Terms of Reference

Responsible purchasing assessment framework

The Common Framework for Responsible Purchasing Practices is a reference point for companies working to improve their purchasing practices and for Multi-Stakeholder Initiatives supporting their member companies in implementing practical improvements in purchasing, to increase the scope for improved working conditions in supply chains. The framework is based on a benchmarking of existing documents of the involved MSIs and others that published recommendations on responsible purchasing.

The Multi-Stakeholder Initiative Working Group on Responsible Purchasing Practices has collaborated to develop the Common Framework for Responsible Purchasing Practices (CFRPP) and is working together on disseminating and promoting the uptake and implementation of the Framework, and on influencing relevant policy. The Working Group consists of representatives of the Ethical Trading Initiative, Ethical Trade Norway, Fair Wear, the German Partnership for Sustainable Textiles (PST), Ethical Trade Denmark, and the Ethical Trading Initiative Sweden joined by Solidaridad.

The MSI Working Group is looking for a consultant to support the design of an assessment framework that outlines how to credibly assess progress of garment brands in improving their purchasing practices.

Scope of the assignment

The MSI Working Group envisions an assessment framework that is closely aligned with an HRDD approach as outlined in the OECD Guidelines and the UNGP. Therefore, the assessment framework will be focused on measuring process quality rather than providing a lengthy "tick-box" checklist.

The assessment framework should provide a common reference point for anyone wishing to measure brand progress on responsible purchasing; be it regulators, investors, retailers, MSIs/sector initiatives or brands themselves. The MSI Working Group will be developing a strategy to advocate for uptake of this common reference point in 2024.

We expect the assessment framework to include

1) An introduction on how this assessment framework relates to the CFRPP
2) Process indicators measuring how a brand has considered the impact of their purchasing practices on working conditions and what action has been taken to improve outcomes for suppliers and workers in line with the OECD cycle (e.g. quality of engagement with suppliers, collaboration between departments)
3) A (limited number of) content indicators linked to the five principles of the CFRPP/STTI White Paper.
Timeline and practical considerations

- The consultant will work closely with a taskforce of the MSI Working Group who will reserve time to co-create the draft assessment framework in Q1 2024. The consultant will prepare and lead a number of working sessions to that end.
- The development of the assessment framework can build on extensive work by Solidaridad who have mapped different assessment methodologies on responsible purchasing in the garment industry.
- The consultant will determine in collaboration with the taskforce if further desk research or interviews with members outside the taskforce will be necessary.
- A draft assessment framework will be presented to the MSI Working Group towards the end of Q1 2024 (to be discussed in collaboration with the taskforce) whose feedback the consultant will integrate in the final draft.
- The MSI Working Group expect the consultant to allocate 10-15 working days.
- Strong expertise on HRDD and progress assessments as well as strong writing skills and an understanding of the garment industry are required. Expertise on responsible purchasing practices is preferable.

If you are interested in this assignment, please submit a proposal to Lisa Suess (suess@fairwear.org) by 8 January 2024, including an outline of your relevant experience and proposed workplan and budget. We expect work to begin end of January 2024. Fair Wear Foundation will be the contracting party.

For more information please visit: https://www.cfrpp.org/