

## Terms of Reference

### Production of a Human Rights and Environmental Due Diligence (HREDD) Guide for the Leather Industry

#### 1. Background

The leather supply chain involves multiple stakeholders, including farmers, traders, tanneries, and manufacturers, making it complex and challenging to trace the origin of raw materials and ensure ethical and sustainable practices. Poor working conditions in leather supply chains have been well documented by human and labour rights organizations over the past years, with evidence from Pakistan, Bangladesh, and India, among others revealing practices including child labour and exposure to hazardous working conditions.

In addition, the leather industry is responsible for an estimated 18% of global industrial water pollution and is the fourth largest emitter of greenhouse gases in the textile sector, accounting for 5% of global emissions. From the use of hazardous chemicals to the management of waste and the poor working conditions, the leather industry faces significant sustainability challenges that need to be addressed to ensure its long-term viability.

ETI has recently been awarded a contract from the Sustainable Manufacturing and Environmental Pollution (SMEP) programme, established by the UK's Foreign, Commonwealth and Development Office (FCDO), to implement a project in the tannery sector in Bangladesh.

The project's objective is twofold: firstly, to reduce pollution and the environmental impact of the Savar Tannery Industrial Estate; secondly, to foster adherence to international standards of human and environmental due diligence in the Savar Tannery Industrial Estate and within the wider Leather industry. There is currently a dearth of understanding, capacity, and control mechanisms to reduce the prevalence of harmful and polluting practices within tanneries. In response, ETI, in collaboration with its partners ETI Bangladesh, Bangladesh Labour Foundation (BLF) and Mondiaal FNV (FNV), will implement activities in 40 tanneries with the objective of improving the capacity of tannery management on the management of environmental and human rights risks.

An important part of this project is the development of a Human Rights and Environmental Due Diligence (HREDD) guide that can provide a point of 'best practice' for the leather industry. This guide will be translated and adapted by ETI Bangladesh into a toolkit for the tanneries in the Savar Estate as well as utilised internationally by key stakeholders. The Leather Working Group (LWG) is a key stakeholder in this project and part of our Steering Committee and will provide guidance and support in the development and dissemination of the toolkit.

## 2. Purpose of assignment

We are seeking a consultant to develop a HREDD guide for the leather industry. The guide will utilise ETI's HRDD Framework, adapting the process to focus specifically on the leather sector. The guide will be practical, ensuring it can be easily adopted by various supply chain partners.

The guide will provide a 'best practice' point of reference for the wider industry which will lead to an improvement in the delivery of HREDD in the sector. The framework will be applicable to the whole leather supply chain and provide guidance on undertaking effective HREDD within the context of the leather industry, including deep dives / case studies focusing on sourcing countries and / or specific human rights and environmental risks that are salient to the sector.

Within the context of the SMEP project, the content of the guide will enable the project team to engage with the following three key audiences:

- Tanneries in Bangladesh, to stimulate better alignment with the HREDD requirements of international buyers. The project will take the HREDD framework and adapt it into a toolkit specifically for tanneries.
- Buyer / retailer businesses, to stimulate an improved approach to conducting HREDD in their supply chains
- Local and international policy and civil society, to build alignment and consensus on how to promote improved alignment with HREDD standards

The appointed consultant will be responsible for the conceptualisation of the guidance providing the expertise on the best flow, scope and content of the framework, to ensure take-up by key stakeholders and achieve the overarching objective of improving HREDD in the leather industry.

However, for initial guidance purposes, the content of the framework is envisioned to cover: an overview of the wider leather industry in the context of HREDD (such as salient risks and emerging legislation); a clear supply chain map and explanation of the key supply chain nodes and actors and their responsibilities; an overview of the HREDD process contextualised to the leather industry (and aligned with the ETI's current guidance); practical guidance for different supply chain actors on each stage of the HREDD process; case studies; guidance on how to undertake meaningful stakeholder engagement within the leather supply chain including a focus on vulnerable rightsholders; a specific focus on the nexus between the human rights and environmental risks and guidance of integrating a just transition approach into HREDD; signposting to further tools and resources.

## 3. Assignment activities

The scope of the work is expected to fall into the following key phases:

1. **Scoping:** This will include desktop research and literature reviews; interviews with key stakeholders within the leather industry, project partners and ETI members; and a mapping of similar frameworks / guidelines. This phase is key in understanding the current landscape and identifying and ensuring buy in of key stakeholders within the leather industry, who will be crucial in utilising the HREDD framework once developed and disseminating guidelines to industry actors.

2. **Conceptualisation:** Development of the content and flow of the HREDD framework; including aims, objectives, key audiences, outline and envisioned design. Development of dissemination plan and approach.
3. **Development of the framework:** Development of the HREDD framework / guideline document. This will include ongoing engagement with relevant internal and external stakeholders and potentially a validation workshop.
4. **Design:** As required working with a designer of ETI's choosing to provide guidance on the vision for the design of the document.
5. **Dissemination:** Dissemination will be focused on two main groups. The first will be the project partners and will be focused on building their capacity and confidence on the framework so they are able to roll in out at the tannery level. The second will be rolling out the framework directly to other key international stakeholder groups, this could be via a launch event; a series of virtual / in-person workshops; webinars with key stakeholder groups; and partnership opportunities with key industry associations and groups.
6. **Advising on toolkit development:** Once the HREDD framework is developed and socialised within the wider industry, it is anticipated that Ethical Trading Initiative Bangladesh (ETI BD) will translate the framework and develop a toolkit based on the framework and targeted to the tannery sector. The consultant is expected to provide some advisory support to ETI BD in the development of the toolkit.

## 4. Deliverables

**Outputs:** The consultant will be expected to produce:

- A detailed project plan
- A high-level report detailing activity during the scoping stage
- A detailed proposed outline/structure for the HREDD framework and plan for dissemination for agreement and sign off by the ETI and project Steering Committee
- Finalised HREDD framework
- Delivery of dissemination plan and outputs (anticipated to be a series of workshops / webinars).

**Meetings:**

- The consultant will be expected to attend meetings with ETI regularly
- The consultant will be expected to present key milestone outputs to ETI and the project Steering Committee
- During the scoping phase, the consultant is expected to engage with several key stakeholders within the leather industry. The project team can introduce the consultant to several key stakeholders, but the consultant is expected to bring their own network of contacts to this assignment or be able to identify and generate the connections required during the assignment.

## 5. Timings

The work will be carried out according to the following timescale:

<b>Milestone</b>	<b>To be completed by</b>
Submission of tenders	25 <sup>th</sup> September
Appointment of consultant	w/c 7th October
Completion of scoping phase and submission of proposed framework structure and dissemination plan	w/c 2nd December
Submission of draft framework for feedback and comments	w/c 27 <sup>th</sup> January
Submission of final framework	w/c 10th March
Finalisation and delivery of dissemination plan and advisory support	w/c 28 <sup>th</sup> April

## 6. Budget

We have a maximum budget of £35,000 inclusive of VAT for delivery of the assignment. This must cover all time allocated to the project. The ETI can support with logistical aspects of the dissemination phase (i.e. setting up Zoom calls and inviting participants). This does also not include the cost of designing the framework which ETI will manage separately. However, while ETI will procure the framework designer, the consultant is expected to work with the designer as required.

The payment for this contract will be paid in disbursements as follows:

- On inception: 10%
- On delivery of the draft framework: 10%
- On delivery of the final framework: 40%
- On finalisation of the assignment: 40%

## 7. Criteria

Applicants should consider the following criteria in assessing a potential application:

- Expertise in business and human rights
- Expertise in developing guidance documents and materials for businesses including brands, buyers, suppliers on HREDD
- Expertise and knowledge of the leather sector
- Strong project management skills
- Excellent stakeholder management skills
- Excellent qualitative and content analysis research skills
- Strong workshop facilitation skills
- Proven track record of delivering similar assignments.

## 8. Application and deadline

We welcome applications from both individual consultants and organisations.

Applicants should prepare and email the following to be considered for this opportunity (for organisations please include details for relevant project staff):

- CV(s)
- Example of previous similar assignments
- A proposal (no more than 3-4 pages) with an explanation of how you fulfil the requirements, suggested methodology for the assignment, timeline, and budget proposal.

The **deadline** for applications is **25<sup>th</sup> September 2024** with interviews to be held via Teams/Zoom on the **2<sup>nd</sup> October**.

Please submit your application to [hr@eti.org.uk](mailto:hr@eti.org.uk) using the reference “**Leather Industry HREDD Framework**” in the subject line.

Only suitable candidates will be contacted for an interview.