

### Job description

**Policy Analyst for Responsible Business Conduct in the Garment & Footwear Sector Supply Chain**  
**Temporary contract**

**- Vacancy closing on Tuesday 20 October, midnight Paris time (CEST) -**

**Application instructions:** Candidates shall contact Ariane Rota by email at [ariane.rota@oecd.org](mailto:ariane.rota@oecd.org) and share their CV and a cover letter. The subject line should read ‘Application – Policy Analyst in the Garment & Footwear Sector’.

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 37 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

**About the OECD Centre for Responsible Business Conduct, within the Directorate for Financial and Enterprise Affairs**

The OECD has earned a leading role in financial and enterprise issues. In line with the Strategic Orientations of the Secretary-General, the core mission of the OECD's Directorate for Financial and Enterprise Affairs (DAF) is to assist markets to fund inclusive economic growth, and in turn Better Lives, through setting and implementing standards, providing capacity building and technical assistance, acting as a forum for co-operation and collaboration across the OECD Directorates, external stakeholders and International Organisations. DAF's work is structured under two work areas - Conduct and Markets - and its mission is pursued through five substantive divisions whose teams provide Member countries and partners with policy guidance, analysis and support in the areas of competition, anti-corruption, corporate affairs, financial affairs and international investment.

The OECD Centre for Responsible Business Conduct (RBC Centre), which is part of DAF, is in charge of supporting the implementation of the [OECD Guidelines for Multinational Enterprises](#) (OECD Guidelines) and related [due diligence guidance](#) in the minerals, extractives, agriculture, garment and footwear and financial sectors. The Centre also provides the Secretariat of the Network of [National Contact Points for Responsible Business Conduct \(NCPs\)](#).

### *Responsible supply chains in the garment and footwear sector*

The [OECD Due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector](#) (the OECD Garment Guidance) sets a common framework of due diligence to help companies identify, prevent, mitigate and address adverse impacts in their own operations and their supply chains within the sector. The OECD Garment Guidance targets all enterprises operating in the garment and footwear supply chain with the common goal of helping companies source responsibly. It has been approved by 48 governments and endorsed by a multi-stakeholder advisory group comprised of governments, business, trade unions and civil society. The OECD supports the uptake of due diligence recommendations within the OECD

Garment Guidance through an implementation programme which includes awareness raising, sharing good practices, capacity building, research and country engagement.

**Figure 1. OECD activities to support the implementation of the OECD Garment Guidance**



### **About the Infrastructure and Public Procurement Division, within the Public Governance Directorate**

The OECD's [Public Governance Directorate \(GOV\)](#) works to help governments at all levels design and implement strategic, evidence-based and innovative policies to strengthen public governance, respond effectively to diverse and disruptive economic, social and environmental challenges and deliver on government's commitments to citizens. GOV provide a forum for policy dialogue and exchange, common standards and principles, comparative international data and analysis to support innovation and reform across the OECD, policy reviews and practical recommendations targeted to the reform priorities of specific governments.

The Infrastructure and Public Procurement Division (IPP), within GOV, helps governments design and implement comprehensive policies in two main areas: i) the governance of infrastructures and ii) public procurement systems at the national, sub-national and sector levels. To do so, IPP conducts assessments of existing frameworks, in order to develop evidence-based policies to promote better procurement and infrastructure governance and delivery in the public sector, ensuring adequate efficiency, accountability and openness. IPP also develops standards and guiding principles, facilitates policy dialogue, and generates comparative country data. Finally, the division is in charge of ensuring the functioning of the MAPS Secretariat, an independent initiative to support the implementation of the global standard for evaluating procurement systems, the Methodology for Assessing Procurement Systems (MAPS) ([www.mapsinitiative.org](http://www.mapsinitiative.org)).

### ***Leveraging Responsible Business Conduct through Public Procurement – garment and textile pilot***

A new workstream launched in 2019 focuses on embedding Responsible Business Conduct (RBC) standards and practices in Public Procurement, considering the interest received from member countries and building on the economic dimension and potential social impact of public procurement (12% of GDP in OECD area).

This joint project (co-managed by the RBC Centre and IPP) is called [Leveraging Responsible Business Conduct through Public Procurement](#) (hereafter the Project) and aims to advance the integration of RBC standards and the use of the OECD framework on supply chain due diligence in public procurement policies and practices. A key workstream of this Project is a pilot with public procurement practitioners on integrating the recommendations of the OECD Garment Guidance into the public procurement of garment and textiles.

The pilot will convene a select group (estimated between 10 to 12 countries) of public procurement practitioners responsible for procuring textile and garments. This work will be carried out as part of the Programme of Work of the OECD's Working Party on Responsible Business Conduct (WPRBC) and the working party of the Leading Practitioners on Public Procurement (LPP).

### **Recruitment need**

The RBC Centre is seeking a Policy Analyst, to manage the RBC & Public Procurement (PP) garment and textile pilot and to support the OECD implementation plan for the OECD Due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector.

The work will be carried out in a multinational and multicultural environment. This person will interact primarily with public procurement practitioners, policy makers, business sector representatives, procurement teams, certification groups, experts, civil society and stakeholders. Some travel may be required. S/he will report to the sector lead of the Garment and Footwear Sector work at the RBC Centre and coordinate closely with the Leveraging RBC through Public Procurement project leads in the RBC Centre and IPP.

### **Main Responsibilities**

#### **Project management and relationship management (Textiles Pilot)**

- Act as point person for the RBC and PP Textiles Pilot
- Support recruitment of PP practitioners from national, regional and local levels, to participate in the Textiles pilot
- Manage relationships with pilot participants to ensure understanding of and buy-in to the OECD recommendations of due diligence and the pilot process
- Create a learning environment amongst pilot participants to promote peer learning and tool sharing.
- Organise meetings, workshops, webinars, multi-stakeholder consultations (content development and preparation of background materials) as needed.
- Engage with and support collaboration between pilot participants and non-government stakeholders such as business, civil society, workers and other experts.
- Provide updates to the LPP and WPRBC (as needed) on key milestones, achievements and learnings from the pilot
- Provide written reports on pilot progress to donors

#### **Due Diligence expertise, analysis, drafting and policy advice**

- Integrate OECD due diligence considerations into Public Procurement cycles and approaches
- Act as an expert on due diligence, and provide direction of how due diligence can be integrated into existing PP practices
- Build an evidence base of current practices in public procurement of garment and textiles related to RBC, and identify challenges and needs.
- Draft analytical reports (two are expected from the Pilot), policy briefs, workshop summaries and other types of documents, as needed.
- Contribute to formulating policy assessments and recommendations, taking into account good practices, past OECD recommendations, comparative data, benchmarks and indicators in OECD countries and selected emerging economies.
- Undertake research and analysis on responsible business conduct and due diligence topics, with a focus on garment/ footwear supply chains.

## **Tool development**

- Develop, customise and collate a compendium of good practices and due diligence tools for Public Procurement that are adapted to garment and textile supply chains.
- Support the development of materials and tools to support capacity building and training on RBC and OECD risk-based due diligence for Public Procurement practitioners and use by policy makers.
- Support the development of other materials and tools to support implementation of the OECD Garment & Footwear Guidance.

## **Outreach and raising awareness**

- Support communication related to the implementation of the OECD Garment Guidance and the Garment and Textile Public Procurement Pilot, internally and externally, including reports to funders, updates to raise awareness about the work, and disseminate key messages.
- Support the content development of the OECD Forum on Due Diligence in the Garment and Footwear Sector and Policy Maker Roundtable. This may include: researching and drafting session notes, inviting and briefing speakers, organising session preparation calls, coordinating with partner organisations on partner-led sessions, etc.
- Develop and run technical workshops in OECD and non-OECD countries on supply chain due diligence in-line with the OECD Due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector aimed at government, business, trade unions and civil society.
- Engage with policy makers in OECD and non-OECD countries on creating an enabling environment for responsible supply chains in the garment and footwear sector.

## **Other**

- Support and build good communications between the IPP Division (GOV) and the RBC Centre (DAF)
- Contribute to and support the RBC Garment & Footwear project implementation plan, across the pillars of activity (see figure 1).
- Represent the OECD RBC Centre at key international fora and expert meetings.
- Carry out other related duties, as assigned.

## **Ideal Candidate Profile**

### **Academic Background**

- An advanced university degree in economics, public policy, public administration, law, business or another relevant field.

### **Professional experience and expertise**

- Five years' professional experience in the field of Responsible Business Conduct and Public Procurement, including working on Public Procurement in a national or international administration and experience working with policy makers, buyers and other stakeholders in Garment and Footwear supply chains;

- Project management experience, particularly at the international level, working with diverse stakeholders (governments, NGOs, industry, trade unions), including building consensus in challenging contexts.
- An understanding of the due diligence expectations under the OECD Guidelines for Multinational Enterprises and the UN Guiding Principles for Business and Human Rights. Familiarity with the OECD due Diligence Guidance for Responsible Supply Chains in the Garment and Footwear Sector is beneficial.
- A strong understanding of the garment and footwear sector and the labour, human rights and integrity risks within the sector supply chain.
- Strong analytical skills – demonstrated in logical thought process and ability to make clear points in writing and orally. A proven track record in writing about technical subjects in a clear, compelling manner.
- Experience in co-ordinating multi-stakeholder processes.

#### Languages

- Fluency in one of the two OECD official languages (English and French) and knowledge of the other, with a commitment to reach a good working level.

#### Core Competencies

- For this role, the candidate should demonstrate Professionalism and Accountability and the following competencies would be particularly important: Analytical thinking, Achievement Focus, Drafting Focus, Flexible thinking, Diplomatic sensitivity, Teamwork, Organisational alignment, Strategic thinking.
- Please refer to the level 3 indicators of the [OECD Core Competencies](#).

#### Contract Duration

- 12 months, with possibility of extension.

The OECD is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of [OECD member countries](#), irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.

The OECD promotes an optimal use of resources in order to improve its efficiency and effectiveness. Staff members are encouraged to actively contribute to this goal.