



GoodWeave International

Consultant for Revising the Inspection Protocols Manual and Benchmarking of Peer Organization Standard and Assurance System

Terms of Reference

Purpose

GoodWeave is seeking to hire a consultant for a two-part consultancy: 1) revise the GoodWeave Licensing, Inspections, Monitoring and Certification (IMC) Manual, and 2) benchmark the [GoodWeave International Generic Standard](#) against a peer organization Standard and assurance system used for audits to assess social and labor conditions, and remediation and support programs.

About GoodWeave

GoodWeave – a nonprofit organization founded in 1994 by Nobel laureate Kailash Satyarthi – is the leading global institution with a mission to end child labor, and forced and bonded labor, in global supply chains through a market-based holistic and authentic system. We bring visibility to global supply chains, provide assurance that certified products are free of child labor, and restore childhood to vulnerable children so they can laugh, learn, and play.

Over 25 years of harnessing market power through its work with brands, licensees, and exporters, GoodWeave has rescued over 6,000 children from labor, provided quality education to almost 26,000 rescued and vulnerable children, positively impacts millions more children, and reaches more than 80,000 workers. Most recently, GoodWeave has expanded into apparel, home textiles, fashion jewelry, bricks, and tea where its reach and impact continue to grow. GoodWeave's impact goes beyond reach numbers as it has been a leading voice in positively influencing societal norms and behaviors to eliminate child and forced labor. As a full member of the ISEAL Alliance, GoodWeave complies with the [ISEAL Codes of Good Practice](#).

Project Description

GoodWeave's emergent program in the apparel sector in India currently partners with major US and European brands to ensure their supply chains are free from child labor. The work goes well beyond tier 1 factories deep into outsourced production, including home-based embellishment work, and includes remediation and prevention.

In May 2019, GoodWeave launched the new International Generic Standard (GoodWeave Standard) to allow our organization to certify products beyond carpets, such as home textiles and apparel. The GoodWeave Standard also strengthens requirements associated with GoodWeave's principles of no child labor, no forced or bonded labor, and transparent business practices. GoodWeave's IMC manual, outlines the procedures and protocols licensing, inspection, monitoring, and certification operations in all countries where GoodWeave operates. This manual needs to be updated, both to reflect these

strengthened requirements and to ensure that the manual's procedures account for any variances in inspection guidance necessary for ongoing oversight of new sectors. The first phase of this consultancy focuses on this work.

Building on this work, there is a second phase of the consultancy which incorporates this manual as one a key tool to benchmark GoodWeave's Standard against that of a peer organization.

To streamline, expand, sustain, and accelerate impact for children, GoodWeave has established a strategic alliance with a peer organization that conducts tier 1 supply chain assessments in the fashion industry, to complement its deeper due diligence. Integral to building an effective partnership is comparing GoodWeave's Standard and assurance system with this organization's Standard and assurance system, using the GoodWeave system as a benchmark. The benchmarking would identify gaps and strategies to close them, such that alignment can be achieved without compromising strong standards, full transparency, and rigorous monitoring.

The consultant will work closely with GoodWeave teams in Washington, DC, Germany, Nepal and India. GoodWeave staff will provide background and context about the GoodWeave System, including its Standard and the assurance processes in country, as well as share relevant material from partner companies and organizations.

Scope of Work

At the outset of this consultancy, GoodWeave and the consultant will review the scope of work describing the specific deliverables and deadlines, and update the scope of work as necessary. Additional tasks may be agreed and added to the scope as appropriate. The scope of work for this project is outlined below.

Part One

1. Read and understand the GoodWeave International Generic Standard and Licensing, Inspection, Monitoring and Certification manual (IMC).
2. Revise the IMC manual to reduce redundancy, incorporate new inspection protocols for home-based workers and forced labor, and streamline manual according to best practice in the industry.

Part Two

3. Review GoodWeave's existing benchmarking tool developed, and revise it incorporate the updated inspection procedures and protocols (assurance system).
4. Use the updated benchmarking tool based on the GoodWeave International Generic Standard to compare against the peer organization's standard and assurance system, including producer support and remediation programs.
5. Document differences between the GoodWeave International Generic Standard and the peer organization's standard and assurance systems.
6. Note areas for potential collaboration regarding producer support and remediation programs.

Project Deliverables & Timeline

The consultant will develop the tools and supporting documents needed for GoodWeave to benchmark its Standard against other standards in the industry. The deliverables and associated timelines are listed below. GoodWeave would like to have this completed within one month from the execution of the contract.

Task	Estimated days for completion
Part One	
1. Incorporate updated protocols for home-based work and identification of forced labor into the IMC manual	2 days
2. Update the IMC Manual Appendix A: Certification Methodology to include guidance for new certification requirements and corrective action timelines.	2 days
3. Cross check IMC manual with all relevant GoodWeave policy and procedure documents to ensure consistency.	1 day
4. Draft a revised IMC manual ensuring that new information is correct, redundant information is removed, and all procedures are clearly conveyed in the manual.	2 days
Part Two	
5. Use the existing tool to benchmark the GoodWeave International Generic Standard against the peer organization's Standard	2 days
6. Update the existing benchmark tool with the revised inspection protocols from the IMC manual	1 day
7. Use the tool to benchmark the GoodWeave assurance system against the peer organization's assurance system	1 day
8. Document remediation and producer support practices for both GoodWeave and the peer organization for comparison	1 day
9. Draft benchmark report on comparisons, highlighting gaps in standards, assurance systems and remediation programs, and note areas for potential collaboration regarding producer support and remediation programs	2 days
Total	14 days

Qualifications

GoodWeave is seeking a consultant with previous practical experience conducting social compliance benchmarking as well as experience developing relevant audit and inspection assurance systems. Knowledge of the apparel industry preferred. Candidate must be fluent in English, possess strong analytical skills, and have a demonstrated track record of working with social compliance standards.

Budget

Competitive compensation based on experience.

How to apply

Please submit an expression of interest to Jean Johnson, Director, Apparel and Accessories, jean@goodweave.org by April 3, 2020. The expression should include key qualifications, and relevant experience. Submission should include a cover letter, detailed CV or resume outlining relevant background and experience, including writing samples relevant to standards benchmarking or similar work outlined in the scope of work, and a daily rate or proposed project budget. Shortlisted candidates will be invited to a second round application process. Consultants should declare all potential conflicts of interest. All information exchanged during the contract will be confidential as per GoodWeave's confidentiality policy.