

## Terms of Reference – Project Management Consultant

The Project Manager will be part of a small team implementing a project which will establish a Human Rights Due Diligence Competence Centre for trade unions, funded by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). This Centre will equip trade union representatives to play an active role in ensuring companies adopt a robust approach to protecting human rights around the world, with a particular focus on the German Supply Chain Act.

The Project Manager will report to the Deputy General Secretary and will work with the Director of Business and Human Rights and all other relevant staff at UNI Head Office and regions as well as the project team members from DGB and FES.

The project runs from August 2024 until March 2025. This is anticipated to be a part time consultancy role for the duration of the project. Subject to funding, there may be the possibility for this to be extended.

### **Responsibilities will include:**

- Manage the implementation of project activities, including organization of workshops, and development of event content.
- Support on strategic planning for the development of the Centre
- Provide guidance, strategic support, and quality control on all administrative and operational aspects of the project.
- Manage and guide, under the supervision of the Deputy General Secretary, the day-to-day activities of the project including financial oversight, project performance, contractual compliance, management of sub-granting arrangements, and overall administrative program operations.
- Lead the monitoring of and ensure compliance with GIZ contractual requirements, GIZ's and UNI's policies and regulations for procurement, completion of contractual deliverables, and other areas
- Manage contracting and oversee work of external consultants for the project.
- Ensure that all project documents are archived, including for contracts and agreements, and other project documentation, all published materials, and deliverables are filed and saved as required.
- Participate in and perform other duties as required.

### **Deliverables will include:**

- Work with project team to manage on-time completion of project deliverables within budget for the project, or early communication and resolution of project changes, including leading on the below activities:
  - o Organization and implementation of four project workshops including procurement. These include:
    - Two virtual workshops for 20 – 30 trade union staff and representatives in the Global South, including one for those in Asia-Pacific, in Q4 2024.
    - One hybrid workshop with 10 – 15 representatives of global union federations on the governance of the Centre, in Q3 2024.

- One physical workshop with 20 – 30 German trade union staff, works council and supervisory board representatives in Q3 – Q4 2024.
- Participation in stakeholder workshop in Panama in November 2024 (optional)
- Organization of first meeting of governance body in Q1 2025.
- Organization of physical launch event in Germany in end March 2025.
- Development of Centre’s work plan
- Submission of additional funding proposals
- Procurement of up to 3 external service providers and overseeing their meeting of responsibilities
- Quality control of operational and administrative project aspects
- Completion of project reporting requirements and project archive
- Active communication with project stakeholders

**Eligibility criteria:** In selecting the contractor, different criteria will be taken into consideration, including:

- Previous experience working within the trade union movement.
- Knowledge of human rights due diligence tools and their application.
- High proficiency and experience with GIZ, BMZ, or comparable donor requirements and project management. Direct experience managing the implementation of GIZ or BMZ funded projects is an advantage.
- At least 2 years' experience in project management.
- Ability to plan and coordinate project operations, including administrative and support services with attention to detail.
- Excellent command of German and English. Proficiency in other languages desirable.
- Prior experience working in multiple country settings.
- Effective writing, editorial, and communication skills.
- The ability to adapt and deliver results in a fast-paced environment.
- The ability to work flexibly in a small team.
- High degree of knowledge and experience with word processing and spreadsheet software applications (MS Word; MS Excel), use of mobile phone technology, and common office equipment technology.

Interested candidates should provide a quote that includes the day rate and total days estimated required, and any other costs that are foreseen to be covered, and any information relevant to evaluating the above criteria by 1<sup>st</sup> August, such as a CV and covering letter. Please send this to [lisa.nathan@uniglobalunion.org](mailto:lisa.nathan@uniglobalunion.org) with the subject line: “Project Management Consultant.”

**Award Criteria:**

- Experience level (20%)
- Quality of the proposal (40%)
- Price (40%)