

Vacancy Announcement for the post of Co-ordinator

Wage Earners' Welfare Board (WEWB) invites application from interested candidates for the post of Co-ordinator of the project named "Strengthening services for Bangladeshi Migrant Workers". ToR of the post is available in www.wewb.gov.bd under the caption "Vacancy Announcement for the post of Co-ordinator".

Interested candidates are requested to submit their application with necessary documents on or before 5 April 2018 to e-mail address : d.irp@wewb.gov.bd .

Only short listed candidates will be called for interview.



Wage Earners Welfare Board
(www.wewb.gov.bd)

Terms of Reference(ToR) for Coordinator

Project Name	:	Application of Migration Policy for Decent Work for Migrant Workers
Sub-Project name	:	Strengthening Services for Bangladeshi Migrant Workers'
Project duration	:	02 October 2017- 31 August 2018
Contact Person	:	Nurun Akhter Director (IRP), Deputy Secretary Wage Earners Welfare Board, Dhaka. 71-72 Old Elephant Road, Eskaton Garden, Ramna, Dhaka-1000. Ph: 02 9352619 E-mail: d.irp@wewb.gov.bd
Location	:	Based in Dhaka, Bangladesh (*with travelling to other districts)
Expected starting date	:	15 April 2018
Duration of Contract	:	4 month 15 days

Background

With an objective to strengthen welfare and support services for Bangladeshi migrant workers & their Families. The Government of Bangladesh established the "Wages Earners' Welfare Fund" in 1990. As per provision no. 19(1) of Emigration Ordinance-1982 and Section 47 of Overseas Employment and Migration Act 2013, the fund called "Wage Earners' Welfare Board (WEWB)" has been formed under a promulgation of the Honorable President of the People's Republic of Bangladesh. A Board of Directors comprising of inter-ministerial representatives operates this fund. It comprises senior level representatives of Ministry of Expatriates' Welfare and Overseas Employment, BMET, Ministry of Home Affairs, Ministry of Law, Justice and Parliamentary Affairs, Ministry of Finance, Ministry of Foreign Affairs, Ministry of Civil Aviation and Tourism, Bangladesh Bank, WEWB, Bangladesh Association of International Recruiting Agencies (BAIRA).

Since its inception of the WEWB has been conducting several welfare activities for migrant workers which are as follows:

- Welfare Desks has been set up at departure and arrival lounge of the Dhaka, Sylhet, and Chittagong International Airport. These desks provide services including checking emigration clearance, sick patient receive, helping in outgoing & incoming workers and any others legal support to the migrant workers. These desks also receive dead bodies of migrant workers and hand-over 35 thousand taka for carrying and burial cost to the relatives of the deceased.
- Arranging pre-departure briefing for outbound migrant workers to aware them on destination country's law, culture, language, food, and other relevant information.
- Provide financial grants for the family of the deceased migrant workers.
- Provide death compensations for the family of deceased migrant workers.
- Provide financial support for carrying and burial cost of each dead body of migrant workers.
- Provide scholarships to the meritorious children of migrant workers.
- Financial help to the educational institutions run by Bangladesh Community in abroad.
- Providing legal support to the migrant workers through labourwelfare wing of Bangladesh Embassy.
- Certified as a legal migrant workers children for admission to educational institutions.
- Provide financial help to sick migrant workers.



- Establish safe home to provide shelter female workers who are in danger.
- Provide service through digital call center.

With the increasing number of outbound migrant workers every year and their families living in Bangladesh, the Government of Bangladesh has planned to strengthen the services for migrant workers both at destination and home. The Government has shown its commitment to enhance migrants' welfare through mentioning it in the national 7th Five Year Plan, Overseas Employment and Migrants Act 2013 and Expatriates' Welfare and Overseas Employment Policy 2016.

With the objective to strengthen welfare services for migrant workers by identifying new services along with its structure, possible sources of funding and operation modalities through wide range of stakeholder consultations, WEWB has undertaken a project titled "Strengthening Services for Bangladeshi Migrant Workers". The activities of the project aims to further contribute to the outcome 1 (i.e. Men and Women migrant workers are better protected) of the ILO's Application of Migration Policy for Decent Work for Migrant Workers' project.

Specific Purposes:

To support the WEWB to carry out the day to day implementation and coordination of the above mentioned project.

Responsibilities of the Coordinator:

The coordinator will undertake the following activities:

- Initiate contact with Government high officials, representatives of NGOs & INGOs;
- Coordinate between MoEWOE, BMET and WEWB and other relevant government stakeholders.
- Arrange and co-ordinate consultations/workshops with Multi-stakeholders of WEWB including ILO, NGOs, INGOs, returnee migrant workers, Government & non government officials & relevant organizations.
- Arrange & co-ordinate intra ministerial meetings & consultations (MoEWOE, WEWB, BMET, BOESL & PKB)
- Arrange meetings in 10 selected migration prone districts in collaboration with officials of respective DEMOs, local administration, local NGOs, etc;
- Liaison with District Administration, local authority, CSOs on project activities;
- Develop TOR and assist the administrative process of hiring consultants for research work;
- Co-ordinate FDGs with potential and returnee migrants from 10 selected migrant prone districts of Bangladesh in order to collect the client's expectations on extended welfare services for migrant workers;
- Co-ordinate to finalize and print 500 copies of the research report for dissemination;
- Co-ordinate with relevant stakeholders on the in depth research on structure, funding, modus operandi on social security schemes for migrant workers;
- Produce report of all the feedback collected (to contribute to in-depth research);
- Arrange consultations with key stakeholders, including tripartite constituents, civil society and other advocacy groups to consider research findings and develop recommendations;
- Arrange dissemination of final report.

Supervision

The work of the coordinator will be supervised by Director, WEWB

TIME FRAME

The time period for the assignment will be for a maximum of 5 month from the date of award of contract and draft legislation.

RIGHTS TO CONTENT OF THE PREPARATORY DOCUMENTS, REPORTS

WEWB is restricted in their rights to use or disclose any or all of the information contained in preparatory documents, reports, and draft legislation. The coordinator may not use any information or data without prior approval from WEWB.

TERMS OF PAYMENT

The coordinator will be paid monthly as prescribed by WEWB.

EXPECTED QUALIFICATION

- Good knowledge of migrant workers and their families' economic conditions in Bangladesh and selected countries of destination;
- Good knowledge of financial, administrative procedures of INGOs and UN;
- Good knowledge of socio-economic conditions in Bangladesh & selected country of destination.
- Proven report writing and analytical skills are essential;
- Knowledge and practical experience of documentation and preparing reports;
- Ability to organize events;
- Working experience with the Government, especially the Ministry of Expatriates' Welfare and Overseas Employment, Wage Earners' Welfare Board (WEWB), and/or Bureau of Manpower Employment and Training (BMET) will be added advantage;
- Willingness and ability to co-ordinate and consult with senior Government representatives & stakeholders.

APPLICATION PROCEDURE

Interested candidates are requested to submit their application with necessary documents on or before 5 April 2018 to e-mail address: d.irp@wewb.gov.bd

- Cover letter explaining why you are most suitable candidate for the co-ordinator.
- CV including past experiences and two references
- Financial proposal (lump sum amount).

