

## TERMS of REFERENCE

### 1. Background

- Integrate Due diligence into company policies and management systems
- Identify actual or potential adverse impacts on worker rights and environment, and take appropriate action to prevent, mitigate and remedy them;
- Establish grievance mechanisms and provide access to them to all persons along the supply chain;
- Provide transparent and public information on the performance of their due diligence obligations, including an annual report
- Control and monitor the effectiveness of these measures

### 2. Objectives

The shift from voluntary to mandatory due diligence would push companies to explore the risks within their supply chain, cease and mitigate those risks, leading to responsible business conduct policies with improved labour conditions on the work floor. However, we know that risks assessments do not automatically lead to company actions. This is exactly why it is necessary to create a better connection between stakeholder information on the ground and purchasing practices of brands to ensure that due diligence implementation is actually impactful and changes practices on the work floor. Making validated stakeholder information and lessons learned accessible in a structured way, through FW's HRDD facilitation hub, and the Corporate Sustainability Due Diligence Hub (CSDD Hub) developed by CDI, is therefore a central element in our efforts to drive industry action. Also, to make it useful for the suppliers, it can be used by them to monitor progress.

how to make sure the meaningful stakeholder engagement in the due diligence process. For the CSDD hub, it aims to:

- Create awareness of CSDD Directive among suppliers share trusted information and show what role and opportunities the legislation can create for the suppliers.
- Support brands and suppliers in implementing CSDD in production countries, with the initial pilot on the garment and textile industry in Vietnam and FW's member suppliers;
- Have an objective, trusted tool for suppliers to show their progress in the HRDD journey;
- Connect this data as trusted, validated information to the system to drive brands' actions.

### 3. Scope of work

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The CSDD Hub Project consists of two phases.

Phase 1 (Sep 2024 - July 2025): is the Learning component Development phase: In this initial phase, CDI will develop a comprehensive online platform focused on building fundamental CSDD/HRDD knowledge and capacity. The platform will provide general explanations of CSDD context and concepts, along with learning modules tailored for Vietnamese suppliers. This phase includes developing user stories, designing the platform structure, creating content outlines, adapting existing materials, and developing new content specific to suppliers' needs. All content will be translated into Vietnamese and thoroughly tested before the platform launch.

Phase 2 (July- December 2025): The second phase focuses on developing advanced features and assessment tools. This includes creating a CSDD Suppliers Self-Assessment. system and CSDD index, along with guiding questions that help suppliers understand their position in the CSDD process. The platform will be enhanced with risk assessment tools and practical guidance to support suppliers in their interactions with garment brands. This phase will culminate in a complete platform that enables suppliers to assess, track, and demonstrate their CSDD implementation progress.

Following developing the CSDD self - assessment, a pilot implementation period will run with suppliers to test and refine the platform's functionality with actual users.

CDI would like to recruit a consultant / consultancy team to build the structure of the platform to meet the project's description and requirements.

#### **4. The duties of the consultant**

- Develop the structure framework of platform
- Develop the list of learning module will be presented and train on the platform
- Develop the training module materials on grievance mechanism and social dialogue
- Test the relevant learning modules with suppliers

#### **5. Timeline and payment progress**

<b>Time frame</b>	<b>Assignment &amp; Outputs</b>	<b>Payment progress</b>	<b>Note</b>
Sep – Dec, 2024	<ul style="list-style-type: none"> <li>• Draft 1 of Structure Framework</li> <li>• Draft 1 of Learning module list</li> </ul>	Dec 2024: First payment, 50% of contract value	
Jan – June 2025	<ul style="list-style-type: none"> <li>• Developing. training module materials on grievance mechanism and social dialogue</li> </ul>	July 2025, 30% of contract value	

July – December 2025	Testing the relevant training module with suppliers	Dec 2025, 20% of resting contract value.	
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## 6. Requirements for the Consultant

- Must have expertise, knowledge, and at least 15 years of experience in conducting training and assessments related to the International Labor Organization (ILO) labor standards and Vietnamese labor law, working conditions, and workers' rights, especially for workers in the electronics, garment, and related sectors.
- Must have at least 5 years of experience in risk assessment in enterprises.
- Must have knowledge and experience in Human Rights Due Diligence (HRDD)
- Must comply with information security requirements.
- Must be open and actively listen, willing to share and provide constructive feedback.
- Must ensure compliance with information security requirements for data provided by CDI.
- Must be able to work independently and in a team.
- Must have a high sense of responsibility and provide timely support.
- Must have experience working with non-governmental organizations in Vietnam.

## 7. Budget

Proposed by consultant