

Workers Resource Centre (WRC)

Terms of Reference (ToR)

Baseline Survey, Training Module Development, Capacity Building, and Monitoring Tools for Anti-Harassment Committees in Unionized Factories

Issued by: Workers Resource Centre (WRC)

Date: 25 September 2025

1. Background and Introduction

1.1 About WRC

The **Workers Resource Centre (WRC)** was established in 2017 as a joint platform of the **National Coordination Committee for Workers Education (NCCWE)** and the **IndustriALL Bangladesh Council (IBC)**.

WRC is envisioned as a **one-stop support center** for workers that provides:

- **Training and capacity building** on labour rights and leadership.
- **Information and research** for evidence-based advocacy.
- **Legal assistance and grievance redressal support.**
- **Promotion of social dialogue** and dispute prevention.

The mission of WRC is to **protect and promote the rights of workers** in Bangladesh by eliminating exploitation, harassment, and discrimination, while ensuring equal opportunities for all, especially women and youth.

1.2 WRC's Journey So Far

Over the last eight years, WRC has:

- Implemented joint projects with the **ILO and GIZ** other development partners.
- Reached over **70,000 workers** through training and awareness programs.
- Established the **WRC Women's Committee**, which now acts as a platform for women's leadership.
- Set up **pilot grievance redressal support** systems in selected factories.

Some flagship projects include:

- **Social Dialogue and Industrial Relations (SDIR) Project** – strengthened collective bargaining and dispute resolution.
- **Promoting Decent Work and Women's Rights during COVID-19** – ensured continued women workers' participation.
- **Support for Effective and Inclusive Trade Unions in Bangladesh** – focused on building inclusive unions and leadership.

1.3 Context of the Current Assignment

Bangladesh has made notable progress in advancing women's labour rights over the last decade. Yet, workplace sexual harassment continues to be a persistent and deeply rooted challenge. Despite the issuance of the High Court Guidelines of 2009 on sexual harassment and the provisions outlined in the Bangladesh Labour Rules 2015, implementation at the factory level remains limited and inconsistent. Many

workers are still unaware of their rights, while committees that are formally established often lack functionality, transparency, or trust among workers.

Globally, the ILO Convention No. 190 on Violence and Harassment at Work sets a new international standard for promoting safe and dignified workplaces. While Bangladesh has not yet ratified this convention, the Workers Resource Centre (WRC) is taking proactive measures to localize its principles and translate them into practice at the enterprise level.

Within this framework, WRC is undertaking an initiative under the ILO-supported project Advancing Decent Work in Bangladesh to facilitate the establishment of Complaint Committees on Sexual Harassment Prevention in 30 unionized factories between 2025 and 2026. These committees are intended to serve as factory-level mechanisms to ensure fair, confidential, and survivor-sensitive responses to harassment complaints, while also promoting broader cultural change toward safe and respectful workplaces.

The first step in this process is the implementation of a baseline survey in six factories. Findings from this baseline will directly guide the development of training modules, workshops, and monitoring tools to ensure that Anti-Harassment Committees (AHCs) are both functional and sustainable.

Against this backdrop, WRC's current initiative on establishing Complaint Committees complements national reform priorities while ensuring that women workers' rights and safety remain central to the decent work agenda.

2. Rationale of the Assignment

The rationale for this consultancy lies in addressing the following gaps:

1. **Limited Awareness:** Most workers are unaware of the High Court Guidelines of 2009 or internal complaint mechanisms.
2. **Weak Implementation:** Even where policies exist, committees are often dysfunctional or management-driven.
3. **Gender Barriers:** Women workers fear retaliation, stigma, or job loss if they report harassment.
4. **Union Capacities:** Trade unions and women's committees lack technical knowledge to monitor AHCs effectively.
5. **Accountability Mechanisms:** Factories rarely track the performance of committees or share data transparently.

This consultancy therefore serves as a **foundational intervention** to build sustainable anti-harassment mechanisms.

3. Purpose of the Assignment

The consultancy will:

- **Conduct a baseline survey** to establish current realities in 6 factories.
- **Develop a practical training module** for AHCs.

- **Strengthen WRC Women's Committee capacity** through a two-day workshop.
- **Provide monitoring tools** that ensure accountability and functionality of AHCs.
- **Support WRC's strategy** to scale up to 30 factories by 2026.

4. Objectives

Overall Objective

To promote safe and harassment-free workplaces by establishing functional **Anti-Harassment Committees (AHCs)** in unionized factories.

Specific Objectives

1. Establish **baseline indicators** on harassment awareness, prevalence, and reporting practices.
2. Identify **compliance gaps** with Bangladesh Labour Rules 2015, High Court 2009 Guidelines, and ILO standards.
3. Develop **context-sensitive training modules** for AHCs.
4. Conduct **capacity building** for WRC Women's Committee.
5. Design **monitoring and evaluation (M&E) tools** to track committee functionality.

5. Scope of Work

Task A: Desk Review

- Review of Bangladesh Labour Act and Labour Rules.
- High Court 2009 guidelines.
- Relevant ILO conventions (C190, C87, C98).
- WRC's previous research and reports.

Task B: Baseline Survey Design

- Develop gender-sensitive survey questionnaires.
- Prepare FGD and KII guides.
- Validation workshop with WRC Women's Committee.

Task C: Data Collection

- Conduct surveys in **6 factories** (minimum 30 respondents per factory).
- Facilitate **6 FGDs** with workers.
- Conduct **8–10 KIIs** with management, union leaders, and experts.

Task D: Data Analysis & Baseline Report

- Mixed-methods analysis.
- Triangulation of data (survey, FGD, KII).
- Report with baseline values, risk analysis, and recommendations.

Task E: Training Module Development

- Topics: harassment definitions, laws, committee roles, case handling, documentation.
- Learning tools: role plays, case studies, interactive exercises.
- Language: Bangla and English.

Task F: Capacity Building Workshop

- **Two-day workshop** for WRC Women's Committee.

- Deliverables: presentations, training manual, evaluation sheets.

Task G: Monitoring Tools Development

- Templates for AHC meeting minutes.
- Grievance case tracking forms.
- Reporting template for WRC oversight.

Task H: Final Report

- Consolidated findings.
- Annexed training modules.
- Monitoring toolkit.
- Sustainability recommendations.

6. Methodology

The consultancy will adopt a **participatory, mixed-methods approach**:

- **Quantitative surveys** for prevalence and awareness levels.
- **Qualitative FGDs and KIIs** for deeper insights.
- **Ethical protocols**: informed consent, confidentiality, gender sensitivity.
- **Validation workshop** with WRC stakeholders.

7. Monitoring and Evaluation (M&E) Framework

Objective	Indicator	Baseline Source	Target (2026)	Verification	
Worker awareness of AHCs	% aware of committee	Survey		Survey reports	
AHC functionality	# of factories with functional AHCs	KIIs, reports	30	Monitoring template	
Reporting confidence	% of women feeling safe to report	FGDs		FGDs, monitoring	

8. Deliverables and Timeline

Week 1 – Inception Report

The consultant will submit an inception report outlining the detailed work plan, methodology, and survey tools. This will serve as the foundation for all next steps.

Week 2 to 4 – Data Collection

Fieldwork will be carried out in the six factories. The consultant will collect survey data, conduct FGDs and KIIs, and prepare clean datasets with transcripts.

Week 3 – Workshop with Women's Committee

House # 2, Road # 7, Sector # 4, Uttara, Dhaka-1230, Bangladesh.
Cell: +8801714109795, Tel: Email: hq.dhaka@wrcbd.org, Web: www.wrcbd.org

A two-day training workshop will be organized for the WRC Women's Committee to introduce and practice the training module.

Week 4 – Draft Baseline Report & Training Module

A draft baseline report will be submitted, highlighting findings, indicators, and gaps. Alongside this, the consultant will develop a draft training module, including a facilitator's guide, slides, and handouts.

Week 5 – Monitoring Tools

The consultant will prepare simple monitoring templates and case-tracking formats to support follow-up work.

Week 6 – Final Report

The final report will consolidate the baseline study, training materials, monitoring tools, and workshop results, with annexes of all relevant documents.

9. Reporting & Supervision

The consultant will report directly to:

- **Program Manager, WRC, Project Implementation Committee of WRC, BoT of WRC**
- Oversight: **WRC Women's Committee**

Regular updates will be shared through email and coordination meetings.

10. Required Qualifications

- Post-graduate degree in **Law, Gender Studies, Social Sciences** or related disciplines
- At least **10 years' experience** in gender, labour rights, and research.
- Demonstrated experience in **baseline studies and training**.
- Strong understanding of **Bangladesh's labour framework and ILO conventions**.
- Fluency in Bangla and English.

11. Confidentiality

All data and reports will remain the property of WRC. Consultants cannot publish or share findings without permission.

12. Application Process

Interested individuals/firms should submit:

- **Technical Proposal** (understanding, methodology, workplan).
- **Financial Proposal** (itemized budget in BDT).
- **CVs of key experts**.
- **Samples of previous work**.

Deadline: **05 October 2025**

Submission Email: wrcbd.hq@gmail.com

13. Selection & Conditions

- Competitive bidding process.
- Evaluation based on **technical quality, experience, cost-effectiveness**.
- Lobbying or persuasion attempts will lead to **automatic disqualification**.
- WRC reserves the right to verify all documents.