

## Terms of Reference (ToR)

For Mapping 370 Factories in the RMG, Tannery, Leathergoods & Footwear sectors

**Project Title:** Decent Work Due Diligence Bangladesh (2025–2029)

**Issued By:** Bangladesh Labour Foundation (BLF)

**Duration:** 15th January 2026 to 15th February 2026

**Location:** Savar, Ashulia, Gazipur, Dhaka (Mirpur), Narayanganj, and Chattogram

### Background and Rationale

Bangladesh Labour Foundation (BLF) in partnership with Mondiaal FNV and WageIndicator Foundation, and supported by the European Union is implementing the project named “Decent Work Due Diligence Bangladesh (DWDDDB)”, aims to ensure systemic change through worker-centered monitoring, gender-responsive data collection, and tripartite social dialogue in the RMG and Leather Sector in Bangladesh. The project is operational across Savar, Ashulia, Gazipur, Dhaka (Mirpur), Narayanganj, and Chattogram, and targets 370 factories linked to EU brands and supply chains of which 300 RMG, 40 tanneries, and 30 leathergoods and footwear units.

This terms of reference is to **identify, verify, and map these factories to build a dynamic and GPS location of the factories recorded in the database**. This database will serve as the foundation for implementing the Decent Work Due Diligence Check (DWDDC), Workers’ Priority Poll (WPP), and the design of Corrective Action Plans (CAPs). It will also enable data-driven advocacy around Bangladesh’s GSP+ eligibility, promote responsible business conduct, and strengthen national and international collaboration to advance labour rights and environmental sustainability.

This factory mapping will not only ensure effective project planning and monitoring, but also provide critical insights into supply chain tiering, trade union presence, and worker-community linkages, contributing to broader efforts for a just, inclusive, and sustainable industrial transition in Bangladesh.

### Objectives

#### General Objective:

To develop a comprehensive and geo-referenced database of the targeted RMG, tannery, and leathergoods and footwear factories located in Savar, Ashulia, Gazipur, Dhaka (Mirpur), Narayanganj, and Chattogram, with a focus on factories linked to EU brands and supply chains, to support the implementation of Decent Work Due Diligence Check (DWDDC) and related project activities.

### Specific Objectives:

- Verify factories based on location, size, production type, brand/s name, (especially EU brands) with the existing database
- Verify basic factory-level information including but not limited to worker demographics, union/participation committee status, and other compliances certification.
- Compile and update collected data into the digital database including factory geolocation points and categorization by sector, tier, and compliance markers.

### Expected Outcomes

The factory mapping exercise will result in a set of practical, verifiable, and gender-responsive outputs that will directly inform the Decent Work Due Diligence Check (DWDDC), Worker Priority Poll (WPP), and subsequent advocacy, capacity-building, and compliance-monitoring activities under the DWC project. The expected outcomes are as follows:

#### 1. Verified Factory List by Sector and Location

- GPS mapping of the 370 factories in different locations.
- A re-validate the list of 370 factories (with agreed format):
  - 300 RMG, 40 Tanneries and 30 Leathergoods & Footwear factories
  - Categorized by location (Savar, Ashulia, Gazipur, Dhaka (Mirpur), Narayanganj, Chattogram)
- Cross check the links of factories to European buyers/brands

#### 2. Verify and update the Factory Profiles

- Sector-wise, disaggregated factory database

#### 3. Geo-Referenced Database

- A centralized, export-ready database that includes:
  - Geo-location (GPS coordinates) of 370 factories
  - Searchable fields by brand, factory size, union presence

#### 4. Final Deliverables

- Factory database (Excel/CSV)
- Geo-location map (coordinates)
- Narrative report with executive summary and annexes

### Methodological Framework

The factory mapping will adopt a mixed-method, participatory, and gender-responsive research approach. It will combine desk-based review, field-based verification, and stakeholder engagement to ensure comprehensive, inclusive, and accurate data collection and data reverify across the targeted 370 factories.

## Scope of Work

The consultant/consulting organization will be responsible for factory reverification exercise across five industrial zones—Savar, Ashulia, Gazipur, Dhaka (Mirpur), Narayanganj, and Chattogram — covering the RMG, Tannery, and Leathergoods/Footwear sectors. The total target includes 370 factories for collecting GPS coordinates and 370 factories for re validation list (300 RMG, 40 Tanneries and 30 Leathergoods & Footwear factories).

The assignment will be conducted in close coordination with Bangladesh Labour Foundation (BLF) and relevant project stakeholders and must fulfill the following responsibilities:

### Stage 1: Inception and Planning

### Stage 2: Desk Review and Secondary Data Collection

### Stage 3: Field Visits and Primary Data Collection

### Stage 4: Data Processing and Analysis

### Stage 5: Reporting and Validation

## Deliverables

Deliverable	Description	Timeline
Inception Report	Workplan, methodology, and tools	Week 1
Revalidated Factory List	Revalidated list of identified factories with location and sector	Week 3
Final Factory Database with GPS coordinates	Final list of 370 factories with GPS coordinates (rolling basis)	Week 4
Final Report	Summary report on process, challenges, and findings	Week 4

## Ethical Considerations

The consultant/team must follow ethical research protocols including informed consent, data confidentiality, and respect for labour rights. Also, gender-responsive and inclusive engagement is expected throughout the assignment.

## Confidentiality and Intellectual Property

All data, tools, and outputs produced under this assignment will remain the property of Bangladesh Labour Foundation (BLF) and its partners. The consultant/firm shall not share or publish any findings without written permission from BLF.

## Qualifications

For Individual Consultants:

- Minimum 5 years of experience in labour rights, supply chain mapping, or industrial research.
- Knowledge of RMG, tannery, and leather sectors in Bangladesh.
- Field-level experience in conducting stakeholder interviews and factory assessments.

For Consultancy Firms:

- Minimum 3 years of experience in labour rights, supply chain mapping, or industrial research.
- Proven track record in factory-level research or compliance mapping.
- Experienced team with sectoral knowledge and gender-sensitive research capacity.
- Prior work with donor-funded projects, especially EU, is an asset.

## Evaluation Criteria

The shortlisted consultants/ firms will be evaluated following the below criteria:

Selection Criteria	Details	Score
Legal	Registration/ Update Trade License	15%
	Tax Certificate	
	VAT Certificate	
Technical	Proven experience track record in labour rights, supply chain mapping, industrial compliance, or worker-centered studies.	30%
	Experience and knowledge of working in RMG, tannery, and leather sectors in Bangladesh	
	Field-level experience in conducting stakeholder interviews and factory assessments	
	Scope of Work well described in the proposal and Alignment with the ToR	
	Proposal Quality (including Study Matrix & DQA)	
	Risk mitigation plan addressed in the proposal	
Human Resource	CVs of the Team Leaders/Consultant and Team Members	30%
Financial Capacity	Having financial capacity to carry out the assignment without receiving advance/receive 25%	5%
Expected Rate	Expected Rate for asked assignment (including VAT & Tax)	20%
<b>Total</b>		<b>100%</b>

## Budget and Payment Terms

Payment will be made in three tranches:

SI	Payment Terms	Percentage of Payments
1	Upon acceptance of inception report	30%
2	Upon acceptance of revalidated mapping data	40%
3	Upon acceptance of final report	30%
Total		100%

BLF reserves the right to withhold final payment if deliverables are not completed satisfactorily. The selection will be made on Quality and Cost basis

## Application Process

Interested individuals/firms are requested to submit:

- Technical proposal outlining methodology, timeline, and team
- Financial proposal (separate file)
- CVs of team members

**Submission Deadline:** 03-01-2026, 5:00 PM (Bangladesh Standard Time)

**Submission Email:** office@blfbd.com

**Subject Line:** “Application for Factory Mapping – Organization name - DWDDDB Project 2025”