

**International Labour Organisation
Country Office for Thailand, Cambodia and Lao PDR**

Terms of Reference

Call for proposal for policy brief of research on socially responsible labour practices in the agricultural supply chain in Thailand.

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. One of the activities includes conducting action-oriented research on socially responsible labour practices in the agricultural supply chain in Thailand (THA A4).

Objective

The aims of this consultancy are to:

- 1) Analyse, summarize the draft study and complement existing data with the view to produce a concise and analytical study.
- 2) Collect inputs and primary data of key actors in the supply chains. Integrate data to complement the study.
- 3) Identify and extract from the draft study key messages to be condensed into a short policy brief document written in a journalistic and accessible style, to be disseminated to wider audiences.

Scope of work

- 1) Analyse, summarize the draft study and complement existing data with the view to produce a concise and analytical study.**
 - The process will include summarizing and revising the current text with tables and figures to achieve an optimal flow of information and presentation of the findings as well as to put greater emphasis on the analysis of the findings. The maximum length of the study shall be 50 pages.
 - The process might entail substantive complementing and synthesizing of parts of the existing text in order to make the study more concise, readable and understandable to non-expert audiences.
- 2) Collect inputs from stakeholders in the agricultural task force and primary data of key actors in the supply chains. Integrate the data to complement the study.**
 - The consultant or key personnel service provider shall attend the taskforce meeting, where the external author present the draft study, and collect inputs from stakeholders in the meeting.
 - As per the result of the consultation during the task force, if necessary, collect additional primary data via interviews and focus groups of key actors in 1) the meat (poultry) and 2) fruits/vegetable supply chains.
 - Integrate the said data into the study and finalize the study.
- 3) Identify and extract from the draft key messages to be condensed into a short policy brief document written in a journalistic and accessible style, to be disseminated to wider audiences.**
 - Identify key messages to be extracted from the main study.
 - Write the content of an advocacy brief communicating the findings of the study and key messages. The target audience for this brief is: policy and opinion makers, tripartite constituents, buyers and suppliers, and project partners, including European Union officials.

Expected Deliverables

One study revised (at least 40 pages and not more of 50 pages, plus annexes).

One policy brief drafted (minimum of 8 pages and no more than 12 pages).

Contract supervision

The National Project Officer, with the support of the 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 and final products.

Period of the Contract

The duration of this contract is estimated to be 10 days, between 19 October – 10 December 2020. The consultancy fee will be paid as a lump sum amount after acceptance of the two deliverables.

Budget

The total amount of the cost envisaged for this assignment is estimated to be a total of 10 days. The rate will be based on the proposal of the applicants (Daily rate, with proposed days, or a lump sum amount), all included.

Payment

The payment of 100% will be made upon submission of the final draft to the satisfaction of the ILO.

Qualifications and experience

This call for proposal would welcome external collaborators and service providers who can meet or have a team to meet the following experience and skills to be able to perform the tasks of the TOR:

- Advanced education in labour laws and policies, development, social science, or related field.
- Knowledge and understanding of the broad range of ILO's standards, decent work, and principles related to responsible business and agricultural supply chains.
- Proven experience in conducting policy brief, research and technical consultancy. Demonstrated ability in drafting advocacy documents from research studies.
- Demonstrated experience in communication.
- Excellent interpersonal skills and flexible attitude.

How to apply

Interested applicants are invited to send CV of an individual or key personnel of the service provider, previous work samples and proposed daily rate or a lump sum amount to Chayanich Thamparipattra at Thamparipattra@ilo.org and rsca@ilo.org by 7 October 2020. In your email, please indicate your relevant experience, availability, estimated number of days to undertake the terms of reference above and your daily rate or a lump sum amount. Applications submitted without a daily rate or a lump sum amount will not be considered. Only shortlisted candidates will be contacted.