



Terms of Reference: (External Collaborator: Training Support for RBC experts)

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 support the development of additional training curriculum for capacity building of the RBC/HRDD experts (BHR Sharoshi) who have been trained through the curriculum, jointly developed by the Japan Federation of Labor and Social Security Attorney's Associations and the ILO Office for Japan, with support from Better Work programme.

The consultant will design an **online training session or/and a video recording of a seminar for RBC and BHR experts (BHR Sharoshi)** to build operational skills on **(i) how to establish Human rights policy and embed RBC, (ii) how to conduct Human Rights Due Diligence (HRDD) and (iii) how to establish and/or enhance existing grievance system**. The training will be conducted 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. The training aims to enhance the practical skills of the BHR Sharoshi in providing effective advice to businesses, in promoting SMEs to initiate RBC/HRDD.

These training sessions are also intended to be replicated or shared as videos for other beneficiaries such as representatives from the enterprises who are interested to engage in RBC/HRDD themselves and throughout supply chains or any stakeholders would like to support the enterprises', especially the SME's efforts to advance RBC/HRDD.

The consultant will also conduct desktop research to identify and collect RBC/HRDD good practices by SMEs and create a PowerPoint slide to show these as examples at the training sessions for the participants to have a better idea of the procedures and outcomes of RBC/HRDD.

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:

- Designing a training session plan and accompanying slide deck on RBC/HRDD on (i) establish Human rights policy and embed RBC, (ii) how to conduct HRDD and (iii) how to establish and/or enhance existing grievance system, for Labour and Social Security attorneys with the aim to enhance the capacity of BHR attorneys. Slides should be made in line with ILO branding guidelines (the template will be shared with the consultant). The content should be aligned with the ILO principles including key international instruments including the ILO MNE Declaration and make use of existing modules developed by ILO Japan and HQ.
- Conduct desktop research to collect RBC/HRDD good practices by the SMEs, including the good practices collected at the ILO project, and create a PowerPoint slide to include these slides at the training sessions or to be used at future sessions.
- Support the ILO staff in coordinating with Japan Federation of Labor and Social Security Attorney's Associations and deliver the training online (approx. 3 hours each for Human rights policy, HRDD and Grievance mechanism).
- Discussing with ILO and the Federation for the potential further ideas to build capacity of BHR Sharoshi based on the learning from the training sessions.
- Designing the pre-post exam to monitor the effectiveness of the training session.
- Drafting a summary report of the training session including post-training survey, and suggestions to enhance capacity building of BHR Sharoshi.

Deliverables and provisional timeline:

Expected total number of days are **25 days** – The days allocated to deliverables, and schedule are indicative and can be adjusted in consultation with the Programme and Operations Officer.

- **Deliverable 1:** Conduct desktop research to collect RBC/HRDD good practices by the SMEs and create a PowerPoint slides (5 days) – **by the end of July 2025**
- **Deliverable 2:** Design the training on “how to establish human rights policy” (3 hours session plan and PowerPoint slides in Japanese and English) (4 days) – **by end August 2025**
- **Deliverable 3:** Design the training on “how to conduct human rights due diligence” (3 hours session plan and PowerPoint slides in Japanese and English) (4 days) – **by end August 2025**
- **Deliverable 4:** Design the training on “how to establish and/or enhance existing grievance system” (3 hours session plan and PowerPoint slides in Japanese and English) (4 days) – **by end August 2025**
- **Deliverable 5:** Designing the pre-post exam to monitor the effectiveness of the training session (1 day) – **by end August 2025**
- **Deliverable 6:** Support the delivery of the training in consultation with ILO and the Japan Federation of Labor and Social Security Attorney's Associations (3 days) – **by end November 2025**
- **Deliverable 7:** Submit a summary report for the training session of the peer-learning session including post-training survey, and suggestions to enhance capacity building of BHR Sharoshi (2 days) – **by end November 2025**
- **Deliverable 8:** Ad hoc support for Programme Coordinator and Programme and Operations Officer on training related activities and documents as required (2 days) – **by 19 December 2025**

Payment modality

The consultant will submit invoice with the number of allocated days for activities. All payment will be made upon delivery of outputs to the satisfaction of the ILO.

No travel expense is allocated for this assignment, as all tasks will be conducted online.

Duration of the Assignment:

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

Qualifications and Experience:

- University education in 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 training, adult education, responsible business conduct or Business and Human Rights)
- Ability to design and deliver training
- Ability to design and create tools on Business and Human Rights
- Ability to draft reports and presentations
- Ability to communicate effectively both orally and in writing in Japanese/English;
- 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.
- 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 training activities online, the candidate needs to have access to stable internet connection and an environment where confidentiality could be kept throughout the working hours, especially during the delivery of training sessions to external stakeholders.

Submission of Application

Please submit your application by Monday, 30 June 2025 noon (JST) to Mr. Takahiro I i@ilo.org, copying Ms. Mami Kamoshita kamoshita@ilo.org, indicating in the subject line "EOI for External Collaborator: Training Support for RBC experts".

Please submit below documents as pdf attachments on the email:

- a copy of your CV.
- a quotation in Japanese Yen including: 25 days of work (daily rate)
- previous examples of PowerPoint presentations or work related to Responsible Business Conduct or Business and Human Rights in Japanese and English from work or academic years.
- a cover letter (optional)