



TERMS OF REFERENCE

SUMMARY	
Oxfam's reference	External Researcher: Labor rights in Leather supply chains
Outline of Researcher role	<ul style="list-style-type: none"> ○ Interview workers at leather supplier sites and also offsite. <ul style="list-style-type: none"> - Moderate focus groups and one to one interviews - Write up focus groups in English. Notes to be taken into a laptop during interviews. ○ Interview questions will be supplied, but the researcher will be required to: <ul style="list-style-type: none"> – Feed in ideas to contextualise the interview questions for leather sector workers in Tamil Nadu – Use your own experience and initiative to discern which topics raised by interviewees are most pertinent to the wider research and encourage participants to keep focused on exploring those topics. ○ You will work closely together with one Oxfam staff member based in the UK who leads this project and with the Oxfam staff member who will lead the implementation of the research. You will receive directions how the work should be carried out, but you will be solely responsible for skilled moderation and accurate written notes taken in English during each focus group/interview you carry out.
Overall purpose of the wider research this role feeds in to	To identify what a retailer can do to improve the working conditions of women and men working in its supply chain (tier 1 and tier 2- Upper shoes manufacturing, finishing factory and the Tannery).
Itinerary overview	<p>To be shared in detail upon finalisation of the contract.</p> <p>We need the researcher to participate in:</p> <ol style="list-style-type: none"> 1. The pilot for the project: The itinerary is in the process of being agreed with the companies involved, but we will need your time between 12-19 Dec and again on 21 Dec. 2. The on-the-record field research Will be conducted in Chennai and Ambur from 4th -21st February 3. Analysis <ul style="list-style-type: none"> Immediately after the field visit we will need the researcher to: <ol style="list-style-type: none"> a) Finalise your written write ups of each interview you carried out b) Provide both qualitative and quantitative summaries of the interviews you carried out c) Be available for clarification of your work and to contribute to Oxfam's analysis of the findings.
1. Expected outputs	<ol style="list-style-type: none"> 1. Accurate notes written in English. One Microsoft Word document for every focus group and individual interview. 2. One qualitative and quantitative summary of the interviews you carried out in the structure to be agreed with Oxfam during the December pilot. 3. Summarised report with detailed analysis and assessment of the India research <p>Any length.</p>
Contact point within Oxfam	Overall Project Lead: Beck Wallace bwallace1@oxfam.org.uk

	Project contact for India - Pooja Adhikari (poojaa@oxfamindia.org)
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Background	<p>Oxfam seeks to identify and support emerging and innovative responsible business practises that would allow workers and producers a fairer share of value in global supply chains and better access to their human rights.</p> <p>In one stream of work, Oxfam sets up thought partnerships to test new pathways with leading firms and big corporates. In this way, we aim to deeply understand the challenges companies face and get them to test alternative solutions we think would respect workers' rights all the way along their supply chains.</p> <p>We have a contract with a retailer to carry out research in their India Leather supply chain. After the research is completed, the retailer is committed to testing our recommendations in their own supply chain and also publicly advocating for sector wide change.</p> <p>Oxfam will interview the managers at supplier companies and will run focus groups and some one: one interviews with workers at the supplier sites.</p> <p>We need a researcher to help us to carry out worker focus groups and one: one interviews. We will provide interview questions that need to be answered, but you will be required to draw on your experience to allow unstructured issues to be explored where they fall within our priority focus. Our experience is that the unstructured parts of the interview are often where the most relevant information is disclosed, so this requires strong qualitative research experience and an ability to develop trust very quickly with workers who may be in precarious circumstances.</p> <p>Note: The findings from the research will be strictly kept confidential and will be covered under the NDA to be signed by the researcher upon signing of the contract.</p>
Activities	<p>Interview workers at leather supplier sites and also offsite. Moderate focus groups and one to one interviews in Tamil both at supplier sites and offsite.</p> <p>Write up interviews and focus groups in English. Notes to be taken into a laptop during interviews. There will be a short time allocated outside the interview to ensure these notes are accurate and can be analysed by Oxfam.</p>
Selection Criteria	<p>Oxfam India is looking for a consultant/agency with a strong record of qualitative interviewing of workers in global supply chains.. The successful consultant/agency will be able to demonstrate the following skills and experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> Demonstrable knowledge and experience in conducting high-quality, qualitative research Demonstrable experience of producing credible and learning focused studies of the impact of company operations on labor rights. Demonstrable experience in designing and using participatory, gender-sensitive, quantitative and qualitative methodologies in cross-cultural settings. Ability to produce concise, readable and analytical reports

	<p>Excellent English written and verbal communication skills.</p> <p>Desirable:</p> <p>Understanding of gendered labour rights challenges in global supply chains.</p> <p>Flexible availability to carry out the research at all sites.</p> <p>Prior experience of similar research. Familiarity/experience in the sector and geographic context of the project area (desirable).</p> <p>Fluency in Tamil, Urdu, English</p> <p>Demonstrable experience of conducting qualitative interviews successfully through an interpreter (explain how you overcame challenges to build rapport)</p> <p>Experience working closely with staff from other organisations</p> <p>Demonstrable experience of working with/ evaluating civil society and grassroots organizations in a collaborative and learning-focused manner.</p>
<p>Wider project goal and objectives</p>	<p>The overall goal of this project is to help the retailer to take more responsible sourcing decisions so that their core operations improve the lives of the women and men producing the goods they buy and sell.</p> <p>Oxfam's objectives are to:</p> <ol style="list-style-type: none"> a) Inform the retailer about which of their commercial decisions have particularly positive or negative impacts on the rights of the workers in their supply chain. We will highlight ideas for innovation and emerging progressive practices in their supply chain. b) Outline specific actions the retailer could take to improve their impact on the human rights of the workers in their supply chain. <p>The part of the research you will be involved with will focus on Tier 1 and Tier 2 of the leather supply chain . It will explore a range of issues critical to responsible sourcing, including women's empowerment, modern slavery, worker wages and worker voice.</p> <p><u>Overall research question:</u> What changes could be made to which commercial decisions and practices for the company to have a better impact on workers' lives in their supply chain?</p>
<p>Fees</p>	<p>Indicative budget- 13-14 Lakh</p>
<p>Expression of Interest</p>	<p>Through this expression of interest, Oxfam India invites qualified agency/consultant to submit separate technical and financial proposals with the following details.</p> <ul style="list-style-type: none"> - Express understanding of the purpose - CV demonstrating relevant skills and experience - One or two examples of previous qualitative research write ups - Names of at least two references, preferably from organizations with whom the consultant has conducted similar types of research. - Indicative budget for consultant fees, detailing the activities, number of days and daily rate. <p>Proposals should be submitted to - Procurement, Oxfam India</p> <p>procurement@oxfamindia.org). Deadline for submission is December 1st, 2018.</p>

Expected Output(s)	<ol style="list-style-type: none">1. Accurate notes written in English. One Microsoft Word document for every focus group and individual interview. Notes can be any length but should be written in English in a word document and sent in soft copy to: bwallace1@oxfam.org.uk; poojaa@oxfamindia.org2. A digital recording of each interview with the same title as the corresponding word document. Format to be agreed with Oxfam during the December pilot.3. Photographs taken at the end of interviews.4. One qualitative and quantitative summary of the interviews you carried out in the structure to be agreed with Oxfam during the December pilot. One page executive summary plus a more detailed summary of maximum length 10 sides of A4.5. Provide clarification of your findings to Oxfam and contribute to Oxfam’s analysis and overall findings.6. Summarise the finding and assessment of the study.
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