

Terms of Reference (ToR): **Conduct needs assessment and interventions at RMG factories under Green Social Dialogue programme**

Organizational context of Ethical Trading Initiative (ETI)

ETI is a ground-breaking alliance of companies, trade unions and voluntary organizations, working in partnership to improve the working lives of people across the globe who make or grow consumer goods – everything from tea to T-shirts, from flowers to footballs. Our vision is a world where all workers are free from exploitation and discrimination, and work in conditions of freedom, security and equity.

Corporate members include many high street names, from fashion outlets like Zara and Next to department stores and supermarket giants like Mark & Spencer, Tesco, Sainsbury, from retailers such as Inditex, Bestseller, Body Shop, to global food brands like Typhoo and Chiquita.

Our voluntary sector members bring specialized knowledge of labor rights and international development, while our union members represent nearly 160 million workers around the world in every country where independently elected trade unions can operate.

With nearly 60 member companies, our collective influence is growing every year; our member companies' ethical trade activities already cover some 40,000 suppliers, reaching more than 8.6 million workers.

A key strategic priority for 2021-2025 is to work with companies, trade unions and NGOs to develop solutions to manage and mitigate the impact of change on workers and business in the future low carbon world of work.

ETI Bangladesh

ETI Bangladesh Ltd is a fully owned subsidiary of ETI; established with the aim of designing and delivering programmes and activities in Bangladesh to achieve ETI's global vision and strategy. As part of that vision, ETI Bangladesh Ltd is delivering Joint ETI (JETI) Social Dialogue Programme, Occupational Health & Safety Programme, and Gender Sensitive Workplace Programme (GSWP) and Access to Remedy for Vulnerable Migrant Workers Programme in Bangladesh. Since its inception in 2015, ETI Bangladesh has worked in 77 factories through its programmes and has increased the well-being of more than 169,000 workers. ETI intends to work on many other thematic areas extending its involvement with the stakeholders at multi-levels to produce more tangible and sustainable outcomes around its ongoing social dialogue programme for a healthy industrial relationship.

Green Social Dialogue Programme Modelling

ETI Bangladesh, in partnership with Ethical Trade Norway (ETN) and with support from the Norwegian Agency for Development Cooperation (NORAD), is implementing a project titled *Decent work, gender equality and climate resilience - building a future for Bangladesh RMG workers*. The project started in July 2021 and will end in June 2024. Aligning with the SDG-13, the project has planned to facilitate a modelling exercise on 'Green Social Dialogue' to promote worker involvement in climate resilience and adaptation in the RMG sector in Bangladesh. The duration of this exercise on green social dialogue will be August 2022 - December 2023. This timeline includes needs assessment, designing and developing the programme,

programme implementation, evaluation and consolidation of learning. The pilot exercise will be conducted in five RMG factories in Dhaka region.

An [ETI transition principle](#) for companies seeks to work with suppliers and workers on the shared agenda of addressing climatic changes and environmental sustainability.

Overall goal: To make RMG workers' and civil society representatives sensitized to engage on the impacts of climate change on RMG workers.

Specific objectives of the programme:

Recognizing that the workplace and those employed are a conduit for education and activity to address wider societal concerns and national commitments to address climate & environment ambitions/commitment, we aim to:

- Build capacity of different actors, primarily management and workers representatives in the pilot factories so that they can identify climate change-related issues within their workplace and prioritize them to act on creating climate resilience and workplace solutions / participation through workplace-based social dialogue.
- Support the pilot factories to mainstream climate change-related issues in the existing social dialogue processes and build further capacity to strengthen workplace-based social dialogue to promote mature industrial relationships.
- Create awareness among the workers and staff members in the pilot factories on the impact of climate change to allow them to collectively contribute to the reduction in the impact of climate change and environmental degradation
- Sensitize the relevant stakeholders including RMG workers and civil society representatives through the facilitation of learning and evidence-based discussions among multi-stakeholder to promote their engagement on the impact of climate change on RMG workers.

The pilot exercise will follow three subsequent steps:

1. needs assessment and situation analysis;
2. planning and designing; and
3. rollout of the programme in the selected five factories and consolidation of learning for further development and replication.

In this context, ETI Bangladesh is looking for an interested and qualified organization/consulting firm as partner, who shall be responsible to provide required services in line with the goal, objectives & steps mentioned above and the specific tasks described below.

Overall objective of the assignment

The overall objective of this assignment is to provide necessary support and services required for design and implementation of the pilot exercise on green social dialogue in five RMG factories in Bangladesh. The consulting firm/partner organization shall be responsible for design and conduction of needs assessment, outline the green social dialogue programme based on the findings from needs assessment, develop necessary training and learning materials, including materials for awareness-raising, and behavioral change communication, develop implementation plan and roll out the implementation plan in five (5) RMG

factories in Dhaka (possibly nearby Savar, Gazipur, Ashulia, Narayanganj). The assignment also holds the responsibility to produce periodic progress reports (monthly and quarterly) with qualitative and quantitative data/information in line with the reporting requirements of ETI. The consultant/partner organization shall be responsible to consult the relevant staff members of the ETI Bangladesh, ETI UK and ETN to receive their insights, when and where necessary, and accommodate the relevant recommendations in designing and implementation of the programme.

Specific tasks

Needs assessment: The consultant/partner organization shall be responsible for design and conduction of needs assessment. The needs assessment study shall follow two steps- the first step, a rapid explorative exercise, will focus on collecting ideas, experiences and expectations from the representatives of brands, federation, association and factory management. An online-based key informant interview/consultation with 4-5 representatives from the respective stakeholders will be an important instrument for designing needs assessment including tools and techniques.

The main part of the study should focus on assessing the existing level of workforces' knowledge, attitude and practices related to climate change and environmental sustainability in the selected factories. It will also examine the existing practices and possibilities of integrating climate change-related issues into the ongoing workplace-based social dialogue. The needs assessment will provide necessary baseline information and inputs for outlining the pilot of green social dialogue programme including recommendations for capacity-building, awareness-raising activities and education modules for the targeted groups.

The assessment will combine both qualitative and quantitative methods. Needs assessment will be conducted in up to ten (10) RMG factories. Based on the findings, the final five factories will be selected.

Tasks related to needs assessment will include:

- a) Upon signing of the contract, a planning meeting with ETI team and submission of a revised comprehensive work plan with a clear time indication for needs assessment including tools design, development, field implementation, data processing, data analysis and reporting.
- b) Review relevant literature and project documents, policies, research reports as necessary for designing and conducting the study.
- c) Conduct explorative consultations (online-based KII/meeting) with the representatives of brands, federations, business associations and factory management (up to 4-5 KIIs) and feed their relevant opinions/suggestions into the outlining of needs assessment study.
- d) Design necessary tools to assess the level of knowledge, attitude and practice of RMG workers, management, workers representatives and the current situation of the selected factories regarding the nexus of climate change-related issues with the workforce, especially workers.
- e) Deploy necessary enumerators, train them on the data collection tools, methods and processes of the survey including the use of Survey-CTO platform.
- f) Conduct a field test of the tools, make necessary adjustment (if needed) and finalize the tools including translation (Bangla and English)
- g) Carry out the needs assessment in ten factories
- h) Ensure that clean and complete datasets (both qualitative and quantitative) are shared with ETI team members before data analysis is started.

- i) In consultation with ETI team members, process, analyze and visualize the data using preferably SPSS
- j) Triangulate quantitative data with qualitative findings
- k) Handover raw data in SPSS to ETI Bangladesh team for further use and analysis
- l) Assess the suitability of the selected factories for needs assessment to be piloted for the Green Social Dialogue considering factory selection criteria mentioned in the concept note
- m) Develop draft needs assessment report, and share with ETI team members for review
- n) Incorporate feedback and finalize the needs assessment report with necessary recommendations focusing on the existing gaps where learning and capacity building interventions can address. Recommendation should also include prioritized areas that require awareness-raising activities, number of workforces to be brought under each intervention, aptness of factories as per the selection criteria and essential tools to be developed in the programme rollout phase.
- o) In consultation with ETI, develop factory selection criteria for piloting green social dialogue in five factories and recommend a list of factories, which are most suitable for rolling-out the programme.

Programme planning and designing: The activities in the planning and designing phase will include the following:

- a) Based on the needs assessment, develop an outline of the green social dialogue programme to be rolled out in five factories and share the outline for review by ETI team members. This outline should include types of capacity-building and awareness-raising interventions, duration of the training, contents, target audiences, number of reaches under each intervention, timeline, etc.
- b) Develop necessary materials and learning tools (modules, handouts, users' handbook for training participants, contents for flipcharts, PP presentation, training evaluation, learning assessment, etc.)
- c) Ensure that the training material and interventions is developed in a way that enables quantitative and qualitative indicators for measuring the effect of the intervention. Share such indicators with ETI Bangladesh for review.
- d) Make sure the language used in the learning materials are easily understandable to the workers and other target audiences.
- e) The outline of the training courses shall be in both Bengali and English so that the project can use them for communicating with the relevant stakeholders. Learning materials shall be in Bengali.
- f) Develop a detail timebound workplan of the factory level initiatives.
- g) Identify and develop approaches for ensuring sustainability of the initiative (e.g., development of Master Trainer, peer-learning education for workers, etc.)
- h) Develop awareness-raising approach through BCC campaigns. This approach may include design and development of necessary IEC materials (poster, leaflet, message board etc.), celebration of special days (i.e., world environment day) and material distribution plan. The printing processes of the agreed materials will be taken care of by ETI.
- i) Organize a validation workshop with the relevant stakeholders and incorporate constructive feedback from the workshop into the modules and learning materials.

Rollout of the programme activities: The assignment includes the responsibilities of rolling out the programme activities in five factories as per the agreed workplan, which include:

- a) Organize kick-off meetings with the final five factories, relevant brands and ETI
- b) Prepare presentation for stakeholder engagement meetings/kick-off meeting
- c) Organize ToT to prepare trainers/facilitators for factory level training
- d) Coordinate with the project team, selected factories, visit the factories (as per workplan) and participate in the meetings when required.
- e) Coordinate and collaborate with factories for scheduling of interventions
- f) Review and update training modules and materials, if required, based on the observations/experiences during the first one/two training events.
- g) Conduct training and capacity building initiative at factory level
- h) Coordinate with factories, organize BCC campaign and distribute IEC materials at factory premises
- i) Document regular learning and challenges, and share reports on monthly/quarterly basis to the ETI designated staff member on progress of the work in 5(five) factories.
- j) Coordinate and attend internal experience sharing webinars with ETI BD, ETI UK and ETN.
- k) Collect and develop case studies
- l) Collaborate with ETI and attend stakeholder engagement interventions. Namely, ETI Bangladesh will facilitate a working group on green social dialogue and support this working group to initiate learning and evidence-based discussions with the national level actors.
- m) Participate in regular coordination meeting with ETI (Bi-month/quarterly)
- n) Prepare and submit periodic progress report (both qualitative and quantitative) to ETI, prepare factory-based quarterly and completion report

The consulting firm/partner organization shall be responsible to ensure all the deliverables meet the deadlines as specified and they work with the highest professional ethical standards. Moreover, the consulting firm/partner organization needs to assign a focal person to regularly communicate and coordinate with ETI.

Gender: It is to mention that the programme phases will consider gender as a cross-cutting issue. The gender dimension of the impact of climate change in factory context will be considered and the programme will put special emphasis on the female workers and staff members as direct beneficiaries. Sex-disaggregated data shall be collected and analyzed in the reporting and documentation processes.

Tentative assignment timeline

August, 2022- December 31, 2023.

Breakdown of the timeline-

- August-December 2022: Needs assessment, pilot design , and factory selection;
- January-December 2023: Pilot rollout in five factories and accumulation of learning from pilot rollout.

Deliverables:

It is expected that the consulting firm/partner organization shall produce:

1. The final output of the assignment shall be two reports, one is a needs assessment report and another is the comprehensive project completion report. Each report should have an executive summary (3 pages). Both reports need to cover analysis of the data/information contributing to the project's objectives. And both reports should be accompanied with PowerPoint presentations.
2. A comprehensive work plan with a clear time indication
3. Final data collection tools including designed questionnaires (Bi-lingual)
4. Developed modules and learning materials
5. Detailed plan of awareness raising campaign
6. IEC materials (printable documents)
7. Completion of all agreed capacity-building and awareness-raising interventions in five factories
8. Quarterly/monthly reports reflecting progress, indicator data, learning and challenges
9. Factory based quarterly report and completion reports including factory specific training data, learning, challenges and recommendations.
10. Explorative consultation with the relevant stakeholders while designing need assessment tools
11. Clean and complete raw dataset (which can be disaggregated by individual factory) from needs assessment preferably in SPSS worksheet for further analysis by ETI MEL team
12. Detailed programme implementation plan for the intervention roll-out at factory level
13. Brief event reports (kick-off/meeting/consultation/follow-up visit, validation workshop, ToT, training)
14. Pictures of the interventions, meetings, BCC campaign (can be taken through mobile phone)
15. At least 4 case studies

Factory Locations:

Factories to be covered during needs assessment and implementation of the green social dialogue are located in Dhaka including Ashulia, Savar, Gazipur and Narayanganj district.

Required competencies:

- A comprehensive organizational track-record in working in the RMG/industrial sector, especially in the thematic areas of environment, climate change, worker rights, decent work and workplace-based dialogue
- Proven experiences in training and capacity-building of RMG workers and management, developing and rolling out of awareness-raising activities
- Comprehensive track-record in conducting action/participatory research including survey and other qualitative studies for donor-funded projects
- The consultant team needs to include at least one person having practical experiences in statistical tools (SPSS) including practical experience in qualitative and quantitative surveys
- The due diligence policies of the donor and ETI, shall be applicable for the consulting firm/organization.

Application process

The closing date for submitting technical and financial proposal by **July 23, 2022**. For further clarification ETI will organize an online briefing session on **July 17, 2022, 3:00-4:00 pm**. To participate in the briefing session, please register your name using this link: [click here to register](#)
Interested organizations can also reach out to nafizmahmudayon@etibd.org for any queries.

The proposal should include:

- Organization/consultants profile with list of completed assignments (evidence of completed assignments should be included)
- Organization/consultants legal documents as admissible (namely license, TIN, VAT) and previous year's audit report (if applicable)
- An explanation of how you fulfill the requirements stated above and your relevant skills/ experience
- Experiences in social dialogue programmes including your (organization) approach to social dialogue
- Approach, methodologies, processes and steps, timeline
- CVs of the team involved in the assignment
- Professional capacity and experience of professionals assigned
- A financial proposal specifying the required item wise cost.

Interested organizations are requested to submit all mentioned documents in soft copy at hr-admin@etibd.org . File size of the email should not exceed 10 MB, multiple emails are allowed to ensure all relevant documents are submitted.

Key contact person for any technical assistance and asking:

For any technical assistance and asking you may contact: Nafiz Mahmud Ayon, Deputy Programme Coordinator, ETI Bangladesh (nafizmahmudayon@etibd.org)

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