

Terms of Reference

External collaborator or service provider to provide layout formatting and design of documents for the Responsible Supply Chains in Asia (RSCA) Programme

1. Background

The "Responsible Supply Chains in Asia" (RSCA) project (RAS/16/13/EUR) is a project developed by the European Union together with the International Labour Organization (ILO) and the Organisation for Economic Co-operation and Development (OECD). The project will promote corporate social responsibility (CSR) / responsible business conduct (RBC) with regard to the environment, decent work and the respect of human rights.

This initiative is a part 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. It will also contribute to the EU strategic approach to CSR/RBC as put forward in the Commission 2011 Communication "A renewed EU strategy 2011-14 for Corporate Social Responsibility."

The four-year programme (2018-2021), carried out in collaboration with Japan, China, Myanmar, Philippines, Thailand and Vietnam, has two broad objectives to:

- promote smart, sustainable and inclusive growth by ensuring that investors and businesses have a better understanding of corporate social responsibility;
- create policy environments conducive to promoting responsible business conduct and increased opportunities for dialogue.

To achieve these objectives, the RSCA programme in Thailand is producing a number of knowledge products and advocacy materials. The programme is looking for a professional designer to provide layout formatting for its materials in accordance with the visual identity of the programme/ ILO.

2. The Assignment

The collaborator will be assigned to design and format the layout of documents following the visual identity of the RSCA programme and the ILO, depending on the type of each document.

Additional Guidance:

- ILO reserves the right to make small editing to the text and the design at any stage throughout the design process.
- It is the responsibility of the graphic designer to ensure that outputs are aligned with the style of the ILO branding guidelines or RSCA programme branding guidelines, depending of the publication.
- The ILO will share templates with the graphic designer prior to the start of the assignment and will also give her/him access to the ILO Brand Platform.
- It is expected from the designer to come out with three proposals on the layout of the publications of the programme, following what has already been designed and developed as image of the RSCA programme in previous publications

3. Expected outputs

The consultant is expected to submit InDesign package and PDF files as the list below:

Item	Title	Estimate no. of pages in Word format
1	The MNE Declaration, What is in it for workers? (in Thai)	44
2	Labour Standards in Global Supply Chains How to Meet Them To Become More Competitive And Sustainable, ILO training modules for SMEs and other enterprises	82
3	Responsible business: Key messages from international instruments (in Thai)	10
4	Research on Socially Responsible Labour Practices in the Agricultural Supply Chain in Thailand (in English)	86
5	Research on Socially Responsible Labour Practices in the Agricultural Supply Chain in Thailand (in Thai)	86
6	Policy briefs (12*9)	96
7	The ILO MNE Declaration, implementation and promotional activities with tripartite constituents: A brief for Thailand (in English)	19
8	The ILO MNE Declaration, implementation and promotional activities with tripartite constituents: A brief for Thailand (in Thai)	19
9	Labour inspection Technical Note on strategic compliance planning for decent work in global supply chains (In English)	18
10	Labour inspection Technical Note on strategic compliance planning for decent work in global supply chains (In Thai)	18
11	Labour inspection Technical Note on strategic compliance planning for decent work in global supply chains (In Chinese)	18
12	What is the MNE Declaration (English)	3
13	What is the MNE Declaration (Cebuano)	3
14	What is the MNE Declaration (Filipino)	3
15	The Principles of the MNE Declaration (English)	5
16	The Principles of the MNE Declaration (Cebuano)	6
17	The Principles of the MNE Declaration (Filipino)	6
18	Research document on electronics in Japan (Japanese)	42
19	Research document on electronics in Japan (English)	51
20	Research document on Autor parts in Japan (Japanese)	67
21	Research document on Auto parts in Japan (English)	69
22	Mapping of Japanese government action to promote and enable labour related CSR/RBC (Japanese)	125
23	Mapping of Japanese government action to promote and enable labour related CSR/RBC (English)	121
24	Labour Practices In Vietnam's Wooden Furniture Industry (Vietnamese)	42
25	Labour Practices In Vietnam's Wooden Furniture Industry (English)	41
26	ILO Studies in Philippines Agricultural Sector, Synthesis and key policy recommendations	89
27	Publication on the Automotive industry in Thailand	62
28	EUD Report RSCA	4 + infographic
29	The auto parts study (English)	65
30	The auto parts study (Thai)	65
31	EmplyAbility, Tapping the potential of persons with disabilities in Asia and the Pacific - a guide for employers	42
Total		1,407 pages

4. Duration

The contract takes place from 20 December 2021 to 20 April 2022.

5. Confidentiality Statement

All data and information received from ILO for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (TOR). All intellectual property rights arising from the execution of these ToR are assigned to the ILO. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the ILO.

6. Administration, Reporting and Coordination

The Office space, equipment, other logistics arrangements in the course of this work as well as travel insurance will be organized by the consultant himself/herself. The consultancy will be conducted under the direct supervision of the RSCA's Programme Manager and the Knowledge Management Officer.

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 or guayacan@ilo.org