



International
Labour
Organization

**International Labour Organization (ILO)
New Industrial Relations Framework Programme
(VNM/16/02/USA)**

**TERMS OF REFERENCE FOR A NATIONAL CONSULTANT
To develop thematic flyers and infographics targeting employers
on key changes in the 2019 Labour Code
(Activity 1.1.5 - USDOL)**

BACKGROUND

As a Member State of the ILO, Viet Nam has committed to respecting and implementing fundamental principles and rights at work as set out in the ILO's 1998 Declaration (the FPRW Declaration). The joining of the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) and the EU-Viet Nam Free Trade Agreement (FTA), both of which include labour provisions, are further public confirmations of this commitment. The trade agreements also reflect the country's determination to ensure inclusive growth, development and deepening international integration, through a strategy that harnesses trade and investment opportunities.

With these commitments and ambitions in mind, Viet Nam is enacting reforms in the areas of industrial relations and labour law, in order to update and strengthen its industrial relations framework and align labour laws with International Labour Standards, on freedom of association, collective bargaining, forced labour, child labour and non-discrimination. ILO is implementing the New Industrial Relations Framework technical co-operation project (NIRF Project), funded by USDOL, to provide technical support to Viet Nam as it undertakes these reforms.

One key objective of the NIRF/ USDOL project is that "National labour laws and legal instruments are revised to be compatible with the ILO Declaration on Fundamental Principles and Rights at Work (FPRW) in full consideration of the socio-economic conditions of Viet Nam".

To support the achievement of this objective, a mix of communications-related activities are being carried out. In 2019, Viet Nam passed the revised Labour Code, which has brought its legal framework closer in line with ILO's fundamental principles and rights at work. Now it is the time to bring these revisions into reality. To do this, the NIRF/USDOL project supports partners with targeted communication planning linked to the adoption of the 2019 Labour Code. In that context, the Viet Nam Chamber of Commerce and Industry (VCCI) sees the need to develop thematic flyers and infographics targeting employers to raise their awareness on the key

areas of the Code. These products will be shared with employers, used on social media and at events.

Therefore, the ILO is looking for a qualified national consultant to collaborate closely with ILO and VCCI to do this job.

WORK TO BE UNDERTAKEN

- The external collaborator will develop four infographics covering the topics as below:
 - Workers' representative organizations at grassroots level
 - Labour disputes settlement
 - Working hours and rest time
 - Employment contracts

and six flyers covering the following topics:

- Labour discipline
 - Social insurance
 - Wages and allowances
 - Occupational safety and health
 - Social dialogue and Collective bargaining
 - Minor workers
- The content of these products should highlight the key changes in the revised Labour Code in the respected areas.

The key messages should be pulled out from ILO's thematic bulletins entitled "Get to know your new Labour Code 2019" and other existing materials already produced by the Ministry of Labour, Invalids and Social Affairs and VCCI.

The target audiences are employers.

The content should be in both Vietnamese and English.
 - The consultant will design the flyers in 2-pager format and infographics on one page each. The design should follow branding guidelines of ILO and VCCI.
 - The external collaborator will circulate the drafts for VCCI, ILO and relevant partners as requested by VCCI, and revised the drafts based on the comments received.
 - The consultant will update the drafts (if necessary) in accordance with new relevant decrees supporting the 2019 Labour Code when they are finalized.
 - The consultant will finalize the flyers in both English and Vietnamese as requested by VCCI and ILO

DELIVERABLES

This contract includes the following deliverables:

- Microsoft word files of the full texts of the six final flyers and four infographics (both English and Vietnamese versions)
- Design files (both English and Vietnamese versions)
- Pdf files of the final products (both English and Vietnamese versions)

CONTRACT PERIOD

The contract will tentatively start on 5 September 2020 and finish by 30 November 2020.

ILO BRIEFING

The ILO will arrange a meeting with the consultant at the commencement of the contract to provide an overview of the assignment requirements.

QUALIFICATIONS OF THE CONSULTANT

The following criteria/qualifications will be considered important when selecting the consultant:

- Bachelor degree in communications or social sciences
- Proven work experience communications and media
- Good understanding of labour issues and labour laws will be an advantage.
- Excellent language skills (Vietnamese and English) and designing skills
- Commitment to ILO standards for gender equality and non-discrimination

APPLICATION

Interested candidates are invited to submit an application package **in English** including the following documents by email to quynhn@ilo.org by 22 August 2020.

- CV
- Half page (150 words) briefly highlighting experience relevant to the TOR
- Confirmation of availability during the contract period
- Proposed work plan and consultancy fees. At a minimum, these should specify the number of proposed days and daily rate or a flat fee.

Only submissions with complete documents stated above before the deadline will be considered. We regret that detailed screening results will not be released and only shortlisted candidates will be contacted.