

## ***SAP-ILS Project***

### **TERMS OF REFERENCE FOR TRAINING EXPERT**

Kenan is looking for a consultant to review training materials and conduct two training sessions as part of a 5 day training described below.

#### **TRAINING FOR KEY ACTORS**

##### **1. Overall Objective**

Strengthen the awareness of training participants on international labor standards, the Vietnam labor-related legal system and codes of conduct applied by selected enterprises under the Project “Strengthening the Awareness and Practice of International Labor Standards in Vietnam”.

##### **2. Specific Objectives**

- Training participants are able to conduct training with Trade Union members, workers and representatives of Business Association on topics ILS, the labor-related legal system of Vietnam and codes of conduct at project partnering enterprises.
- The Key Actors are able to conduct communication events to 6,000 workers on the ILS, the labor-related legal system of Vietnam & codes of conduct that the enterprises currently apply.

##### **3. Key training contents:**

- The ILS
  - ILO Conventions and Recommendations
  - ILO Fundamental Conventions that Vietnam has ratified
  - ILS
- Vietnam Labor Code, OSH Law and Trade Union Law
  - Vietnam Labor Code: Wages and Benefits, Working Hours and Rest time, Separate provisions applied to female employees
  - OSH Law: Overview of Occupational Safety and Health, Recognition of Hazard and Risk at work, Prevention of accident and occupational disease
  - Trade Union Law: Dialogue at work place, Collective bargaining, Collective bargaining agreement, Labor dispute resolution
- Codes of Conduct and ISO
  - Electronic Industry Citizenship Coalition (EICC)
  - Business Social Compliance Initiative (BSCI)
  - ISO 14000

##### **4. Methodology:** Participative training methods

##### **5. Training Documents:**

- Presentations (key words, in short, easy to understand)
- Booklet (ILS, the labor-related legal system of Vietnam)
- Training facilitation script

##### **6. Trainees:**

20 participants from Civil Social Organizations, Bac Ninh Trade Union Confederation, Trade union of Bac Ninh IZ, Bac Ninh IZ Board of Management and Bac Ninh Women Union, who have training skills.

##### **7. Training Time:**

- 05 days, divided into 2 sub-courses. Tentative schedule:
- Sub-course 1 (3 days): 4<sup>th</sup> week of March 2018
  - Sub-course 2 (2 days): April 2018

##### **8. Location:** Bac Ninh city, Bac Ninh province

## EXPERT ACTIVITIES AND DELIVERABLES

### 1. Expert Activities

- Review training presentations and provide suggested revisions as follows:
  1. Ensure technical accuracy in accordance with ILS, Vietnam Labor Code, OSH Law and TU Law;
  2. Provide recommendations for additional sections not included under ILS, Vietnam Labor Code, OSH Law and TU Law as they apply to labor relations
- Meet with project team to finalize training agenda and documents
- Facilitate two half day training sessions during the training on:
  1. ILS (ILO Conventions and Recommendations, ILO Fundamental Conventions that Vietnam has ratified, ILS)
  2. Collective Bargaining Agreement (CBA), and Q & A sessions

### 2. Deliverables

#	Activity	Time	Deliverable
1	Review training presentations (a total of about 90 slides)	1-7 Mar 2018 (2 days)	List of comments/inputs on training presentations
2	Meet with project team to finalize training agenda and documents	8-13 Mar 2018 (0.5 day)	Meeting notes
3	Facilitate the training session on the ILS and related Q & A session	4 <sup>th</sup> week of Mar 2018 (0.5 day)	Training report
4	Facilitate the training session on the CBA and related Q & A session	April 2018 (0.5 day)	Training report

## PAYMENTS

Rate for selected training expert

- Rate for the expert: 3,000,000VND/day (including PIT)
- Maximum days to be paid: 3.5 days

## EXPERT QUALIFICATION

The expert is expected to meet the following requirements:

- Master's Degree in Industrial Relations, Human Resources, Business Administration or related field.
- Thorough knowledge of International Labor Standards, Vietnam Labor Code, OSH Law and TU Law as they apply to labor relations
- Ten years of experience working on labor relations issues
- Strong communication and facilitation skills
- Strong experience in training on labor standard compliance
- Demonstrated influence and negotiation skills

## COMMUNICATION

Ms. Phan Kieu Anh, Country Program Manager at Kenan shall be the representative on behalf of Kenan for this work, email: [kieuanh@kenan-asia.org](mailto:kieuanh@kenan-asia.org), office phone #: 84-24 3715 1777.

Application submission, including CV and application letter should be email to Kenan Hanoi Office at: [ha@kenan-asia.org](mailto:ha@kenan-asia.org). Closing date for applications: 17.00 on 20<sup>th</sup> March 2018.