

Invitation to Tender:

Research on new cases for the Get Started Tool and Update of the Resource Center

1 Roundtable Human Rights in Tourism

The Roundtable Human Rights in Tourism e.V. (RT) is a multi-stakeholder initiative promoting human rights in tourism with currently 33 members, including tour operators, travel associations, non-governmental organisations and certification bodies from six countries. The non-profit association contributes to the implementation of the UN Guiding Principles on Business and Human Rights in a sector characterised in particular by small and medium-sized enterprises with a very complex international value chain. Support services in the framework of the implementation of National Action Plans on Business and Human Rights must therefore also be judged by how they empower small and medium-sized enterprises to fully comply with their individual human rights due diligence obligations.

2 Background

Since the United Nations adopted the Guiding Principles on Business and Human Rights in 2011, it has become clear that tourism companies need to take action to analyse and eliminate human rights risks in their business activities.

Get Started Tool

In 2018, the Roundtable Human Rights in Tourism developed the freely available online **«Get Started Tool»**. The tool mainly addresses organisations that have not yet developed comprehensive human rights due diligence strategies and supports them to «get started». It provides easy access to identify business-related human rights risks based on a tourism value chain risk analysis. It gives examples and case studies as well as concrete recommendations for actions to address the identified impacts.

The tool is regularly updated and revised. In 2021, the tool was extended with content regarding diversity and inclusion topics in tourism. Existing case studies were revised, and all links were checked.

To integrate more practical and up-to-date case studies, the RT Coordination Office needs support in researching and insert new cases and examples for the different risks and measures.

Resource Center

The Roundtable website offers an online media library with search and filter functions. This **"Resource Center"** provides tourism stakeholders with numerous relevant publications, studies, articles, websites and other existing information regarding human rights and tourism. With this offer, the Roundtable bundles existing information from the industry and thus offers a unique, sector-specific, comprehensive database.

The coordination office regularly researches new data. Support is currently needed for entering the already researched content in the resource centre.

3 Type and scope of the requested services

Measures planned under the project

- a. **Get Started Tool:** Desktop research and integration of new cases (**approx. 7 working days**)
- Researching new cases/ examples for all risk cards in the tool
 - Cases should be exemplary for the described risk
 - Cases should have a clear connection to tourism
 - Cases should not be older than 3 years
 - Researching new cases/ examples for all measure cards in the tool
 - Cases should be exemplary for the described measure, with a clear tourism relation and conducted by a tourism business
 - Adding the new content to the tool, including suitable pictures and links to the original articles. The CMS system is Drupal 8.
- b. **Resource Center:** Entering and categorising new content (approx. 5 working days)
- Entering new resources to the resource centre via Drupal 8
 - Adding short description and suitable categories/keywords for each resource
 - Adding a suitable picture (screenshot of cover page) for each resource
 - Document each resource in the referring xls-database to keep an overview

Expected Outcome

- The Get Started Tool is updated with new cases and examples that are relevant for tourism.
- The Resource Center is updated with all collected information and studies.

4 General Specifications

Language

- Excellent English language skills are essential for the research and the execution of the assignment.

Documentation

- At the end of the project, a complete documentation of the services provided (list of new resources integrated in resource centre; list of cases researched and integrated in Get Started Tool and a list of working hours) must be handed to the client.

Technical Equipment

- A laptop and a stable internet connection are required for the project. Technical supplies cannot be provided.

5 Execution Place & Period

We estimate a project duration of 12 working days (à 8 hours working time). The processing of the project is scheduled from 1 October to 1 December 2022.

The project can be carried out entirely from home office. The Roundtable can provide a work desk in its office for the 12 working days if requested. If the contractor lives in Berlin or the surrounding area, onboarding in person is preferred.

6 Budget & Accounting

The overall project budget is 1440,00 € (15 € per hour; 12 working days).

The budget is indicated as gross price incl. VAT, and including all personnel and material costs as well as travel and other incidental expenses.

The work is carried out on a self-employed basis. The contractor works on account and requires a tax number. If the contractor is obliged to pay VAT, he/she shall issue the invoice in accordance with the statutory provisions and show the VAT separately in the invoice.

7 Qualification

In order to ensure an effective project implementation, the contractor should have the following qualifications:

- Very good knowledge in Drupal 8 or a similar CMS system
- Good knowledge and understanding of
 - o the tourism sector and its value chain
 - o human rights issues related to tourism, preferably with practical working experiences in tourism
- Excellent English skills
- Good knowledge in doing research
- Structured and independent working approach
- Ability to communicate clearly and summarise content to the point

8 Form and Content of Offers

The offer should be written in English and should not exceed the scope of three DIN A4 pages plus attachments. The offer is legally binding and must name a contact person for questions.

The offer should include:

- Introduction of the contractor, including details of qualification and relevant experience:
 - o What experiences do you have in the tender-relevant area? Is there any specific expertise for the advertised topic?
 - o Are you anchored in networks (tourism networks, NGOs in the field of human rights and business, etc.)?
 - o Please explain and prove your experience with CVs and possible project references.

Tenders must be submitted by Monday, 22.08.2022, 12.00 noon.

Please send the offer as a single PDF file (1 document, max 4 GB) by e-mail to the Roundtable Coordinator Jara Schreiber via info@humanrights-in-tourism.net.

There is no compensation for the preparation of the submitted documents or the offer.

Contact:

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