



Terms of reference (ToR) for the procurement of services

**Technical Expert to analyse data and report on the Global ACT
Purchasing Practices Commitments and update the ACT
Purchasing Practices Assessments**

I. General information

ACT (Action, Collaboration, Transformation) is an agreement between global brands and retailers and IndustriALL Global Union to transform the garment, textile and footwear industry and achieve living wages for workers through collective bargaining at industry level linked to purchasing practices.

Purchasing practices, the ways in which brands and retailers interact with their manufacturers, play an important role in shaping an environment in which manufacturers can build constructive social dialogue with trade unions. ACT members are committed to purchasing practices that are seen as key to enable payments of living wages. It is the first and only collective action of this kind to improve purchasing practices.

In 2023 ACT member brands completed the ACT Commitment Reporting Questionnaire on how well their companies are meeting each of the five ACT Global Purchasing Practices Commitments. Furthermore, they assessed their own purchasing practices and invited their suppliers to assess their practices as well.

ACT is looking for a technical expert to support the report development of the 2023 results in comparison to the [2021](#) results. Furthermore, the data collection basis - the assessments - shall be updated. The technical expert will be supporting an ACT working group in updating the brand self-assessments as well as the supplier assessment, in line with the [ACT Accountability and Monitoring framework](#).

II. Contract Duration

The data analysis, reporting and development should be carried out between 27 November 2023 and 31 May 2024.

III. Deliverables

- A. A **data analysis and report** of 50-70 pages with continuous texts, tables and figures in English that provides analysis of ACT member brands' purchasing practices and implementation of commitments, based on the survey results of the ACT assessments. The analysis and report compares 2023 results with the results of the ACT Accountability and Monitoring Report 2021 and ACT Purchasing Practices Report 2021.
- B. An **executive summary** of approximately 5-7 pages of the key findings of the research in English. The executive summary should be concise, clearly drafted and emphasise the most relevant findings of the research.
- C. A **powerpoint presentation** of the findings.
- D. An **update to the ACT Purchasing Practices Assessments**, in line with the [ACT Accountability and Monitoring Framework](#). This deliverable will be a result of supporting an ACT working group in updating the [brand self-assessments as well as the supplier assessment](#). This will require a concept for change, a structured engagement with ACT members and facilitation of the updating process.

Deliverables A-C are due in December 2023, deliverable D is due on 15th May 2024. An extension of the timeline for D can be agreed if deemed necessary.

IV. Methodology

The primary methodology for deliverables A/B/C is desktop research based on existing data already gathered through ACT.

The methodology for deliverable D will be regular preparation of meetings with ACT members, the facilitation of working group meetings, consolidation and presentation of results.

The exact methodology will be discussed during the preparatory call with ACT.

V. Qualifications of proposed contractor

Expertise: Contractors bidding for the work should have demonstrated expertise in data analysis, the field of purchasing practices in global supply chains and commercial relations between manufacturers and brands, ideally in the garment industry. Knowledge of relevant regulatory frameworks for embedding a human rights due diligence approach to purchasing practices is required.

Experience:

- Master's degree or higher academic qualification in economics, business administration, industrial relations or related fields.
- At least 2+ years of working experience.

Language skills:

- Excellent business language skills in English.

VI. Submission process

Interested contractors should submit their resume and a brief letter of interest or proposal on how they meet the necessary qualifications, how they will implement the deliverables and any additional considerations they would recommend in implementing the deliverables along with a financial proposal to michelle.lowe@actonlivingwages.com by **15 November 2023**.

Contractors will be reviewed against the requirements of the ToR and their financial proposals.