

Terms of Reference

External collaborator to design and format layout for the Brief on the Strategic Compliance Planning Approach in Global Supply Chains

A Brief for Labour Inspectors

Background

The "Responsible Supply Chains in Asia" (RSCA) programme (RAS/16/13/EUR) is a programme developed by the European Union together with the International Labour Organization (ILO) and the Organisation for Economic Co-operation and Development (OECD). The programme promotes corporate social responsibility (CSR) / responsible business conduct (RBC) with regard to the environment, decent work and the respect of human rights.

Labour inspection plays a crucial role in ensuring compliance with national labour law in companies, many of which often belong to global supply chains. Not only do they assure that labour laws are properly applied, but they also advise employers on how to improve compliance, in addition to bringing attention to any gaps and defects in national law.

The RSCA programme has developed "Brief on the Strategic Compliance Planning Approach in Global Supply Chains, a Brief for Labour Inspectors". The brief provides practical information and knowledge on Global Supply Chains and the possible compliance strategies available in order to assist labour inspectorates to better fulfil their function in the inspection of at the enterprise level. The consultancy is to design and format the layout for the brief.

Objective and scope of the assignment

The objective of the assignment is to design and format the layout of Brief on the Strategic Compliance Planning Approach in Global Supply Chains, a Brief for Labour Inspectors (7,700 words) following the format/design of the RSCA programme. The format and guidelines will be provided by the Communications Advisor of the RSCA programme.

Expected output

The output of this consultancy is a designed layout of the Brief on the Strategic Compliance Planning Approach in Global Supply Chains, a Brief for Labour Inspectors. For that purpose the designer will provide two options of layout ideas (the samples consisting of a cover page and content pages). After the selection of the layout/design, the designer will incorporate three rounds of comments/feedback provided by the ILO in a consolidated manner.

The consultant is expected to submit an organised folder, consists of, but not limited to:

- high-resolution design in both in .pdf format to be printed as well as pdf for direct publication online;
- source files (vector/root files) from the original program in which the layout is developed, preferably Adobe Illustrator, InDesign or Photoshop.

Copyright

All material become the property of the ILO and all rights shall be vested in the International Labour Organization including, without any limitation, the rights to use, publish (including the Web), or distribute the photos and videos, privately or publicly.

Duration and payment schedule

The total contract duration is 8 working days from 4 October 2021 – 30 November 2021.

Payment will be made upon submission and acceptance of the final edited report.

Interested individuals or companies are invited to send CV or profile of companies, previous work samples and proposed fee, with break down cost, to RSCA@ilo.org and mokkhasen@ilo.org