



International
Labour
Organization



Ministry of Foreign Affairs of the
Netherlands

ACCEL Africa Project

*Accelerating Action for the Elimination of Child Labour
in Supply Chains in Africa*

TERMS OF REFERENCE

*Recruitment of a consultant for the development of a Child Labour
Training Package for Businesses*

Publication date: 24 November 2021

Application deadline (midnight Abidjan time): 10 December 2021

1. Background

The latest ILO global estimates show that child labour remains a relevant and urgent issue as today 160 million children¹ still work around the world, in all regions and in all sectors. Target 8.7 of the Sustainable Development Goals (SDGs) specifically calls for an acceleration of actions to eliminate child labour.

The global partnership Alliance 8.7 brings together actors from all levels to collaborate, develop strategies, share knowledge and accelerate progress to achieve its goal by 2030. The efforts of many actors from Governments to businesses to end child labour demonstrate a global commitment to contribute to the achievement of Target 8.7. Additionally, the universal ratification of the ILO Convention No. 182 on the Worst Forms of Child Labour in August 2020 reflects the consensus that child labour no longer had a place in our societies.

To mark the importance of revitalized global partnership to ensure the implementation of the 2030 Agenda for Sustainable Development, with a specific focus on accelerating the pace of progress to eliminate child labour by 2025, the United Nations General Assembly (UNGA) has unanimously adopted a resolution declaring 2021 as the *International Year for the Elimination of Child Labour*. Efforts in this direction acquire particular relevance in the light of the COVID-19 pandemic which has been threatening household incomes and access to education for many children and families around the world, exposing to the risk of reversing even further years of progress in the elimination of child labour.

The role of enterprises is critical in contributing to the fight against child labour. The constantly evolving legal, economic, commercial and social environment can lead to an increase of child labour and human rights risks for businesses operating in both domestic and global supply chains and at the level of their business relationships. Supporting businesses to perform and growth in an environment that is respectful of human rights can support countries development by contributing to economic growth, job creation and poverty reduction. It can also accelerate technology transfer and the development of higher value-added activities that can, in turn, enhance skill development and productivity and support the transition from the informal to the formal economy.

It is in this context that the ILO proposes to develop a training package to support businesses to implement the ILO-IOE Child Labour Guidance Tool. The design of this training package will capitalize on the experiences of companies' due diligence efforts from risk identification, prevention and remediation of child labour. The training tool will be piloted with employers' organizations and their members in ACCEL targeted countries, specifically Uganda.

Within the framework of ACCEL project, the Federation of Ugandan Employers (FUE) has signed an implementation agreement (IA) to promote a number of activities focusing on awareness raising and advocacy, capacity building, social dialogue, corporate social responsibility, public-private partnership and knowledge sharing geared towards the elimination of child labour in the targeted supply chains of tea and coffee.

In particular, the capacity building component includes the development of training materials and Training of Trainers (ToT) for the employers' organizations and their member companies with the aim to strengthen all the aspects of responsible business conduct and due diligence mechanisms in compliance with child labour.

Based on the piloting, the training tool will be extended to other ACCEL target countries.

¹ International Labour Office and United Nations Children's Fund, *Child Labour: Global estimates 2020, trends and the road forward*, ILO and UNICEF, New York, 2021. License: CC BY 4.0

2. Objectives

This assignment aims as a **General Objective** to produce a training tool to strengthen the capacity of businesses to apply the ILO-IOE guidance tool in their child labour due diligence efforts. The training tool will provide specific examples, practical checklists, concrete case studies and scenarios that will foster a more practical implementation of the ILO-IOE guidelines.

Emphasis is placed on the following **Specific Objectives**:

1. Increase business understanding of child labor and the negative effects child labor has on their operations and commercial and investment opportunities;
2. Improve business understanding of the ILO/IOE Child Labour Guidance Tool for Business, the relevant components of the UNGPs as well emerging frameworks and market driven practices;
3. Provide clear guidance on how firms can ensure compliance with the relevant national legislation and relevant CL ILS;
3. Propose simple practices that companies can use in order to identify, prevent and mitigate risks and remedy cases of child labour;
4. Highlight good practices that could emerge from relevant sectors and national contexts.

3. Target Group

The training package is primarily aimed at the employers' organizations and their members (including small and medium-sized enterprises and multinational companies).

It could however be also of specific interest to the following groups concerned with the prevention and elimination of child labour:

- governments;
- social partners;
- investors;
- international organizations and United Nations agencies;
- evaluators of child labour risk prevention policies;
- decision-makers, researchers, specialists in labour and civil society issues, etc.

4. Structure and Content

The *Child Labour Training Package for Businesses* will build on the jointly developed ILO-IOE Child Labour Guidance Tool for Business (2015) and the book ILO-IOE "Eliminating Child Labour: Guides for Employers" (2007), with potential inputs from members of the Child Labour Platform (CLP). Other relevant reference material to develop the Training Package will be the Child Labour app for employers; the CL training tool on tobacco sector; the Employers' Guide for Fiji; the Supplier Guidance on preventing, identifying and addressing child labour; the ILO-FAO Guidance on addressing child labour in fisheries and aquaculture; and the ILO-FAO e-learning tool on child labour in agriculture. In addition, the Child Labour Platform (CLP) website includes a number of useful resources on child labour for businesses that can be consulted.

The CLP is co-chaired by the International Organization of Employers (IOE) and the International Trade Union Confederation (ITUC) and is a joint ILO-UN Global Compact initiative.

The prototype of the training package is made up of three parts:

- ❖ The first part is dedicated to the needs of employers and to the question of the importance of this guidance tool for companies.
- ❖ The second part deepens the implications of the UNGPs, helping to better understand child labour situations and the responsibility of companies.
- ❖ The third part focuses on ways and means to prevent and remedy child labour and offers examples of practical measures that companies can take, including during periods of historical crisis such as the current COVID-19 crisis.

The training package would provide an in-depth understanding of the ILO-IOE guidance and a specific training methodology based on practical exercise and case studies.

The emphasis will therefore be on simple practices likely to be implemented by the target group, paying particular attention to:

- the guidelines to be followed in order to meet due diligence requirements in the fight against child labour;
- ways and means that can be adopted to identify, prevent and remedy cases of child labour resulting from entrepreneurial action.

The training package will be generic, reporting concrete examples and case studies with a sector focus (i.e. coffee and tea).

5. Methodology

In order to develop the training package, a pilot training session and a TOT (Training of Trainers) approach will be carried out in the ACCEL target country of Uganda, as follows:

- ***Pilot Training Session***

The pilot training session will be based on the development of an online training through the Miro platform. The training session will be divided in two phases.

The first phase will consist of 6 to 8 hours introductory course that will enable the assessment of the participants' engagement in the course. The main content of the course will focus on practical steps to implement due diligence on child labour and will include the topic of leadership to promote engagement and propose pilot ideas that could be replicated in a coaching session. The target audience of this first phase will be mainly employers' organizations and CEO/leaders of companies.

Based on the participants engagement in the first course, the second phase will consist of 12-14 hours sessions and will target technical/operational staff.

The online training will be then translated into a face to face training to facilitate the participation of private sector actors in the field.

- ***Training of Trainers (ToT)***

Following the pilot training session for the development of the training package, a ToT programme will be developed and piloted to reach out an extended audience. The piloting of the ToT will consist of 10 hours.

In both phases, a master national trainer selected by FUE will collaborate with the selected consultant in order to be able to take over the implementation of the training programme afterwards. A training certification scheme will be also put in place in agreement with FUE.

6. Tasks

The development of this training package will include the following tasks:

- Compilation of literature review on child labour due diligence and consultation of recent surveys (e.g. RHSF, PACE etc.) as well as interviews with ILO colleagues and CLP members on training needs of companies to inform and develop the content of the training tool;
- Taking into consideration the main findings of the literature review and the results of the interviews, develop the training package following the ILO/IOE guidelines. The consultant should use as much as possible concrete examples, case studies and other training exercises to help companies understand and implement the ILO/IOE guidelines;
- Pilot/test the training tool through two sessions approach in order to collect inputs/feedbacks from representatives of target audience.
- Develop and pilot/test the ToT programme;
- Integrate ILO's comments and finalize the training tool and ToT programme/materials.

The process envisages the validation of the training tool at different stages to ensure its production.

7. Expected Results

Outcome 1

- Compilation of literature review on child labour due diligence;
- Organize meetings/interviews with Employers' Organizations, ILO colleagues (ACTEMP etc.) and potential CLP members on training needs of companies;
- Design the structure of the two courses: (Module 1: 6 to 8 hours and Module 2: 12 to 14 hours training for businesses on child labour);
- Develop activities/methodologies for the 18 to 22 hours course (Module 1 and 2) that can be conducted online through a miroboard and zoom and in a face to face context;

Outcome 2

- Create a TOT package for the face to face training;
- Create a miro board with all the training activities for the piloting and further use if ILO should want to continue to use it;
- Pilot the training package online (20 hours) for up to 25 participants;
- Integrate the ILO comments and finalize the training tool programme/materials;

Outcome 3

- Prepare an online training for trainers including activities and miro board;
- Online piloting of the ToT programme (10 hours provided they participated in the 20 hour pilot online program) for up to 15 participants;
- Integrate the ILO comments and finalize the training tool and ToT programme/materials;

- Delivery of layout of the training package and ToT materials that can be used informally or be given to professional designers for final layout.

8. Timeframe and Management

Depending on the availability of the selected consultant and, in agreement with the project, the earliest start date for this contract is January 2022. The selected consultant will report to key ACCEL staff based in Abidjan, ILO colleagues at the HQ in Geneva, as well as ACTEMP regional and HQ teams.

9. Scoring and Selection Criteria

Applicants for this call for proposals may be international consultants who meet the following criteria:

- A minimum of 7 years of experience working on issues related to child labour and human rights, responsible business conduct and due diligence practices;
- Experience designing training and ToT programmes;
- Ability and experience working with national and local-level actors, mainly the social partners;
- Experience working with the ILO and/or other United Nations agencies;
- Strong language skills in English;

Other desired competencies:

- Excellent written, communication and presentation skills;
- Strong social, organizational and knowledge management skills;
- Knowledge of and experience working in Africa;

The evaluation of the proposals submitted in this call will be done in a two-step process.

The technical proposals will be evaluated at first according to the grid below:

Criteria	Score	Maximum score
Scope and quality of the response to the call for proposals		20
Technical compliance with the terms of reference		40
Qualification and experience of the candidate		40
Total		100

Proposals with a technical score of at least 70 points (70%) will be selected for the second stage of the evaluation, which will consist of a comparison of the financial proposals.

10. Instructions to the Bidders

Proposals will be sent only by email to: possenti@ilo.org not later than 10 December 2021, midnight Abidjan time. Offers sent after the date and time indicated will not be considered. Please email: "*Recruitment of a consultant for the development of a Child Labour Training Package for Businesses*", sending the following documents:

- Curriculum Vitae of the expert who will conduct the study
- A technical proposal outlining the candidate's understanding of the assignment and proposed methodology
- A financial proposal containing the required daily consultancy rate