

Terms of Reference

National Consultant to Develop and Deliver Capacity Building on Responsible Business Conduct, Management Systems, and Occupational Safety and Health

► Background

Supply chains are a key feature of today's globalized economy, with approximately half of world trade being related to them and with 80 per cent of global GDP consisting of domestic supply chains. Integration into global supply chains provides significant opportunities for countries to attract investment, increase value added, diversify exports, become more competitive, and access and upgrade to new technologies, which in turn helps to increase incomes, create jobs and alleviate poverty.

The new ILO project "**Building Responsible Value Chains in Asia through the Promotion of Decent Work in Business Operations (Phase II)**", will be launched in the context of an increasing demand on companies to respect human rights and labour rights in their operations and supply chains, including by conducting human rights due diligence (HRDD). At the same time, there is recognition that many challenges and opportunities for the realization of decent work in supply chains relate to structural and systemic issues at the national level that require collective action beyond what an individual company or the private sector can achieve on its own.

Using the **ILO Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (MNE Declaration)** as a framework for action, the Phase II of the project aims at:

- Putting in place supportive measures to accompany enterprises' efforts to promote compliance with national laws and respect for the principles of international standards to promote human rights and labour rights in supply chains
- Enhancing capacity, dialogue and collaboration among the ILO tripartite constituents and relevant stakeholders in the programme countries to foster an enabling environment for sustainable and responsible business practices and decent work

The ultimate objective is to promote inclusive, responsible and sustainable enterprises and decent work in supply chains in the specified sectors in the programme countries in Asia.

The project, funded by Japanese Ministry of Economy, Trade and Industry (METI), will build on experience and lessons learned from Phase I of the same project, which was implemented in Bangladesh, Cambodia, Japan, and Vietnam. The Phase II of the project will be implemented in India, Japan, Lao PDR, and Malaysia.

As part of the project implementation in Lao PDR, the ILO is seeking an experienced consultant to develop and deliver a training program to strengthen the awareness and capacity of enterprises on the labour dimension of responsible business conduct (RBC) and human resource due diligence (HRDD).

► Objectives

The objective of this consultancy service is to develop and deliver a training program that integrates (1) an RBC component that leverages the ILO's existing training module: *Labour Standard in Global Supply Chains: How to Meet Them and Become More Competitive and Sustainable*, (2) management systems and, (3) Occupational Health and Safety (OSH) based on ILO's existing materials. The training materials for RBC component will be translated into Lao and utilized directly in the training, with no additional content development required for this component.

The primary target audience of the training include employers in the garment and electronics sectors, namely those in general management, HR, compliance and sustainability roles, as well as employers' organization and business associations, for which the training materials can be used as an advocacy, knowledge and training resource within their memberships.

The consultant should be aware that these training courses are introductory in nature, designed to equip participants with the fundamental concepts of each topic.

► **Scope of Work & Expected Deliverables**

As noted above, the consultant is expected to utilize the existing ILO training module on *Labour Standard in Global Supply Chains: How to Meet Them and Become More Competitive and Sustainable* for the RBC component. In addition, the consultant is also expected to develop a new training component on management systems relevant to the manufacturing industries (garment and electronics). The two components should span only **3-4 hours in total** based on the understanding that the training should be compact and introductory in nature.

The consultant will work closely with the RVC Project team to deliver the following deliverables:

Deliverable 1: Inception Report and Work Plan

- The consultant will provide an inception report that includes a detailed work plan outlining the approach to developing and utilizing the training materials, delivery methods and training strategies. The report should include a timeline for each deliverable and activities required under this TOR.

Deliverable 2: Translation and Localization of Existing RBC Training Materials

- The consultant will translate and localize the ILO's existing training module on *Labour Standard in Global Supply Chains: How to Meet Them and Become More Competitive and Sustainable* into Lao language and utilize it directly in the training program. This training, provided by the ILO, include guide for trainers, manual for participants and presentation slides. These documents will serve as the primary resource for the RBC component of the training and the consultant will make necessary adjustment to accommodate the training duration and the Lao PDR's context so that the key message resonate to the corporate audiences in Lao PDR.

Deliverable 3: Translation and Localization of Existing OSH Training Materials

- The consultant will synthesize, translate, and localize the ILO's existing training materials on occupational health and safety (OSH) into Lao language and utilize it as a component in the training program. The existing reference materials will be provided by the ILO and will serve as the primary resource for the OSH component of the training. The consultant will make necessary adjustment to accommodate the training duration and the Lao PDR's context so that the key message resonates to the corporate audiences in Lao PDR.

Deliverable 4: Review, Localization and Development of Management System Training Module

- The consultant will review and localize existing ILO training materials related to management systems in the manufacturing sector, focusing on sustainability, inclusivity and productivity, as well as alignment with responsible business conduct. Based on the level of understanding of these concepts among Lao enterprises, the consultant will adapt and supplement the materials with additional localized content as necessary. This could include, for example, introduction to management systems, process optimization (including key concepts and tools such as Lean management, Kaizen, 5S and Six Sigma) and employee engagement and productivity and how integrating RBC into the management systems will enhance the company's competitiveness.
- These materials should provide enterprises with practical tools to enhance their business operations, sustainability and inclusivity. The materials must be developed in both languages: English and Lao including credible references. The output submissions should include presentation slides, guide for trainers and manual for participants to the satisfaction of ILO.

Deliverable 5: Training Delivery and Final Report

- Based on the approved training plans and materials (Deliverable 1 to 3), the consultant will deliver **half-day training on three separate in-person occasions in Lao language** to the target audience, with support from ILO and implementing partners in organizing and inviting participants. The sessions should be conducted in an interactive format while maintaining accessibility and introductory nature for approximately 40 participants per occasion. All training sessions will be conducted in Vientiane Capital, Laos, with at least one session delivered by the end of March and other two sessions by mid-April. Upon completion of all training sessions, the consultant will produce a final report summarizing the participant feedback, training outcomes, pre and post evaluations, and recommendations for future similar capacity building programs.

► Schedule of Deliverables

It is expected that the assignment will be carried out for **a maximum of 20 working days** over the period from **12 February to 30 April 2025**. However, applicants may propose a lower number of days as appropriate to their approach and methodology. The consultant must complete and submit the deliverables according to the schedule below:

No.	Deliverable	Delivery date	Time inputs
1	Inception Report and Work Plan	17 February 2025	3 working days
2	Translation and Localization of Existing RBC Training Materials – the consultant is expected to update weekly progress and allowing ILO to provide timely feedback	28 February 2025	5 working days
3	Translation and Localization of Existing RBC Training Materials – the consultant is expected to update weekly progress and allowing ILO to provide timely feedback	7 March 2025	7 working days

4	Review, Localization and Development of Management System Training Module – the consultant is expected to update progress and allowing ILO to provide timely feedback		
5	Training Delivery and Final Report – the consultant will deliver the trainings in close collaboration with ILO officials and project implementing partners.	30 April 2025 (at least one session by 31 March, and other two sessions by mid-April)	5 working days

► Eligibility Criteria

Academic requirements

- Master's degree or higher from an accredited academic institution in a relevant subject area.

Experience

- A minimum of 3 years professional experience in developing and delivering business-related capacity building programme to enterprises in Lao PDR. Such experience in garment and electronics subsectors is an asset.
- Familiarity with management systems and occupational safety and health in manufacturing industries is required
- Experience working with an international or intergovernmental organization is preferred.
- Previous experience to deliver capacity building in responsible business conduct and/or human rights due diligence.
- Familiarity with ILO MNE Declaration, Fundamental Principles and Rights at Work, international labour standards will be a strong asset.
- Previous experience with tripartite constituents, including government, employers' organization and employees' organization is an asset.

Skills

- Demonstrated knowledge of responsible business conduct and human rights due diligence.
- Excellent English and Lao writing and communication skills, including facilitation of discussion.
- Knowledge of garment and electronics manufacturing sectors in Lao PDR.
- Strong commitment, efficiency and flexibility.
- Gender-sensitive, culture-sensitive, and ability to work with colleagues from different cultural backgrounds.

Competencies

Values

i. Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

ii. Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

iii. Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators

iv. Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.

v. Accountability: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.

vi. Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

▶ **Application**

The selection for this assignment will be based on a combined technical and financial evaluation. Interested individuals or consulting firms must submit the following documents/information to demonstrate their qualifications:

- **Curriculum Vitae (CV) or Company Profile** indicating all the relevant qualifications and work experience, including prior experience in similar work.
- **A short cover letter** indicating how your qualifications and experience make you suitable for the assignment.
- **Technical Proposal** (2-3 pages) which includes the approach/methodology to undertake the assignment, particularly on the component to be included in the Management systems component, and comments on the TOR, if any.
- **Financial Proposal** shall specify the professional fee and breakdown for this assignment. The financial proposal needs to be submitted using a standard template herewith (**Annex 1**)

The ILO promotes equal opportunities for women, men and disabled candidates to obtain decent and productive employment in conditions of freedom, equity, security and human dignity.

Interested individuals or consulting firms must submit aforementioned documents to the ILO through email at oudomvilay@ilo.org and pimpisut@ilo.org by **12 February 2025, 5:00 PM (Vientiane Time)**. Late submissions shall not be considered for further evaluation.

Annex 1
Breakdown of Costs

A. Breakdown of Cost:

Description		Unit Cost in USD	Day/Qty.	Cost in USD
A.1	Personnel Costs			
	Professional Fees		20	
A.2	Other Costs			
	*The estimate travel expense	\$ 200.00	1	\$ 200.00
Total budget				

*Note: The external collaborator is responsible for making his/her own local travel arrangements, and accommodation, including the purchase of tickets. The External Collaborator will be reimbursed up to a maximum of **USD 200** for the cost of travel expense and will submit the original invoices/receipts in the final payment.