

TERMS OF REFERENCE RECOGNITION LEADER

A. INTRODUCTION

In 2019, IDH launched the [Roadmap on Living Wages](#), an initiative aimed at providing producers and buyers with practical guidance and tools to advance living wage efforts in their supply chains. As part of this effort, IDH is committed to assisting companies in measuring potential gaps between current wages and up-to-date, credible living wage estimates that are relevant to their respective locations. Through the Process for Recognizing Living Wage Benchmark Methodologies, IDH expects to assist companies in identifying benchmarks developed using methodologies that comply with a predefined set of Criteria for Recognizing Living Wage Benchmark Methodologies.

These terms of reference have been created to contract an individual consultant that can lead the Process for Recognizing Living Wage Benchmark Methodologies, namely a Recognition Leader.

B. ROLES

The Recognition Leader holds a leading role throughout the entire implementation of IDH's Recognition Process and IDH Monitoring of Continued Alignment. S/he is responsible to assess and evaluate the alignment of living wage benchmark methodologies against the Criteria for Recognizing Living Wage Benchmark Methodologies, under the supervision of IDH. As part of that process, the Recognition Leader will be responsible for the following deliverables for each methodology s/he will assess:

- Report on desktop review.
- Report on remote investigation.
- Final report with recommendations.

C. REQUIREMENTS

Experience and qualifications

The Recognition Leader shall have a minimum of 10-year experience in social compliance standards, wages, certification, data, benchmarking, labour relations, development, and/or other relevant topics; for example, as a HR manager in production or manufacturing, primary production, retailing, inspection, auditing or enforcement or as a consultant. The Recognition Leader shall have significant experience with the topic of wages and shall demonstrate knowledge in living wages.

Knowledge

The Recognition Leader shall have extensive knowledge of:

- Living wages and living wage benchmark methodologies
- Insights in salary and payment techniques
- The mission and objectives of IDH Roadmap on Living Wages

Skills

The Recognition Leader shall have:

- good organisational and time management skills;

- excellent written and oral command of English. Spanish and other languages would be valuable;
- the ability to understand and interpret written materials with reference to human rights, salary components and legislative requirements;
- excellent written and oral communication skills, adapted to the audience;
- the ability to effectively and systematically assess situations and information to make informed decisions on objective and verifiable evidence;
- the ability to take appropriate decisions based on objective and verifiable evidence;
- the ability to produce clear and accurate reports of assessment findings and clearly articulate these in relation to IDH recognition requirements;
- good people management and leadership skills.

Personal Attributes

The Recognition Leader shall be:

- empathetic, respectful to others and able to engender trust;
- able to demonstrate a high level of personal integrity;
- open-minded, reasonable and willing to consider alternative ideas or points of view;
- persistent and focused in their approach to achieve objectives;
- able to effectively plan, prioritize and adjust the activities of the recognition process, as far as possible without adversely affecting the outcome of assessment;
- able to act efficiently and reach timely conclusions based on logical reasoning and analysis and, in the case of possible conflict, be confident to manage and control discussions;
- able to adjust readily to different situations and to effectively resolve conflict and arrive at consensus agreement where possible;
- able to act professionally, ethically, independently and take decisions even though these actions and decisions may result in disagreement or appeal proceedings;
- able to keep relevant information confidential in accordance with non-disclosure or confidentiality agreements;
- able to maintain strict independence from self-interest or personal bias.

D. APPLICATION

Application

Interested candidates should send the following information to sanabria@idhtrade.org, before 30/06/2020:

- Up-to-date CV highlighting experience and skills
- A motivational letter (2 pages maximum)
- 3 professional references
- Declaration note outlining any potential conflict of interests with regards to connections with organizations managing living wage benchmark methodologies that could potentially apply for recognition.

Contract and Timeframe

Upon acceptance of their application, the selected candidate will sign a contract with IDH and participation in a half-day introduction to the Roadmap on Living Wages will be required. This is not envisioned to be a full-time consultancy but rather a consultancy per assignment that will be activated as organizations managing living wage methodologies submit their applications for recognition. It is estimated that the recognition process for one application could take an average of three months (not full time) with specific interventions from the Recognition Leader during that timeframe (that will account for approximately 5 to 6 working days). The Recognition Leader will account the hours worked during the length the contract (an initial contract is expected to be between July and December 2020) and submit monthly invoices to IDH. Competitive day rates will be defined during the contracting phase.