

TOR for Producing Toolkit on Decent Work

1. Background

ActionAid Ethiopia is a Gender Justice, Good Governance and Poverty Eradication organization working to achieve gender equality and poverty eradication. In Ethiopia, AAE works to challenge various forms of power and build capacities to create people agencies of critical mass of communities especially women and girls living in poverty and exclusion to fulfil their rights, ensure redistribution of resources and build their resilience. We priorities to work with women and girls and their organizations, networks civil society organizations, national and local government, and other allies to overcome gender injustice and structural causes of poverty, we engage in national level policy works to influence the agendas of women and girls to tackle gender injustice.

AAE has developed a three-year project lasting from Jan 2021- Dec 2023 in combatting child labor, human trafficking, and exploitation. Promoting decent work is one key area of the project as attention to respect and protection for the right to decent work are some of the growing concerns of the labor force in different sectors. **Decent work** is employment that "respects the fundamental rights of the human person as well as the right of workers in terms of conditions of work safety and remuneration. ... respect for the physical and mental integrity of the worker in the exercise of their his/her employment.

Despite the pledge made by the Ethiopian government to realize SDG (Sustainable Development Goals), one of which is Decent work and economic growth, it seems that many businesses are not aware of this right. Even worse, there are businesses that do not know the basic legal requirements stipulated by the national labor law. Research conducted by AAE focusing on agri-business, large-scale industries, and service sectors revealed that business owners believe that the creation of opportunities is enough, and consider the right to decent work and human rights of the labor force as a luxury.

Though we are left with few years for the realization of SDGs, as a state, it seems that our government is far behind the achievement it wants to realize in making goal 8 of the SDG (Decent work and Economic Growth) a reality. Some of the reasons for such failure could be knowledge and information gap and limited circulation of copies of legal instruments in the capital city and some regional cities only. The gap grows wider as one moves to the lower structure of government bodies to the kebele level.

However, currently, this trend has faced serious challenges due to the emerging issues of human rights in businesses. Taking all this and other factors that aggravate modern slavery into consideration and violation of the right to decent work, AAE has designed the 3 years project. The overall goal of the project is to decrease the scale and prevalence of ECLAHT, especially human trafficking and child labor, in Ethiopia. The project has three outcome areas,

1. Governments have implemented measures to prevent, identify and address ECLAHT, and to protect and monitor vulnerable groups and victims of ECLAHT).

2. Businesses have implemented anti-ECLAHT measures to prevent, identify and tackle the use of human trafficking and forced labor, including the worst forms of child labor, in their own operations and supply chains.
3. Vulnerable individuals and groups are more capable of resisting recruitment to ECLAHT.

One of the activities AAE plans to implement to meet the above outcomes is developing a tool kit containing basic elements of decent work and brief information on supporting legal instruments related to it.

This ToR, therefore is designed to guide and inform the decent work toolkit development and look for a qualified and interested consultant firm.

2. General Objective

To facilitate general access to information on decent work for businesses, some government actors, employees, and labor unions.

Specific Objectives

- Enable business leaders to be aware of their obligation to respect their employees' right to decent work.
- Inform employees of their right to decent work and claim their rights while discharging their duties.
- Provide consumable information to labor union leaders to support their claims for the legal protection of their members.
- Provide CSOs and government actors with information on decent work to enhance their awareness and level of commitment toward realizing it.

3. Scope of the Assignment

The consultant is expected to develop tool kit that can give graspable information on:

- Components of decent work
- Relevant provisions of legal instruments that support decent work in work environments of all sectors.
- Obligations of employers to ensure respect for the right to decent work, consequences of failing to comply with labor laws that uphold decent work, and the benefits of respecting the rights of the labor force.
- Produce the toolkit in English and Amharic versions, in hard and soft copies.

4. Expected Outputs of the Task

- Inception report including proposed outlines (contents) of the toolkit.
- Draft tool kits with the necessary components mentioned under # 1 included.
- Comments of staff members and partners with the required expertise included and the final version of the tool kit submitted in soft copy.
- Present the toolkit on a launching and sensitization workshop to be organized by AAE.

5. Methodology/Approach:

- The consultant is expected to review legal instruments (global, regional and national), and findings of knowledge products (research, baseline survey, and other materials) produced by AAE and its partners.
- Draft the tool kit in a manner that can be easily understood by non-lawyers and develop handy reading material for reference on decent work.

6. Indicative Timetable:

The Task must be accomplished with in 20 consecutive days as per the below timeline:

S. N	Task	Duration	Responsibility
1	Submit inception report. (Including Reviewing of legal instruments and other knowledge products)	5 days	Consultant
2	Develop a draft tool kit and submit first draft	14 days	Consultant
3	Forward comments	3 days	Pertinent staff and partners
4	Incorporate comments and submit a final draft of the tool kit	2 day	Consultant
5.	Presentation and Sensitization	1 day	Consultant
	Total days	20	

7. Qualifications and Experience Required

- **Specific knowledge:** Rich knowledge and information on issues of decent work, exploitation, child labor, abuse, and human trafficking and experience in issues related to labor rights.
- **Education level and type:** LLB/LLM, BA/MA Human Rights, Gender, and Development Studies, and field of study in Journalism, Communication, Language Studies, and Related Fields is a plus/advantageous along with experience in preparing materials for publication, particularly significant exposure in the CSO sector.
- **Legal requirements:** Renewed professional license, accreditations, and VAT certifications.
- **Personal qualities and attributes:** Proven writing skills to communicate broad concepts in simple language, ability to present bulk information in a condensed manner, the proven capacity of message crafting for effective communication and advocacy works, and related qualities.
- **Languages:** Proficiency in spoken and written Amharic and English

8. Evaluation of Applications:

Applications received from applicants will be evaluated as per the next parameters.

Evaluation Parameters	Score out of 100
Technical Aspects	
Qualifications, experience, and writing skills/personal qualities and attributes.	30%
Understanding of the TOR	25%
Experience in areas of preparation of materials for publication	15%
Total score for technical aspects	70%
Financial Aspect:	
Reasonableness of financial offer considering the required professional service and payment scale of AAE	30%
Total score for technical and financial aspects	100%

9. Submission of Application:

The consultant should demonstrate the following requirements in their application to be considered.

- The consultant must provide CV and application letter together with a complete set of technical and financial documents “Original” and “Copy” in a separately sealed envelope with one copy for each.
- The winner is required to comply ActionAid’s SHEA and Safeguarding Policies which will be delivered to them together with the contract agreement and must be filled and returned to AAE. If the winner fails to do this, the award will be cancelled automatically.
- The date for submission of tender document is on **June 16, 2023, on or before 2:00 PM** (bid closing time). The full TOR can be accessed from our Facebook page <https://www.facebook.com/actionaidethiopia>
- Consultant can obtain additional information through our Office telephone 0932025053.
- Only short-listed applicants will be contacted.
- ActionAid Ethiopia reserves the right to cancel all or any part of the bid.

Address: Addis Ababa, Lemi kura Sub-city Woreda 11, House No.3044, behind CMC/Altad Street St. Michael Church (Opposite to Gast Cinema)

For more information, please contact us at: Admin.ethiopia@actionaid.com or please call at 0932025053.

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