

TERMS OF REFERENCE (TOR)

Recruitment of Consultant(s) for Primary Data Collection

Human Rights Deep Dive Assessment of Unilever's Vietnam Supply Chain (4 Factories, 3 Warehouses, Suppliers and Retailers)

Assignment Title	Consultant(s) for Primary Data Collection — Human Rights Deep Dive Assessment of Unilever's Vietnam Supply Chain
Client / Contracting Organisation	Centre for Development and Integration (CDI), for Unilever's contract
Location(s)	Unilever's Suppliers (incl. 4 manufacturing sites (factories), 3 warehouses/distribution centres, plus selected upstream suppliers and downstream retailers)
Type of Contract	Individual consultant or consulting team / firm (short-term, output-based)
Duration	Approx. 6–8 weeks (fieldwork + reporting), exact dates to be agreed
Reporting To	CDI Project Lead / HRDD Programme Manager

1. Background

The Centre for Development and Integration (CDI) has been engaged by Unilever to conduct a Human Rights Deep Dive Assessment of Unilever's supply chain in Vietnam. The assessment aims to provide a comprehensive understanding of human rights risks related to internal migration within the supply chain, including risks affecting the most marginalised workers and communities.

The assessment covers socio-economic, infrastructural, and historical-cultural dynamics, as well as gender vulnerability, across 8 manufacturing sites and associated suppliers, warehouses and retail touchpoints. The overall methodology combines desk research, comprehensive field assessment, and extensive stakeholder engagement, including rightsholders, workers, trade unions, NGOs and other relevant actors.

As part of this assessment, CDI is recruiting one or more qualified consultant(s) to lead and/or support the Primary Data Collection component of the fieldwork, covering 4 main factories and 3 warehouses, as well as selected suppliers and retailers in the supply chain.

2. Purpose of the Assignment

The consultant(s) will be responsible for planning and conducting primary data collection at the identified sites, using a mixed-methods approach (quantitative surveys, qualitative interviews, focus group discussions, direct observation and document/grievance-mechanism review), and for delivering clean, well-documented datasets and field findings to inform the overall Human Rights Deep Dive Assessment report.

3. Scope of Work

The Primary Data Collection component covers the following sites and stakeholder groups:

- 4 main manufacturing factories
- 3 warehouses / distribution centres
- Selected upstream suppliers in the supply chain
- Selected downstream retailers / points of sale

The consultant(s) will apply the following data collection methods, consistent with the overall assessment's research design:

- Quantitative management surveys
- Document review of relevant site-level policies, procedures and audit reports, to triangulate and contextualise field findings
- Design and facilitate and analysis the self - assessment for Suppliers.
- Preliminary analysis of data

4. Specific Tasks

1. Participate in an inception briefing with CDI to review the assessment methodology, data collection tools, sampling approach, and site access arrangements.
2. Review and provide input on survey questionnaires
3. Coordinate with CDI and site-level focal points to schedule and gain access for fieldwork at each of the 4 factories, 3 warehouses, and selected suppliers/retailers.
4. Conduct quantitative surveys with workers and management at each site, ensuring appropriate sampling and informed consent procedures.
5. Carry out direct observation of working and living conditions at each site, with a specific focus on OHS conditions, and document findings systematically (notes, checklists, photographs where permitted).
6. Review site-level grievance mechanisms and related documentation, and interview relevant workers/union representatives on their functioning and accessibility.
7. Ensure all data collection is conducted in line with ethical research standards, including informed consent, confidentiality, do-no-harm principles, and special sensitivity to migrant and otherwise vulnerable workers.
8. Clean, organise, and securely transmit all collected data (quantitative datasets, interview/FGD notes and transcripts, observation records) to CDI in the agreed format.
9. Prepare a concise field findings summary per site (or per cluster of sites), highlighting key risks, red flags, and notable good practices.
10. Participate in a debrief session with CDI following fieldwork completion to discuss findings, data quality, and any access or methodological issues encountered.

5. Deliverables

The consultant(s) shall deliver the following, in English (and Vietnamese where specified):

- Completed and validated quantitative survey datasets (raw and cleaned) for all sites
- Interview and FGD notes/transcripts (anonymised as appropriate) for all sites
- Site-level (or clustered) field findings summaries

The assignment is expected to run over approximately 6–8 weeks, structured indicatively as follows (exact dates to be confirmed with CDI):

- Week 1: Inception, tools review, and fieldwork scheduling
- Weeks 2–6: Fieldwork across the 4 factories, 3 warehouses, and selected suppliers/retailers
- Weeks 7–8: Data cleaning, validation, field findings summaries, and final data package submission

7. Required Qualifications and Experience

- Advanced degree in social sciences
- Demonstrated experience conducting primary data collection on OHS or supply chain/social compliance assessments, ideally in the manufacturing or FMCG sector
- Strong skills in quantitative survey administration and qualitative interviewing/facilitation (interviews and FGDs)
- Fluent Vietnamese required; working proficiency in English required for reporting and coordination with CDI
- Availability to travel to factory, warehouse, supplier and retailer sites across the assignment period
- Prior experience with corporate clients