**Terms of Reference**

**Service provider/Consultancy to produce animations on labour dispatch**

# New Industrial Relations Framework Programme (VNM/16/02/USA)

**(Activity 1.1.5 - USDOL)**

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| **Programme/Project Name** | **New Industrial Relations Framework project** |
| **Name of Institutional Service Provider**  |  |
| **Duration of the contract** | **August 2022 – February 2023** |
| **Total value of contract (USD/VND)** |  |
| **Source of funding (AFF/PTAEO)** |  |

1. **Background & Rationale**

The adoption of the revised Labour Code in November 2019 was a milestone for Viet Nam in improving its legal framework towards better alignment with the ILO’s fundamental principles and rights at work. The code is expected to substantially improve Viet Nam’s employment and industrial relations and thereby facilitate greater participation in the country’s economic growth.

One of the topics for which regulations were revised in the 2019 Labour Code and the accompanying Decree 145 is labour dispatch. This will have significant impacts to employers and dispatched workers. Labour dispatch is the situation of a worker entering into an employment contract with an employer that is a labour dispatch enterprise. The worker is assigned to work for and under the management of another employer while maintaining the labour relationship with the employer who signed the employment contract.

To support VCCI to raise awareness of workers on this topic, the ILO, through the USDOL-funded New Industrial Relations Framework project plans to produce a set of two short animations on labour dispatch.

The ILO needs to commission a qualified service provider or a group of consultants to deliver this task.

1. **Objectives**

This assignment aims to produce quality awareness raising materials to help employers understand the new regulations under the 2019 Labour Code and Decree 145 on labour dispatch.

1. **Scope of Works and Specific Tasks**

The service provider will need to develop a set of two animations on labour dispatch.

Technical specifications include:

* Each clip will be 1 minute long
* Each clip will have two language versions – English and Vietnamese
* The clips are in line with ILO and VCCI branding guidelines

The specific tasks include:

1. Work in a team with the technical consultant whom ILO Viet Nam has already hired for this work, research and write scripts for both clips in consultation with ILO Viet Nam and VCCI (required revisions)
2. Draft and finalize sketches
3. Create appropriate sound track
4. Edit into full clips with two language versions
5. **Expected results, timeline and deliverables**

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| **Task** | **Expected results** | **Deliverables** | **Timeline** |
| Research and write scripts for both clips  | The script is in both English and Vietnamese, fits the required length and finds an optimal way to highlight key changes in the 2019 Labour Code and Decree 145 on labour dispatch. The script might have several revisions to reflect ILO’s inputs. | Final scripts | By 3 October 2022 |
| Develop full animation 1  | A full clip of 1 minute in length with two language versions (English and Vietnamese)  | A full clip with two language versions  | By 30 December 2022 |
| Develop full animation 2 | A full clip of 1 minute in length with two language versions (English and Vietnamese)  | A full clip with two language versions  | By 20 February 2023 |

1. **Focal point**

The service provider will work directly with NIRF Project Manager.

1. **Professional requirements**
* At least 3 years of relevant work experience
* Understanding of ILO Viet Nam’s target audiences and/or labour issues in Viet Nam will be an advantage.
1. **How to apply**

Eligible applicants should submit their applications by **26 July 2022 in English** to quynhn@ilo.org with copies of the following attached:

1. **Company profile/Consultants’ profiles:** brief introduction with a particular emphasis on previous relevant experience;

2. **Financial proposal:** The financial proposal should provide cost estimates for services rendered with breakdowns.

Applicants could apply for script writing part and graphic designing part together or separately.