

Term of Reference (ToR) for External Collaborator (ExCol)
Activity Coordination Consultant for Responsible and Inclusive Supply Chains
for Migrant Workers in Thailand (RISC-Migrant) project

Location: Home-based in Thailand

Duration: The assignment is from 5 May 2025 to 30 September 2025.

I. Background Information

The ILO is seeking to contract an external collaborator (ExCol) consultant to deliver tasks in relation to the implementation of projects activities under the Project specified below.

The ILO Decent Work Technical Support Team for East and South-East Asia and the Pacific and Country Office for Thailand, Cambodia and Lao People's Democratic Republic (CO/DWT-Bangkok) is implementing the Responsible and Inclusive Supply Chains for Migrant Workers in Thailand (RISC-Migrant) project. Building on the achievements of the existing ILO-Japan Programme which focuses on advancing decent work and sustainable supply chains in Asia, particularly Resilient, Inclusive and Sustainable Supply Chains Asia (RISSC) project, the Project will extend ILO's support to existing and newly arriving migrant workers in Thailand entering through formal migration channels, including approaching enterprises in lower tiers in sectors where many migrant workers are employed.

Among the issues highlighted by the work of ILO projects include the reality that migrant workers face comparably weaker rights at work and working conditions across many sectors in Thailand, as well as more limited opportunities for skills development and career progression. In addition, migrant workers often lack awareness of social security and other labour-related legal protections available to them, leading to gaps in enrolment and coverage. This is often exacerbated by language barriers and insufficient information dissemination to migrant workers about their rights and benefits, by employers, amongst others. Against this backdrop, there remains are both a strong need and a strategic opportunity for the ILO to expand its work to advance social and labour protection for migrant workers in Thailand, together with support for skills development and more responsible business conduct (RBC), especially in lower supply chain tiers where migrant workers are often highly prevalent, and where exporting firms and multinational companies operate (and can leverage positive influence and leadership over business practices and decent work standards).

The Project, funded by the Ministry of Foreign Affairs of Japan, seeks to deploy immediate response measures to promote the extension of social protection coverage and skills development opportunities for migrant workers, and foster RBC in selected sectors in Thailand where a significant proportion of migrant workers are employed. By promoting RBC with a focus on migrant workers within these sectors, the Project aims to ensure both that employers are complying with existing legal frameworks and that migrant workers are able to secure their rights to decent work and social protection, as well as opportunities for skills development and lifelong learning.

To address the issues unique for migrant workers and amplify the decent work outcomes, this Project will address 3 pillars as a package. The 3 pillars of the Project are:

1. Social Protection. Quickly respond to improve awareness and access to social protection schemes for employers and migrant workers, addressing critical gaps caused by language barriers and lack of information, particularly with the focus on claim and registration.
2. Skills Development for Livelihood. Equip migrant workers with essential skills for work, such as digital literacy, basic labour rights, Thai language, and green awareness, to find decent employment opportunities in the Thai economy, fostering their long-term economic empowerment.
3. Decent Work and RBC. Take rapid actions to equip enterprises with human rights due diligence, grievance mechanisms, and social dialogue frameworks tailored for conditions and RBC in their operations and supply chains.

The consultant will support the implementation of the Project in terms of these 3 pillars, including conducting base-line research, designing and implementing the interventions, along with keeping close consultation and communication with the Project partners.

II. Scope of Work

The Consultant will closely interact and work with the Project Officer to support specific tasks related to the activity implementation of the Project. The scope of work of the Consultant will be as follows:

- (a) Engage with the government and social partners, including workers' organizations, Employer and Business Membership Organizations (EBMOs), enterprises and civil society organizations (CSOs) and coordinate the project activities under each pillar. This requires a day-to-day communication with implementation partners to conduct the project activities through in-person and online meetings and emails;
- (b) Organize and facilitate at least 1 focus group discussions (FGDs) and/ or key informant interviews (KIIs) with private sector as base-line research for the 3 pillars to identify gaps, risks and opportunities regarding social protection coverage, skills development opportunities and RBC for migrant workers in Thailand;
- (c) Design and implement strategy to improve access to social protection schemes through literature review, particularly summarize the current social protection registration processes and claim processes in Thailand Compulsory Social Security Scheme and Workers Compensation Scheme for migrant workers and provide the entry points for the training for the workers, in collaboration with implementation partners;
- (d) Conduct at least 3 workshops in collaboration with the implementation partners; This work will include;
 - 1) Drafting a concept note of the workshop
 - 2) Check schedule of workshop participants
 - 3) Assist the venue arrangement for the workshop
 - 4) Assist ILO project officer for travel planning (possibly include site visits)

- 5) General interpretation assistance between Thai and English
- 6) If necessary, assist recruitment of professional interpreter(s) for the workshop
- 7) Take pictures and videos for communication materials
- 8) Other logistic arrangement works as necessary

| Deliverable | Description |
|---|--|
| #1 FGD/ KII Note | Submit one-page per meeting summary of points discussed in the FGDs and / or KIIs, including gaps, risks and opportunities mentioned, as well as participants list and photos. |
| #2 Social protection improvement strategy | Submit a full strategy report in MS Word format containing background, introduction, current social protection registration and claim processes in Thailand Compulsory Social Security Scheme and Workers Compensation Scheme for migrant workers, and activity plan |
| #3 Workshop reports | Submit the concept note of the workshop by engaging with implementation partners, and one-page summary highlighting key learnings from the workshops, with attaching photos. |

III. Timeline and budget

The work described will be undertaken between 5 May 2025 to 30 September 2025. The following table shows a tentative work schedule.

| Deliverables | Tentative deadlines |
|---|---------------------|
| #1 FGD/ KII Note | June 30, 2025 |
| #2 Social protection improvement strategy | July 31, 2025 |
| #3 Workshop report | September 30, 2025 |

IV. Payment schedule

Payments will be subject to the delivery of outputs to the satisfaction of the Project on the following basis:

1. First payment subject to invoice and satisfactory delivery of deliverables #1 and #2 (30%).
2. Second and final payment subject to invoice and satisfactory delivery of deliverable #3 (70%).

V. Required Qualifications

1. Excellent English and Thai writing and communication skills, including facilitation of discussions will be required;
2. Master's degree or higher from an accredited academic institution in a relevant subject area;
3. Minimum 5 years practical experience in the field of, protection of migrant workers, social protection, and/ or RBC/ corporate sustainability;
4. Excellent interpersonal skills, analytical skills and facilitation skills for interviews and workshops with high profile professionals;
5. Working experience with the government and social partners, including trade unions and employers' organization would be an advantage;
6. Working experience with an international or intergovernmental organization and development partners would be advantage;
7. Ability to meet deadline and complete assignment within the stipulated timeframe.
8. Ability to work independently with minimal supervision;
9. Must display a high standard of ethical conduct and exhibit honesty and integrity; and
10. Gender- and culture-sensitive behaviour and attitudes, and ability to work with colleagues from different cultural backgrounds.

VI. Expression of Interest

Interested individuals should submit the following:

1. A statement of suitability (cover letter) showing relevant experience and expertise (maximum 2 pages);
2. An Curriculum Vitae (CV) indicating all the relevant qualifications and work experience, including prior experience in similar work;
3. A technical Proposal (1-2 pages) discussing the approach/ methodology to undertake the assignment, a work plan, and comments on the Terms of Reference, if any.
4. A financial proposal with a breakdown of proposed costs (maximum 1 page)

Please submit EOIs to Yuta Momose (Mr.) at momose@ilo.org and Mayu Shiromizu (Ms.) at shiromizu@ilo.org by 23:59pm on 6 April 2025, Indochina (Bangkok) Time (UTC+7:00).

The ILO promotes equal opportunities for women, men and disabled candidates to obtain decent and productive employment in conditions of freedom, equity, security and human dignity.