



Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh

TERMS OF REFERENCE (TOR) FOR

**Worker and manager training based on key social
compliance needs and skill gaps.**



OVERVIEW

Leathergoods And Footwear Manufacturers & Exporters Association of Bangladesh (LFMEAB) is the official trade association registered under the Ministry of Commerce, Government of Bangladesh, of the export-oriented leather footwear and leathergoods industry of Bangladesh. With over 300 members, LFMEAB represents the majority of companies in Bangladesh that are engaged in export of leather footwear and goods.

It has been established with the aim and object of uniting all the leather goods & footwear manufacturing companies by encouraging co-operation amongst the members and providing them with a platform to have local and international exposure, creating awareness amongst international buyers, and making representations to the government and concerned public bodies on behalf of the members for effective trade and export facilitation.

OBJECTIVE:

Leather sector has been declared as one of the priority sectors and Government is also facilitating the sector with necessary development assistance to materialize its export growth potentials. Productivity is the key term of today's business world for that we need highly skilled workforce and smart production process. Also, we need mid-level leaders to guide and motivate the workforce to maintain slandered social compliance for future growth. In this regard, LFMEAB will arrange following activity:

1. Training on different topics for workers and mid-level managers.

Key objectives of worker and manager training based on key social compliance needs and skill gaps in selected factories on the following topics (Possibility)

- Occupational Health & Safety- causes, remedy and protective measures.
- Gender-based violence.
- Human Rights Due Diligence (HRDD) in light of United Nation.
- Wage & Benefits in line with the Bangladesh Labour Law.
- Effective Grievance Handling Mechanism for the footwear factory.

Target Group:

- Human Resource and compliance department including worker representative of LFMEAB 30 selected member factories who are part of LFMEAB's Social Compliance and Productivity Industry Preparedness Program (IPP).



DURATION OF THE ASSIGNMENT

Awareness training to workers and managers on different topics has to be completed by June-26.

SCOPE OF WORK

1. Conduct 10 batch training among selected factories (2 days of each training).
2. Total of 30 participants will attend each batch.
3. Training venue could be outside of Dhaka.

Key objectives of the Training:

- Increase Productivity.
- Increase Employee Engagement and Reduce Staff Turnover.
- Nurture Future Leaders.
- Improve Managerial Skills and Abilities.
- Improve Skill and Abilities of workers.
- Improve Risk Management.
- Improve work environment.
- Build Effective Work Teams.
- Enable Better Decision-Making.

Process of Work

The process will be as following:

Worker and manager training based on key social compliance needs and skill gaps in selected member factories.

1. Selection of the required training needs for respective factories based on the assessment data.
2. Preparation of training materials and handouts on the above-mentioned topics under the objective section, including an interactive PowerPoint presentation and training exercises designed to follow adult learning principles.
3. Prepare pre and post-test questionnaires for the participants.
4. Prepare the expert pool on different subject matter who will facilitate the training for the firm.
5. Conduct 10 batch training. Each batch will continue 2 days.
6. Prepare training report as per the template provided.



QUALIFICATION AND SKILLS REQUIRED

- Minimum 3–6 years of progressive experience in Training & Development, preferably in the preferred sector or conglomerate setting.
- Proven experience in providing training on OSH, GBV, Bangladesh Labor Law (Wage & Benefits), and Effective Grievance Mechanism.
- Strong presentation, facilitation, and communication skills.
- Proven ability to manage multiple training projects across different industries or sectors.
- Willing to travel to the different venues frequently.
- Very good and friendly personality, ability to maintain liaison with the team and mostly with the factory personnel.
- Excellent analytical, interpersonal, communication, and reporting skills.
- Ability to engage and work with people from different cultures, genders, religion, race, nationality, and age.

TIME FRAME:

The duration of overall process, including report submission, will be by June-2026.

CONTRACTUAL ARRANGEMENTS

The training firms are required to submit a technical and financial proposal addressing all the requirements mentioned in the terms of reference, along with a detailed financial proposal that provides a clear breakdown of all expenditures which are associated with the project. The firm should also provide a company profile, including the CVs of the team members who will be involved in the training session.

For the recruitment and engagement of the training firm, the LFMEAB's rules and regulations for the procurement of services will be applied.

FINANCIAL BID

All costs shall be inclusive of all taxes, duties, charges, and levies of Bangladesh Government, as applicable, at the date of signing the Agreement and subject to deduction of all statutory deductions applicable, if any. In case of upward revision to duties and taxes, the Bidder will be responsible for incurring the additional cost. The Bidder has to include all costs like Travel, Lodging, and Boarding, Local Travel expenses, etc. incurred during the assignment period, and LFMEAB will not bear any additional costs on these.



GENERAL INSTRUCTIONS

- Training firm submitting the proposal must be a legal entity duly incorporated under the law of Bangladesh Government
- Must have a valid Trade license, Accreditation certificate, E-TIN number, VAT Registration number.
- All the communications to LFMEAB, including the proposal and the bid documents, shall be signed by the authorized representative of the bidder, and authority letter should be attached with the bid.

RIGHT OF LFMEAB

- At any time, LFMEAB may, for any reason, modify the TOR document by an amendment.
- In order to accord prospective bidders reasonable time to take the amendment into account in preparing their bid, LFMEAB may, at its discretion, extend the last date for the receipt of the bids.
- The bidders are allowed to resubmit their bid-if required, after such amendments.
- This agreement shall be subject to Bangladesh Law.
- Before undertaking legal steps, the parties shall enter into discussion in order to find an acceptable settlement of such dispute by direct negotiation.
- LFMEAB may, at its discretion, extend the deadline for submission of proposals by issuing a corrigendum through email to all confirmed proposers, in which case all rights and obligations of the contract and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

SUBMISSION OF PROPOSAL

Qualified candidates/firms are requested to send the proposal with a cover letter, and profile (person or company) via email at info@lfmeab.org by 5th December, 2025. In the cover letter, please indicate your relevant experience, availability, estimated number of days to undertake the terms of reference above, and your daily rate or lump sum fees. Only shortlisted firms will be contacted.



Date: 11/11/2025

Signature: