



GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Ministry of Labour and Employment (MoLE)
Department of Inspection for Factories & Establishments (DIFE)
IA under ILO ADWIB Programme

196, Shromo Bhaban, Shaheed Seyad Nazrul Islam Sarani, Bijoy Nagar, Dhaka
www.dife.gov.bd



Memo No.

Date:

Request of Expression of Interest

IA under ADWIB Programme of DIFE intends to Hiring a consultant for the development and Finalization of Guidelines for Accident Reporting starting from September 2025 using its IA fund.

Hiring a consultant: to prepare Activity 1: Development of Accident Reporting Guidelines-Mapping of Laws and Regulations, Guidance Document Creation and Activity 2: Development of Injury and Disease Reporting Guidelines-Review of Laws and Regulations, Guidance Document Creation and Stakeholders' engagement. The position requires at least 10 years of relevant experience and will be appointed for 5 months.

The detailed ToR for the above position can be found at <http://www.dife.gov.bd>
The ToR also sets out application requirements and procedure. Last date of EOI submission is 08 September 2025.

The Consultants will be selected in accordance with the Selection of Consultants based on Quality & Cost Based (QCBS) method set out in the Public Procurement Rules, 2008 through using IA Fund.

Applications should be submitted to the following address:

Omar Md. Imrul Mohsin
Inspector General
(Additional Secretary)
Phone: 8802226664202
E-mail: ig@dife.gov.bd

Cc to:

- SPO, ILO, Agargaon, Dhaka (for making necessary arrangements to publish the consultant recruitment advertisement on the ILO website).
- Assistant Inspector General (General), IT Cell, Department of Inspection of Factories and Establishments, Dhaka (with request to publish the recruitment notice on the website of the department).
- Advertisement Manager, -----, Dhaka (request to publish internal page on your newspaper).



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Terms of Reference (ToR)

Assignment : Hiring a consultant for the development and Finalization of Guidelines for Accident Reporting.

Contract Type: Service Contract

Location : Dhaka, Bangladesh

Duration : Two (02) months (tentatively from September to October 2025) for Accident reporting guideline and Three (03) months (tentatively from November 2025 to January 2026) for injury and disease reporting guideline but the date will be finalized after completion of hiring process.

1.0 Background

The Department of Inspection for Factories and Establishments (DIFE) under the Ministry of Labour and Employment in Bangladesh is committed to ensuring safe and healthy working conditions across all workplaces. In line with this commitment, DIFE has been actively working to enhance the regulatory framework and operational procedures related to occupational safety and health (OSH).

Bangladesh Labour Law, 2006, and Bangladesh Labour Rules, 2015, provide the foundational legal framework for OSH in the country. Despite these regulations, there is a need for continuous improvement and alignment with international best practices to effectively manage and report workplace accidents and occupational diseases.

To address these needs, DIFE has initiated a project to develop comprehensive guidelines for accident and occupational disease reporting. This project aims to map existing laws and rules, define reporting criteria and processes, develop templates and tools, detail investigation procedures, and engage stakeholders to finalize the guidelines.

The successful implementation of this project will enhance the capacity of DIFE and other stakeholders to effectively manage and report workplace accidents and occupational diseases, thereby contributing to safer and healthier workplaces in Bangladesh.

2.0 Objectives

To create Accident Reporting Guidelines by mapping relevant laws and best practices and developing a detailed guidance document. This document will use existing resources from the DIFE website, develop new tools and procedures as necessary and be professionally designed for distribution at the district level. The goal is to create an easy reference and improve awareness of workplace accident and disease reporting and investigation for safer workplaces.



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3.0 Scope

The consultancy will cover the following key activities:

Activity 1: Development of Accident Reporting Guidelines

1. **Mapping of Laws and Regulations:** Conduct a desk review to identify relevant laws, rules, regulations and best practices related to accident reporting and participate as a resource person in DIFE-arranged workshops to facilitate discussion of findings and presenting them and document properly with a report.
2. **Guidance Document Creation:** Develop a comprehensive guidance document by organizing the results of the mapping, utilizing the existing reporting criteria, accident notification processes, templates, tools, and investigation procedures available to the DIFE and ensure the document is comprehensive, has a professional flow of information and graphical design.

Activity 2: Development of Injury and Disease Reporting Guidelines

1. **Review of Laws and Regulations:** Conduct a desk review to identify relevant laws, rules, and best practices related to injury and disease reporting and participate as a resource person in DIFE-arranged workshops to facilitate discussion of findings and presenting them and document properly with a report.
2. **Guidance Document Creation:** Develop a comprehensive guidance document by organizing the reviewed laws and rules, utilizing the existing reporting criteria, injury and disease notification process, templates, tools, and develop an investigation procedure and ensure the document has a professional flow of information, comprehensive and graphical design.
3. **Stakeholders' engagement** to finalize the guidelines on Occupational injury and diseases.

4.0 Deliverables

The consultant will be responsible for delivering the following:

1. Mapping and review of Laws and Regulations
 - a. Conduct a desk review and participate as a resource person in DIFE-arranged workshops.
 - b. A documented list of relevant laws, rules, regulations, and best practices, along with workshop findings.
2. Guidance Document
 - Method:
 - Organize the mapped laws and rules.
 - Utilize existing reporting criteria, accident and disease notification processes, templates, tools, and investigation procedures available on the DIFE website.
 - Ensure the document has a professional flow of information, comprehensive and graphical design.
 - Output: A finalized guidance document that includes:
 - Mapped laws and rules.
 - Reporting criteria.
 - Accident/disease notification process.



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- Templates and tools for reporting.
- Investigation procedures.

Final Deliverable: Reporting Guidelines with professional and comprehensive design aligning ILO communication guideline and recommendation.

- **Format:** PDF and printed copies for distribution at the district level.

5.0 Timeline of the Work and Duty Stations

The duration of the assignment will be for 05 months, but the date will be finalized after completion of recruitment process. DIFE 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.

6.0 Schedule and Reporting

Month	Activity	Indicative Days	Deliverable	Payment %
Activity 1: Development of Accident Reporting Guidelines.				
September 2025	Mapping of Laws and Regulations	10 days	Conduct desk review and participate in DIFE-arranged workshops.	10%
	Documenting Findings	5 days	Document list of relevant laws, rules, and best practices, along with workshop findings.	
	Guidance Document Creation - Initial Draft	15 days	Organize mapped laws and rules, utilize existing reporting criteria, accident notification processes, templates, tools, and investigation procedures.	
October 2025	Guidance Document Creation - Final Draft	10 days	Ensure the document has a professional and comprehensive (all encompassing) graphical design, and clear and easy to understand.	30%
	Stakeholder Review and Feedback	10 days	Engage with stakeholders to review and finalize the guidance document.	
	Final Deliverable Preparation	10 days	Produce PDF and printed copies for distribution at the district level.	
Activity 2: Development of Injury and Disease Reporting Guidelines.				
November 2025	Review of Laws and Regulations (Disease & injury)	10 days	Conduct desk review and participate in DIFE-arranged workshops	20%
	Documenting Findings	5 days	Document list of relevant laws, rules, and best practices, along with workshop findings	
	Develop Investigation procedure.	15 days	Develop investigation procedure 1 st draft.	



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Month	Activity	Indicative Days	Deliverable	Payment %
Activity 1: Development of Accident Reporting Guidelines.				
December 2025	Guidance Document Creation - Initial Draft	15 days	Organize reviewed laws and rules, utilize existing reporting criteria, injury and disease notification processes, templates, tools, and developed 1 st draft of investigation procedures.	20%
	Stakeholder Review and Feedback	10 days	Engage with stakeholders to review and finalize the guidance document.	
January 2026	Guidance Document Creation - Final Draft	10 days	Prepare the final draft aligning the recommendation and suggestions.	20%
	Final Deliverable Preparation	10 days	Produce PDF and printed copies for distribution at the district level.	

7.0 Completion Criteria

- All reports and documents submitted to the DIFE must be relevant to the outputs mentioned in the ToR.
- All reports and documents submitted to the DIFE must be accepted and agreed by DIFE and ILO before any payment made to align any further ILO recommendation and communication guidance.
- Provide information and update progress as requested by the DIFE.
- The consultancy firm must follow the DIFE guidelines to ensure quality of the reports/ documents.

8.0 Special Terms and Conditions

- **Confidentiality Statement and Intellectual Property of Data:**
All data and information received from the DIFE and the stakeholders for the purpose of this assignment are to be treated confidentiality and are only to be used in connection with the execution of the ToR. All intellectual property rights arising from the execution of this ToR is assigned to DIFE according to the 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 DIFE.
- **Unsatisfactory or incomplete work:**
For this assignment, the DIFE'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 DIFE reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.

9.0 Implementation, Monitoring and Reporting



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Under the supervision of the JIG Health of DIFE will provide technical oversight of the work and the consultant will be responsible for the management, implementation and monitoring of the activities envisaged under the contract.

Qualifications, Experiences and Eligibility of Consultant:

- At least 10 years of work experience with Master's degree at the international/national level in the relevant field.
- Having previous work experience with the Department of Inspection for Factories and Establishments (DIFE) would likely be a significant advantage.
- Demonstrate familiarity with the organization's processes, standards, and expectations, which can be crucial for the successful execution of the project.
- The applicant shall send detailed CV that will be involved in the proposed project including academic qualification, training, and work experiences.

Note: Proposers must submit necessary documents to substantiate above eligibility criteria. Proposals which shall not meet above-mentioned eligibility criteria will not be considered for further evaluation.

Evaluation Criteria:

Qualifications and Experience
<ul style="list-style-type: none">• At least 10 years of experience in the relevant field with minimum master's degree.• Proven track record of leading similar work.
Methodology and Approach
<ul style="list-style-type: none">• Detailed methodology to accomplish the assignment.• Preliminary outline for the proposed work.
Evidence of Working with Credible Clients
<ul style="list-style-type: none">• Demonstrated evidence of working with credible clients (government, institutions, and organizations).• Detailed CVs, including academic qualifications, training, and work experiences.

10.0 Proposal Submission and selection process

The DIFE invites technical and financial proposal from qualified consultant having relevant experience and capabilities in delivering similar services as mentioned in this Terms of Reference (TOR). The consultant will be chosen following the DIFE procurement rules/ procedure on evaluation by an DIFE-ILO team of professionals and sign the Contract for the expected deliverables and outputs as per the ToR.



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Cumulative Evaluation method will be used for this procurement exercise and Contract will be awarded to highest scorer (s) in cumulative analysis considering Technical and Financial Evaluation. The Technical proposal will contain 70% and financial proposal contain 30% weight, whereas Technical Evaluation passing score is 70%. Any consultant that scores less than 70% in Technical Evaluation shall not be considered for financial Evaluation.

11.0 Recommended Presentation of Proposal

Interested consultancy firms must submit the following documents/ information to demonstrate their qualifications:

- **The technical proposal** on the assigned tasks, and **financial proposals** shall specify the professional fees for the assignment developed in line with the attached templates (see Annexure- 2 and 3), sealed in separate envelopes and duly marked.
- **Personal CVs** indicating all previous experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references.
- A table containing key information of all team members, their roles in the study and their contribution to the specific tasks envisioned by the firm linked with their skills and past experiences.

PROPOSAL SUBMISSION PROCEDURE

Two sealed envelopes should be submitted to the undersigned, one containing the resume, proposal, and other information, and the other containing the financial proposal within 08 September' 2025.

9. Application Procedure

An application should be submitted along with a detailed CV and a recent photograph. A financial proposal also needs to be submitted along with the application but in a separate sealed envelope. Preferred applicant may be interviewed. The template for the CV and financial proposal is provided in the annexure to this document.

A Quality and Cost Based Selection (QCBS) method would be followed for the evaluation purpose with 75% weightage to the Qualification and Experience requirement criteria.



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Annex 1: CV Template



1. NAME
2. ADDRESS
3. NATIONALITY
4. DATE OF BIRTH
5. EDUCATION
6. TRAINING AND WORKSHOP
7. SUMMARY OF PROFESSIONAL EXPERIENCES

SL #	Period	Position	Employer

8. Core Competency and Expertise
9. COMPUTER KNOWLEDGE
10. DETAILS OF RELEVANT PROFESSIONAL EXPERIENCES
 - ? Job Title
 - ? Employer
 - ? Description of Duties: (Please mention name and details of specific and relevant projects only)
11. EXPERIENCE OF RELEVANT COMMUNICATION, WRITING AND PRESENTATION SKILL (Please list relevant experience)

Annex 2: Financial Proposal Template

Name of the Consultant	Position Applied	Expected Remuneration* (BDT/Month)

*Please insert the net expected monthly amount. Any applicable government taxes would be added back to the amount for determining contract ceiling during the contract tenure.