

TERMS OF REFERENCE (TOR)

Consultancy for Study

Legal Inclusion of Domestic Workers in Bangladesh: Challenges, Opportunities, and the Road Ahead

Oxfam is a global confederation committed to tackling inequality and injustice to eradicate poverty. Working from local to global levels, Oxfam partners with communities, civil society organisations, and institutions to promote inclusive, sustainable, and rights-based change.

Oxfam in Bangladesh (OiBD) has been implementing humanitarian response and development programs nationwide for over 50 years. OiBD strives to improve the lives and livelihoods of vulnerable and marginalised populations through rights-based programming, social protection, promotion of decent work, and policy advocacy. This includes advancing labour rights and protections for informal and marginalised worker groups.

Title	: Consultancy for Legal Inclusion of Domestic Workers in Bangladesh: Challenges, Opportunities, and the Road Ahead
Covered Thematic Area	: Gender Justice and Social Inclusion
Assignment Location	: Dhaka, Bangladesh
Assignment Duration	: February 2026 – April 2026
Contract Authority	: Oxfam in Bangladesh

1. BACKGROUND AND CONTEXT

Bangladesh has achieved a landmark position in South Asia by ratifying three key ILO conventions—C155 (Occupational Safety and Health), C187 (Promotional Framework for OSH), and C190 (Violence and Harassment)—as a unified package. It is also the only country in the region to have ratified 10 Fundamental ILO Conventions, reflecting a strong commitment to international labour standards.

These ratifications and subsequent legal amendments represent a significant step toward safeguarding fundamental rights at work. Over the past decade, sustained advocacy has driven reforms to strengthen labour protections across all sectors. A major breakthrough occurred in 2025 when the Bangladesh Labour Act Amendment Ordinance, 2025, following the ratification of relevant ILO conventions, formally recognised domestic workers as “workers” under the law. This inclusion marks a historic shift in addressing the rights of a previously excluded and highly vulnerable workforce.

This study will specifically explore the scope and gaps in integrating domestic workers into the labour law framework, identify potential challenges in implementation, and propose mechanisms and strategies for moving forward.

2. OBJECTIVES OF THE ASSIGNMENT

- **Critically analyse recent amendments to the Bangladesh Labour Act**, assessing their alignment with international labour standards and Bangladesh’s commitments under ILO conventions, including C155, C187, C190, and the 10 Fundamental Conventions.
- **Map the scope and gaps in the inclusion of domestic workers within the Labour Act**, identifying legal, institutional, and practical barriers to effective implementation.
- **Analyse the Domestic Workers Protection and Welfare Policy (DWPWP-2015)** in the context of recent Labour Act amendments to determine its relevance, identify gaps in protecting domestic workers, and assess opportunities for harmonisation with future legal reforms.

- **Identify gaps, challenges, and opportunities** for operationalising the Labour Act amendments related to domestic workers, with emphasis on legal enforcement, institutional capacity, gender justice, and social inclusion.
- **Develop actionable recommendations** for translating legal reforms into practice, including strategies for institutional capacity-building and stakeholder engagement.
- **Propose a robust monitoring and compliance mechanism** to track progress, ensure accountability, and strengthen enforcement of amended provisions.
- **Generate evidence-based insights to support advocacy and policy dialogue**, enabling Oxfam and partners to influence national and international stakeholders effectively.

3. SCOPE OF WORK

The consultant will be responsible for:

Review and Strategic Analysis

- Conduct an in-depth review of the Bangladesh Labour Act amendments (2025), focusing on provisions related to domestic workers and their legal recognition.
- Critically assess the alignment of these amendments with international labour standards and Bangladesh's obligations under ILO Conventions (C155, C187, C190, and the 10 Fundamental Conventions).
- Analyse the Domestic Workers Protection and Welfare Policy (DWPWP-2015) and its relevance in the current legal context, identifying gaps and opportunities for harmonisation with future reforms.
- Benchmark Bangladesh's approach against global frameworks such as the EU Action Plan, US 11-Point Labour Conditions, and the ILO Roadmap.
- Incorporate comparative lessons from the Philippines, Nepal, and good practices from Indonesia to inform strategic recommendations.

Gap Identification and Stakeholder Insights

- Identify legal, institutional, and practical gaps in integrating domestic workers under the Labour Act, including ambiguities and enforcement challenges.
- Highlight barriers preventing full coverage of domestic workers and examine existing mechanisms for claiming compensation or incentives for work-related accidents, including access gaps, procedural challenges, and reliance on employer cooperation.
- Address domestic workers' mental health as a critical labour issue, considering factors such as long working hours, isolation, abuse, job insecurity, and lack of psychosocial support.
- Identify and articulate the benefits for employers in implementing domestic worker-related labour laws, including legal certainty, reduced disputes, workforce stability, and improved employer-worker relationships.
- Capture stakeholder perspectives through targeted consultations, ensuring inclusion of domestic worker unions, women-led organisations, and rights groups.

Monitoring and Compliance Framework

- Design a robust, technical monitoring and compliance mechanism to track progress and ensure enforcement of amended provisions.
- Integrate safeguarding and Violence Against Women and Girls (VAWG) as critical monitoring components.
- Prioritise digitalisation and technology-driven solutions for compliance, aligned with Bangladesh's regulatory environment.
- Develop clear indicators and tools for measuring effectiveness, accountability, and transparency.

Strategic Recommendations

- Provide a strategic recommendation for operationalising legal reforms, including legislative amendments, institutional arrangements, and stakeholder engagement.
- Outline capacity-building strategies for government institutions, employers, and civil society actors.
- Define roles and responsibilities for key actors—government entities (e.g., NSDA, BTEB), development organisations, employer associations, and networks—to facilitate implementation.
- Integrate advocacy and communication strategies to promote ownership and collaborative action.

Stakeholder Consultation and Validation

- Organise and facilitate participatory consultations with government, employers, trade unions, civil society, and domestic worker networks to validate findings and recommendations.
- Ensure representation of women-led organisations and domestic worker unions to capture lived experiences and practical challenges.
- Promote dialogue for consensus-building and collaborative implementation.

Reporting and Knowledge Sharing

- Prepare a comprehensive analytical report summarising findings, gaps, and recommendations.
- Deliver a high-quality presentation to Oxfam and relevant stakeholders, highlighting strategic insights and proposed actions.

4. DELIVERABLES FROM THE CONSULTANT:

➤ **Inception Report includes:**

1. Clear methodology and analytical framework for assessing domestic workers' inclusion in the Labour Act.
2. Strategic work plan and timeline aligned with objectives.

➤ **Research Report comprising:**

3. Detailed analysis of Bangladesh Labour Act amendments (2025) and their alignment with ILO Conventions (C155, C187, C190, and 10 Fundamental Conventions).
4. Critical review of DWPWP-2015, identifying gaps and harmonisation opportunities.
5. Comparative insights from Philippines, Nepal, and Indonesia to inform best practices.
6. Identification of legal, institutional, and practical gaps in integrating domestic workers under the Labour Act.
7. Assessment of enforcement challenges and gender justice implications.
8. Stakeholder perspectives synthesised from consultations, highlighting lived experiences.
9. Technical, actionable mechanism for tracking progress and enforcement, including:
 1. Strategies for monitoring private-space workplaces.
 2. Safeguarding and VAWG integration.
 3. Digitalisation tools and indicators for accountability.
10. Strategic recommendations for operationalising legal reforms, including:
 1. Legislative amendments.
 2. Institutional capacity-building.
 3. Stakeholder engagement and advocacy strategies.
11. Summary of Key Informant Interviews (KIIs) and consultative workshops, ensuring:
 1. Representation of domestic worker unions, women-led organisations, and rights groups.

2. Validation of findings through participatory dialogue

➤ **Validation Workshop will deliver:**

12. Documented stakeholder validation of key findings proposed legal reforms, enforcement mechanisms, and the monitoring framework.
13. Integrated and refined recommendations, incorporating validated stakeholder inputs into the final reform recommendations.
14. Clear articulation of consensus priorities for domestic workers' inclusion under the Labour Act.
15. Mapped divergent views and unresolved issues, informing targeted advocacy, policy dialogue, and phased reform strategies.
16. Participatory confirmation of findings through structured dialogue with domestic worker representatives, women-led organisations, trade unions, and rights groups.
17. Validated feasibility and relevance of recommendations across legal, institutional, and practical dimensions.

➤ **The Final Consolidated Report will include:**

18. Integrated documentation of stakeholder feedback, showing how validated inputs inform final findings, recommendations, and the implementation roadmap.
19. Synthesis of consensus priorities and unresolved advocacy issues, identifying reforms requiring sustained policy dialogue or phased implementation.
20. A consolidated analytical report comprising:
 1. Legal and policy analysis
 2. Gap assessment
 3. Strategic recommendations
 4. Monitoring and enforcement framework
 5. Validated stakeholder inputs
21. An advocacy-focused executive summary, highlighting priority reform actions and entry points for government.
22. A concise, evidence-based policy brief for policymakers, development partners, and advocacy stakeholders.
23. Targeted advocacy messages promoting domestic workers' rights and legal inclusion under the Labour Act.
24. A high-impact presentation deck outlining key findings, recommendations, and the reform roadmap.
25. Clear positioning of domestic workers' inclusion as an urgent labour law reform priority.

5. BUDGET AND PAYMENT SCHEDULE

Total budget for the assignment: BDT 13 – 15 Lac (including VAT and Tax)

First Payment – 30% (Upon Contract Signing)

Purpose: Initial mobilisation and commencement of the assignment.

Linked to: Submission and approval of the **Inception Report**, including:

- Clear methodology and analytical framework
- Detailed work plan and timeline aligned with objectives

Second Payment – 30% (Upon Submission and Acceptance of Interim Deliverables)

Linked to: Submission and acceptance of the **Research Report**, comprising:

1. Comprehensive Legal and Policy Review

- Analysis of Bangladesh Labour Act amendments (2025)
- Alignment with relevant ILO Conventions
- Review of DWPWP-2015
- Comparative practices (Philippines, Nepal, Indonesia)

2. **Gap Analysis**
 - Legal, institutional, and practical gaps
 - Gender justice and safeguarding considerations
 - Synthesis of stakeholder perspectives
3. **Monitoring and Compliance Framework**
 - Technical enforcement mechanisms
 - Indicators for accountability
 - Safeguarding and VAWG integration
 - Digitalisation strategies
4. **Strategic Recommendations**
 - Practical steps for operationalising legal and policy reforms
5. **Stakeholder Engagement Outputs**
 - Summary of Key Informant Interviews (KIIs)
 - Documentation of consultative workshops, ensuring representation of domestic worker unions and women-led organisations
 -

Final Payment – 40% (Upon Completion and Handover)

Linked to: Submission, validation, and acceptance of final deliverables, including:

- **Validation Report**
 - Documentation of stakeholder feedback
 - Evidence of incorporation into final recommendations
- **Final Consolidated Report, Advocacy Outputs and Knowledge Handover**
 - Integrated analysis, gap assessment, and recommendations
 - Monitoring and enforcement framework
 - Validated stakeholder inputs
 - Advocacy-focused executive summary
 - Concise, evidence-based brief with targeted messages for policymakers and advocacy stakeholders
 - Presentation to Oxfam and key stakeholders summarising findings, recommendations, and reform roadmap
 - Handover Package: All research data, transcripts, editable files, and supporting documentation

6. EXPERIENCE OR PROFILE REQUIREMENTS

The organisation/ individual(s) should have the following competencies:

- Proven expertise in labour law and policy analysis, particularly in the context of Bangladesh and international labour standards such as ILO conventions.
- Minimum five years of experience in conducting legal reviews, compliance assessments, and developing monitoring frameworks for labour rights or governance-related projects.
- Strong understanding of gender justice, social inclusion, and decent work principles, with demonstrated ability to integrate these into labour rights analysis.
- Experience in stakeholder engagement, including Key Informant Interviews (KIIs), consultative workshops, and validation processes with government, employers, trade unions, and civil society.
- Excellent analytical and writing skills for producing high-quality reports and policy briefs in English; proficiency in Bengali for stakeholder consultations.
- Ability to demonstrate sensitivity to cultural differences and gender issues, and commitment to equal opportunities.

- Openness to learn and apply gender mainstreaming and diversity principles in all aspects of the assignment.
- Commitment to Oxfam’s safeguarding standards, including completion of relevant training and adherence to policies.
- Strong communication and relationship-building skills for effective collaboration with diverse stakeholders.

7. APPLICATION PROCESS

The proposals must be sent in English, electronically and the submissions must reach Oxfam via email at Ban_Consultancy@oxfam.org.uk with the subject line “**Critical Review of Amended Labour Law**” by **21 February 2026, 11:59 PM (Bangladesh Time)**.

To be shortlisted for evaluation against award criteria, the following documents must be submitted with this application.

Technical Proposal
Technical proposal/ approach paper to conduct the assignment and achieve objectives, including methodology, proposed work plan, and timelines.
Financial Proposal
<ul style="list-style-type: none"> ▪ Detailed Budget: Breakdown of all costs. ▪ Total Base Amount: The total cost before VAT (<i>Note: Do not mention the tax amount separately in the budget; it must be included in the cost.</i>) ▪ VAT: 15% VAT applied to the total base amount. ▪ Grand Total Amount: The sum of the base amount and VAT.

Along with the technical and financial proposals, the following documents need to be submitted:

For Individual Consultant:

- **Curriculum Vitae(s) (CV) of the proposed consultant(s)**, proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included.
- **Two relevant references** (minimum) for previous comparable assignments.
- **Evidence of previous work:** At least two recent work completion certificates.
- **Proof of last two payments/ rates** (required after selection process).
- **Legal documents:** Copy of NID, TIN, BIN, Proof of Submission Receipt (PSR) of the Income Tax Return for the latest assessment year, Trade License, Work Permit, as applicable.

For Consultancy Firm:

- A firm profile of a maximum of 2 pages, highlighting completed related assignments with client names, contact persons, and contact numbers.
- **Curriculum Vitae(s) (CV) of the proposed consultant(s)**, proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included.
- **Two relevant references** (minimum) for previous comparable assignments.
- **Evidence of previous work:** At least two recent work completion certificates.
- **Proof of last two payments/ rates** (required after selection process).

- **Legal documents:** Copy of the Registration Certificate, TIN, BIN, Trade License, Proof of Submission Receipt (PSR) of the Income Tax Return for the latest assessment year and any other relevant documents.

8. EVALUATION AND AWARD CRITERIA

Incomplete applications will not be assessed; only quotations that meet the award criteria will be assessed. The quotations will be assessed according to the following criteria and distribution of points:

Evaluation Criteria	Weight
Technical Criteria	70
1. Expertise of the consultant	
Understanding of the TOR	10
Proven experience in similar assignments (labour law review, compliance frameworks, policy advocacy)	15
2. Methodology and Technical Approach	
Appropriateness and clarity of proposed methodology (including KIIs, stakeholder consultations, validation process)	20
Quality of proposed tools for analysis and monitoring framework	15
3. Experience and qualifications of key personnel	
Relevant academic background and professional experience in labour law, policy analysis, and gender inclusion	10
Financial Criteria	30
Cost Competitiveness	12
Budget Breakdown & Transparency	07
Value for Money	06
Compliance with Requirements	05
Total	100

[Only quotations with combined scores of at least 60% for the technical award criteria qualify for the financial evaluation.]

Oxfam withholds the right to conduct interviews/presentations with one or more potential consultants before an award decision is made. The purpose of the interview/presentation is to seek further clarification on the submitted quotations and learn more about the background and previous experiences of the potential consultants and their teams.

9. General Terms and Conditions

Highlight any contractual terms and conditions as necessary in addition to the below:

- All payments will be made through A/C payee cheque or bank transfer.
- The consultant shall be responsible for their statutory income tax obligations and/or insurance during the assignment.
- The payment will be made only after formal acceptance of deliverables by Oxfam in Bangladesh and OGB Global Team
- Inability to comply with the works as per agreed timeline and quality will cause penalty from the payment. The penalty will be proportionate to the level of undelivered work.

- The consultant will ensure that data collection, processing and reporting meets Oxfam's high-quality standards and legal requirements (e.g., GDPR). The consultant shall have the responsibility to modify the report until the quality required by Oxfam has been reached.
- Confidentiality of information
 - The consultant will ensure appropriate ethical authorisations are in place, as required.
 - Informed consent processes must be followed prior to data collection including for interview recordings and photographs.
 - Interviewees will not be quoted in reports without their permission.
 - All documents and data collected will be treated as confidential and used solely for the purposes of carrying out this consultancy contract.
- All soft and hard copies of the assignment will be treated as the property of Oxfam.
- The consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
- In case of any deviation from the contract, Oxfam shall have the right to terminate the agreement at any point.
- The consultant shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation from the contract.
- Oxfam will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.
- Oxfam work is based on deeply held values and principles. The consultant will be bound by the principles and conditions of Oxfam Code of Conduct and other relevant policies, including those for safeguarding and child protection, throughout the duration of the assignment.
- Conditions for participating in the procurement process are detailed in the Terms & Conditions of Bidding

RIGHT TO SELECT/ REJECT

Oxfam reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Oxfam also reserves the right to reject any or all proposals received without explanation.

RESERVED RIGHTS

All applications and quotes become the property of Oxfam, and Oxfam reserves the right in its sole discretion to:

- Disqualify any offer based on applicant's failure to follow solicitation instructions.
- Waive any deviations by the applicant from the requirements of this terms of reference that, in Oxfam's opinion, are considered immaterial defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- Extend the time for submission of responses after notification to all applicants.
- Terminate or modify the process at any time and re-issue the request for quotation to whomever Oxfam deems appropriate.
- Issue an award based on the initial evaluation of offers without discussion.
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

CODE OF CONDUCT

Oxfam is committed to integrity in its operations and supply chains and ensuring high ethical standards. Complying with all laws and regulations and ensuring fair competition are fundamental to this commitment. We actively promote these principles and standards, and expect all Oxfam suppliers to demonstrate commitment towards them.

All consultants/applicant are required to agree and adhere to the [Oxfam Supplier Code of Conduct](#), whereas individuals (including consultants) must sign the [Oxfam Non Staff Code of Conduct](#)¹. These Codes of Conduct set out the specific standards and principles in the areas of human and labour rights, environmental impact and anti-corruption that suppliers must follow.

Oxfam has the following requirements of its service providers, to ensure integrity in its supply chain:

Bribery and Collusion

Oxfam does not tolerate fraud, including bribery or kickbacks, collusion among bidders, bribery or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities.

Employees and representatives of Oxfam are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange or as a reward for business.

False Statements

¹ Non-Staff Code of Conduct applies for any self-employed individuals or contracted employees of suppliers who are working on Oxfam sites, or who have access to Oxfam materials, or who may represent Oxfam in any manner but are not part of Oxfam's legal entity)

Bidders must provide full, accurate and complete information as required by this solicitation and Annexes. False statements in bids constitutes grounds for immediate termination of any agreement with the supplier. OXFAM takes misstatements, falsification, manipulation, alteration of facts and/or documents very seriously, has a zero-tolerance policy to such behaviours, and may choose to take legal action in a case of misrepresented disclosures by

Conflict of Interest

Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Oxfam having to re-evaluate the selection of a potential bidder.

Diversions of Funds

Oxfam is determined that all its funds and resources should only be used to further its mission and shall not be subject to illicit use by any third party nor used or abused for any illicit purpose. Suppliers (and their affiliates/group companies, employees, officers, owners, agents and sub-contractors) may be subject to formal screening against global lists of individuals subject to designation or proscription under financial sanctions or counter terrorism regulations.

MONITORING

Due Diligence: As a charitable organisation, Oxfam must take care to protect its assets and funds. One of the steps that Oxfam takes to comply with this legal duty is to conduct adequate and proportionate due diligence on suppliers prior to entering into a contract. This includes checking legal registration and financial solvency but may also include other checks.

Important Note: Oxfam performs a regular screening check of all suppliers against international sanctions lists.

Audit: Any audit requirements are detailed in the terms and conditions of business.

Data Protection: Oxfam is legally bound to ensure that all personal details held by the organisation relating to any individual or entity are kept secure and according to international data protection standards.

MISCONDUCT REPORTING AND WHISTLEBLOWING

Oxfam's reporting and whistleblowing mechanisms are available for Suppliers as well Oxfam employees, to ensure that Oxfam continues to operate under the highest ethical standards and principles.

You can use these reporting channels confidentially, anonymously, and in your own language to report any concerns involving fraud, corruption, waste, abuse or safeguarding concerns.

Speak up – Oxfam GB	
Email: 	SpeakUp@oxfam.org.uk
Online: 	Oxfam Misconduct Reporting Webform (including possibility for anonymous reporting) https://oxfam.clue-webforms.co.uk/webform/misconduct/
Phone: 	Global Phone Number: +44 1249 661808



ANNEXES**Attachment 1: Code of Conducts**

Oxfam Non-Staff Code of Conduct [English]

Oxfam Non-Staff Code of Conduct [Bangla]

Oxfam Supplier Code of Conduct

Conflict of interest declaration form for 3rd parties

Attachment 2:

OXFAM GB Feminist Principles

Attachment 3:

One Oxfam Child Safeguarding Policy

Attachment 4:

Oxfam Anti-Fraud and Corruption Policy

Money Laundering Prevention (Amendment) Act 2015

Circular of AML/CFT

Attachment 5:

One Oxfam Policy on Protection from Sexual Exploitation, Abuse and Harassment (PSEAH)

Attachment 6:

Sexual Diversity and Gender Identity Rights Policy