Background
The International Labour Organization (ILO) is the United Nations specialized agency devoted to advancing opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity. The organisation’s main objectives are to promote rights at work, encourage decent employment opportunities for all, enhance social protection and strengthen dialogue in handling work-related issues.

Many ILO instruments adopted since 1919 touch upon global supply chains, most prominently ILO’s “MNE Declaration”. Global supply chains have become a common way of organizing investment, production and trade in the global economy. In many countries, particularly developing countries, they have created employment and opportunities for economic and social development. Global supply chains have created opportunities for suppliers to move to higher value activities and have enabled workers to access employment requiring a higher level of skills and offering better pay and conditions. Where employers are compliant with labour regulations and international labour standards, this enhances decent work in global supply chains. However, there are also examples where global supply chains lead to deficits in decent work. As the ILO approaches its second century, the ILO has intensified its activities (projects, programmes, research, etc.) to analyse the demands placed by global supply chains on the standards, framework and procedures advocated by the ILO to promote decent work at the enterprise, national, regional and global levels and also to ensure that ILO procedures are fit for purpose in the context of global supply chains.

The "Responsible Supply Chains in Asia" project (RAS/16/13/EUR) is a three years project conducted by the ILO and the OECD and financed by the EU. The project contributes to an enhanced respect for human rights, labour and environmental standards by businesses engaged in supply chains in Asia, including Vietnam, in line with international instruments on Corporate Social Responsibility (CSR), Responsible Business Conduct (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 specific objective of the project in Japan is to:
1) Effectively and sustainably support multi-level partnerships to implement CSR/RBC practices and approaches in Global Supply Chains by giving effect to the ILO MNE Declaration.

Objective and Scope of the Assignment:
General objective:
1) Provide technical support to the RSCA team in Japan to design and implement actions to implement the project outputs related to research. For that purpose the consultant will work hand in hand with the ILO team in Tokyo in charge of the project and its research. The consultant in question will receive technical backstopping from the programme manager and the MULTI unit in ILO Headquarters in Geneva.

**Specific objective:**

1) To provide technical support to analyse the supply chains within the vehicle parts sector, highlighting the decent work challenges and the good practices implemented by the companies to respond to those challenges, with the aim of identifying opportunities for improving labour CSR/RBC practices within Japanese enterprises’ operation overseas, especially in the other five countries covered in the RSCA project and in particular in Thailand. The policy framework to be implemented will be the ILO’s MNE Declaration, making the relevant linkages with existing policy instruments for the promotion of RBC/CSR such as the UN Guiding Principles for Business and Human Rights and the OECD guidelines for multinational enterprises. Corporate approaches to reduce compliance risks and decent work challenges such as due diligence process and grievance mechanism will also be analysed.

**Key Tasks and Outputs:**
In this assignment, the consultant will produce the following outputs:

1. Develop a research strategy which includes the methodology for undertaking the research and an annotated outline of the report structure and chapters, including an indication of length of each chapter.

2. Map out the Japanese supply chain of vehicle parts taking place in Thailand, including the main actors (buyers, and suppliers), main phases, commercial and production relations between buyers and suppliers, key actors, existing informal relations/institutions between buyers (MNEs) and suppliers, existing job categories, and skills gap. To the extent possible, highlighting the employment and labour challenges with MNEs and the local SMEs.

3. Map the vehicle parts sector’s policies, existing CSR/RBC institutional framework for promoting socially responsible labour practices, including an analysis of their scope and approach.

4. Identify key policy and programmes of Japanese vehicle parts companies in relation to labour CSR and economic/business linkages with the local economy, i.e., engagement with suppliers, procurement policies (not philanthropic community outreach activities but responsible labour practices)

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1 Tasks and outputs of the research is conditioned to the response and willingness to engage in this project from industry and/or companies.

2 As a result of this exercise, the consultant will identify the sample to be interviewed during the point 6 of these ToR.
5. Based on the findings of the desk research, update the research strategy with questionnaires for stakeholders, factories, and buyers and a list of key informants and a travel plan for meetings with enterprises and other major actors from the vehicle parts sector\(^3\).

6. Conduct semi-structured interviews with Japanese vehicle parts companies, including factories and offices located in Thailand, and survey at non-Japanese MNEs in the industry with assistance from the Thailand component of the project in Bangkok. The purpose of this task is to identify good practices to address decent work deficits and compliance gaps, in line with the MNE Declaration, especially in relation to Buyers-Suppliers (MNE-SME) linkages in terms of socially responsible labour practices and social upgrading.

7. Conduct semi-structured interviews with Japan Automobile Workers’ Unions (JAW) stakeholders with respect to their international activities with trade unions in other Asian countries, including Thailand. Good practices of JAW, including healthy industrial relations could be studied to draw a recommendation in the report to form a basis for multi-stakeholder dialogues in the context of the RSCA project.

8. Based on the primary information collected, analyse the policies and practices in place to address decent work challenges in the vehicle parts sector, and how those practices have had an impact on the productivity/competitiveness of the company/supply chain.

9. Provide policy recommendations on how to establish a space for dialogue to continue working with the sector on CSR/RBC at the cross-borders level. This includes collection of the voices and recommendations of the enterprises themselves on the spaces and means of communication to be used.

10. Prepare a PowerPoint presentation that summarises the key findings, main results and recommendations of the report for presentation to JAPIA and JAW as well as their members.

11. Produce a research report (40 pages maximum, excluding annexes). The final report should be in English and Japanese.

The actions under this contract will be undertaken in close collaboration with the ILO constituents (governments, employers and workers organisations) as well as with other relevant actors in the vehicle sectors in Japan and in Thailand when it will be relevant. The findings and recommendations of the study will be presented and validated in a workshop, serving as an input into an evidence-based dialogue, and will inform the selection priority areas for joint action under the project during the subsequent phases – through awareness-raising and outreach activities.

\(^3\) Given the small size of the sample of suppliers, the research will be qualitative as the sample covered is not big enough, nor statistically significant, to collect quantitative data. Therefore the methods to collect information will be semi-structured interviews and when feasible focus-groups.
Deliverables:
1. A document containing the research strategy and the methodological approach to carry out the research in question.
2. An updated research strategy with questionnaires and a travel plan
3. A draft report for discussion with ILO team
4. A PowerPoint presentation that summarises the key findings, main results and recommendations of the report
5. A final report, reflecting feedback from ILO and other stakeholders

Confidentiality Statement:
All data and information received from ILO for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (TOR). All intellectual property rights arising from the execution of these TOR are assigned to the ILO and its partner designated under a separate agreement. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advanced written authorization of the ILO and the abovementioned partner.

Duration of the Assignment:
Subject to the schedule of the RSCA project. For a total of 60 Working days.

Contract Value and Payment:
Please provide your daily fee, however this will be subject to the official regulations within the ILO.

Administration, Reporting and Coordination:
The contract for this assignment will be issued by ILO Office for Japan. The office space, equipment and other logistics arrangements in the course of the research will be organized and on the account of the contractor.

The contractor will report to the National Project Coordinator (NPC) of the RSCA project in Japan, who will be liaising closely with the Programme Manager in the ILO ROAP office in Bangkok.

Qualifications and Experience:
Individuals, teams of individuals, consulting/research firms or institutes are invited to apply as long as they meet the following criteria:

- Knowledge and working experience with Japanese companies
- Demonstrated experience in conducting assessment and sector reviews in Japan
- Knowledge of the ILO’s mandate
- Demonstrated ability to write and present clearly in English
- Command of Japanese is mandatory
- Ability to liaise responsibly with industry associations, unions, and businesses

Profile of the contractor
- Advanced education in economics, law, development studies, social sciences, business management or related field
- International experiences in global supply chains, sectorial analysis, international labour standards and labour practices in Japanese manufacturing sectors, knowledge of the vehicle parts sector will be an asset
- At least 5 year experience in related field: survey, research, and data analysis,

**Application:**
Interested parties must submit their previous work with resumes of all involved researchers in the annex to the ILO by 26 May 2019 via e-mail to Shoko Shinohara: shinohara@ilo.org

Only shortlisted candidates will be contacted for final selection.