

## **Terms of Reference**

### ***Operative and Technical Support for the Responsible Supply Chains in Asia Programme in China***

#### **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 finalise activities in the context of China.

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

To provide technical support to the coordination of remaining activities in the context of the implementation of the RSCA in China.

#### ***The overall objective of the assignment are:***

- To provide technical and administrative support to the RSCA programme in order to complete activities during the first quarter of 2022 in China.

## **Outputs**

### **Output 1:**

A policy brief based on the findings and recommendations of the researches English reviewed, and Chinese version arranged for translation, reviewed, finally designed and posted on ILO RSCA website. (CHN A.4)

- The Consultant shall work hand in hand with the RSCA regional colleagues to provide technical comments and feedback to the the English version of the policy brief.
- When the English version has been finalized, the consultant shall work with the regional RSCA project assistant to arrange translation contract with a Chinese translator; for this purpose the consultant will draft the ToR and arrange a selection of a suitable candidate through a transparent selection process, including requesting proposals and preparing the final outcome of the selection process.
- Proofread, review and finalize the Chinese translation, and make the respective adjustments.
- Request the respective ISBN and authorisations from the CO-Beijing to publish this document.
- Work with the regional designer to review and finalize the finally designed Chinese version.
- Work with the communication adviser to upload the Chinese version to the RSCA website.
- Upload the final documents to the RSCA sharepoint and update the Output monitoring sheet.

### **Output 2:**

The ILO's RSCA Wrap-up Meeting organized in mid or end of January 2022 and a meeting summary report drafted. (CHN B.2)

- The consultant shall work closely with partners to prepare and organize the RSCA wrap up meeting (online) in China, developing the meeting agenda and participant list in English and Chinese, inviting speakers and coordinating Zoom during the online meeting.
- Make the respective arrangements of the technological platform to be used (Zoom), including setting the meeting and managing it during the day of the meeting.
- Finalize the meeting agenda, terms of reference and concept note, with feedback from the Programme Manager.
- Draft the ToR and work with the regional RSCA project assistant in order to arrange online simultaneous interpretation contract with a supplier in China. For this purpose the consultant will draft the ToR and arrange a selection of a suitable candidate through a transparent selection process, including requesting proposals and preparing the final outcome of the selection process.
- Work with the communication adviser to prepare for the flyer and news items English and Chinese posting on RSCA twitter, website and weibo.
- Draft the meeting summary reports in English.
- Upload all final documents to the RSCA sharepoint and update the Output monitoring sheet.

### **Output 3:**

The "MNE Declaration: A Self-assessment Tool for Enterprises" Chinese version finally revised, designed and reviewed into Chinese language and uploaded to the RSCA website. (CHN D. 5)

- When receiving the finally designed English version, the consultant shall revise the Chinese version on word format in accordance with the updated English version and finalize the Chinese version on Word format.
- Revise the final designed Chinese version; and coordinate with the ILO Beijing office for the respective publication in the website of the ILO office.

- Work with the communication adviser to upload the Chinese version to the RSCA website.
- Upload the final documents to the RSCA Share-point and update the monitoring output sheet.

#### **Output 4:**

The “Labour inspection Technical Note on strategic compliance planning for decent work in global supply chains” Chinese version reviewed and posted on ILO RSCA website. (CHN D.5)

- Proofread, review and finalize the Chinese translation on word format.
- Work with the regional designer to review and finalize the designed Chinese version.
- Work with the communication adviser to upload the Chinese version to the RSCA website.
- Upload the final documents to the RSCA sharepoint and update the monitoring output sheet.

#### **Output 5:**

The RSCA annual report China component drafted in English, reviewed and finalized including technical feedback from the programme manager. This will include the following:

- The RSCA Results Infographic translated into Chinese and posted on RSCA Website and Weibo.
- The consultant shall draft the China component report, using the template provided by the knowledge management officer.
- Work with the knowledge management officer and the Programme Manager to review and finalize the RSCA annual report.
- Translate the RSCA Result Infographic into Chinese and posted on RSCA Website and Weibo.

#### **Output 6:**

To provide technical support to the final evaluation of the RSCA programme, and provide support in coordinating and complete with regional colleagues, constituents and the ILO-Beijing Office

- Participate in the interview
- Coordinate the interviews needed by the Evaluator with key stakeholders and partners.
- Support the document review.
- Review the final report and share technical feedback and share it the final evaluation report with ILO-Beijing Programme Officer for file.

#### **Output 7**

- Provide technical support to the coordination, organisation and implementation of one webinar for university students (future business leaders) organized in March 2022.
- The consultant shall work closely with partners to prepare and organize the webinars, developing the seminar concept note, coordinating Zoom during the online Seminar.
- Work with the regional RSCA project assistant to arrange online simultaneous interpretation contract with a supplier in China (if needed). For this purpose the consultant will draft the ToR and arrange a selection of a suitable candidate through a transparent selection process, including requesting proposals and preparing the final outcome of the selection process.
- Work with the communication adviser to prepare for the flyer and news items in English and Chinese posting on RSCA twitter, website and weibo.
- Upload all final documents to the RSCA sharepoint and update the monitoring output sheet.

#### **Output 8**

Provide technical support to the management of the RSCA programme in order to finalise all pending activities in China related to the RSCA programme

**Implementing period:**

5 January 2022 to 18 April 2022

**Time for the assignment**

Total number of days and period of time that the consultant will be committed to are 72 working days, which is to be worked from 5<sup>th</sup> January to 18 April 2022.

**Reporting**

Overall the consultant will be able to work in an independent way, with technical guidance and supervision from the Programme Manager of the RSCA programme. The consultant will report to programme manager of the project RSCA and his/her output will be approved by the Programme Manager.

**Travel required for this assignment**

This consultancy won't require any travel. The ILO won't provide any equipment or computer to perform these activities, they will be the entire responsibility of the consultant.

Interested individuals are invited to send CV and proposed fee, with break down cost in USD, to [titika@ilo.org](mailto:titika@ilo.org) and [guayacan@ilo.org](mailto:guayacan@ilo.org) by 6 January, 2022.