

Terms of Reference: (External Collaborator: Development of Case Studies)

Background

The project “Building Responsible Value Chains in Asia through the Promotion of Decent Work in Business Operations (Phase II)” is implemented in the context of an increasing demand on companies to respect human rights and labour rights in their operations, and to promote respect for such rights in their supply chains, including by conducting due diligence. At the same time, there is recognition that many sustainability challenges and opportunities in supply chains relate to structural and systemic issues at the national level that require collective action beyond what an individual company or the private sector can achieve on its own.

Building on the Phase I of the Project conducted in Bangladesh, Cambodia, Vietnam and Japan, a Phase II is implemented in India, Lao PDR, Malaysia, and Japan. The two-year Phase II project funded by the Ministry of Economy, Trade and Industry of Japan aims at putting in place supportive measures to accompany all enterprises' efforts to promote compliance with national law and respect for the principles of international standards, more specifically the fundamental principles and rights at work and to promote resilient, responsible, and sustainable workplaces in supply chains in Asia.

The Phase II project consists of two Outcomes; Outcome 1 focuses on training to enterprises and nurturing of experts on Responsible Business Conduct (RBC) and Business and Human Rights (BHR) to support the enterprises, Outcome 2 focuses on the capacity building of and dialogue among constituents to foster enabling environment for sustainable and responsible business practices and decent work.

Scope of the Assignment/ Tasks:

The consultant will collect corporate good practices on RBC/HRDD in collaboration with two organisations below:

1. Japan Electronics and Information Technology Industries Association (JEITA)
2. Japan Federation of Labor and Social Security Attorney's Associations (Sharoshi Federation)

The consultant will support the Programme and Operations Officer and the Communications Officer in creating **two awareness raising materials (SMEs case studies on RBC/HRDD) by compiling corporate good practices on RBC/HRDD by the Small and medium-sized enterprises (SMEs) in Japan** and analysing how stakeholders such as their client MNEs, industry organisations, worker's organisations, governments and other RBC experts contributed in encouraging SMEs to initiate or accelerate their RBC/HRDD efforts.

The consultant will conduct interviews with the SMEs located in various locations and other stakeholders (MNEs, industry organisations, RBC experts), write up the recordings

from the interviews, summarise the key findings from the interviews and draft case studies.

Output of the assignment: Two Case Studies Materials

The aimed outcome of the case studies is to motivate and support SMEs who wish to initiate RBC/HRDD and stakeholders supporting SMEs in accelerating their RBC/HRDD efforts.

The main target audience of the case study materials are the following:

- SMEs in Japan
- Multinational Enterprises (MNEs) wishing to extend RBC/HRDD across their value chains with the support of SMEs
- Employer's organisations, governmental organizations and other stakeholders in Japan and other countries who wish to support SMEs in advancing RBC/HRDD
- RBC experts who want to learn about the drivers of change for SMEs

The terminologies used in the reports should be in line with the guidance of the international instruments on RBC and HRDD including the ILO MNE Declaration, UN Guiding Principles on Business and Human Rights, and the OECD Guidelines for Multinational Enterprises on Responsible Business Conduct and respecting the communication and branding manual of the ILO.

The consultant and the ILO project member keep close contact to discuss details of deliverables to attend the needs of stakeholders and for the smooth delivery of the overall project.

Tasks include:

- Design interview questions and conduct interviews for the SMEs located in various locations and other stakeholders (MNEs, industry organisations, RBC experts).
- Writing up the interview notes, drafting the findings and summaries of the interview following the direction of the ILO Project members and the Communications Officer.
- Seek consultation and reflect the review and comments from the ILO Project members and the Communications Officer.
- Proof-read the translated documents (translated from Japanese to English).
- Liaise with ILO Officers and other service providers in the proof-reading and publishing of the materials.

Deliverables and provisional timeline:

Expected total number of days are **70 days** – The days allocated to deliverables, and schedule are indicative and can be adjusted in consultation with the Programme and Operations Officer.

Material with JEITA (35 days)

- **Deliverable 1:** Conduct interviews to 5 - 9 companies (3 - 4 SMEs, 2 - 4 members of JEITA's CSR committee) together with ILO Officers and draft the interview scripts (12 days) – **by end July 2025**
 - Including on-site interviews below:
 - SME#1: Monday 30th June, Nagano (One night stay on Sunday 29th June in Nagano city)
 - SME#2: Friday 4th July, Kagawa (One night stay on the night before the site-visit on Marugame city) -> To be consulted with the consultant
 - SME#3: Few hours within June ~ July, Aichi
 - SME#4: Few hours within June ~ July, Yamanashi
 - JEITA (MNE) #1#2: Tuesday 8th July, JEITA's office (Tokyo)
 - JEITA (MNE) #3#4: Few hours within June ~ July, each of the interviews are to be held either at JEITA's office or at the interviewee's offices in Japan or at UNU (ILO Tokyo Office).
 - For SME#1 and #2 and JEITA #1 and #2, if the scheduled dates don't work for the consultant, these interviews will be removed from the task, and payment will only be made for the interviews actually conducted.
- **Deliverable 2:** Draft the findings and summaries as case studies on the material to be reviewed by the ILO Officers, interviewees, JEITA and other relevant stakeholders (5 days) – **by mid August 2025**
- **Deliverable 3:** Reflect the comments by the ILO Officers, interviewees, JEITA and other relevant stakeholders and submit the final draft in **Japanese** (3 days) – **by end August 2025**
- **Deliverables 4:** Proof-read the translated documents (translated from Japanese to English) (5 days) – **by end September 2025**
- **Deliverable 5:** Reflect the comments by the ILO Officers, interviewees, JEITA and other relevant stakeholders and submit the final draft in **English** (3 days) – **by mid October 2025**
- **Deliverable 6:** Reflect any comments received for English version to Japanese version (3 days). – **by mid October 2025**
- **Deliverable 7:** Hold an online validation workshop to explain the findings to receive the feedback from the ILO Officers, interviewees, JEITA and other relevant stakeholders (1 day) – **by end October 2025**
- **Deliverable 8:** Reflect any comments received at the validation workshop (1 day) – **by end October 2025**
- **Deliverables 9:** Liaise with the ILO Officers and other service providers in the proof-reading and publishing of the materials (2 days) – **by mid November 2025**

Material with Sharoshi Federation (35 days)

- **Deliverable 1:** Conduct the interviews together with ILO Officers and draft the interview scripts. Planning to interview 3 – 5 companies located in Japan and 3 – 5 Labour and Social Security attorneys who supported these companies. (7 days) – **by end August 2025**
- **Deliverable 2:** Draft the findings and summaries as case studies for the review by the ILO Officers, interviewees, Sharoshi Federation and other relevant stakeholders (5 days) – **by mid September 2025**
- **Deliverable 3:** Reflect the comments by the ILO Officers, interviewees, Sharoshi Federation and other relevant stakeholders and submit the final draft in **Japanese** (3 days) – **by end September 2025**
- **Deliverables 4:** Proof-read the translated documents (translated from Japanese to English (5 days) – **by end October 2025**
- **Deliverable 5:** Reflect the comments by the ILO Officers, interviewees, Sharoshi Federation and other relevant stakeholders and submit the final draft in **English** (3 days) – **by mid November 2025**
- **Deliverable 6:** Reflect any comments received for English version to Japanese version (3 days). – **by mid November 2025**
- **Deliverable 7:** Hold an online validation workshop to explain the findings to receive the feedback from the ILO Officers, interviewees, Sharoshi Federation and other relevant stakeholders (1 day) – **by end November 2025**
- **Deliverable 8:** Reflect any comments received at the validation workshop (1 day) – **by end November 2025**
- **Deliverables 9:** Liaise with the ILO Officers and other service providers in the proof-reading and publishing of the materials (2 days) – **by mid December 2025**
- **Deliverable 10:** Ad hoc support for Programme Coordinator, Programme and Operations Officer and the Communications Officer on drafting or reviewing communication materials, reports and other documents as required (5 days) – **by 19 December 2025**

Payment modality

The consultant will submit invoice with the number of allocated days for activities. Re travels, the consultant will submit a brief mission report and receipts in relation to travel costs. All payments will be made upon delivery of outputs to the satisfaction of the ILO.

Duration of the Assignment:

Contract term: The day of the signing of the contract – **31 December 2025**

Qualifications and Experience:

- University education in communications, journalism, development studies, social sciences, business, economics, law or related fields
- At least 5 years of working experience (of which at least 2 years are related to communications / report writing / qualitative research, and responsible business conduct or Business and Human Rights)
- Ability to communicate effectively both orally and in writing in Japanese/English;
- Excellent analytical and writing skills to effectively engage with diverse audiences.
- Good computer applications skills; and,
- Prior experience working with the ILO, technical knowledge of business and human rights, responsible business conduct and/or international labour standards is strongly preferred.
- Understanding of the business sector, especially the perspective of the SMEs will be an advantage.
- Self-motivated and ability to work independently with minimal supervision in an outcome-based work culture as well as contributing to the work of a team.
- Good knowledge of Microsoft Office (such as Word, Excel, PowerPoint, Teams, and SharePoint), experience using digital tools for designing such as Canva is a plus.
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes.

Location and Travel

To support the implementation of interviews conducted across Japan, the candidate needs to be available to travel. (Travel cost will be covered by ILO and will be included in the contract and will be paid against the actual expenses.)

The primary location of this assignment is in Tokyo; thus, preference will be given to those who reside/ can commute to Tokyo metropolitan area for smooth implementation of deliverables. (Applicants should state their status in their cover letter. Please note that relocation cost will not be provided by ILO.)

Submission of Application

Please submit your application by Monday 30 June, noon (JST) to Mr. Takahiro I i@ilo.org, copying Ms. Aki Chizuka chizuka@ilo.org and Ms. Mami Kamoshita kamoshita@ilo.org, indicating in the subject line "EOI for External Collaborator: Development of Case Studies".

Please submit below documents as pdf attachments on the email:

- a copy of your CV.
- a quotation in Japanese Yen including:
 - 70 days of work (daily rate)
 - Estimated cost of 15 round trips from the candidate's house via Tokyo station to Kagawa station, and one night stay at a hotel.(Please note that the travel cost will be reimbursed based on the **actual cost** of the trips and stays made for each interview visits, based on the company's location and modality of the interview. The assumption of 15 round trips from the Candidate's home - Tokyo – Kagawa is only for the quotation purpose. Not

all companies are located in Kagawa, so the actual travel cost and reimbursement will be different from what you present in your quotation.)

- previous examples of written documents in Japanese and English (e.g) published/unpublished articles, essays, reports from previous work or academic years (not edited by others). Please send around half a page – 1 page in length, one in Japanese and one in English.
- a cover letter (optional)