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Responsible Supply Chains in Asia

Researcher and Documenter for adaptation of labour-CSR material and co-facilitation of CSR training.

Background

The "Responsible Supply Chains in Asia" (RSCA) programme is a three years programme conducted by a partnership between the EU, the ILO and the OECD. 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 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. To achieve these objectives, the proposed activities will raise awareness and build capacity on international standards and approaches in relation to CSR/RBC. It will conduct research and disseminate best practices among public authorities, European and Asian business, trade unions and other relevant stakeholders, including NGOs. The programme will also foster multi-stakeholder partnerships and ensure coordination with existing policy initiatives and activities in the countries and the region for maximum effectiveness.

The programme is being implemented in partnership with six Asian countries, namely China, Japan, Myanmar, the Philippines, Thailand and Vietnam. This programme has been designed to promote a common understanding on Socially Responsible Labour Practices by businesses, government, workers and other key partners composed of national and foreign business chambers, academic institutions working on CSR and relevant NGOs and CSOs. Through the programme, new information and data will be generated through action-oriented research to provoke evidence-based dialogues to promote adherence to international principles on responsible business conduct and establish multi-stakeholder partnerships for improving working conditions and decent work opportunities in the selected sector in the Philippines.

For the Philippine component, the programme will focus on four areas of work: research, outreach through technical seminar and conferences, policy advocacy through social and policy dialogues and training to develop capacities and foster knowledge in relation to responsible labour practices in supply chains. These activities will be carried in coordination with relevant constituents, namely: the Department of Labour and Employment, the Employers' Confederation of the Philippines (DOLE),

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labour groups and other programme partners and stakeholders including universities, CSOs, NGOs and relevant think tanks

The ILO CSR Training Module

In line with the programme objective of promoting sustainable and inclusive growth by ensuring that investors and businesses have a better understanding and practical examples of responsible business practices, the programme will organize training activities to strengthen the capacities of different actors in the sector targeted by the programme, in particular businesses, MNEs, SMEs, sector associations and business development services (BDS) providers. For this purpose the ILO has developed a CSR training tool, the “CSR training module for SMEs”, developed jointly by the ILO SCORE (Sustaining Competitive and Responsible Enterprises) programme, the Multinational Enterprises and Enterprise Engagement **Unit** (ENT/**MULTI**) Team and the Responsible Supply Chains in Asia programme (RSCA). As part of the development of this tool, a pilot-testing process will take place in the Philippines, as the country counts with advanced level in institutional development as well as the commitment of the private sector with CSR. The pilot-testing process will allow the ILO to validate the content of the tool, its methodology, and the way to include the institutional and regulatory context of the countries where the training will be rolled out, in this specific case in the Philippines.

The ILO is partnering with the Employers’ Confederation of the Philippines (ECOP), the single umbrella organization for the entire business community in the Philippines, to conduct the piloting of the module in order to assess its content, methodology and pedagogical approach. As ECOP has extensive experience in providing similar type of training to its member organizations the idea is work jointly to take advantage of the experience of both institutions.

Objective of the Training

The objective of the piloting is to test the content, pedagogical tools and methodology of the CSR training module, as well as the content of it to finalise the module and start rolling it out in the countries where the RSCA programme is present. The results of this piloting process is expected to lead to the adjustment, adaptation and contextualisation of the training, to make it more relevant and effective for the targeted audience in the countries where it will be rolled out, creating awareness and understanding by SMEs on responsible business practices and realization on why it makes good sense for them to adopt such practices.

Tentative Dates and Venue: March 14-15, 2019, Bacolod City, Negros Occidental

Recruitment of Researcher-cum-Documents

Objectives of the consultancy

- Provide technical inputs for the contextualisation and adaptation of the CSR training module for SMEs developed by the ILO. Including a review of the regulatory framework for the labour standards and the topics of the training in the context of the Philippines.

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- Provide an analysis of the state of corporate social responsibility/responsible business conduct in the Philippines from the perspective of decent work.
- Co-facilitate the training in question based, using the information and findings in the previous two points (contextualisation and adaptation of the CSR training and analysis of the state of the art of CSR/RBC from the perspective of decent work).
- To document all the proceedings of the training as well as the succeeding training evaluation meeting between ECOP and ILO will also be undertaken by the consultant. This documentation will put emphasis on the suggestions and recommendations for the enhancement of the CSR training module.
- Based on the feedback and comments provided during the piloting training, revise the existing CSR training module and provide relevant suggestions and recommendations made by the participants, including the training facilitators from both ILO and ECOP will be developed by the consultant.

Activities

A researcher cum documenter will be engaged to provide:

- a) a write up on the conceptual framework on CSR in the Philippines
- b) Conceptual and legal framework for specific labour standards included in the CSR training module, as follows :
 - Occupational safety and health
 - Wages and benefits
 - Hours of work
 - Child labour
 - Forced labour
 - Equal opportunity and treatment
 - Harassment
 - Freedom of association and collective bargaining
 - Grievances
- c) Quality documentation of the proceedings of the training taking particular notes on the weaknesses and strength of each section of the module, as well as the adjustments as articulated by the participants and the facilitators including the recommendations for improvement of the module.
- d) Reflecting the suggested changes into the draft CSR module, as per the notes compiled above (point c)

Expected Outputs

Under the direct supervision of the National Project Coordinator, and with technical inputs from the Philippines' Enterprises Specialist and the SCORE regional Manager, the researcher cum documenter is expected to deliver the following outputs:

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1. Before the training event, develop a conceptual framework (6 pages) about CSR¹ in the Philippines – definition , trends and challenges.
2. A legal and institutional framework in the Philippines for each of the thematic modules mentioned in letter b above, including specific sectorial regulations if different to the national legal framework namely: occupational safety and health, working time, wages, child labour, forced labour, discrimination, harassment, Freedom of association and collective bargaining, grievances.
3. Written full documentation report of the activity in an electronic format, covering the following:
 - Detailed report of the proceedings, including feedback from the participants and facilitators.
 - Detailed documentation of the discussions/sharing of participants (for each of the sections of the training).
 - Detailed and concrete recommendations related to the improvement of the module for more effectiveness and relevance (as a whole and for each of the thematic areas), in terms of content and methodology.
 - Annexes, including:
 - Agenda
 - Participants' list, including contact details
 - Presentations (PowerPoint, etc.)
 - Other reference documents presented/distributed during the workshop
 - Photos
4. Submission of the draft training module which incorporates the suggested changes resulting from the pilot training.
5. Synthesis report of the activity with key discussion points and photos (2 to 3 pages)

Five (5) working days are allotted for the development of the CSR conceptual framework as well as the conceptual and regulatory framework for the specific labour standards covered by the pilot CSR training module for submission at least a week before the date of the training while eight (8) working days are allotted for the writing and editing of the full documentation report on the proceedings of the training including the draft training module that incorporates the suggested changes resulting from the pilot training .

¹ ILO's CSR concept is the following: "Corporate Social Responsibility (CSR) is a way in which enterprises give consideration to the impact of their operations on society and affirm their principles and values both in their own internal methods and processes and in their interaction with other actors. CSR is a voluntary, enterprise-driven initiative and refers to activities that are considered to exceed compliance with the law."

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The consultant will join in the training site to carry out the documentation of the activity. This will entail a total of 2 days including the travel time to and from Manila and Bacolod City. ILO will cover the cost of the consultant's air fare and Daily Subsistence Allowance (DSA) for 2 days.

Qualifications requirements:

Education: Second level university degree (Masters) in law, economics, development studies, CSR, social sciences, business management or other relevant disciplines

Experience: four to five years of relevant professional experience in the field of Corporate Social Responsibility, Responsible Business Conduct, compliance, labour compliance, Supply Chain Management, or another related field in the Philippines. Knowledge and experience of working on labour issues. Experience in CSR training is an asset.

Languages – Excellent command of spoken and written English.

Output	No. of Days	Submission date	Amount of payment
Development of conceptual and legal framework	5 days	A week before the date of the training	20% of the total contract price
Participation in the training to carry out the documentation	3 days (including travel time)		
Preparation and submission of first draft of documentation report including the draft training module incorporating the suggested changes	7 days	Five (5) days after the training	
Final documentation report, draft training module including synthesis report and submission	7 days	Three (3) days after obtaining clearance of ILO on the draft documentation report	80% of the total contract price
Total	22 working days		