

Terms of Reference

External collaborator to edit 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 the "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. It is crucial that the writing of the brief not only complies with the ILO House Style Manual, but is also accessible to non-technical audience.

Objective and scope of the assignment

The objective of the assignment is to edit the Brief on the Strategic Compliance Planning Approach in Global Supply Chains, a Brief for Labour Inspectors (7,700 words, 19 pages) for grammar, style and content to be formatted as per the ILO publication standards. It is also desired that the brief be written in an accessible language that will be understood by the target audience. The tasks of the external collaborator will consist of:

1. The external collaborator will make the language consistent and improve its readability, including rewriting text and restructuring sections and paragraphs where necessary;
2. The external collaborator should ensure that the revised and edited brief fully complies with the general guidelines of the [ILO House Style Manual](#) (Sixth

edition, April 2020) , with particular attention the acronyms, endnotes, references, etc.;

3. The external collaborator is responsible for formatting the text, tables, footnotes etc. and ensure that styles, punctuations of the paper are consistent following the ILO House Style Manual.
4. The external collaborator will use Microsoft Word and use ""track changes" or make amendments/changes visible;
5. Submission of final outputs shall be to the satisfaction of the author and relevant ILO staff.

Expected output

The output of this consultancy is a revised version of the Brief on the Strategic Compliance Planning Approach in Global Supply Chains, a Brief for Labour Inspectors.

Duration and payment schedule

The total contract duration is from 27 September 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