

Terms of Reference

▶ **Administrative Consultant for Operational Project Setup in Uzbekistan**

Background

About Better Work

We mobilize global brands, governments, factory owners and workers to improve working conditions, drive competitiveness and create a more equitable, more prosperous world.

The Power of Convening

As a partnership between the UN's International Labour Organization and the World Bank Group's International Finance Corporation, we know how to bring diverse groups together to create positive action that improves working conditions while stimulating productivity and competitiveness.

A Proven Approach

We create lasting, measurable change by empowering factories to improve the working conditions in their facilities. Our assessments are the global gold standard for rigour and integrity. Our training programs and advisory services change attitudes as well as behaviours.

National Action/ Global Influence

Through our comprehensive, university-led research, and by sharing best practices from our on-the-ground experience, we are able to shape the agenda well beyond the countries in which we work, influencing governments, brands and policy makers to make improving working conditions a top priority

Purpose

Our work and our research have demonstrated – to employers, unions, global brands and governments – that improving working conditions and defending the rights of workers benefits all of us. We've improved the lives of more than 3 million workers, and millions more family members, while enhancing the profitability of their employers. There is no trade-off between better work and better business.

For more information about Better Work please see www.betterwork.org.

Scope of Work

Better Work is setting up a new project in Uzbekistan. To this end, support is required to set up the new office and programme infrastructure. Hence, Better Work is seeking to contract a consultant for a short-term (3 months) contract to help with the following tasks:

- Help to establish the new programme office in Tashkent, including procurement of office equipment and supplies;
- Organise transportation for new programme team in Tashkent and other parts of the country by preparing required documents as per ILO rules and regulations and help with any practical needs to organize these missions;
- Manage and maintain all project administrative and financial files and records;
- Provide administrative support to businesses seeking enrollment with the Better Work programme and help manage communication with them
- Help to organize workshops and meetings with programme constituents;
- Help to manage communication and coordination with other ILO and IFC teams in country;
- Help with any other administrative, finance or logistics challenge that the new team will face.

Qualification and Experience

- Uzbek national
- Fluent in Uzbek, Russian and English in written and oral language
- Qualification and experience in administration, finance, office management, logistics

Application

Interested candidates should submit their application with CV, proof of qualifications and cover letter expressing interest to: uzbekistan@betterwork.org by 9 June 2023.

Non-Disclosure Agreement

1. Confidential Information.

Certain of its confidential and proprietary information (the "Confidential Information") will be disclosed to the contractor. Confidential Information shall include all data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, concepts, financial information, and other information disclosed or submitted, orally, in writing, or by any other media, to the contractor with respect to this contract. Nothing herein shall require BW to disclose any of its information.

2. The Contractor's Obligations.

A. The Company agrees that the Confidential Information is to be considered confidential and proprietary of the contracting organization and that The Contractor shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with the organization, and shall disclose it only to its officers, directors, or employees on a specific need to know basis. The Contractor will not disclose, publish or otherwise reveal any of the Confidential Information received from the organization to any other party whatsoever except with the specific prior written authorization of the organization.

B. Confidential Information furnished in tangible form shall not be duplicated by The Contractor except for purposes of the above contract of work. Upon the request of the organization, The Contractor shall return all Confidential Information received from the organization or developed by the Recipient in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within ten (10) days of such request. Per The Contractor's preference, these documents may be destroyed instead of returned to the organization. In the latter case, The Contractor shall provide a written certificate to the organization regarding destruction within ten (10) days thereafter.

3. Other Information.

Confidential Information that becomes publicly available without breach of this Agreement by The Company is rightfully received by the Company without obligations of confidentiality; or is developed by the Company without breach of this Agreement.

4. No License.

Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information by the organization. It is understood and agreed that neither party solicits any change in the organization, business practice, service or products of the other party, and that the disclosure of Confidential Information shall not be construed as evidencing any intent by a party to purchase any products or services of the other party nor as an encouragement to expend funds in development or research efforts. Confidential Information may pertain to prospective or unannounced products or services. The Contractor agrees not to use any Confidential Information as a basis upon which to develop or have a third party develop a competing or similar product or service.

5. No Publicity.

The contractor agrees not to disclose the invitation to participate to the above request for proposal, its participation, the existence or terms and conditions of this Agreement, or the fact that discussions are or were being held with the organization.