



Terms of Reference (ToR) - consultancy

Trade Union Advocacy Capacity Assessment (TUACA)

Project

NDICI CSO/2024/460-935 - Decent Work Due Diligence Bangladesh

Background

[Mondiaal FNV](#) is implementing the EU supported "Decent Work Due Diligence Bangladesh" project with partners [WageIndicator Foundation](#) and [Bangladesh Labour Foundation \(BLF\)](#). The project aims to strengthen trade unions to ensure companies respect and the government protects human rights and decent working conditions in Bangladesh, with particular focus on the Textile, Garment, Footwear & Leather sectors. A foundational activity is the Trade Union Advocacy Capacity Assessment (TUACA) (marked as activity A2.1.1A & budgetline 5.2.4 in the program), which will assess the knowledge and needs of partner trade unions to inform a following needs-based advocacy strategy process and capacity-building program, towards supporting the trade unions in using collected data and analysis as input for social dialogue and advocacy at factory, sectoral and national level. The consultant(s) would work closely with the Mondiaal FNV lobbyist and textile & garment programme lead and will be introduced to other colleagues and project partners where relevant.

Deliverables:

1. Develop an assessment guide (for Mondiaal FNV) outlining the assessment methodology, including a step-by-step work plan/checklist for the assessment, and data collection tools (e.g. questionnaires, interview guides).

In the guide, provide guidance for analyzing all collected data, identifying key strengths, weaknesses, and specific needs for potential capacity and strategy development, ensuring findings are disaggregated by gender, and other meaningful criteria.

2. Develop a comprehensive, gender-responsive (partner-facing) advocacy capacity assessment tool for targeted unions.

The assessment tool should focus on gathering existing strategies and documents, capacities related to evidence-based advocacy, including data analysis, but also soft skills like diplomacy and negotiation or presentation skills, social dialogue engagement, and the use of Human Rights Due Diligence (HRDD) principles.



--> The internal guide and external tool jointly form a unique TUACA product that provides a format to produce clear, actionable recommendations for the project's capacity-building workshops and advocacy strategy/strategies.

Duration of assignment

We expect the consultancy to be conducted in across a number of days before mid-February, allowing sufficient time for reflection and feedback. The assignment is to be conducted between 12 January and 15 February 2026. The exact start will depend on the progress of the project.

Available resources

The budget available for the assignment is 5000 EUR, incl. VAT. PRAG procurement rules will be followed in the contracting and financial administration of the consultancy assignment.

A technical proposal with a detailed budget breakdown should be submitted by the consultant. Physical meetings and travel are not foreseen in this assignment.

Desired skills/knowledge (selection criteria):

- Proven experience in conducting organizational/capacity assessments and research;
- Knowledge of labour rights, industrial relations, social dialogue, and the trade union movement;
- Expertise in evidence-based advocacy, lobbying, and negotiation;
- Strong research and analytical skills (especially qualitative), incl. applying gender analysis/lens;
- Excellent command of English in speaking and writing;
- The assignment can be done remotely; the consultant may be based anywhere.

Application Process

For the selection criteria the overall aspects will be taken into consideration:

*Sufficient financial, professional, and technical capacity

*Best price-quality ratio

*Profile of key expert

*Excellent command of English

*Technical Offer 80% / Financial Offer (20%)



Evaluation grid:

Key technical expertise	SCORE
Proven experience in conducting organizational/capacity assessments and development of assessment tools;	Max. 3 points
Knowledge of labour rights, industrial relations, social dialogue, and the role of trade unions;	Max. 3 points
Expertise in evidence-based advocacy, lobbying, and negotiation;	Max. 3 points
Strong skills in research, analysis and writing (especially qualitative), incl. applying a gender analysis/lens;	Max. 3 points
Quality Financial Proposal	Max. 3 points
TOTAL	Max. 15 points

(Rating: missing/insufficient - 0 points; sufficient - 1 point; good - 2 points; excellent - 3 points)

We welcome your proposal, including a specified budget, and encourage creative and innovative thinking for a unique 'TUACA' product. Please submit your CV(s **showing your technical capacity and experience**), and proposal by January 05, 2026 COB to mondiaal@fnv.nl with the subject TUACA proposal.

In case of questions, please reach out to Quirine Lengkeek, Policy Advisor Lobby & Advocacy via quirine.lengkeek@fnv.nl