

Terms of Reference

Technical Support to the knowledge management and the M&E strategies of the Responsible Supply Chains in Asia Programme

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 is seeking to hire a consultant in order to provide technical support to the finalisation of the M&E strategy and to consolidate information and documents as part of the knowledge management. In addition the consultant in question will also provide technical, operative and administrative support to culminate activities under the action plan of the RSCA programme.

Purpose and objective of the assignment

To provide technical support to the finalisation of the M&E strategy and to consolidate information and documents as part of the knowledge management of the RSCA programme, in coordination with country offices and the ILO regional office for Asia Pacific.

Activities to be conducted under this consultancy

The consultant would be required to:

- In coordination with consultants in charge of design and communications, provide technical support and manage publication and translation of various knowledge (research, training materials) and communication products and ensure compliance with publication and branding guidelines.
- Ensure knowledge-sharing platform (SharePoint) is updated and the respective documentation referred in the Annex 1.b is regularly uploaded and updated with current and accurate documentation.
- Timely respond to HQ, Country Offices, and donor queries and information requests e.g. weekly update to the EU, MNED network email, etc.
- Update the consolidated output monitoring sheet (traffic light matrix) to reflect current programme progress in all countries covered by the programme as well as at regional level
- Provide technical support to Evaluation Manager and Programme Manager on matters relating to programme final independent evaluation.
- Provide technical support to reporting activities of the programme following the requests of the Programme Manager or Senior Staff in the ILO Regional Office, particular the final Interim report.
- Provide technical support for the design and implementation of webinars, workshops on line, and e-meetings, including the drafting of concept notes, terms of reference, agendas, and preparation of the technological platform for ensuring the participation of speakers and attendants.

Outputs to be delivered under this consultancy

The consultant will deliver the following main outputs:

- Deliverable 1: First draft of the final interim report of the RSCA programme
- Deliverable 2: updated version of the consolidated output monitoring sheet of the RSCA programme
- Deliverable 3: Two agendas for regional events and CNs drafted and finalised
- Deliverable 4: final version of the final interim report of the RSCA programme submitted
- Deliverable 5: SharePoint updated with the relevant information.
- Deliverable 6: Short concept notes to support potential resource mobilisation for selected countries where relevant.
- Deliverable 7: A short final report summarising the consultancy work.

Terms of Contract for Consultant

An agreement will be made between the ILO and the service provider who will be responsible for all activities and deliverables in the terms of reference.

Time for the assignment

Total number of days and period of time that the consultant will be committed to are 65 working days, which is to be worked from 24th January to 22nd April 2022.

Total agreed fee and payment based on the daily fee of the consultant selected: Financial proposal to be included in the application e-mail together with the CV and samples of previous writing work.

Reporting

The service provider will report to programme manager of the project RSCA and will work closely with staff of ILO ROAP.

Travel required for this assignment

Any travel required for the completion of the activities included in these ToR will be borne by the ILO in accordance with ILO rules and regulations.

Interested individuals are invited to send CV and proposed fee, with break down cost in USD, to RSCA@ilo.org and quayacan@ilo.org by 20 January, 2022.