



RMGPII¹ – A study on “Provisions of the Childcare Centres in the workplaces in Bangladesh: experiences and way forward” for DIFE²

Terms of Reference (ToR)

Assignment:	National Consultant to conduct a study on “Provisions of the Childcare Centres in the workplaces in Bangladesh: experiences and way forward”
Contract Type:	External Collaborator (ExColl)
Location:	The assignment takes place in Dhaka with visits to the target DIFE office and factories
Duration:	45 working days in country over the period of four (4) months (tentatively the assignment will be started from January 2023, but the date will be finalized after completion of recruitment process).

1. Background

According to the Bangladesh Labour Force Survey (LFS) 2017, Female Labour Force Participation (FLFP) rate remains far below that of men (36.4 per cent for women compared to 80.7 per cent for men), while their unemployment rate is twice as high as that of men (6.7 per cent for women compared to 3.3 per cent for men). In case of Ready-Made Garment sector, though more women are working than men, still there is a declining proportion of women (60 per cent compared to earlier 80%) workers. Women’s representation in the leadership position is very low (only 4% women are in the supervisory positions)³. Bangladesh Government’s target is to achieve women’s labor force participation rate to 50 per cent by 2030⁴.

To increase women’s labour force participation and ensure gender-friendly work environment, it is important to address a number of barriers. Some barriers include those related to unpaid care and the need promote accessible and reliable quality childcare facilities and services. Also, sharing of unpaid care burden on women. To achieve the SDG 5, Bangladesh Government is committed to allocate budget to support women’s economic participation, to increase more childcare centres and ensure women’s equitable access to quality public services⁵.

According to the Bangladesh Labour Act 2006 (updated 2018) every factory and establishment that employs 40 or more workers should provide and maintain a suitable room, or rooms, for workers’ children under six years old. It specifies that these rooms should provide adequate accommodation, adequate lighting and ventilation, and clean, sanitary conditions. Each room should be under the charge of a woman trained or experienced in caring for children and infants. It also specifies that older children should be provided with a safe space to play outdoors. The Bangladesh Labour Rules (BLR), 2015 (updated 2021) states that inside the child room there should be at least a separate room (with curtain) for the lactating mothers to breastfeed their babies. To ensure daytime care and safety of

¹ Improving Working Conditions in the Ready-Made Garment Sector in Bangladesh, Phase II (2017-2023)

² Department of Inspection for Factories and Establishments

³ http://www.ilo.org/dhaka/Whatwedo/Publications/WCMS_754669/lang-en/index.htm

⁴ SDG 5, target 16

⁵ Commitment to Generation Equality Forum 2021



children for the employees of the government, semi-government, autonomous and non-government institutions, Bangladesh Government has enacted Child Day Care Centre Bill 2021.

ILO and DIFE: collaboration on Gender Mainstreaming issues

As part of ensuring gender mainstreaming of the government partners, the Improving Working Conditions in the Ready-Made Garment Sector Programme, phase II (RMGP II)⁶ of the International Labour Organization (ILO), supported the Department of Inspection for Factories and Establishments (DIFE) to develop and adopt a Gender Roadmap (2020-2030). The objective of the Gender Roadmap for DIFE is to strengthen DIFE's institutional gender capacity for the effective implementation of labour laws in Bangladesh's factories and establishments.

The DIFE is the national Labour Inspectorate of Bangladesh under the Ministry of Labour and Employment (MoLE). DIFE performs its tasks as defined by the Bangladesh Labour Act (BLA) and the Bangladesh Labour Rules (BLR). Establishing a gender responsive work environment is mandated for DIFE through its Gender Roadmap. To ensure women's full participation in the workforce, a gender-responsive work environment and to achieve the objectives of BLA and BLR, it is important for DIFE to have clear understanding of the existing situation, needs and areas of improvement for the childcare centres under the accountability of DIFE.

So far, DIFE inspected more than 6000 Child Care centres in different factories and establishments. DIFE would like to identify the areas of improvement for running the existing childcare centres and supporting establishment of more childcare centres in line with the provisions provided by the BLA and BLR.

2. Objectives of the study:

- To understand the status and experience of operation of childcare centres at the factories and establishments
- To assess the current situation of the childcare centres of DIFE district offices and the headquarters
- To have information and understanding on the community-based childcare centres facilities (their operations, working conditions, etc) in Bangladesh
- To understand perspectives of those factories and establishments which do not have childcare centre facilities and the reasons for not having creches
- To understand the opinions of different stakeholders on how childcare should be organized and importance of decent works for childcare workers

3. Scope of Work

The consultant is expected to do the followings:

- 3.1 The study will focus on the childcare centres at the factories and establishments inspected by DIFE, and childcare centre facilities of DIFE offices. The study will also look at the community level childcare centre facilities for the working parents. The study will review how childcare centres are organized and operationalized, as well as profile, status and working conditions of those working in childcare facilities.
- 3.2 The Study will get the perspectives of the following key stakeholders in terms of how childcare and other measures should be organized to create an enabling environment for working parents, including those working in childcare centres:
 - Government officials (i.e DIFE, Ministry of Labour and Employment officials)

⁶ https://www.ilo.org/dhaka/Whatwedo/Projects/safer-garment-industry-in-bangladesh/WCMS_226530/lang--en/index.htm



- Representatives from employers 'association
- Parents of children aged 0-6 who are engaged in employment
- Trade Union representatives
- Childcare workers
- CSOs running childcare centres

3.3 The study will take account of the existing international and national policy frameworks on childcare centres and maternity protection such as BLA, BLR, ILO maternity Convention (C183), Child Day Care Centre Bill, DIFE's Gender Roadmap etc.

3.4 Cover at least 2 geographical locations outside Dhaka for visiting factory and DIFE's childcare centre facilities.

4. Methodology:

This study will use quantitative and qualitative methods and tools for collecting data. A purposive sampling method will be used to select at least eight factories, eight establishments and four community based childcare centres. The study will be done through:

- Literature review
- Interviews with Key Informants
- Survey questionnaire
- Observation
- Focus Group Discussions

5. Key research questions:

The study will address following tentative research questions. However, the questions may be further adjusted later based on the desk review findings and primary discussion with few relevant stakeholders.

Objectives	Research questions/topics
To understand the status and experience of operation of childcare centres at the factories and establishments which are inspected by DIFE	how the centre is running: operational cost, space arrangement, number of workers, and number of children, working conditions of workers, qualifications of workers, wages and other entitlements for workers, voices of workers, challenges faced by the centres, what is proportion of factories and establishments having childcare centres? etc.
To assess the current situation of the childcare centres of DIFE district offices and the headquarters	how the centre is running: operational cost, space arrangement, number of workers, and number of children, working conditions of workers, qualifications of workers, wages and other entitlements for workers, voices of workers, challenges faced by the centre, what is proportion of factories and establishments having childcare centres? etc.
To have information and understanding on the community-based childcare centre facilities in Bangladesh	how the centre is running: operational cost, space arrangement, number of workers, and number of children, working conditions of workers, qualifications of workers, wages and other entitlements for workers, voices of workers, challenges faced by the centre, etc.

<p>To have the experiences and perspectives of those factories and establishments which do not have childcare centre facilities yet</p>	<p>Why didn't they set up the centre? Did they take any initiative to solve the causes of not establishing the centres? What are their suggestions on how childcare facility should be organized (should it be employer liability? Should it be public supported ones, which may not be located at every enterprise? why, why not)?</p>
<p>To document the opinions of key stakeholders on how childcare should be organized and importance of decent works for childcare workers</p>	<p>how childcare should be organized (e.g. who should finance, where they should be located (enterprise level, or in communities?), whether there should be skills development training opportunities for the childcare workers? whether they feel there should be decent work for childcare workers, etc.</p>

6. Key Outputs:

- A detail workplan
- Questionnaires for survey, KII and FGDs
- Outline of the report
- Draft report
- Final report edited by a professional English editor

7. Key tasks of the Assignment:

- Carry out desk review of relevant documents on gender and childcare issues of ILO, DIFE viz GoB, and international and national policies and provisions, convention etc.
- Develop a plan for the research, and finalize with inputs from the ILO
- Develop, share and finalize data collection tools
- KII interview with DIFE officials, Government officials, Employers' organizations, Trade Unions' representative, childcare workers, CSOs running childcare centres (number can be increased, to be finalized after discussing with ILO)
- FGD with Parents of children aged 0-6 who are engaged in employment, and Childcare workers
- Carry out qualitative assessment in a participatory manner as much as possible by collecting information from DIFE and selected sectors through KII and FGD, visits and in-depth case study
- Visit and experience gathering of childcare centres (at least 8 factories, 8 establishments and 4 community based childcare centres)
- Visit and experience gathering of the factories and establishments that do not have the childcare centre
- Visit childcare centres of DIFE (headquarters and at least 1 in district level)
- Share the initial/draft study report with ILO and DIFE, take feedback
- Develop PPT and share the report with DIFE, ILO and relevant stakeholder (through validation workshop)
- Finalize the report incorporating all comments from relevant stakeholders
- Final submission of the report with editing by a professional English editor using ILO house style manual



8. Deliverables of the assignment and payment schedule:

SI	Deliverables	Required Day/s
1	1.1. Desk Review 1.2 Develop work plan 1.3 Draft outline of the Report	08 days
2	Develop questionnaires for the survey, KII and the FGDs in line with the ILO's Care Work Agenda	4 days
3	Conduct KIIs, FGDs, field visits	15 days
4	First draft report	6 days
5	Submit PPT, conduct feedback, validation and dissemination session on the draft Childcare Centre report with DIFE and RMGP II	4 days
6	Submit the final report edited using ILO manual	8 days
	Total Days	45 Days

Note: The final payment will only be made after the submission of the final report cleared and endorsed by ILO. Otherwise, the payment will be withheld until a standard and quality report is produced.

9. ILO's RESPONSIBILITIES

- Provide necessary documents for desk review
- Ensure the communication and contact information for the relevant people in DIFE and other stakeholders
- Provide feedback on the document on the agreed timeline. Ensure incorporating the feedback from all relevant colleagues

10. SCHEDULE AND REPORTING

- A total of 45 (Forty-Five) working days for completion of the assignment and final reporting within the time span from January-April 2023 and assignment and delivery details provided under 2, 3 and 5.
- Under the overall guidance of the Chief Technical Advisor of RMGP II, and with the technical guidance of Gender Specialist, Decent Work Team, the consultant will work in close supervision and consultation of the Programme Officer, Gender Mainstreaming of the RMGP II, ILO.

11. COMPLETION CRITERIA

- All reports to be submitted to the ILO must be relevant to the outputs mentioned in the ToR.
- Provide information and update progress as requested by RMGP II of ILO.
- The consultant has to follow the House Style Manual of ILO and ensure editing for submitting quality report.
- The consultant should be proactive, timely report on the progress, and undertake visits to implementing partners' site, participate in meetings as and when necessary.
- The consultant should have to be receptive of feedback from the ILO and stakeholders engaged in the process



12. SPECIAL TERMS AND CONDITIONS

Confidentiality Statement and Intellectual Property of Data

All data and information received from the ILO and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these ToR. All intellectual property rights arising from the execution of this ToR is 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.

13. Unsatisfactory or incomplete work

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

14. Duration of the Work and Duty Stations:

The duration of the assignment will be for 45 working days over the period of four months (tentatively the assignment will be started from January 2023 but the date will be finalized after completion of 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 consultant.

15. Final Product:

The assignment should result in a report that should be formatted to A4 size paper, and be in a condition that can be published without any need for further work. All data sets and analysis must be shared and handed over to the RMGPPII

16. Schedule of Payments:

- 1st Payment: 20% of total contract value will be paid after submission of Inception report and work Plan and accepted by contract administrator; 1st deliverable
- 2nd Payment: 30% of total contract value will be paid after 2nd and 3rd deliverables;
- 3rd Payment: 20% of total contract value will be paid after submission of 4th and 5th deliverables
- Final Payment: 30% of total contract and the final payment will be made after submitting of comprehensive report and accepted by contract administrator.

17. Qualifications and Experiences of the Consultant

The assignment will be contracted to a person with demonstrated knowledge and understanding of labour issues and women's economic empowerment of Bangladesh.

Education:

- Master's' degree in Social Sciences or related technical field such as gender.

Experience/Competencies:

- A least 5 years of experience conducting research in the areas of gender and the world of work.
- Excellent understanding on labour issues and women's economic empowerment.
- Excellent qualitative and quantitative research skills, including data collection at the community level.



Competencies:

- Excellent drafting skills in English.
- Good communication skills.
- Ability to keep to deadlines.

18. Evaluation Criteria and Score

The selection of the candidate will be made based on the cumulative analysis scheme, where total score will be obtained upon combination of weighted technical and financial aspects.

(a) Technical weighted score, out of 70: When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Only candidates obtaining a minimum of 70% score in the technical evaluation would be considered for the Financial Evaluation. The technical proposal will be evaluated in accordance with the criteria stated below:

Evaluation Criteria:
(a) Master's degree in Social Sciences or related technical field such as gender.
(b) A least 5 years of experience conducting research in the areas of gender and the world of work
(c) Excellent understanding on labour issues and women's economic empowerment.
(d) Excellent qualitative and quantitative research skills, including data collection at the community level.

(b) Financial weighted score, out of 30:

The maximum number of points assigned to the daily fee is allocated to the lowest daily fee quoted by the applicant. All other quoted daily fees receive points in inverse proportion. The suggested formula is as follows:

$p = y (\mu/z),$

p = points for the daily fee being evaluated,

y = maximum number of points for the daily fee (here it is 30),

μ = the lowest daily fee

z = the daily fee being evaluated

19. Recommended Presentation of Proposal

Interested individuals must submit the following documents/information to demonstrate their qualifications.

- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Technical Proposal** will specify the candidate's qualifications and relevant experiences, and portfolio packages or samples of works in similar assignments authenticated/certified by relevant authority.



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- **Financial Proposal** shall specify the professional fees for this assignment. Financial Proposal has to be submitted through a standard template attached herewith (*ANNEX-01*).
- To substantiate your daily fee, you are also requested to enclose any of your recent contract.

The ILO promotes equal opportunities for women and men to obtain decent and productive employment in conditions of freedom, equity, security and human dignity.

*Interested individuals must submit aforementioned documents to the ILO through email ID: rmqp-dhaka@ilo.org within **January 02, 2023, by 4.30pm**. Proposers who shall not submit these documents shall not be considered for further evaluation.*



**BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL**

A. Breakdown of Cost by Components:

Cost Components	Unit Cost in BDT	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees		45 working days	
Grand total in BDT			