

TERMS OF REFERENCE

Development of materials on implementing & monitoring UNGP for CSOs, trade unions, lawyers and business

1. Background

Having been working to improve the conditions of workers in global supply chains in Vietnam since many years, the Friedrich-Ebert-Stiftung (FES) together with the Centre for Development and Integration (CDI) jointly developed the BHRTR project to carry on this effort. The project is funded by the European Union and is part of the EU programme “European Instrument for Democracy and Human Rights (EIDHR). It aims to:

- Assist the labour law revision process to be in compliance with international labour standards and ensure access to remedies for victims of cooperate abuses
- Raise awareness and build capacity on EVFTA TSDC mechanisms among the public and civil society and support their engagement in the implementation and monitoring process
- Considering the absent of the United Nation Guiding Principles on Business and Human Rights (UNGP) in public and political discourses in Vietnam the project also aims to promote the UNGP as a tool to ensure compliance with labour and human rights standards in export-oriented industries.

In order to raise awareness of related stakeholders and public on UNGP, several documents were/are being translated into Vietnamese, including:

- the “*UNGP*” (translated and published by UNDP),
- “*Q&A on UNGP*” (translated and published by FES)
- “*UNGP interpretive guide for business*” (being translated by FES, to be done in 2018)
- the *German National Action Plan* (being translated by FES, to be done in 2018)
- a glossary in Vietnamese (will be developed by FES in 2018)
- an animated video on UNGP (will be developed by FES in 2018).

A part from that, a series of training courses on UNGP will be organized in 2019 to build capacity for CSOs, Trade Unions, lawyers and business. Therefore, a set of guidance materials are needed to provide more practical knowledge with specific guidance on implementation and monitoring UNGP for each of these stakeholders. This set comprises of simple brochures and manuals. It will be developed by an individual consultant or a group of consultants with following objectives and requirements.

2. Objectives and main content

General objective: Providing the practical guidance for implementing and monitoring UNGP in Vietnam, ensuring that the guidance applies the UNGP in the context of Vietnam’s socio-economic development

Specific objectives and main content of materials:

(1) Three brochures on UNGP: aim at

- providing basic and simple introduction about UNGP implementation and monitoring, which then can be distributed widely among target groups;

- providing information for more widespread awareness raising on UNGP and advocating for future NAP in Vietnam

Target users: (i) Trade Unions at different levels and (ii) Business and (iii) Lawyers

Format: simple brochures, not more than 10 pages of A5 size (tentative)

Main content:

- Brief introduction of UNGP: background and rationale (why UNGP is important)
- 3 pillars of UNGP
- What is NAP? and why it is necessary?
- How to implement UNGP in Vietnam?
- How to monitor UNGP in Vietnam?
- Role and responsibilities of Trade Union or Business (customized by target users of brochures)

(2) Two handbooks for different target groups:

- *A handbook on UNGP implementation/ HRDD for business*

- *A handbook on monitoring for CSOs*

Both of these two manuals aim at providing in-depth knowledge on UNGP and specific tools for TOT courses for two target groups.

Target users: (i) CSOs and (ii) Business

Main content:

- Introduction of UNGP: background, rationale, 3 pillars, 5 key elements
- UNGP in connection with other standards and business's CSR initiatives
- What is NAP? and why it is necessary?
- How can business implement UNGP/ ensure HRDD in Vietnam?
- How CSOs can monitor UNGP in Vietnam?
- Role and responsibilities of related stakeholders in implementation and monitoring UNGP in Vietnam (customized by target users)
- Good practices and/or cases (where possible)
- Suggested monitoring tools for (i) CSOs and suggested indicators for proper implementation of business

3. Deliverables and final products

Deliverables	Deadline (2018)
Detailed work plan and budget	23 rd Oct 2018
Outline of 3 brochures	25 Oct 2018
Outline of handbooks	5 th Nov 2018
Consultation with target users (CSOs and business) of handbooks	20 th Nov 2018
1st draft of 3 brochures	30 Nov 2018
Comment and review by FES, CDI target users - Editing 3 Brochures	10 Dec 2018
Finalizing, designing and printing 3 brochures	31 Dec 2018
1 draft of 2 handbooks	31 Dec 2018
Comment and review by FES, CDI target users - Editing handbooks	31 Jan 2019
Finalizing, designing and printing 2 handbooks	28 Feb 2019

4. Scope of work

The work will be carried out by an individual or a group of consultants with the following tasks:

1. Designing the detail work plan and budget for consultancy service
2. Reviewing related documents: guidelines, international standards, ILO's conventions, etc.
3. Reviewing the social-economic development and political environment and legal framework of Vietnam which are relevant to the implementation of UNGP
4. Reviewing gaps/difficulties in process of implementing and monitoring UNGP in Vietnam context and suggesting possible solutions to fill the gaps or run into the difficulties.
5. Reviewing good practices and cases in Vietnam (if applicable)
6. Conducting need assessment from stakeholders: CSOs, Trade Union and Business to have inputs for customizing the materials for each of target users
7. Drafting the outline and format of materials
8. Developing practical materials for CSOs, Trade Unions, lawyers and business for capacity building and advocacy activities and ensuring that the materials suits their information needs and increase their willingness to use the UNGP for their own work, especially focus on workplace-related rights.

5. Required qualifications of consultant(s)

- Postgraduate degrees or higher in law, political science, business administration or a related field
- Proven experience in field of labour relations, business and human rights in Vietnam
- Adequate understanding on UNGP and NAP
- Excellent writing and presentation skills in Vietnamese

6. Payment

The consultancy rates are proposed by the consultant(s) within the UN-EU Cost Norms 2017. Costs will be charged to budget line: A 5.1.2.1 - BHRTR

Deadline of application: 23 October 2018

Contact:

Van Anh Bui (Ms), Project Assistant

Add: 16th floor, 169 Nguyen Ngoc Vu, Cau Giay district, Hanoi

Tel: +84 24 3538 0100 | Mob: +84 985 108 655 | Email: anh.buithivan@cdivietnam.org