

Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority (BEZA)
"Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project"
Biniyog Bhaban (Level 7,8,9), Plot#E-6/B, W Agargaon, Dhaka 1207, Bangladesh.

Terms of Reference
for
Selection of Social Counselors

January 2022



Terms of Reference for Selection of Social Counselors
under "Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project"
(Package No.: IC-16 BSMSN-BEZA).

Background:

The government is in process of creation of Economic Zones across the country for both export and local market-oriented industries based on the cluster principle for similar industries for the purpose of promoting economic development of the country. In this regard strengthening the BEZA was arranged through PRIDE within which "Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project" is under implementation by Bangladesh Economic Zones Authority (BEZA). The "Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project" provides support and services to BEZA including development of Bangabandhu Shilpa Nagar mainly in terms of providing professional services. An experienced social counselor can add value to the services of the project and BEZA by providing appropriate input related to occupational health and safety issues.

The Social Counselors will assist to build up capacity in regard to social aspects, grievance redress mechanism, monitoring and reporting system, training and capacity building, industrial relationship, welfare of the workers, occupational health and safety for worker, developer, unit investors and contractors.

Objectives: The main objectives are:

The objectives of the assignment will be to:

- To monitor the performance of the developer, unit investors and contractors for ensuring compliance according to the BEZA labor law and EZ Welfare policy;
- To monitor and ensure the compliance of Social Standard requirements as per the World Bank's Environmental and Social Framework (ESF) and the ESMF;
- To formulate, maintain and update a standard database related to social management and practices of the project according to regulations by GOB/WB;
- Review the status of regulatory compliance of the BSMSN and other EZs and the individual enterprises and advise on necessary steps to ensure compliance;
- Monitor and counsel on the social management issues including regulatory requirements of the enterprises of BSMSN and other EZs (as required by BEZA) as appropriate and report to the Project Director and the Authority;
- To establish, report on and oversee the Grievance mechanism for the labor and employees of the EZs;
- To organize skills development program for developers, investors and workers;
- To monitor the day to day work of occupational health & safety
- Any other related issues as directed by the EZ authorities

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The scopes: The scopes of the work of the Social Counselors include the following:

- To assist in the implementation of BEZA Labor Law and the EZ Workers Welfare Policy
- To assist in the development of good industrial relation and relationship between management and the workers
- To support the enhancement of workers morale and improvement of working condition (including occupational safety and health condition construction sites, industry and EZs);
- To support workers in achieving optimum productivity
- To assist in the implementation of grievance redress mechanism and address workers grievances
- To ensure human and legal rights of a worker
- To arrange for the development of workers' knowledge in communication (Bangla and English), Computer literacy, personal accounting and negotiation skills.
- Counseling on Labor management related issues in light with BEZA Policies
- Supervise all aspects of the process of compensation to stakeholders
- Assist to establish and implement a Monitoring and Evaluation system for all social issues
- Liaise and work closely with the PD, Social and Environment Consultant, Social Cell of BEZA, various agency associated with sub-project such as Design and Supervision Consultant, Master Developers, Contractors, investors, etc. and ensure that all the activities and measures are implemented as per the BEZA labor and associated law and policies
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- Review various social and other documents with regard to their compliance with ESCP.
- Carry out regular visits to sub-project implementation sites to supervise as well as provide onsite guidance to the Master Developers, investors and the contractors on the implementation labor management procedures and other social issues of BSMSN Development project.
- Prepare and submit periodic progress reports to the PD, on all the aspects related to social issues
- Follow up with BEZA, the Master Developer and the contractors, and other agencies in addressing various Social safeguard actions agreed with the GoB and the World Bank.
- Receive direction from Social Consultants and Environmental and Social Cell and assist BEZA for overall social monitoring activities
- Support, assist and cooperate with various stakeholders to ensure implantation of EZ welfare and EZ labor law, labor management procedures, Environmental and Social Commitment Plan, Stakeholder Engagement Plan etc;
- Co-ordination with inter-governmental agencies such as District, Upazila and Union level government office, Department of Social Welfare, Skills Development service provider, utility service provider, local elite, affected people etc. for the implementation and monitoring social related plans and procedure;



- To provide data/documentary support to the authority and other agencies (if instructed)
- Any other issues instructed by the EZ Management

Educational Qualification:

The candidate should possess minimum Bachelor's degree in Social Science, law, Business Industrial Management, HR or related field from recognized University

EXPERIENCE:

- The applicant should possess minimum 02 (Two) years' experience in a large industrial unit/NGO/Govt. and semi-Govt. organization on social issues with exposure of dealing with issues on Economic Zone development or Industrial development; Familiarity with World Bank Environmental and Social Framework and Standards (ESF, ESS), Stakeholders Engagement Plan, Labor Management Procedures etc. as well as Environment, Health and Safety Guidelines (EHSG).
- Knowledge and understanding of EPZ/Economic Zone labour Laws, EZ welfare policy, GOB Laws, Acts and Regulations regarding Labor, Gender, Resettlement, Ethnic Minority, Social issues, Epidemic, Pandemic issues, on Economic Zone labor Laws and welfare policy
- Familiarity with Covid-19 protocols of GOB and world Health organization (WHO)
- Practical experience in Human Resources Management from any reputed Labor intensive industrial unit will be given preference
- Fluency in spoken and written both in Bangla & English is essential and Computer Operation (MS Office and Windows),

Place of work: Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) and any other selected ESs under BEZA; however, the consultant should have field visits across the EZs located in different districts.

Duration of employment: Initially for two year from March 2022 with the possibility of annual extensions of the contract up to maximum December 2025 based on the Client's need and subject to satisfactory performance of the consultant which shall be evaluated at the end of each year.

Commencement of the Service: 1 March 2022 (Indicative)

Data, Facilities and Local Services to be provided by the Client:

The project will provide the following inputs and facilities:

- i) Office space and other logistic support as per project provision;
- ii) All available documents, papers and information relevant to the assignment will be provided/made accessible to the Consultant



Consultant's Reporting Obligations

Sl. No.	Reports	Contents of Reports	Persons to receive them	Date of Submission
1.	Inception Report	As per agreement	Project Director	Within 15 days after joining.
2.	Monthly Report	Overall activities completed during the reporting period	Project Director	1 st week of each Month
3.	Quarterly Report	Overall Progress report for the reporting period	Project Director	1 st week of each quarter
4	Final Report	Overall Progress report for the reporting period	Project Director	On or before 10 days of contact

