

Terms of Reference

*External collaborator to provide technical and logistical support to the ILO in the context of the
UN Responsible Business and Human Rights (RBHR) Forum*

Background

Since 2016, representatives from governments, NHRIs, CSOs, and business have convened as part of an annual regional forum on Business and Human Rights in Asia. This annual regional platform has proven instrumental in building momentum in Asia and fostering a race-to-the-top for the implementation of the United Nations Guiding Principles on Business and Human Rights (UNGPs) and other international standards such as the ILO Declaration of Principles concerning Multinational Enterprises and Social Policy (MNE Declaration). As a vital platform for the sharing of best practices from within Asian countries and beyond, the platform has enabled meaningful South-South exchange, and facilitated constructive dialogue and peer-learning among international organisations, ministerial-level officials, corporate executives, and civil society actors.

In 2019, the regional forum was expanded to the Responsible Business and Human Rights (RBHR) Forum, held in Bangkok, Thailand as part of the Bangkok Business and Human Rights Week. The RBHR Forum was co-organised by UNDP, ILO, OECD and ESCAP. With over 700 registered participants from 42 countries, the RBHR Forum was the largest event in Asia on responsible business and human rights in 2019. Due to the unprecedented COVID-19 Pandemic, the forum converted to virtual format in 2020 (United Nations Virtual Forum on Responsible Business and Human Rights). Its success continued as more than 5,000 people from across the globe registered for the forum to tune into 40 sessions over 4 days. It provided a space for government representatives, NHRIs, policymakers, business leaders, civil society champions, and international organisations to explore a broad range of responsible business and human rights issues.

In 2021, the forum will take place on June 1-4, 2021. The UN co-organizers this year include UNDP, ILO, ESCAP, IOM, UNICEF, UN Women, UNEP and the UN Working Group on Business and Human Rights. It will be held through a hybrid model in which sessions are mostly held via video-conference and with potential physical presence to the extent allowed by the evolution of the COVID-19 pandemic in Thailand.

The "Responsible Supply Chains in Asia" (RSCA) Programme (RAS/16/13/EUR) acts as the ILO focal point for this event and leads the ILO participation and contribution for this forum. Therefore the programme not only provides technical and logistical support for the sessions co-organised by the programme but also facilitates the participation of other ILO regional COs/ programmes in the forum as well as support the roles and responsibility of the ILO as a forum co-organiser.

Objective

The objective of the assignment is to provide technical and logistical support for the design and implementation of the activities that the ILO will collaborate or co-organise in the context of the 2021 UN Responsible Business and Human Rights (RBHR) Forum.

Expected outputs

The consultant would be required to:

- 1) Attend meetings relevant to the organisation of the Responsible Business and Human Rights (RBHR) Forum as deemed necessary;
- 2) Provide technical inputs and draft relevant documents to facilitate the organisations of the sessions that the ILO collaborates/ co-organises including but not limited to terms of reference, session concept notes, run of show documents;
- 3) Provide logistical and outreach support for the sessions that the ILO collaborates/ co-organises including but not limited to creating registration pages, updating information on rscaevents.org and the official website of the forum;
- 4) Coordinate with collaborators/ co-organisers throughout the process of designing and implementing the activities. The consultant shall provide support for the scope of work as per

the ILO's agreement with its counterparts which may include proposing concept and speakers, drafting scripts for moderators;

- 5) Coordinate with speakers for the sessions that the ILO collaborates/ co-organises including sending out invitations, coordinating and leading a rehearsal of the sessions, following up with speakers prior and after the forum;
- 6) Write up a summary of the sessions that the ILO collaborates/ co-organises.

Duration and payment schedule

The consultancy is expected to be completed within a period of 25 working days from 26 April 2021 – 30 June 2021.

The payment will be made after submission of all outputs to the satisfaction of the ILO.

Administration, Reporting and Coordination

The contract for this assignment will be issued by the RSCA programme, and falls under the direct supervision of the Programme Manager. Guidance and inputs for this assignment will be provided by the RSCA programme's Policy and Advocacy Officer and Communication Advisor.

Interested individuals or companies are invited to send CV or profile of companies, previous work samples and proposed fee, with break down cost, to RSCA@ilo.org and mokkhasen@iloquest.org.