

TERMS OF REFERENCE

Consulting services for developing and registering Internal Labour Regulations

1. Background

Catholic Relief Services (CRS) is the international humanitarian agency with the head office in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS began working in Vietnam in 1992 and established an office in Hanoi in 1994. In partnership with government and communities, CRS implements programs in twelve provinces/cities across Vietnam. CRS Vietnam assists local partners in the areas of inclusion of people with disabilities, Explosive Ordnance Risk Education and victim assistance, Disaster Risk Reduction and Management, and Community-based Climate Change Adaptation.

According to the Vietnam Labour Code, employers employing ten employees, or more are required to adopt and register Internal Labour Regulations (ILRs) with the local authority. Internal Labour Regulations will include clear rules and procedures applicable to its employees at the workplace.

CRS is looking for a consultant to develop an Internal Labour Regulations of CRS Vietnam based on the current Personnel Manual and register it with the competent authorities.

2. Scope and methodology

The Consultant will review the existing documents, including current Personnel Manual of CRS Viet Nam and Vietnam legal regulations to develop the Internal Labour Regulations in appropriate form required by Vietnam legal regulations. The services include preparing the application of Internal Labour Regulations registration and facilitating the registration with the competent authority to obtain their approval. The Consultant is expected to engage in Jun - July 2024.

3. Deliverables

The consultant(s) will submit to CRS the following deliverables:

- Internal Labour Regulations in English and Vietnamese;
- Application of Internal Labour Regulations registration in Vietnamese;
- Official approval of Internal Labour Regulations of Vietnam competent authorities.

4. Consultant qualifications

The following is a non-exhaustive list of key profile attributes of the consultant/supplier:

- Legal background
- Intensive experiences in Labor Law and compliance.
- Have knowledge and experience in development sectors, especially NGO is a plus;
- Be responsive and comply with required deadline.

5. Application procedures:

The application should be duly signed, stamped (for company), and sent to Catholic Relief Services via email: thuthuy.nguyen@crs.org no later than **23 April 2024**.

Applications should include:

- An expression of interest:
- A tentative work plan with an indicative budget in VND including PIT/VAT.
- CVs/ Company profile demonstrating relevant capacity and experience.
- A copy of business license (if any)
- Two reference contacts of previous clients

Only shortlisted proposals shall be contacted for interview before contracting.