

## TERMS OF REFERENCE

### FOR INDIVIDUAL CONTRACT

**POST TITLE:** International Consultant to develop Training Handbook on Business and Human Rights (International Consultant)

**AGENCY/PROJECT NAME:** Business and Human Rights Unit, UNDP BRH

**COUNTRY OF ASSIGNMENT:** Remote/Home-based

#### 1) PROJECT DESCRIPTION

The UNDP Asia-Pacific, Bangkok Regional Hub, Business and Human Rights unit (B+HR Asia), drives progress on business and human rights (BHR) through technical advisory, awareness-raising, and capacity building support to governments, businesses, civil society organizations (CSOs), and independent national human rights institutions (NHRIs). Partnering with an array of champions including media professionals, technical experts, and human rights defenders, B+HR Asia works to ensure the effective implementation of the United Nations Guiding Principles on Business and Human Rights (UNGPs). The UNGPs set out that States have a duty to protect human rights, businesses have a responsibility to respect human rights, and that victims of business-related human rights abuse should have access to effective remedy.

It is generally accepted that globalisation has enabled multinational corporations (MNCs) to expand in size and power significantly. Indeed, of the 100 largest “economies” in the world, well over two-thirds are now business enterprises. While the economic activity resulting from trade liberalisation and the emergence of global supply chains has contributed to development across the world, globalisation has also created races to the bottom in respect of human rights and environmental safeguards. Due to their economic power, MNCs can influence policies and regulatory frameworks, and political affairs more generally. At the same time, human rights holders often face significant obstacles to hold business actors accountable for their human rights abuses. As a result, business-related human rights abuses exacerbate the already increasing social and economic inequalities that can be observed today.

The media is often referred to as the fourth pillar of democracy. Indeed, the media is essential in promoting good governance, highlighting social injustices, and holding powerful actors such as States and large business enterprises accountable. In relation to adverse impacts of businesses on societies, many examples come to mind where the media has brought the actions of businesses to scrutiny. For example, in the 1980s, Indian Express warned about unsafe operating conditions of a pesticide plant in Bhopal, which eventually exposed over 500,000 people to a highly toxic gas leak. In the 1990s, Businessweek highlighted the involvement of ExxonMobil in human rights abuses committed by Indonesian security forces in the province of Aceh, and Asia Inc collected photographic evidence of forced labour in Myanmar. And in the 2000s, The Observer brought a story on how GAP’s social compliance systems were circumvented through subcontractors, which kept child labour in sweatshops undetected. It goes without saying that many more examples can be identified.

Today our world is more connected than ever, for a great part thanks to the internet. Breaking stories are no longer confined to traditional forms of media due to social media platforms and citizen journalists. Considering

the important function that the media fulfils in societies across the world, combined with the importance of corporate accountability, **B+HR Asia intends to hire an International Consultant (IC) to develop a handbook on tools and techniques to increase media reportage on BHR.** The idea is that no actor more than the media can produce pressure points to hold governments and businesses accountable by investigating cases or corporate human rights abuses and create awareness among consumers. Therefore, training journalists on investigative and social affairs reporting is of crucial importance to promoting BHR.

Ultimately, this project aims at:

1. Identifying past cases where the media has highlighted adverse human rights impacts of businesses;
2. Collecting good/best practices on BHR reporting by the media, and identifying gaps in current reporting practices or strategies;
3. Identify risk mitigation strategies for journalists who report on BHR issues;
4. Creating a handbook that can be used to train journalists on investigative and social affairs reporting on BHR issues; and
5. Launching a pilot training to journalists.

## 2) SCOPE OF WORK

The consultant will work under the guidance and supervision of the Business and Human Rights Specialist and in collaboration and with support from project team members. Specific results to be achieved by the IC are listed below.

- 1. Develop a flatplan to include all relevant content. This result is comprised of the following main tasks:**
  - Carry out initial editorial work, identify gaps in current gaps in reporting practices or strategies on BHR, and discuss the approach to be taken by UNDP
  - Develop the flatplan, to be signed off by UNDP
- 2. Develop the handbook design. This result is comprised of the following main tasks:**
  - Provide three design options for the handbook, with the favoured option to be signed off by UNDP
  - Finalize design brief by incorporating feedback from UNDP
- 3. Conduct interviews and collect good/best practices. This result is comprised of the following main tasks:**
  - Identify past cases where the media has highlighted adverse human rights impacts of businesses;
  - Seek and conduct interviews the media agencies and/or journalists who broke the stories regarding adverse human rights impacts of businesses;

- Collate best practices and identify risk mitigation strategies for journalists while reporting on BHR issues
4. **Develop and illustrate case studies using narrative, images and infographics to demonstrate the cases to be identified as part of result 3 (see above)**
  5. **Create a draft copy for review by UNDP**
  6. **Finalize the handbook (print-ready file)**
  7. **Deliver pilot training to 15-20 journalists in one of B+HR Asia's project countries (Bangladesh, India, Malaysia, Sri Lanka, Thailand, Vietnam)**

### 3) EXPECTED OUTPUTS AND DELIVERABLES

<i><b>Deliverables</b></i>	<i><b>Estimated Duration to Complete</b></i>	<i><b>Target Due Dates</b></i>	<i><b>Review and Approvals Required</b></i>
1) Flatplan and handbook design <ul style="list-style-type: none"> <li>Initial editorial work and discussion with UNDP, develop detailed outline of all contents and Research and develop flatplan</li> <li>Develop three design options for UNDP team and finalise with approvals from UNDP team.</li> </ul>	20 days	30 August 2020	Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.
2) Finalized handbook <ul style="list-style-type: none"> <li>Identify sources in more detail and carry out interviews and research to develop the training handbook and submit first draft of the handbook.</li> <li>Integrate inputs from UNDP to the handbook and submit limited print run of review; out to</li> </ul>	42 days	1 November 2020	



target audience for review; secondary subedit as required and Develop print ready proofs for all pages and cover art			
3) Pilot training to 15-20 journalists in one of B+HR Asia's project countries with a report at the end. <ul style="list-style-type: none"> <li>• Support UNDP in organising a training to test the handbook.</li> </ul>	18 day	20 December 2020	
Total	80		

Final report in a layout and format ready to be published (printing costs are not expected to be borne in this consultant contract).

The consultant will use his/her own equipment and software.

### Intellectual Property

All information and production of report to the assignments as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. The products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

## 4) INSTITUTIONAL ARRANGEMENTS

The consultant will work under the overall guidance of the Business and Human Rights Specialist, Business and Human Rights unit, Governance and Peacebuilding Team, UNDP Bangkok Regional Hub.

Fortnightly reporting will be required, and each deliverable shall be presented to the Business and Human Rights Specialist for review and approval.

The project will not be required to provide any facilities or other support, though the Business and Human Rights Specialist or other team members may provide guidance.

## 5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

### Duration

The assignment is estimated to commence on 27 July 2020. The assignment will need to be completed 20 December 2020 at the latest. **Up to maximum of 80 working days.**

### **Duty Station**

The consultancy will be home-based and shall set-up a schedule to engage with the project team through video conference or other remote communication tools.

## **6) DEGREE OF EXPERTISE AND QUALIFICATIONS**

### **Required Skills and Experience**

The consultant should possess the following expertise and qualifications:

#### **Education**

- University degree (Bachelor's or equivalent) in communication studies, media studies, or related discipline(s).

#### **Working experience**

- 10+ years of total experience; with 8+ years of experience of working on international media training projects, with significant experience in developing material and delivering specialist training for journalists in sensitive subjects, including relevant topics;
- Experience in flatplanning and extensive experience in working with print, broadcast, and news media/media development and modern news cycle;
- A track record of writing and producing media handbooks, preferably at all stages, from developing a detailed brief through printing and produce follow-up training material;
- Experience of working with international development and media agencies. Experience with UN is an advantage.

#### **Skills and knowledge**

- Excellent writing skills in English, including the ability to convey complex concepts and recommendations, in a clear style tailored to match the audience;
- Effective visual presentation skills for the training materials with journalistic techniques explained in tandem with topic of handbook on development issues.

#### **Language**

- Proficiency in written English

## **7) REQUIRED DOCUMENTS**

### **Required documents**

Interested candidates must submit the following documents/information to demonstrate their qualifications.

- a) Curriculum Vitae;
- b) Two examples of previous publications, including at least one training handbook
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- d) Financial Proposal that indicates the all-inclusive fixed total contract price as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- f) the above documents (a, b, c and d should be one file in .pdf file format) must be uploaded as one document per instructions in the job site application process.

**Incomplete proposals may not be considered. The short-listed candidates may be contacted and the successful candidate will be notified**

## **8) CRITERIA FOR SELECTION OF THE BEST OFFER**

### **Evaluation Method and Criteria**

Only candidates which are responsive and compliant will be evaluated, Individual consultants will be evaluated based on the following methodology;

#### **Combined Scoring method:**

The award of the contract shall be made to the candidate whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted **technical criteria (70%) and financial criteria (30%)**.

- The technical criteria consist of qualification review (education, experience, skills and knowledge and language) [max. 100 points]
- **Financial score** shall be computed as a ratio of the proposal being evaluated as the lowest priced qualified proposal received by UNDP for the assignment will be based on a maximum 30 points.

#### **Technical Criteria for Evaluation (Maximum 100 points)**

- Criteria 1: Education – Max 15 points;
- Criteria 2: Working experience – Max 55 points
- Criteria 3: Skills and knowledge – Max 25 points
- Criteria 4: Language – Max 5 points

Only candidates obtaining a minimum of 70 points for technical criteria (would be considered for the Financial Evaluation).

For those passing technical and interview evaluation above, offers will be evaluated per the Combined Scoring method:

- a) Technical evaluation (70%)
- b) Financial evaluation (30%)

The application receiving the Highest Combined Score will be awarded the contract.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE

PARTIAL

INTERMITTENT

FULL TIME

## 10) PAYMENT TERMS

Candidates shall quote an **“all-inclusive daily fee”** for the completion of each deliverable. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the lump-sum submitted in the proposal. Payments shall be done upon verification of completion of deliverables and approval by the consultant’s supervisor.

The lump-sum price is fixed regardless of changes in the cost components.

- First Tranche – 40% upon submission and approval of Deliverable 1 (“Flatplan and handbook design”)
- Second Tranche – 40% upon submission and approval of Deliverable 2 (“Finalized handbook”)
- Third Tranche – 20% upon submission and approval of Deliverable 3 (“Pilot training to 15-20 journalists in one of the B+HR Asia’s project countries”)

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon between the respective business unit and the Individual Consultant prior to travel and will be reimbursed.



*Empowered lives.  
Resilient nations.*

**This TOR is approved by:**

**Signature**

A handwritten signature in blue ink, appearing to read 'Livio Sarandrea', is written over a yellow rectangular highlight.

**Mr Livio Sarandrea**  
**Business and Human Rights Advisor**

**Date of Signing**      **13 July 2020**