**CALL FOR PROPOSALS**

**FAIR LABOR ASSOCIATION**

**Procurement of Contractor Services**

**Consultancy on Capacity Building Support within USDOL funded Project**

***Piloting the USDA Guidelines in the Hazelnuts Supply Chain in Turkey***

**Date: 16.03.2017**

**Instructions for Sub-Contractors**

|  |  |
| --- | --- |
| **Introduction** | Sub-Contractors are invited to submit a proposal indicating the services they would perform in response to the call for proposal (CfP). In addition to a technical proposal, bidders should provide a financial proposal as well as the documents set out in the CfP. |
| For questions regarding first-hand information on the assignment and local conditions, sub-contractors might get in contact with the Point of Contact (PoC) by sending an e-mail. Point of Contact (PoC) for this contract is Hande Özhabeş ([hozhabes@fairlabor.org](mailto:bbolak@fairlabor.org)) Please include **Consultancy on Capacity Building Support within USDOL-ILAB funded Project** in the subject line. |
| Subcontractors shall bear all costs associated with the preparation and submission of their Proposals. |
| FLA is not required to accept any proposal submitted, and reserves the right to cancel the selection process at any time prior to contract award, without thereby incurring any liability to any sub-contractor. |
| The FLA reserve the right to make recommendations for the final team's constitution and make-up. |
| **Conflict of Interest** | A sub-contractor shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the sub-contractor being executed or that may be executed for the FLA or for another client. |
| FLA requires that Sub-Contractors provide professional, objective, and impartial advice and at all times hold the FLA’s interests paramount, strictly avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work. |
| **Eligibility** | Sub-contractors must satisfy the requirements stated in the Terms of Reference (ToR). |
| **Requirements of proposal** | Proposals will be accepted through close of business **April 3, 2017 (i.e., 17:00 local time in Turkey)**. Proposals received after this date and time shall not be considered.  Proposals will be only accepted through **sealed and closed** envelopes. The proposals should be sent via **post** to the Point of Contact (PoC) for this contract, Hande Özhabeş to following address;  Fair Labor Association  Sadi Konuralp Caddesi  Nejat Eczacıbaşı Binası  No:5 Kat:2 Kolektif House  Evliya Çelebi Mahallesi  Şişhane Beyoğlu  The proposals will be reviewed by the FLA, USDOL and the Project Partners and feedback will be provided to bidders by **April 7, 2017**. |
| The proposal should include the following components;   1. anticipated timeline, 2. expected activities and deliverables, 3. proposed methodology, 4. brief description of the tools, methods to be used 5. anticipated challenges, 6. CVs of expert and team members, 7. examples of recent relevant works undertaken by the bidder, 8. budget. |
| Special instructions for Sub-Contractors are given in an attachment. Sub Contractors might be subject to rules and regulations and audit as per USDOL Management and Procedures Guidelines. |

**Terms of Reference – Capacity Building Support within USDOL funded Project**

***Piloting the USDA Guidelines in the Hazelnuts Supply Chain in Turkey***

**Cooperative Agreement Number:** IL-28101-15-75-K-11

**Financing Agency:** U.S. Department of Labor, The Bureau of International Labor Affairs

**Type of Consultancy:** Capacity Building Support within USDOL funded Project

**Preparation Date of TOR:** March 9, 2017

**Vendor for Capacity Building Support within USDOL funded Project Consultancy Contract:** To be identified (Sub-contractor)

**I. Background**

The Bureau of International Labor Affairs (ILAB) leads the U.S. Department of Labor's (USDOL) efforts to ensure that workers around the world are treated fairly and are able to share in the benefits of the global economy. ILAB's mission is to improve global working conditions, raise living standards, protect workers' ability to exercise their rights, and address the workplace exploitation of children and other vulnerable populations. The Office of Child Labor, Forced Labor, and Human Trafficking (OCFT), an office within ILAB, has as its mission to promote the elimination of child labor and forced labor through policy, research, and technical assistance projects.

The USDOL-ILAB awarded the Fair Labor Association (FLA) a cooperative agreement to pilot a comprehensive, sustainable program to pilot the U.S. Department of Agriculture’s (USDA’s) **Guidelines for Eliminating Child and Forced Labor (if applicable) in Agricultural Supply Chains**(hereinafter the USDA Guidelines). The Guidelines recommend a set of practices for independent third-party monitoring and verification for the production, processing, and distribution of agricultural products or commodities to reduce the likelihood that such products or commodities imported into the United States are produced by **child labor** and/or **forced labor.**The USDA Guidelines correspond very closely to the methodology developed and applied by the FLA during the last decade in performing labor rights of due diligence on the supply chain of its affiliated companies.

The FLA is running a project with an objective to design and pilot a comprehensive, sustainable program for agriculture companies that implements all elements of the USDA Guidelines. More specifically the objectives of the project are to:

(1) Develop a program to reduce child labor and forced labor in the hazelnut supply chain in Turkey;

(2) To undertake research, evaluation, and collection of reliable data on child labor and forced labor informs pilot program to be relevant and need-based; and

(3) Lessons learned from piloting program are available to support wider implementation of the USDA Guidelines.

# Scope and Aim of the Consultancy

Within the scope of the project’s capacity building support component, the FLA is planning to provide consultancy services to the agriculture companies through a sub-contractor.

To conduct this exercise, the FLA seeks to engage a third party contractor (the sub-contractor) to provide the required services. The FLA encourages more than one organization, as a group to carry out the project.

The overall aim of the consultancy on capacity building support is to contribute;

* **Building capacity of companies to run social compliance programmes,**
* **Building capacity of labor contractors, and**
* **Development of awareness raising materials to reach out various stakeholders**

in a sustainable way and make hazelnut production and harvesting more sustainable through engagement of participating company and stakeholders.

**II.a Capacity Building for Relevant Company Staff**

The project activities will aim to increase capacities of companies’ staff by the provision of training and educational support.  Within this scope, FLA seeks to conduct **a** **four–day** comprehensive training of trainer (ToT) workshop for company staff members, followed by job shadowing (a total of 4-day training workshop ) during dissemination of trainings to field level staff.

***Activities and Expected Outputs***

* To develop a training of trainer manual and educational aids to conduct Training of Trainers for company staff which,

            i. details the relevance of the various *labor rights and related*issues, including references to relevant legislations in Turkey.

           ii. provides facilitation guidance (in the form of a trainer’s manual) and tools that the company staff, can use to train and work with field level staff members to support them to ensure *effective dissemination of standards, supply chain management, communication, grievance mechanism, internal monitoring and remediation.*

* To run Training of Trainers (ToT) workshops, using the training manual, for company staff member in the beginning of May 2017 with a minimum of 15 company staff, through a 4-day training workshop.
* To provide shadowing for 2 trainings, which will be conducted by ToT participants in field locations (Ordu, Düzce or Sakarya) in May-June 2017 with a minimum of 4 participants each, through a total of 4-day training workshops.
* To evaluate both ToT and training which will be conducted by ToT participants and preparation of a brief evaluation report.

***Methodology***

Training of trainers will accommodate 15 - 20 participants. The training workshop is based on **Action Based Learning Approach** that involves, role-plays, simulation of field conditions, brain-storming of ideas, finding best practices and action planning that is agreed upon and owned by the labor contractors. It is expected that the training would be developed in a manner that is less theoretical and more action-oriented. Use of pictures, logos, games, methods and tools is highly encouraged. The sub-contractor is encouraged to adopt innovative methodologies for trainings. For each of the tools and methods used, a detailed guidance to use the tool / method should be included in the manual.

***Content***

For the internalization of the trainings, the training of trainer approach will be applied, which will enable companies’ staffs to become training of trainers who will then train their own supply chain partners including intermediaries (manav), seasonal migrant agriculture labors, and farmers. The following training topics have been identified;

* Understanding the Issues (freedom of association & collective bargaining, health and safety, child labour, forced labour, non-discrimination, employment conditions, basic treatment and disciplinary practices): Definitions, causes, consequences, rationale for addressing these issues.
  + Awareness on national and international standards on child labor and labor rights, and on the the application of the minimum age and worst form of child labor definitions in seasonal migratory labor in Turkey;
  + Sensitization of existing child labor and labor rights (and other working conditions) issues in the supply chain,[[1]](#footnote-1) such as hours of work, compensation, transportation of workers etc.
* Ensuring compliance and building corrective action plans: address options and possible strategies to address the symptoms and root causes to eliminate non-compliances etc.
* Ethical recruitment practices;
* Communication about child labor and labor rights to external parties and supply chain actors;
* Grievance mechanism policies and procedures;
* Effectively monitor and evaluate child labor cases and non- compliances which requires remediation
* Establishment of effective remediation systems;
* Referral of non-compliance and facilitation of access to remedy;
* Review internal processes of social compliance programmes;
* Engaging with local stakeholders
* Communication and trainer skills: help the trainers to think about the best possible communication strategy and method at the farm / village / community level and use those techniques with the growers, workers and intermediaries.

**II.b Capacity Building for Labor Contractors**

Within the scope of the project’s activities, FLA seeks to conduct a two–days comprehensive capacity building workshop for labor contractors.

***Activities and Expected Outputs***

* To develop a capacity building training manual and educational aids to conduct fair recruitment and employment of workers, for labor contractors in agriculture, with an initial focus on seasonal migratory agriculture workers’ perspective, which;

1. Details the relevance of the various fair recruitment and employment for labor contractors in seasonal migratory agriculture issues, including references to relevant legislations in Turkey.

ii. Explains the rationale behind why fair recruitment practices are important for workers, farmers and companies, in addition to operating legally in Turkey.

iii. Provides facilitation guidance (in the form of a trainer’s manual) and tools that other stakeholder such as the company staff, local CSOs, public authorities can use to train and work with labor contractors to support them to ensure fair recruitment and employment in seasonal migratory agriculture.

* To run a Training of Trainers (ToT) workshop using the training manual for civil society organizations working in the field in July 2017, through a 2-day training workshop. (Location-tbd)

***Methodology***

To ensure an effective and successful training session, the FLA recommends each training session to accommodate 20 participants. In case the number of participants is more than 20, FLA will inform the sub-contractor in a timely manner. The training workshop is based on **Action Based Learning Approach** that involves, role-plays, simulation of field conditions, brain-storming of ideas, finding best practices and action planning that is agreed upon and owned by the labor contractors.

It is expected that the training would be developed in a manner that is less theoretical and more action-oriented. Use of pictures, logos, games, methods and tools is highly encouraged. The sub-contractor is encouraged to adopt innovative methodologies for trainings. For each of the tools and methods used, a detailed guidance to use the tool / method should be included in the manual.

***Content***

The training manual is expected to cover the following topics, in a way that is easily understood by the labor contractors and trainers;

* Understanding the issues of child labor and forced labor, including:
* Definitions, referencing national (Turkey) and international legislations and laws such as Agriculture Relations Act
* Causes and consequences
* Rationale for addressing these issues
* Indicators of child labor and forced labor
* How to register workers with the companies,
* How to set up an age verification system to mitigate employment of child and young workers
* Element of basic work contract with workers
* Safe transportation of workers and their families
* Grievance procedures and handling of complaints
* Disciplinary practices
* Access to health care services
* Access to safe accommodation and sanitary facilities
* Ensuring decent employment conditions including
* Fair Compensation,
* Hours of work,
* Non-discrimination
* Prevention of harassment and abuse including sexual harassment
* Health and safety practices, such as use of PPE and prevention of accidents
* Freedom of association and collective bargaining – if applicable
* How to register self and workers with the government
* Benefits of registering into the social security system
* Signing of contracts with companies and farmers to becomes a preferred labor contactor

* Child labor and forced labor remediation strategies and approaches

* Communication Techniques: This module will help the labor contractor to identify the best possible communication strategy and method at the farm / village / community level and use those techniques with the growers, workers and their families.

**II.c Content development for awareness raising materials**

Within the scope of the project activities, FLA will work with all actors in the supply chain to raise their awareness on child labor and good employment practices. For this, FLA seeks to develop awareness-raising materials targeting (1) farmers and intermediaries (2) workers (3) all stakeholders in general (public authorities, agriculture companies, local governments, civil society organizations etc).

***Activities and Expected Outputs***

A total of 3 different awareness raising materials (brochures) is required to be developed as following;

1. A brochure targeting hazelnut farmers and intermediaries on child labor and good employment practices
2. A brochure targeting seasonal agriculture workers on labor rights and child labor
3. A brochure on targeting agriculture companies, public sector and all other relevant actors on good employment practices in agriculture and child labor based on national and international laws.

**Methodology and Content**

The content of each brochure is expected to cover no more than a A4 paper. FLA will provide the sub-contractor samples of brochures prepared for other contexts. The content and design of the brochures will finalized after consultations with FLA.

The design of the brochures targeting workers are expected to include data visualization techniques (pictures, pictograms, graphs etc) to ensure they are informative for illiterates, too.

**III. Timeline**

Sub-contractor is expected to provide an anticipated timeline for activities listed below, keeping in mind that harvest period of hazelnut is anticipated to begin in late July 2017.

In the proposal to be submitted to the FLA by March, 2017, the Sub-contractor is expected to provide an detailed anticipated timeline for the following activities[[2]](#footnote-2):

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Activities | Deliverable | Timeline  (2017) |
| ToT to Company Staff | Drafting the content of the training after reviewing all relevant literature, available training modules, documentation, and legislation | A list of documents, resources reviewed  Draft training content | By mid April |
| Meeting(s) (telephone or face-to-face) with nominated FLA staff to discuss the drafting of the training manual and materials. | A minimum 2 (two) meeting(s) held, and a draft of the training manual provided for review | Before finalization of training module |
| Development of company level training modules | -A training manual that includes the content detailed above. All training materials will be developed in both English and the local language.  -Training evaluation form to be developed in collaboration with FLA. | By last week of April 2017 |
| Provision of a 4-day training  Conducting training evaluation at the end of the training | -A ToT (4-days) training workshop held.  -Training evaluation report | Beginning of May |
| Shadowing trainings conducted by company staff | A total of 4-days training workshop shadowed.  - Training evaluation form  -Training evaluation report | End of May |
| Communication materials | Drafting the content of the brochures | Draft brochures | End of May |
| Meeting(s) (telephone or face-to-face) with nominated FLA staff to discuss the drafting of the training manual and materials. | A minimum 2 (two) meeting(s) held, and a draft of the training manual provided for review | Before finalization of the brochures |
| Finalization of the design and content of the brochures | 3 brochures | End of June |
| Training of Labor Contractors | Review of all relevant literature, available training module, documentation, legislation | A list of documents, resources reviewed | Beginning of June |
| Meeting(s) (telephone or face-to-face) with nominated FLA staff to discuss the drafting of the training manual and materials. | A minimum 2 (two) meeting(s) held, and a draft of the training manual provided for review | Before finalization of training module |
| Development of a training module on, fair recruitment and employment for labor contractors in seasonal migratory agriculture in close collaboration with the FLA USDOL Project Team, and that includes the content detailed above. | A training manual that includes the content detailed above. All training materials will be developed in both English and the local language.  -Training evaluation form to be developed in collaboration with FLA. | Mid- July |
| Provision of ToT to civil society organizations   * Conduct training * Conduct training evaluation at the end of the training | A 2-day ToT workshop held.  -Training evaluation report | End of July |

1. **Roles and Responsibilities**

Sub-contractor will be responsible for;

* developing/adapting all modules, tools, and forms necessary for the training conduction and training guidance materials for trainings;
* printed materials of the training, (handouts, case studies, forms, etc.)
* Flip charts, markers and other stationary materials necessary for the training
* Translation of the training modules to English
* Transportation, meals, accommodation and other per diem related costs of trainers

FLA will be responsible for

* Arrangement of training venue and technical requirements (projector etc.)
* Arrangement of meals and refreshments
* Identifying and inviting the training participants
* Arranging the training participants’ transportation and accommodation (if necessary)

# Requirements for the Sub-Contractor

Competence and skill requirements regarding the sub – contractor listed as the following;

* Proven experience of work in social compliance and sustainability in the agriculture sector
* Proven trainer skills with particular experience in participatory techniques
* Experience in working with local contractors is an asset
* Knowledge of national and international laws related with child labor
* Knowledge of legislation regulating labor rights and conditions in Turkey
* Knowledge of hazelnut supply chain
* Knowledge of seasonal migratory agriculture work context
* Proven ability to use train the trainer methods.
* Knowledge of developing training manuals and communication materials
* Excellent communication skills that cut across all levels of people, including rural people.

1. For example: lack of safe transportation; differential terms of engagement and working conditions (hours of work, in-kind benefits, compensation) for migrant versus local workers; and deduction of commissions from wages. [↑](#footnote-ref-1)
2. Please provide breakdown of activities as sub – activities. [↑](#footnote-ref-2)