

**Towards Fair and Sustainable Global Supply Chains: Promoting Decent Work for Invisible
Workers in South Asia**

ILO Country Office for Nepal

Terms of Reference

Requirement:	National Consultant
Assignment:	<p>The assignment includes:</p> <p>A. Development of two training manuals</p> <p>a) A basic financial literacy training manual for home based workers and other informal workers and</p> <p>b) A basic business literacy training manual for micro, small and homebased economic units</p> <p>B. Conducting 3 days Trainers of Training (ToT) as under:</p> <p>a) Financial Literacy for Trade Union leaders organizing homebased and informal workers and</p> <p>b) Business literacy for members of Employers' Associations</p>
Place of Assignment	Nepal
Working days:	35
Start date:	25 September 2020
End date:	20 November 2020

Background

There are many global and multi-lateral initiatives to promote labour law compliance and sustainable and ethical practices in global supply chains, which has also improved business operations. However, these improvements have mostly been focussed on the formal sector. Decent work deficits become more prominent among informal workers in the lower tiers of supply chains. They remain invisible and lack legal and social protection, which are the key instruments to achieve a decent work environment. There are lots of challenges facing by informal homebased enterprises i.e. lack of access to resources, business development services, direct linkages with suppliers, lack of access to government services to grow competitive, and socially responsible informal enterprises at the lower tiers of supply chains. These challenges should addresses so invisible workers may able to realize decent work conditions.

ILO/Japan “Towards fair and sustainable global supply chains: Promoting decent work for invisible workers in South Asia” project aims to contribute to the development of ethical and sustainable global supply chains. Within these informal economic units workers have been experienced decent work deficits i.e. lower than minimum wages, occupational risks, and hazards, lack of

social security coverage, precarious employment, barriers to freedom of association, and concurrent lack of voice with regards to collective bargaining. The causal factors of these effects are informal working arrangement, piece-rate production, home-based work, and non-standard forms of employment. The project contributes to the ILO's agenda of "Decent Work for All", as well as to the Sustainable Development Goals that have the principle of "Leaving No One Behind" - particularly Goal 5 on Gender Equality and Goal 8 on Decent Work and Economic Growth.

ILO standards on Home Based Workers and Context of Nepal

ILO Home Work Convention, 1996 (No. 177) defines home work as work performed by a worker in his or her home or other premises of his or her choice, other than the workplace of the employer for remuneration, which results in a product or service specified by the employer, irrespective of who provides the equipment, material, or other inputs used. Homeworkers are also commonly called as subcontracted home-based workers and primarily women dominated.

Although home-based works provide livelihood opportunities to 916 thousand people in Nepal (NLFS 2018), adequate attention has not provided to improve their living and working conditions. The Home Work Convention (C177) is yet to be ratified by Nepal. The realization of poverty alleviation, gender equality, and decent work in Nepal will not be possible without addressing decent work deficits faced by home-based workers. Recent changes in Labour Law and a new Contributory Social Security Fund has been expected to contribute transition towards formality by extending rights and social security to all workers. One of the problems is in the identification of workers and reaching out to them to organize and collectivize them so that they can articulate for their rights as workers. On the other hand, the employers i.e. owners of such small and home based economic units have also faced problems of identifying and developing services that would meet the demand of the competitive market. They have to constantly raise the knowledge and skills of what they produce and offer. The survival of their enterprises is based on their competitiveness.

These challenges related to workers had identified by trade unions of Nepal, who are responsible for collectivizing and bargaining for workers' rights. They too face a challenge in organizing and capacity development of these workers, as these workers remain hidden in the confines of their own homes and are invisible workers. Many of them also do not see themselves as workers and work as an unpaid family member or as a helper, including children. Besides, employers' associations, as a partner of SGSC, had identified the issue of lack of knowledge and skills to meet the demand of the market from their micro, small, and homebased economic units.

One of the key challenges that has been identified by the project over its course of implementation, is that both the workers in lower tiers of the supply chains as well as the micro informal (or even formal) homebased enterprises face a significant challenge in the context of understanding and managing finances.

SGSC Project's is working with employers' associations and trade unions to promote ethical practices at the employer level and enabling decent work and living conditions for home based and informal workers in lower tiers of the supply chains.

A. Basic Financial Literacy Training: From the perspective of the HBWs and informal workers

One of the learnings from the project work, by the three central trade unions partners (NTUC, GFONT and ANTUF) while they conducted trainings on for workers in calculating wages and maintaining wage records, workers it has observed that there is a need for a broader training on financial literacy to enable the workers to understand basic finances and financial tools, and simple financial management strategies. For this, the project is proposing a simple training manual that helps to not only address the above topics, but also provides insights into saving and managing assets in safe and reliable manner, more prudent spending and responsible and informed borrowing, including channels available for use by home based workers.

The financial literacy manual has targeted to illiterate women as well as poor workers working in lower tiers of the supply chain, which includes both basic financial literacy practices along with techniques on saving and credit management.

This will also help them to deals with the problem of indebtedness, which is one the main reasons for continuous cycle of poverty and acceptance of precarious work to pay the debts.

B. Basic Business Literacy Training: From the perspective of the enterprise owners and those desirous of starting their own micro enterprise

For micro enterprise owners/employers, sub-contractors, own-account workers, and those who wish to start a micro enterprise, there is a need to develop capacities to manage finances, keep records of raw material and fixed and perishable resource costs, saving, investments, and keeping accounts of their incomes and expenditures and calculation of profits. This also includes understanding different forms of savings and lending and use of banking channels.

These needs have been identified based on the experiences of the Federation of Women (FWEAN) and Federation of Handicraft Association of Nepal (FHAN), as well as the feedback of the unions and stakeholders to build capacities on business literacy for small and micro homebased economic units etc. Based on the feedback and requests received from the unions and membership based organizations as well the employers and small enterprise owners, the project aims to develop manuals on basic financial literacy and business literacy for workers and enterprise owners, including contractors and small agents managing job works.

The project recognizes that the above tools can also help organizing and unionizing of union members as well as build their capacities to understand financial issues in an indepth manner to not only manage their financials, but also to calculate their wages,

maintain records, do judicious planning and save and invest money in safer and reliable options. The business literacy manual can help micro, small, and homebased enterprises to increase their small profit margin through their improving business skills and help building competitive enterprises.

The business literacy training will be useful for own-account workers, who want to scale up and set up a micro homebased enterprise and existing enterprises and sub-contractors to manage their business financials.

About this assignment:

ILO Nepal country office is looking for applications from individual work with ILO SGSC project team to research and develop financial literacy training manual and business literacy training manual in both English and Nepali Language. These manuals will have participatory learning methods and some practical examples with pictorial glimpses.

Target Beneficiaries:

Direct Use

- a. **Financial Literacy – Trade Union Leaders** – who will use these manual for building capacities of home based and informal workers. The union leaders/facilitators will use these manuals during union meetings to build capacities of the home based workers and informal workers on financial literacy. The sessions will be conducted over 4-5 meetings. The homebased workers may have provide knowledge on each session. The Training of Trainers (ToT) will be designed to equip facilitators of unions with skills in financial literacy learning methodology.
- b. **Business Literacy – Micro and Small Enterprise organizations as well as trade union/membership based organizations** – who will use these manual for building capacities of own-account workers, who want to scale up and set up a micro homebased enterprise and existing enterprises and sub-contractors to manage their business financials. The Training of Trainers (ToT) will equip employer's associations with skills in business literacy learning methodology.

Most of the actual users of the knowledge are illiterate or low educated workers and employers and the training content should be accordingly prepared.

Scope of Work

Given the above context, the Sustainable Global Supply Chains project aims to hire a national consultant to undertake the following:

- A. Development of two training manuals
 - a) A basic financial literacy training manual for home based workers and other informal workers and
 - b) A basic business literacy training manual for micro, small and homebased economic units
- B. Conducting 3 days Trainers of Training (ToT) as under:

- a) Financial Literacy for Trade Union leaders organizing homebased and informal workers and
- b) Business literacy for members of Employers' Associations

The two training manual will include:

- Basic training content to be prepared in discussion with ILO project team. The curriculum will be designed after studying the existing material available, conducting needs assessment by conducting interviews with stakeholders who are to be trained and the facilitators who will be conducting the training.
- Each manual will include 15-18 hours of training content, organized into approximately 3 hours training packages.
- The manuals will also include handouts, exercises, group-work and other training tools/aids and methodology for delivering training.
- The training methodology should incorporate participatory learning methods and adult pedagogic learning methods.
- Both training manuals will be developed in English first. They will be finalized and translated to Nepali.

For the Training of Trainers sessions:

- Prepare and deliver Training of Trainers, spread over 3 days for each training, including course outline and contents, training slides, group work, exercises/handouts etc. based on the training manual content.
- Training content will also be prepared in dual languages – English and Nepali

Outputs and key deliverables

The consultant shall perform the following tasks and responsibilities

- Conduct a desk review and existing financial literacy and business literacy materials. The consultant will share the list of resources referred and studied.
- The desk review will be supplemented by interviews with the stakeholders about their expectations on the contents of such training manuals i.e. both trade unions and employers' organizations.
- Develop the training content, as described above (include both written resources, pictorial resources, and other learning tools/aids) – this will be 15hours of trainings content, teaching aid/support materials, interactive learning materials, and other relevant materials to increase personal financial literacy among homebased women workers.
 - The contents should be a personal financial goal, saving plan and spending decision, borrowing money and pros and cons of equity and debt, budgeting, financial services, and products including insurance, digital and mobile money services, money transfer, a path to earning money, and skill and work choices for youth and women etc., which are relevant in the personal financial management of individual workers. This manual also covers the service

- providers like cooperative and financial institutions and access to their services.
- The business literacy training manual includes resource materials for 15 hours sessions with interactive learning materials on the importance of business, entrepreneurship, business games model, saving and credits, access to loans and its utilization, business planning, avoiding failure in business, the business community, loans, keeping records, business innovation, sustaining business, communication and coordination, next business step and session on gender and child protection and disability inclusion environment in businesses.
 - Trainers of Training (ToT) modules for facilitators of business literacy sessions and financial literacy sessions will be developed and delivered 3 days long ToT sessions SGSC project partners.
 - Final deliverables will include:
 - Report on methodology for development of manual, including the list of resources referred, and report of needs assessment conducted with key stakeholders
 - 2 training manuals on financial literacy and business literacy – in English and Nepali
 - 2 training modules and teaching/learning materials for ToT – in English and Nepali
 - 2 ToT reports

Timeline & Payment:

35 (Thirty Five) working days are outlined below work plan for the assignment.

40 percent of total budget will be paid upon submission of first draft of the both manuals in English version to ILO for the feedback

Remaining 60 percent of total budget will be paid upon submission of all deliverables to the satisfaction of ILO.

Work plan:

Deliverables	Working days	Payment
<ul style="list-style-type: none"> - Briefing meeting with ILO, review - Desk research of existing financial literacy materials as well as Business Literacy materials - Conduct Needs Assessment with key stakeholders 	5 working days	

Write-up sessions covering all contents list with available materials	9 working days	
Prepare draft training manuals in English version submit to ILO for feedback	3 working days	40 percent payment
Final training manuals on financial literacy and business literacy incorporating feedback from ILO and Nepali version of both training manuals	8 working days	
Develop and Deliver ToT training modules for facilitator and deliver 3 days long ToT sessions on each training manuals.	8 working days (3 days for each training)	
Preparation of the training reports	2 days	60 percent payment after completion of all deliverables

Qualifications & Experience Requirements

A national consultant with the following qualifications is required:

- Masters' degree in business management, finance, education and economics or related field or a combination of bachelor degree and minimum 5 years of relevant experience.
- Knowledge of informal economy, home based workers and/or labour in global supply chains in the context of Nepal preferable.
- Basic understanding of ILO Conventions related to fundamental/core conventions, conventions, and recommendations related to informality and home workers.
- Experience and record of accomplishment of such training manual development as well as curriculum development on financial and business development literacy sessions especially focussed to people who are working in small homebased business sectors.
- Experience on delivering ToT sessions on financial and business literacy modules.

Budget and Timeline for submission of technical and financial proposal

Consultant should provide a reasonable budget, which includes all anticipated daily rate for a consultant involved in this project. ILO holds the right to negotiate the proposed fee rate.

The submitted proposal will be assessed against the following criteria:

- 30% -Application (understanding the context and methodology)
- 40%- Experience of the Consultant in similar work

- 30% - Proposed Consultancy fee rate per day

ILO will cover the publication costs of this training manual and all materials created under this ToR will remain the property of ILO.

Interested parties who meet minimum standards are encourage to respond with an expression of interest by 17 September 2020 along with updated CV, expected daily rate of consultancy and confirmation of availability for the assignment period.