved by the ILO technical cooperation programme to improve safety, working conditions and right at work in the RMG sector in Bangladesh. 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; and, (2) the development of the conciliation and arbitration mechanisms into a more credible, trusted and transparent system.

In achieving these two outcomes, the project will focus intensively on (3) 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.

Given the large presence of women workers in the lower ranks of the occupational hierarchy; inclusive strategies, non-discrimination and gender mainstreaming will be emphasized to ensure

gender balance in the direct beneficiaries as well as full representation of women's workers' interests and requirements.

The project will be initially piloted in the RMG sector in Dhaka District with gradual scaling up within the sector. However, the impact of the project and particularly that of the dispute resolution mechanism will go beyond the sector and cover all other sectors.

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.

To better raise awareness of the project, strength of partnership and improve advocacy efforts, SDIR would like to hire a company to produce an audio visual documentary that presents the project's intended objectives, highlights the commitments of its constituents, the significance of the project and endorsement of higher level international development partners.

2. Objective

To create audio-visual products relating to the 'Social Dialogue and Industrial Relations project'.

3. Vendor's responsibilities

- a) Develop the audio-visual overall concept and scenario.
- b) Develop and produce an approx. 2-3 minute video to create awareness about the Social Dialogue and Industrial Relations project that will be shown at a high level launch scheduled for 11 December 2016.
- c) This video will highlight the need for the project and its objectives as well as include testimonies and interviews with key stakeholders from the government, employers and workers so as to show commitment to the initiative.
- d) The purpose of this documentary is to advocate for promoting social dialogue and industrial relations at the work place.
- e) The main audiences for this video are workers, government, employers particularly management people who are working at the enterprise level.
- f) This will involve (a) meeting with owners, managers and workers working at enterprise level, (b) interviewing the leaders of workers and employers organizations, and the secretary or the Minister of Labour and Employment and high level ILO officials. (3) Filming personnel from workers, employers organizations, workers & managers at enterprise level, the Ministry of Labor and Employment and ILO in greater Dhaka districts. Some filming will need to take place on location (in factories etc.)
- g) This video will also make use of video footage taken at an international event held recently to launch the Global Deal programme (the SDIR project is the first project to take place under this programme).
- h) Present a draft film version to ILO for comments on the contents.

4. Scope of work

- Consultation with ILO
- Prepare concept and scripts
- Carrying out interviews/filming as necessary
- Present the rough cut of the videos to ILO for review and inputs
- Revise the videos based on inputs from ILO
- Submit revised videos in Bangla with English sub titles
- Complete production of videos
- Submit the final videos on a pen drive

5. Deliverables

- Submit script for the audio-visual film to ILO for approval before filming.
- Submit a master copy of the film of 2-3 minute video on 'Social Dialogue and Industrial Relations project' with subtitles both in English and Bengali as necessary both in DVD and on a memory stick.
- Provides also 100 copies of DVD with matt laminated art card cover.
- All raw footage taken on location and packaged as GVs
- All video materials in HD, 16:9 aspect ratio, Mp4 or MOV format
- International version of all videos (editing project files)
- Translating, time-coding, shot-listing and editing.

6. ILO's responsibilities

- a) The ILO shall provide all necessary contacts and support relating to gaining access to subjects and locations for filming
- b) The ILO staff shall provide timely feedback on the raw and edited versions.

7. Location of filming

Filming will take place in the Dhaka area and near vicinity

8. Schedule and Reporting:

The time period of the assignment will be six weeks from contract signing. The vendor will film and submit the final edited versions videos within this timeframe.

9. Completion criteria

Submission and acceptance by ILO of all deliverables as listed in Section 5 above.

10. Special terms and conditions

All material and footage will remain the property/copyright of the ILO.

All products to be in line with ILO style and editorial guidelines, including correct use of ILO branding and logo[s].

11. Submission of quotation and selection process:

The ILO invites Request for Quotations from qualified firms having relevant experience in delivering similar services as mentioned in this Terms of Reference (TOR). Only a single technically responsive and financially viable vendor/ service provider will be selected following

ILO procurement rules/procedure on evaluation by an ILO team of professionals, and awarded with the contract for the expected deliverables and outputs as per the TOR. The evaluation will be made based on technical Qualification in-terms of the key personnel, technical competency of the firm, qualification of the firms and conceptual understanding of the theme and Financial Evaluation through cumulative analysis to select the vendor.

The vendors/service providers should submit the following:

- Minimum two years' experience developing and producing high quality audio visual products.
- Vendors should provide price quotation following the attached Sample for Price Quotation
- Vendors should provide supporting document that demonstrates financial viability and legitimate business operations such as Tax Identification numbers, trade licence and Bank account.

NB:

1. The bidder shall submit the financial proposal keeping the VAT in separate line. The contractor shall submit the VAT Challan during the bill submission.
2. Bidders should follow the S/L given in the Price Format and quote accordingly

12. Deadline for quotations

Quotation should be submitted by 25 October 2016, at 4.30pm.

13. Submission of Quotation:

Quotation should be submitted in a sealed envelope in the following address:

The proposal shall be submitted either hard copy or soft copy. The soft copy (electronic version) of the proposal (technical and financial) shall be submitted to rmgp-dhaka@ilo.org. In case of the hard copy, the technical and financial proposal shall be submitted in two separate sealed envelopes by the deadline.

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