Consultancy to update, adapt and contextualise the publication “EmployAbility: a resource guide on disability for employers in Asia and the Pacific”¹

1. Background

The "Responsible Supply Chains in Asia" (RSCA) project (RAS/16/13/EUR) is a project developed by the European Union together with the International Labour Organization (ILO) and the Organisation for Economic Co-operation and Development (OECD). The project will promote corporate social responsibility (CSR) / responsible business conduct (RBC) with regard to the environment, decent work and the respect of human rights.

This initiative is a part of the EU's long-standing commitment to promote human rights, decent work and sustainable development, a pledge underpinned by the EU Treaties and reinforced in the European Commission's trade policy strategy of 2015 "Trade for All". It falls in particular under the Commission’s commitment to identify opportunities for responsible supply chain partnerships and the EU’s strategic approach to responsible business conduct, which is based on internationally agreed principles and guidelines. It will also contribute to the EU strategic approach to CSR/RBC as put forward in the Commission 2011 Communication "A renewed EU strategy 2011-14 for Corporate Social Responsibility.”

The three-year programme (2018-2020), carried out in collaboration with Japan, China, Myanmar, Philippines, Thailand and Vietnam, has two broad objectives to:

- promote smart, sustainable and inclusive growth by ensuring that investors and businesses have a better understanding of corporate social responsibility;
- create policy environments conducive to promoting responsible business conduct and increased opportunities for dialogue

It is estimated that there are 1.3 billion people with disabilities worldwide and about 80 per cent of them are of working age. However, people with disabilities continue to face barriers to equal opportunities in the world of work. Their potential to contribute to the labour market oftentimes remains untapped. One of the key barriers to overcome is the lack of private and public employers’ awareness, know-how and confidence regarding the recruitment, employment and career advancement of

Parts of the private sector have been proactive in working to include persons with disabilities in their workforces. The ILO Global Business and Disability Network is an example of the rich experience of companies in recruiting and employing persons with disabilities. Further, many countries in Asia have policies to encourage companies to increase the inclusion of persons

with disabilities.

Advocating for the responsible labour practices in Asian supply chains, the RSCA programme works with constituents who see the need for businesses to address this aspect as part of their RBC strategies within their production structures. The programme reckons that examples of good practices can inspire and guide businesses on what they can do to make their employment policies and practices inclusive of people with disabilities. A comprehensive and succinct guidelines and up-to-date contacts of key persons/organisations can save HR managers time and consequently encourage them to take up the practice into their hiring, employment and career advancement process.

The aforementioned information is available in the publication “EmployAbility: a resource guide on disability for employers in Asia and the Pacific”, published by the ILO in 2007. However, the world has evolved and many resources and contacts need to be updated. The RSCA programme sees the value added and relevance in updating this resource guide and contextualise it to Asia to reflect with the current situation in the region. Thus, the guide can contribute to the benefits of employers of employing people with disabilities and to expanding opportunities for persons with disabilities, including in global supply chains in the region. Further, this resource guide will be utilised under the ILO-UNDP partnership and thus leading to further implementation, strengthening multilateralism as well as the visibility of ILO’s publications.

2. Objective and scope of the assignment

The consultant will be tasked to review, update, adapt, contextualise and revise the publication “EmployAbility: a resource guide on disability for employers in Asia and the Pacific” into a succinct, practical, accessible and user-friendly document.

1. Review the resource document, and propose a draft annotated outline for the revised resource document, as well as a draft work plan. The following provides a list of desired content for the revision:

   a) Tangible examples, key arguments and data on how hiring and employing people with disabilities can help employers increase productivity, gain competitive advantages in labour markets, widen their consumer base and improve their turnover rates, publicity, customer service records and workplace morale, etc. Include gender analysis and sex-disaggregated data where available.

   b) ‘Good practices’ and ‘lessons learned’ of policies, practices and programmes currently implemented by corporations, employers’ organizations and National Business and Disability Networks in the region, including in the Philippines and Indonesia.. Include examples that address inclusion from a gendered perspective where possible. A box should be included to promote the ILO Global Business and Disability Network.

   c) Include a short section promoting a world of work free from violence and harassment,
including gender-based violence and sexual harassment, since persons with disabilities may be at a higher risk, in particular women with disabilities. This content will draw from Convention No. 190 and Recommendation 206; Convention No. 111 and Recommendation 111; Convention No. 159 and Recommendation 168 and; relevant ILO COVID-19 Briefs on inclusion of people with disabilities.

d) updated list of relevant resources and information on hiring and retaining workers with disabilities, including applying a strong gendered lens and contextualising it for employers in Asia and the Pacific region (including but not limited to publications, websites, online databases). Also include where relevant, national policies that encourage or incentivise the employment of persons with disabilities (quotas; reasonable accommodation policies; etc.)

e) Updated contact list of resource organisations and networks/platforms that provide services to employers and people with disabilities in Asia and the Pacific region. This include but not limited to government offices, non-government organizations (NGOs), Organizations of Persons with Disabilities (OPDs), employers’ organizations, social enterprises and other private initiatives;

f) Update guidelines and fact sheets providing succinct and digestible information about topics relevant to the employment of people with disabilities.

2. Based on the outline reviewed by the ILO, the consultant will present the outline to a group of stakeholders and gather initial feedback.

3. The consultant will then revise the resource guide, drawing from the existing document where relevant and developing new content as required. The document should be a succinct and user-friendly, providing practical information for Employers and Enterprises. The full draft resource guide will be reviewed by ILO and a small group of external peer-reviewers.

4. Based on the review from the ILO and external peer reviewers, the Consultant will update the document and submit it to the ILO, with an accompanying draft PPT presentation with the main elements which will be used for presenting it to stakeholders.

5. The consultant will present the main elements of the resource guide during a one-hour (max) webinar (organised by the ILO in collaboration with a representative stakeholder group). This event will also be used to gather ‘next steps’ in terms of its wider dissemination.

The resource guide will build on the ILO published materials including but not limited to: the ILO’s Global Business and Disability Network, ILO Disability content page, ILO’s MNE Declaration, Responsible Business: Key messages from International Instruments, CSR training manual, and Incorporating international labour standards in sustainable supply chains. The guide shall be responsive to the demands of employers and easy to understand for the targeted audience through the use of plain language and case examples. Gender
issues shall be explicitly addressed throughout the activities of all tasks within the consultant’s responsibilities and any outputs including final reports or events shall mainstream gender.

3. Expected outputs

The outputs of this consultancy are

- Output 1: A detailed outline of the revised resource guide and a draft work-plan; present the outline to a 10-15 person online stakeholder group for some initial feedback.
- Output 2: The first full draft of the content of the resource guide (Max. 45 pages)
- Output 3: Revised draft version, based on ILO and external peer reviewers’ comments. A draft PPT of the main elements of the resource guide.
- Output 4: A final revised version of the resource guide, based on feedback from ILO and stakeholders. Present an online (one-hour) presentation to a group of key stakeholders of the resource guide and its main contents.

4. Deliverables and timeframe

The consultancy is expected to be completed within a period of 23 working days in the period from March 31 to May 31, 2021.

5. Administration, Reporting and Coordination

The contract for this assignment will be issued by the RSCA programme, and falls under the direct supervision of the Project Manager.

Technical guidance will be provided by the Sr Spec, Gender, Equality and Non-discrimination, DWT-Bangkok (Joni Simpson). The RSCA Project will provide inputs on Responsible Business Conduct (RBC). Inputs will also be sought from the ILO’s Disability Team in Geneva.

The Office space, equipment, other logistics arrangements in the course of this work as well as travel insurance will be organized by the consultant.

**Application Process**: In order to apply to this consultancy, please send your CV, a brief methodological proposal (Max 2 pages) and a financial proposal to the following email address before the 22nd of March: rsca@ilo.org and sodsangchan@ilo.org