

## TERMS OF REFERENCE

### Task-Engineerto Support Task-Force of National Initiative ILO RMG Programme

Date : 27.02.2017

#### 1. Background

The ILO "Improving Working Conditions in the Ready-Made Garment Industry" programme, supports the National Initiative under the National Tripartite Plan of Action (NTPA) with focus on improving fire and building safety in Bangladesh's RMG sector in close collaboration and coordination with relevant national and international stakeholders and partners.

This work includes assessments of structural integrity and fire & electrical safety that were officially launched in 2013. BUET engineering teams and two private firms TUV-SUD and VEC are engaged in this process. All reports generated by these initiatives are disseminated to factories and uploaded in summary format to the DIFE website. Currently the work under the 'National Initiative' has started to cover remediation follow up in the 1,500+ factories under the initiative. To speed up this work and to strengthen the regulatory follow up of the sector, the National Tripartite Committee has approved in principle a plan to develop a time-limited, specialized Remediation Coordination Cell (RCC) to support the remediation process of the NI for building, fire and electrical safety of the export oriented RMG factories in Bangladesh. Currently DIFE is beginning to set up a case management system with their inspectors in collaboration with FSCD to move forward the remediation business as an interim measure until the RCC become live.

As the first step of remediation, a follow up programme namely "CAP Development Support" has been carried out from April to November last year to expedite the process of collecting Corrective Action Plan (CAPs) from the NI factories. The programme was designed in the way that every single factory will undergo through a general meeting with the joint follow up team composed by labour inspector, fire inspectors, and BGMEA/BKMEA representative by the leadership of DIFE regional offices with the technical support from private sector engineers to resolve any technical issues related to CAPs and DEAs.

While the setup of Remediation coordination Cell is ongoing, this CAP development programme has paved the way to Remediation Coordination Cell through a coordinated approach. Common understanding and the practice has also been made by the collaboration of regulators through this approach. At the same time the agreed CAPs are collected from factories which will initiate the actual remediation work.

It is foreseen that a massive engineering documents will be received by the DIFE after this follow up initiative. As per the National Tripartite Plan of Action (NTPA) it falls under the responsibility of the existing Task Force to review and approve those documents. The DIFE safety wing based in the HQ assisting Task Force to review and validate the CAPs and other documents. Currently the Task Force is not in a position to undertake the responsibility due to lake of manpower and dedicated technical personnel.

In order to address the scale of work required, 02 engineers (01 Structural and 01 Electrical) have been hired for continues support to the Task-Force to review and approve CAPs, DEAs and drawings based in the DIFE HQ as well as in the regional offices.



## 2. Objective:

Assist the Task Force and DIFE HQ to record and file incoming factory CAPs, DEAs, designs & drawings and support to Task-Force on reviewing & approving CAPs, DEAs and drawings in collaboration with the regulators. Assist the RCC Inception Team to set up the process of follow up.

## 3. Specific Tasks:

1. Help DIFE safety wings to record and file series of Corrective Action Plans (CAP), Detailed Engineering Assessments (DEA), As-built drawings & designs and other engineering documents received from the RMG factories in collaboration with the regulators case handler.
2. Technical support to Task-Force on reviewing and approving CAPs, DEAs & drawings.
3. Maintain liaison with the ILO Building Safety Officer on matter related to CAP development progress of NI factories.
4. Send the taskforce feedback to the factories on CAPs, DEAs & drawings, advice on the way next in collaboration with the regulator's inspectors.
5. Maintain a progress tracking database of all RMG factories undergoing through remediation process in the DIFE website as well as in an online spreadsheet.
6. Assist ILO/DIFE in conducting district level joint CAP follow up programme in five district offices, namely; Dhaka, Narayanganj, Gazipur, Narayanganj and Mymensingh.
7. Other technical tasks related to NI remediation programme assigned by the DIFE/ILO RMG office.

## 4. Deliverables

The consultants will deliver a monthly report on overall progress and outcomes under tasks 1.-7. as mentioned in paragraph 3. Specific tasks.

## 5. Time line

The contract period will expire on 31 May 2017.

## 6. Travel & DSA

Expected travel requirement for each external collaborator:

## 7. Supervision and Scope of works:

The consultant will be based at the DIFE HQ including regional offices and will deliver the tasks assigned by DIFE/ILO RMG office.

The consultant will work under the overall supervision of the IG, DIFE. The consultant will perform day to day activities in close collaboration with and under the supervision of the ILO Building safety Officer. Consultant will also prepare monthly progress reports and a final report at the end of the assignment on the activities undertaken and will submit this to the DIFE.

