



## Terms of Reference (ToR)

### Consultant to Organize a Two-day Regional Conference

to promote knowledge exchange and networking for decent and inclusive work in the textile industry in South-East Asia

#### 1. Introduction

CARE is an international development organization fighting global poverty with a special focus on working with women and girls to bring sustainable changes their communities. CARE aims to tackle the underlying causes of poverty and social injustice and to bring lasting change to the lives of poor and vulnerable people. Founded in 1945, today CARE works in over 100 countries around the globe and supporting approximately 1,500 poverty-fighting development and humanitarian aid projects to reach more than 92 million people directly and 433 million people indirectly. CARE works with partners to achieve lasting results for marginalised communities.

CARE has been working with Cambodians since 1973, with an office in Phnom Penh since 1991. Today, CARE focuses on empowering particularly marginalised and vulnerable women in Cambodia, including urban women who are marginalised by occupation, rural women who are denied multiple rights, and women and girls from ethnic minorities. Each year CARE Cambodia implements around 10 projects, reaching approximately 250,000 direct participants and about 500,000 people are reached indirectly.

#### 2. Background:

CARE is implementing the Social Inclusion in Textile Sector (SITS) project, funded by GIZ. One part of the project is to promote knowledge exchange and networking for decent and inclusive work in the textile industry in South-East Asia among organizations advocating for rights and inclusion of persons with abilities.

#### 3. Objective:

The primary objective of this consultancy is to organize a two-day regional conference in Cambodia to promote collaboration and cooperation on regional level amongst development organizations, local Organisation for Persons with Disabilities (OPDs) and international relevant actors (e.g. ILO) to promote decent and inclusive employment.

#### 4. Scope of Work:

The Consultant will be responsible for organizing and facilitating a two-day regional conference on promoting decent and inclusive employment, bringing together 30 participants from civil society organizations from Cambodia, Bangladesh, Vietnam, Myanmar, and Pakistan.

Specifically, the Consultant will:

- Organize and facilitate the two-day regional conference, including logistical arrangements, venue selection, and catering.
- Collaborate with CARE Cambodia to select and invite participants and prepare the conference agenda.
- Ensure that the conference program includes topics such as relevant regional frameworks, good practices of supportive policy implementation, intersectionality, and complaints mechanisms.
- Facilitate discussions and exchange of experiences among participants to identify common challenges and solutions.
- Support the development of a joint action plan as an output of the conference.

- Establish communication and exchange channels to keep participants connected after the conference.
- The Consultant will work closely with CARE Cambodia to ensure successful delivery of the conference.

### 5. Deliverables:

The consultant will provide the following deliverables:

- A two-day regional conference.
- Thirty participants from civil society organizations from Cambodia, Bangladesh, Vietnam, Myanmar, and Pakistan are identified and invited to participate in the regional conference.
- The conference agenda, including session topics and presentation materials.
- The conference report identifying common challenges and solutions to promoting decent and inclusive employment.
- A joint action plan.
- Communication and exchange channels, such as a mailing list or a social media group, to keep participants connected after the conference.
- A final report summarizing the conference outcomes, including the joint action plan and key recommendations.

### 6. Timeline:

Based on the key deliverables, this is the proposed timeline and number of days required for each task:

No.	Task	Number of Days
1	Arrange an initial plan for organizing the two-day regional conference	4 days
2	Coordinate with CARE Cambodia to select and invite 30 participants	2 days
3	Prepare a detailed conference agenda, including session topics and presentation materials	3 days
4	Facilitate discussions and exchange of experiences among participants	2 days
5	Identify common challenges and solutions related to promoting decent and inclusive employment	2 days
6	Facilitate the development of joint action points and a joint action plan	2 days
7	Establish communication and exchange channels (partly during the conference)	1 day
8	Provide a final report summarizing the conference outcomes	4 days

The total number of days required for all tasks is 20 days.

### 7. Qualifications:

The Consultant should have the following qualifications:

- Experience in organizing and facilitating international conferences, preferably in the development sector.
- Demonstrated knowledge and experience in promoting decent and inclusive employment, including an understanding of regional frameworks, policy implementation, intersectionality, and complaints mechanisms.
- Strong facilitation and communication skills, with the ability to foster an inclusive and respectful environment that promotes open dialogue and exchange of ideas.
- Experience in working with civil society organizations, local OPDs, and international relevant actors, such as ILO, in promoting decent and inclusive employment.
- Proven ability to work independently and collaboratively, with a strong focus on delivering results.
- Excellent written and oral communication skills in English.

- Knowledge of regional languages and/or cultural contexts in Cambodia, Bangladesh, Vietnam, Myanmar, and Pakistan.

**8. Reporting:**

The consultant will report to the Senior Program Manager who will serve as the main point of contact throughout the consultancy.

**9. Budget:**

Candidates need to submit a detailed budget proposal that outlines all expected costs related to the assignment. The budget should be competitive and justifiable based on the proposed scope of work.