

Terms of Reference (ToR)

For Worker's Priority Poll (WPP) among 100,000 workers in the RMG, Tannery,
Leathergoods & Footwear sectors

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

Issued By: Bangladesh Labour Foundation (BLF)

Deadline for Application: 31 May 2026

Duration: 45 days

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)." The overall objective of the project is that human rights and decent work conditions in Bangladesh in the ready-made garment, tannery (leather), and leathergoods & footwear sectors are respected by companies and protected by the government. The project aims to support trade unions in Bangladesh to advance decent work, sustainability, and human rights due diligence (HRDD). Data will be collected through unique tools, strengthening gender responsive, evidence-based advocacy with and towards a variety of stakeholders to improve working conditions. These efforts will enhance the eligibility of Bangladesh under the EU GSP+ trade agreement negotiation process. The project is operational across Dhaka, Gazipur, Narayanganj, and Chattogram, and targets 370 factories linked to EU brands and supply chains of which 300 RMG, 40 Tanneries, and 30 Leathergoods & Footwear units.

About the Worker's Priority Poll (WPP)

The Worker Priority Poll (WPP) is a large-scale data collection initiative designed to capture the most pressing concerns of workers across key industrial sectors in Bangladesh, including ready-made garments (RMG), tanneries, and leather goods & footwear sectors. The poll will engage approximately 100,000 workers, ensuring broad and representative input. The process will begin with a sensitization campaign aimed at raising awareness among workers and trade unions about the importance of participating in the poll. This includes workshops with representatives from multiple trade union federations to strengthen engagement and ownership. Data collection will be conducted through a multi-channel approach, combining digital platforms such as Facebook and WhatsApp with offline methods like word-of-mouth outreach. This ensures maximum participation, including from hard-to-reach workers.

The collected data will be analyzed to produce a comprehensive report highlighting key trends and worker priorities, along with actionable recommendations. In addition, a gender-sensitive analysis will be carried out annually to identify differences in priorities between male and female workers, helping to inform targeted interventions. The findings will be translated and widely disseminated to ensure accessibility for workers, trade unions, and other stakeholders.

Results will be shared at both national and sectoral levels through consultative workshops, enabling trade unions to develop evidence-based advocacy and lobbying messages. These messages will be used to engage employers' associations and relevant government bodies, such as the Ministry of Labour and Employment (MoLE) and the Department of Inspection for Factories and Establishments (DIFE), contributing to strengthened social dialogue in Bangladesh.

A key feature of the WPP is the active inclusion of women and youth trade union members, encouraging them to take leadership roles and ensuring their priorities are reflected in advocacy efforts and policy discussions.

Objectives of the Assignment

- To collect, coordinate and monitor primary data from 100,000 workers in the Ready-Made Garment (RMG), Tannery, and Leathergoods & Footwear sectors in Bangladesh through WPP tool.

Scope of Work

The Worker's Priority Poll (WPP) data collection will identify worker's priorities in their workplace to improve issues regarding to their workplace and result in a set of practical, verifiable, and gender-responsive outputs that will directly inform the social dialogue, trade union advocacy capacity, tripartite negotiations, compliance monitoring and improvement in overall workplace conditions for the workers. The expected outcomes are as follows:

1. Data collection of 100,000 workers

- Facilitate/coordinate data collection for the WPP to be organised systematically through social media channels (e.g. Facebook, WhatsApp groups) and word to mouth promotions to ensure maximum coverage of workers across the RMG, tanneries, and leather goods sectors process of 100,000 workers in three different phases through WPP tool;
 - First phase (2026): 30,000 workers
 - Second phase (2027): 40,000 workers
 - Third phase (2028): 30,000 workers

2. Sector and Cluster Representation

- WPP data will be collected primarily from three sectors: Ready-Made Garment (RMG), Tannery (Leather), and Leathergoods & Footwear.
- For data collection, clusters will be Dhaka, Gazipur, Narayanganj and Chattogram.

3. Coordination with Trade Unions

- In order to collect the data, a smooth coordination with the volunteers of trade union federations will be needed, especially National and Sectoral Trade Union Federations

e.g., SKOP (Sramik Karmachari Oikya Parishad), IBC (IndustriALL Bangladesh Council) and TWU (Tannery Workers' Union).

Deliverables & Timeline

The following timeline & deliverables will be applicable from the contract signing date

Deliverable	Description	Timeline
Inception Report	Detailed workplan, methodology, and data collection strategy	5 days
Complete WPP Data Collection	Complete phase-wise workers data collection (Tentative Data Collection Date: June-July 2026 for first year/phase)	35 days
Completion Report	Summary completion report on process, challenges, findings, and case stories with verifiable data collection images	5 days

Stage 1: Inception and Planning

Stage 2: Data Collection

Stage 3: Reporting and Validation

Ethical Considerations

The consultant/firm must follow ethical research protocols including 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 other project partners. The consultant/firm shall not share or publish any findings without written permission from BLF. BLF and its partners must receive the data or access to where the data will be stored in an agreed-upon format, for further cleaning and analysis.

Qualifications

For Individual Consultants/Consultancy Firms:

- Minimum 5 years of experience in online data collection and survey tools (preferably using social media channels).
- Knowledge of RMG, Tannery, and Leathergoods & Footwear sectors in Bangladesh and experience in gender-sensitive data collection.
- Experience in conducting large scale worker surveys will be preferred.
- Experience of closely working with trade union federations (IBC, SKOP, TWU) would be an asset.

- Capacity and experience in managing a large project team, including volunteers.
- Experience, flexibility, and ability to work with international donor-funded projects is an asset.

Evaluation Criteria

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

Selection Criteria	Details	Score
Mandatory Legal documents	For Company - Registration/ Update Trade License, VAT & Tax Certificate	-
	For Individual - Tax Certificate & Identity Proof	
Technical Proposal	Proven experience/track record in online data collection and survey tool (preferably using social media channels)	60%
	Experience and knowledge of working in RMG, tannery, and leather goods & footwear sectors in Bangladesh and gender-sensitive capacity	
	The scope of Work is well described in the proposal and aligned with the ToR	
	Proposal Quality (including Data Collection Matrix, Workplan & DOA)	
Financial proposal	Price quotation for the assignment on per-data basis (tax must be included with the price and VAT should be added to it)	25%
Pitch Presentation	Presentation before the hiring team with detailed methodology and work plan	15%
Total		100%

Budget and Payment Terms

- For each year, payment will be processed based on number of collected WPP data (Payment will be calculated on a per-data basis).
- 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, work plan, risk mitigation plan and team composition
- Financial proposal (separate file)
- CVs of relevant team members to be included in the project
- Samples of similar previous work
- Mandatory legal documents

Submission Email: office@blfbd.com

Deadline: 31 May 2026

Subject Line: “Application for Worker’s Priority Poll (WPP) – [Organization/Consultant name] – DWDDDB Project”