

Terms of Reference

Hiring Experts for improving workplace safety in factories

FBCCI is looking forward for the short-term engagement of experts in order to assist owners to comply with safety requirement and improve workplace safety under the project “Strengthening FBCCI to ensure Occupational Safety & Health (OSH) and decent work in workplace”.

Background

Following the devastating fire of Hashem Foods Factory in Narayanganj causing death of 52 workers, on 8 July, 2021, the PMO formed 24 national committees headed by Salman F Rahman, Private Industry and Investment Adviser to the Prime Minister. Bangladesh Investment Development Authority (BIDA) was assigned with the responsibility to conduct survey cum inspection by combined teams comprising of government agencies and representative from the FBCCI. Accordingly, 108 combined teams were formed and they have visited 5206 non-RMG factories from November 2021 to March 2022 in the 1st phase, focused on 7 safety aspects (Structural Safety, Electrical Safety, Fire Safety, Machine Safety, Boiler Safety, Explosion Safety, and Environment Safety) and identified 89 factories as risky and 17 factories as very risky.

The FBCCI being the apex trade organization likes to stand beside the factory owners and extend technical support to implement the corrective measures as soon as possible. Accordingly, FBCCI Safety Council will provide technical support to the factories for their improvement under the ongoing project named “Strengthening FBCCI to ensure Occupational Safety & Health (OSH) and decent work in workplace”. For providing necessary technical assistance to the factory owners towards implementing the corrective measures, a panel of experts is needed in support of FBCCI Safety Council. These experts are expected to visit at least 17 very risky factories in 1st phase and also to assist and support the owners in the implementation of corrective action plan (CAP).

Overall Objective of the project

Providing technical support to the vulnerable factories to improve their workplace safety.

Specific objectives of the project

Objective 1: To review the safety condition of the factories according to the checklist of BIDA

Objective 2: To assess the present condition for further improvement.

Objective 3: To assist and support the owners in the implementation of CAP.

Scope of work

For providing necessary technical support to the factory owners, there is a need of an expert panel comprising of Structural Safety, Electrical Safety, Fire Safety, and others. According to the BIDA checklist, experts are expected to figure out the places of

improvement of the concerned factory located at Dhaka division and other divisions and districts. The experts are expected to do the followings:

- Conduct site visits and review inspections to identify hazards and risks in the workplace.
- Review existing safety policies and procedures to identify gaps and weaknesses in the current system.
- Develop a CAP for safety in the workplace that is tailored to the specific needs of the assigned factory.
- Prepare official documents, plans, and designs following rules/regulations for the assigned factory.
- Prepare Bill of Quantity (BoQ) and cooperate with the factory owners in implementing the CAP.
- Provide regular progress reports to the FBCCI Safety Council.
- Prepare the final report on assigned task.

Deliverables

The expected deliverables are as follows-

Deliverable 1: Based on BIDA Checklist, prepare a CAP for safety in the workplace, including recommendations for preventive measures and measures for mitigation.

Deliverable 2: Prepare 'Details Engineering Assessment' (DEA) and assessment on Machine Safety, Boiler Safety, Explosion Safety, and Environment Safety.

Deliverable 3: Review and prepare the necessary documents and designs (structural, electrical, fire safety, evacuation plan etc.).

Deliverable 4: Prepare BoQ and provide technical assistance to the owners.

Deliverable 5: A final report on implementation of CAP or on assigned task.

The deliverables may also include other formal and informal reports as and when required.

Timeframe and Deadlines

1 May 2023 to 15 June 2023, within the project period.

Mode of Payment

1. The mode of payment will depend on number and place of visits which include documentation, reporting, and communication as per project proposal. Visits may be assigned for more than one time in a factory. Payment will be different for Dhaka division and other divisions and district. Up to 50% payment may be made before the assigned visit. Experts will be paid Lump Sum amount for each visit, inclusive of TA, DA and for submission of all deliverables.
2. For the Training and Liaison officer, monthly consolidated amount will be paid.
3. Income Tax will be deducted at source as per NBR Rules.

Monitoring, Evaluation and Accountability

FBCCI Safety Council will provide all necessary information, coordinate visit and cooperate with the expert according to the need of the assignment while keeping track of the progress made by the expert. The expert will initially communicate with the factory owners through FBCCI Safety Council and submit regular progress report and evaluation of the effectiveness of the corrective measures to the Program Coordinator within 3 days of each visit and thereafter full report on completion of the assign task within the specified time limit. Experts will require to work closely with the FBCCI Safety Council and the owner of the factories and there must be effective collaboration among all the parties. FBCCI may not provide office space and other logistic support to Experts.

Confidentiality

Confidentiality of the assignment must be maintained at all time. Reports must be kept confidential and no information to be divulged by the Experts at any circumstances.

Key competencies and experience required

Competencies:

- Demonstrate commitment to FBCCI, safety council's mission, vision, and value
- Excellent communication problem, management skill
- Demonstrate a sound judgment of diplomacy and sensitivity to different expectations of the stakeholders
- Ability to work under pressure and against tight deadlines
- Proactive, participatory, end result, oriented approach to work

Qualifications and Experiences:

To apply for the specific post of an expert panel member and for the post of the Training and Liaison Officer, one must have following qualifications and experiences:

1) Expert on Structural Safety:

- # BSc in Civil Engineering from any reputed university
- # At least 5 years of working experience in workplace safety with a focus on implementing corrective action plan.
- # DEA and BoQ related work experience in Structural Engineering
- # Ability to work effectively in a multicultural factory environment.

2) Expert on Fire Safety:

- # BSc in Electrical and Electronics Engineering/Mechatronics/Mechanical or Electrical and Telecommunication Engineering from any reputed university
- # At least 5 years of working experience in workplace safety with a focus on implementing corrective action plan.
- # DEA and BoQ related work experience in Fire Safety.
- # Ability to work effectively in a multicultural factory environment.

3) Expert on Electrical Safety:

- # BSc in Electrical and Electronics Engineering from any reputed university
- # At least 5 years of working experience in workplace safety with a focus on implementing corrective action plan.
- # DEA and BoQ related work experience in Electrical Safety
- # Ability to work effectively in a multicultural factory environment.

4) Post of the Training and Liaison Officer

- # Minimum graduation from any reputed university (MA/MBA/MSc is preferable).
Having training and experience on Fire and OSH related matters will get priority.

Having experience in other sectors like Machine Safety, Boiler Safety, Explosion Safety, and Environment Safety will get priority.

Suggested Presentation of Offer

Interested individuals must submit following documents, and information to demonstrate their qualifications (EOI) at safetycouncil_ad@fbcci.org by 13 April 2023:

1. Personal CV.
2. Brief description of why the individual consider him/herself as the most suitable for assignment, and a methodology on how they will approach and complete the assignment.
3. Financial proposal:
 - For the post of expert, one will offer consolidated amount (Lump Sum) for one visit, all inclusive (TA, DA, DSA, IT, submission of all the Deliverables, etc.) for Dhaka division and one for outside Dhaka division. The payment will be made basing on the number of visits, conducted by the experts and successful submission of Deliverables within the timeframe.
 - For the post of Training and Liaison officer. The candidate to offer expected monthly consolidated amount.

FBCCI reserve the rights to accept or reject any or all Proposals/applications without assigning any reason what so ever.

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