

Terms of Reference: (External Collaborator: Training Support for Academia)

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 develop the training and capacity building of the academia on RBC/HRDD and support the outreach to identify participants from academia who wish to integrate RBC/HRDD to their teachings or research. The consultant will design and deliver an **online/in-person information exchange session and action plan workshop on how academia could integrate RBC/HRDD into their existing classes or research.**

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 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 a set of session plans for academia with the aim to encourage participants to integrate RBC/HRDD into their teachings or research. 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.

- Develop and deliver the sessions in coordination with ILO (online/in-person).
- Secure at least 15 participants from academia who has teaching responsibilities.
- Suggest and provide advice to ILO in the form of concept notes on further ideas to explore partnerships with local institutions such as universities, training institutions to enhance their expertise and knowledge sharing on RBC and International Labour Standards.
- Design the post training survey and monitor the effectiveness of the training session.
- Draft a summary report of the training session including post-training survey, and suggestions to enhance capacity building of the participating academia.

Deliverables and provisional timeline:

Expected total number of days are **19 days** – The days allocated to deliverables, and schedule are indicative and can be adjusted in consultation with the Programme and Operations Officer.

- **Deliverable 1:** Design sessions and create PowerPoint slides for academia (session plan and slides in Japanese and English) (5 days) – **by end July 2025**
 - Possible session sequences (e.g):
 - 1. Introductory session on the overview of RBC and HRDD
 - 2. Peer-learning session with group works to consider how to integrate RBC and HRDD to their teachings
 - 3. Follow-up session to encourage and support the participants to reflect their learnings to the teachings or research
 - *Flexible to have additional sessions or changes in session content depending on the consultant's expertise and suggestions, catering to the participant's needs.
- **Deliverable 2:** Reflect comments from the ILO and finalise the plan (2 days) – **by the end August 2025**
- **Deliverable 3:** Secure at least 15 participants and deliver the sessions in consultation with the ILO (7 days) – **by end October 2025**
- **Deliverable 4:** Submit a summary report for the sessions including post-training survey (1 days) – **by mid November 2025**
- **Deliverable 5:** Conduct a follow-up session to encourage the participants to reflect their learnings to their current teachings or research (2 days) **by end November 2025**
- **Deliverable 6:** Submit a summary report for the follow-up session and suggestions to ILO or support ILO in building partnerships for further ideas to explore partnerships with local institutions such as universities, training institutions to enhance their expertise and knowledge sharing on RBC and International Labour Standards (2 days) – **by 11 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.
- Prior experience working in an educational or training institutions, drafting syllabus or delivering teachings 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

Travel cost within Japan to implement in-person sessions will be covered by ILO. (This needs to be included from the beginning in the contract.)

The primary location of this assignment is in Japan; thus, preference will be given to those who reside in Japan for smooth onboarding and implementation of deliverables. (Applicants should state their status when they submit their application. Please note that relocation cost will not be provided by ILO.)

For online meetings and sessions, 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 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 Academia".

Please submit below documents as pdf attachments on the email:

- A copy of your CV.
- A quotation in Japanese Yen including:
 - 19 days of work (daily rate)
 - Estimated cost of 5 round trips from the candidate's house to United Nations University (ILO Office for Japan).
 - ✧ UNU address: 5 Chome-53-70 Jingumae, Shibuya, Tokyo 150-8925, Japan
 - ✧ Please note that the travel cost will be reimbursed based on the **actual cost** of the trips and stays made for each training sessions, based on the location and modality of the session. The assumption of 5 round trips from the Candidate's home - UNU is only for the quotation purpose. Session modality, location and number of sessions are to be discussed with the consultant to decide together with ILO staff, so the actual travel cost and reimbursement will be different from what you present in your quotation.
- A cover letter - please include relevant experience on delivering trainings or teachings, and/or creating syllabus at educational institutions in related technical areas.