



Terms of Reference

Development of a guidance document on the effective implementation of mandatory human rights and environmental due diligence (mHREDD) legislation

Ethical Trading Initiative (ETI) seeks an expert consultant/consultancy to develop a comprehensive guidance document that will support companies in aligning their operations with existing and upcoming mHREDD legislation. The consultant/consultancy must have strong expertise in business and human rights law and soft law, data collection, research and analysis in the context of international corporate due diligence.

About the project: Strengthening companies' confidence in mHREDD legislation

The [Ethical Trading Initiative \(ETI\)](#) is a ground-breaking alliance of companies, trade unions and non-governmental organisations working together to improve the lives of workers in international supply chains. ETI's vision is of a world of work that protects human rights, ensures dignity for all, provides opportunity and is free of exploitation and abuse.

Increasing numbers of governments worldwide have been introducing mHREDD requirements for companies and this trend is continuing at pace. Some of this legislation is also becoming more prescriptive, with requirements that cover the full extent of the value chain and increasing the number of companies in scope. With growing momentum in this area, no responsible company can choose to ignore the importance of human rights due diligence.

In February 2024, ETI launched its mHREDD Initiative to build knowledge and understanding among our company members on mandatory human rights and environmental due diligence, highlighting existing and upcoming relevant legislation. The initiative seeks to ensure that companies are aligned with legal requirements on human rights due diligence, and are prepared for effective compliance in future.

Since February 2024, ETI has developed and delivered the following mHREDD guidance and resources:

- A briefing for all members;
- A series of sector-focused presentations;
- A series of capacity building workshops for all company members;
- Factsheets focused on relevant legislation.

Purpose of the consultancy

ETI is seeking a consultant/consultancy to support the development of a guidance document to practically support companies in aligning with existing and upcoming mHREDD legislation.

The goals of the guidance are:

- Summarise in plain language the requirements of the following pieces of legislation:
 - EU Corporate Sustainability Directive (CSDDD)
 - EU Corporate Sustainability Reporting Directive (CSRD)
 - EU Forced Labour Regulation (EUFLR)
- Develop advice on how to coordinate internal discussions at company level to determine:
 - Who should be engaged internally to find out about the applicability of the law
 - Who should be engaged internally to find out about the requirements of the law (legal teams, senior management, buying teams...)
- Develop step-by-step instructions to align with the above legislations including:
 - Stakeholder engagement
 - Salient risk analysis
 - Mitigation action
 - Remediation work
 - Sharing lessons learned
- Produce a member case study on meaningful stakeholder engagement: utilising CSDDD as a tool to improve buyer-supplier relationships to avoid litigation at the national level.

The consultant will be responsible for the first three bullet points and ETI will be responsible for the last one.

Expected deliverables.

Tasks	Deliverables
Define the approach and methodology for the guidance document.	Approach and methodology developed and agreed in writing.
Carry out review round with project manager.	Review track changes and attend a call to discuss.
Conduct research and draft guidance document.	Guidance document drafted in Word Document format and of length to be agreed in advance.

ETI will provide the consultant(s) with feedback from ETI members to set the tone of the guidance and understand the needs and gaps behind its creation. The consultant(s) will have access to existing ETI material on the topic.

Timeline

The work should be conducted between 1st **April and 31st May 2025**. The consultant is expected to suggest a draft timeline outlining the number of days needed to complete the work and a detailed budget.

The first draft to be reviewed will be due on 30th April 2025 and the final draft is required by 31st May 2025.

Qualifications

- Experience of working with companies on mHREDD compliance.
- Strong understanding of international law, with a focus on business and human rights law.
- Expert knowledge of CSDDD, CSRD and EUFLR.
- Knowledge and experience in the areas of mandatory human rights due diligence legislation.
- Demonstrated knowledge and experience in conducting research in the context of business and human rights.
- Demonstrated experience in producing reports and documents for a business audience.
- Strong analytical and writing skills.
- Strong project management skills, including timely and clear communication and managing project expectations, and working under tight timelines.
- Fluency in written and spoken English.

The consultant(s) will report to the Project Manager, mHREDD Initiative.

Budget

The fees will be agreed in advance and payment will be made upon satisfactory completion of the deliverables. The consultant will be responsible for its own taxes and other statutory obligations. Please note that the maximum budget for this project is £8,000, inclusive of VAT, if applicable.

Confidentiality and intellectual property

The consultant is expected to maintain the confidentiality of all programs related information. All reports, data and other materials generated will be property of ETI.

Application process

Please send CV(s), a sample of previous similar work, and a proposal of no more than 3 pages with a suggested methodology, timeline, and budget to hr@eti.org.uk with the title '**Consultancy: mHREDD guidance development**' by **18th February 2025**.

For questions, please contact Margherita Parodi at margherita.parodi@eti.org.uk. Only suitable candidates will be contacted for an interview.

Given the high volume of applications we receive, we regret to inform you that feedback will only be provided to candidates who are selected for an interview. We appreciate your understanding and thank you for your interest in our opportunity.