

## **Terms of Reference**

### **Strategic Operative and Technical Review of the Responsible Supply Chains in Asia Programme**

#### **Background**

The "Responsible Supply Chains in Asia" (RSCA) project (RAS/16/13/EUR) is a three years programme conducted by the ILO and the OECD and funded by the EU. The programme aims at contributing to an enhanced respect for human rights, labour and environmental standards by businesses engaged in supply chains in Asia including Japan, in line with international instruments on CSR, RBC and Business and HR. This initiative is one of the expressions of the EU's long-standing commitment to promote human rights, decent work and sustainable development, a pledge underpinned by the EU Treaties and reinforced in the European Commission's trade policy strategy of 2015 "Trade for All". It falls in particular under the Commission's commitment to identify opportunities for responsible supply chain partnerships and the EU's strategic approach to responsible business conduct, which is based on internationally agreed principles and guidelines.

The programme is being implemented in six Asian countries, namely China, Japan, Myanmar, the Philippines, Thailand and Vietnam. These countries are key trading partners of the EU. Many imported goods and services in the EU originate from these countries and businesses in the EU and Asia have increasing strong linkages.

The overarching objective of the programme is to promote smart, sustainable and inclusive growth by ensuring that investors and businesses have a better understanding and practical examples of responsible behaviour. Specifically, the programme aims at creating policy environments conducive to promoting responsible conduct and increasing opportunities for policy dialogue in this topic. In this context, and for the sake of broadening impact and outreach, the RSCA programme will establish linkages and coordination with relevant partners within the UN system.

The RSCA programme aims at 1) increasing understanding and knowledge on CSR/RBC from the perspective of decent work and 2) creating a policy environment conducive to promoting a socially responsible conduct among businesses and other relevant actors in the 6 countries covered by the programme. In this context, the programme will implement a series of activities with the private sector and government institutions aimed at increasing awareness on CSR/RBC and advocating for the implementation of policies and actions aimed at promoting socially responsible labour practices at the enterprise level.

As the programme has reached the fourth year of implementation, the ILO sees the need to collect and analyse key findings in terms of the lessons learned, positive impacts as well as aspects which can be improved in future similar partnerships.

#### **Purpose and objective of the assignment**

To develop a *Strategic Operative and Technical Review Document* taking stock of the documents, reports reporting on the performance of the RSCA programme in the six different countries targeted by the programme and at the regional level, and complemented with focalised interviews to strategic partners, stakeholders and ILO staff.

The overall objective of the assignment are:

- To assess the progress made vis-à-vis the intended objectives/outcomes and the action plan, to assess the validity of the theory of change, program's management structure, and to identify lessons learnt to date and to propose recommendations for improved program operation and outcome attainment for the remaining period.
- To assess the programs' contribution towards greater awareness and capacity among tripartite constituents and enterprises operating in the six countries under the program of the principle of Multinational Enterprises and Social Policy (MNE)'s Declaration, decent work and social justice agenda more broadly.

### **Activities to be conducted under this consultancy**

The consultant would be required to:

- Conduct a desk review of relevant documents relevant to the programme as well as other documents derived from the midterm evaluation to further develop assessment questions, methodologies, and work plan.
- Submit an inception report based on desk review. The inception report should include among other elements the objectives, assessment questions, methodologies, which shall include assessment approach, data tools, samplings, limitations, analysis, and work plan. The methodology should include multiple methods, with analysis of both quantitative and qualitative data, and should be able to capture intervention's contributions to the achievement of expected and unexpected outcomes.
- Design data collection tools to assess the progress made vis-à-vis the intended objectives/outcomes and the action plan, to assess the validity of the theory of change, program's management structure, and to identify lessons learnt to date and to propose recommendations for improved program operation and outcome attainment for the remaining period. The tools should also assess the programs' contribution towards greater awareness and capacity among tripartite constituents and enterprises operating in the six countries under the program of the principle of Multinational Enterprises and Social Policy (MNE)'s Declaration, decent work and social justice agenda more broadly. The designed data collection tools should take into account the aspects of gender responsiveness. This activity may require the consultant to work in collaboration with external parties.
- Conduct the data collection from the identified stakeholders using the proposed data collection methods and tools. This process may require the consultant to work with external parties using online application tools.
- Analyse the collected data and draft the assessment report in English. The first draft should include among other elements the inception report, findings to the assessment questions, identified lessons learned, and recommendations to the programme team for review and feedback.
- Address the feedback and comments provided to the first draft of the assessment report by the programme team and other stakeholders to its satisfaction.
- Submitted the final assessment report in English together with the power point presentation. The final report should not exceed 40 pages (excluding annex).
- Provide other technical assistance to the monitoring and evaluation activities as request.

## Outputs to be delivered under this consultancy

The consultant will deliver the following main outputs:

- **Deliverable 1: Inception report**  
Based on the results of the desk review, the consultant further develop the existing inception report. The inception report will include a preliminary report of the findings, plus the questions to be used in the interviews, a list of potential partners/stakeholders to be interviewed and a detailed work plan.
- **Deliverable 2: Data collection**  
The consultant collect data based on bilateral interviews with programme partners and stakeholders, and complemented with the data of existing documents such as interim reports, infographics, existing research and in coordination with NPCs. The consultant must also provide all records of the collected data using available cloud/online platform such as an online Drive in a well-organised manner.
- **Deliverable 3: First draft of the assessment report**  
The first draft of the assessment report should include the inception report and the results of the assessment from the analysis of the collected data. This first draft must also identify lessons learned and recommendations for the programme.
- **Deliverable 4: 7 country briefs (4 pages each, calibre 11, single space)**  
The consultant will prepare 7 briefs of the main achievements, challenges and recommendations in relation to the implementation of the programme at the country level. These briefings will include comments and feedback from COs, and will be put in the right format to be shared with partners such as the EU and constituents. (6 country briefs and one at the regional level)
- **Deliverable 5: Final assessment report**  
The final report, which should be around 40 pages maximum excluding annex, will incorporate comments received from programme team and other key stakeholders. The consultant is also required to develop a power point presentation for this report.

## Timeframe of this assignment (to be adjusted during the inception phase)

Task	Time frame
Conduct a desk review, submit an inception report, and design data collection tools	22 - 28 February 2021
Collect data from identified stakeholders /partners, and draft first draft	1 - 31 March 2021
Analyse data and submit the first draft together with the collected data (in a form of cloud/online platform e.g. Google Drive)	15 April 2021
Develop, consult and finalise the 7 country briefs	April 30, 2021
Address comments and feedback from the programme team and submit the final report together with the power point presentation	May 5, 2021
Finalise documents and support activities in the context of this consultancy	May 31, 2021

## Terms of Contract for Consultant

An agreement will be made between the ILO and the service provider who will be responsible for all activities and deliverables in the terms of reference.

### **Time for the assignment**

Total number of days and period of time that the consultant will be committed to are 50 working days, which is to be worked from 22<sup>nd</sup> February until May 31<sup>st</sup>, 2020.

Total agreed fee and payment based on the daily fee of the consultant selected: Financial proposal to be included in the application e-mail together with the CV and samples of previous writing work.

### **The Payment schedule is as follows:**

- Payment 1 (20%): upon the submission of the 1<sup>st</sup> deliverable to the satisfaction of the ILO
- Payment 2 (40%): upon the submission of the 2<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> deliverables to the satisfaction of the ILO
- Payment 3 (40%): at the end of the contract upon the submission of all deliverables to the satisfaction of the ILO

### **QUALIFICATIONS**

- **Education:** Postgraduate education (MSc or PhD) in Economics, Social Science, Law, Development or Business Management.
- **Experience:** 3 to 5 years of specific professional experience in the field of corporate social responsibility and responsible business conduct, trade, investment, social and economic development or private sector development. Knowledge and experience of working with the ILO. Experience in working on the research design and methodologies is an asset.
- **Languages** – Excellent command of spoken and written English. Knowledge of an additional UN official language will be an asset.

### **Competencies:**

- Excellent writing skills including an ability to nuance and adapt messages to culturally diverse audiences.
- Knowledge in the field of corporate social responsibility, responsible business conduct, and/or business and human rights.
- Good analytical skills and creativity.
- Advanced working knowledge of relevant computer software including Microsoft Word, Excel and PowerPoint.
- Experience in research design and methodologies.
- Ability to collect and analyse qualitative and quantitative data from various sources for written outputs
- Ability to carry out assignments in accordance with instructions and guidelines.
- Ability to work on own initiative as well as a member of a team.
- Ability to meet tight deadlines.

### **Reporting**

The service provider will report to programme manager of the project RSCA and will work closely with the Knowledge Management Officer and Evaluation Unit at the ILO Regional Office for Asia and the Pacific.

### **Travel required for this assignment**

Any travel required for the completion of the activities included in these ToR will be borne by the ILO in accordance with ILO rules and regulations.

**Application Process:** In order to apply to this consultancy, please send your CV, a brief methodological proposal (Max 2 pages) and a financial proposal to the following email address before 22<sup>nd</sup> February 2021: [rsca@ilo.org](mailto:rsca@ilo.org) and [sodsangchan@ilo.org](mailto:sodsangchan@ilo.org)