

International Labour Organisation

Terms of Reference **External Collaborator Contract for collecting socially responsible labour practices in the automotive sector**

1. Background

The "Responsible Supply Chains in Asia" (RSCA) project (RAS/16/13/EUR) is a three year project conducted by the International Labour Organization (ILO) and the Organisation for Economic Co-operation and Development (OECD), and financed by the European Union (EU). It aims at contributing to an enhanced respect for human rights, labour and environmental standards by businesses engaged in supply chains in Asia, including Thailand, in line with international instruments on Corporate Social Responsibility (CSR), Responsible Business Conduct (RBC) and Business and Human Rights. The project is collaboration with Thai-European Business Association (TEBA) and European Association for Business and Commerce (EABC) in collecting socially responsible labour practices of businesses in the automotive sector. TEBA and EABC represent members who are automotive and auto parts multinational companies and are interested in sharing their practices. Both associations work closely under the Automotive Working Group Meeting.

2. Objective

The aims of this consultancy services are to:

- 1) Conduct at least six interviews of automotive businesses on socially responsible labour practices. NB: a list of interviewee are to be provided by TEBA/EABC
- 2) Draft 4-6 case studies on automotive businesses on socially responsible labour practices

3. Scope of work

- 1) Conduct at least six interviews of automotive businesses on socially responsible labour practices.**

The consultant will use The ILO Tripartite Declaration of Principles Concerning Multinational Enterprises and Social Policy (MNE Declaration) and Sustainable Development Goals (SDGs) as the benchmark in adjusting questions and collecting businesses practices. The consultant will adjust the draft guiding questions (prepared by the project) for data collection, taking into account the COVID situation. The practices can be usual practices as well as practices during COVID 19 such as occupational health and safety, the use of positive social dialogue to manage crisis, negotiate restructuring and manage safe return to work.

Through contacts from RSCA project, TEBA and EABC, the consultant will conduct interviews with automotive companies. The methodology will be conducting a preliminary screening of key labour topics before proceeding with conducting in depth interviews with representatives of companies.

- 2) Draft at least 4 - 6 case studies**

Following and based on the interview results, the consultant will draft at least 4-6 case studies (articles). Each case/article (approximately 1-2 pages per case) shall contain the following detail;

- Title which highlights the theme of the case and the name of company
- Links and references to principles under MNE Declaration and SDGs
- Background section describing the company profile and key data points
- Socially responsible labour practices, which are aligned with MNE Declaration and SDGs (e.g. occupational health and safety, social dialogue, skills, migrant workers, wages, access to social protection). It should discuss on
 - The company's policy, strategy and practices in addressing the issue.
 - Whether the practices apply within the company and/or along the supply chains.
 - Why this is a good practice, what issue is addressed?
 - Why this issue is important to businesses and the automotive sector. If possible, the innovative aspect of the case.
 - Pictures from companies, which are related to the practice.
- Conclusions and recommendations in relation on how to replicate this socially responsible business practice.

The consultant will coordinate with RSCA team, Multi, ILO specialists and automotive companies' representatives in reviewing the cases. After feedback and comments from ILO, there can be potential follow up interviews with relevant stakeholders referred to during the interviews. The case will be drafted in English and, after finalization, be translated into Thai by the consultant.

The case studies will be published on various media outlets and are intended for a non-academic audience. The target audience will be Employers and business membership organizations (EBMOs) and sectoral associations, worker representatives, governments/policymakers, global brands and manufacturing groups, NGOs and civil society. Thus, these case studies will be written in a short, concise and more journalistic format.

4. Expected Deliverables

At least 4-6 case studies in Thai and English.

5. Contract supervision

The National Project Officer, with the support of a Programme/Project manager, will provide day-to-day supervision of the contract. The Multinational Enterprises and Enterprise Engagement Unit (ENT/MULTI) will provide technical review of draft.

6. Period of the Contract

The duration of this external collaboration contract is for the proposed working days, between 14 September – 30 November 2020. The consultancy fee will be paid as a lump sum amount upon completion of the tasks to the satisfaction of the ILO and after acceptance by the ILO of all the deliverables.

7. Budget

The total amount of the cost envisaged for this assignment will be the total number of actual days worked multiplied by the agreed daily rate of the external collaborator, all included. The estimated number of days to be worked is 6 days.

8. Payment

Payment of 100% of the fee will be made upon submission of the final draft to the satisfaction of the ILO.

9. Qualifications and experience

This call for proposals would welcome an external collaborator who can meet the following experience and skills to be able to perform the tasks of the TOR:

- Advanced university degree in labour law and policies, development studies, political science, social science, journalism/communication or related field. Background in journalism, communication or academic writing will be an advantage.
- Strong knowledge and understanding of the broad range of ILO's standards, decent work, responsible business and due diligence. Knowledge of the country's governance system will be an advantage.
- Ability to conduct interview, analyse, synthesise information, and concisely express ideas and concepts in written form for a non-academic audience.
- Proven experience in conducting case studies and engaging with businesses.
- Excellent interpersonal skills and flexible attitude.

11. How to apply

Interested individuals are invited to send CVs, previous samples of professional or academic writing in English and proposed daily rate to RSCA@ilo.org and thamparipattra@ilo.org by 7 September 2020 at 17.00 Bangkok time. In your email, please indicate your relevant experience, availability, estimated number of days to undertake the terms of reference above and your daily rate. Applications submitted without a daily rate will not be considered. Only shortlisted candidates will be contacted.