TERMS OF REFERENCE

Business Integrity & Compliance Vertical | Human Resources | 2026–27

BACKGROUND

These Terms of Reference (ToR) govern the engagement of all human resources for the UN Global Compact Network India (UNGCNI) Business Integrity & Compliance Vertical in 2026–27. The Vertical operationalises **UNGC Principle 10 (Anti-Corruption)** and the UNGC 2026–2030 global strategy pillars of 'Equip Companies to Act' and 'Catalyse Collective Action', with a specific focus on strengthening supply chain integrity across India's private sector, MSMEs, and procurement ecosystems.

This document contains ToRs for:

#	Role	Nature	Remuneration	Volume
1	**Knowledge & Domain Consultant**	Part-time Retainer	**₹68,000 / month**	12 months
2	**Programme Coordinator**	Full-time	**₹22,000 / month**	12 months
3	**Expert Consultant - Integrity Risk Assessment**	Retainer / Day-rate	**₹8,500 / day**	22 days
4	**Training Facilitator (External)**	Day-rate	**₹12,000 / day**	8 days
5	**Legal Advisor (Part-time)**	Day-rate	**₹10,000 / day**	5 days
6	**Communications & Content Writer**	Day-rate	**₹7,000 / day**	10 days

KNOWLEDGE & DOMAIN CONSULTANT

Organisation	UN Global Compact Network India (UNGCNI)
Vertical	Business Integrity & Compliance
Designation	Knowledge & Domain Consultant / Partner
Engagement Type	Part-time Retainer (12 months, renewable)
Location	Noida (with remote flexibility and field visits as required)
Reports To	Executive Director, UNGCNI
Remuneration	₹68,000 per month (all-inclusive; no additional benefits or allowances)
Duration	1 Year | 2026–27

1. Background & Purpose

UNGCNI is establishing a dedicated Business Integrity & Compliance Vertical to address systemic corruption risks in Indian supply chains. The Vertical is anchored in UNGC Principle 10 (Anti-Corruption) and the UNGC 2026–2030 global strategy. The **Knowledge & Domain Consultant / Partner** is the intellectual and operational lead of the workstream — responsible for strategic design, stakeholder convening, content development, policy engagement, and ensuring alignment with global UNGC frameworks. This is a senior advisory and delivery role, not a coordination role.

2. Scope of Work

2.1 Strategic Leadership

- Lead the design and execution of the Business Integrity Workstream Annual Plan (2026–27) across all five pillars: Ethical Procurement, MSME Capacity Building, AI & Digital Integrity, Reporting Channels (Whistleblower Systems), and Collective Action & Policy.
- Serve as the primary UNGCNI representative in all anchor company engagements, knowledge partner meetings, and regulator roundtables.
- Provide strategic guidance to the Executive Director for Board reporting, donor communications, and UNGC global office interactions.
- Chair all Steering Committee meetings and Business Integrity Forum sessions; prepare agendas, presentations, and follow-up action logs.

2.2 Baseline Integrity Risk Assessment

- Design the methodology for Baseline Integrity Risk Assessments across anchor companies, in collaboration with the Expert Consultant (A3) and IIM Ahmedabad.
- Oversee and quality-assure the conduct of assessments across 6 companies over the year; review and sign off on all assessment reports.
- Lead synthesis of findings into the Business Integrity Compendium v1 (published Q4 2027).

2.3 Toolkit & Content Development

- Provide domain expertise and editorial oversight for the Ethical Procurement Toolkit v1.0 — including integrity clause frameworks, beneficial-ownership checklists, and e-procurement guidance.
- Guide development of the MSME Compliance Toolkit (English + Hindi) and Training Curriculum (Modules 1 and 2).
- Author or co-author Policy Brief #1 with the Communications & Content Writer (A6); manage peer review process with knowledge partners.

2.4 Training & Capacity Building

- Design the content and learning objectives for all Procurement Integrity Workshops (Workshop #1 in Q2, Workshop #2 in Q3) and MSME Integrity Training sessions.
- Co-facilitate at least two major training events per year alongside the external Training Facilitator (A4).
- Develop the Speak-Up Culture workshop framework; deliver or oversee delivery at anchor company premises.

2.5 Collective Action & Policy Engagement

- Convene and facilitate the Business Integrity Forum (quarterly meetings: Aug, Nov, Feb, and Year-End); manage Forum membership, terms of reference, and action registry.
- Lead the Regulator Roundtable with CVC and MoHFW (Q2); prepare briefing materials and follow-up engagement.
- Draft and submit at least 1 policy brief to government counterparts (CVC, MoHFW, DPIIT) by end of Q4.
- Negotiate and finalise bilateral Integrity Pacts with anchor companies (target: 3 by end of Q4); maintain the Pact Registry.

2.6 AI & Digital Integrity

- Lead the evaluation and shortlisting of AI-based vendor risk tools for MSME Toolkit integration (Q1 shortlist to Steering Committee).
- Oversee the AI pilot at 1–2 anchor companies (Q3); produce pilot findings report for knowledge partners.

2.7 Monitoring, Reporting & Governance

- Submit quarterly progress reports to the Steering Committee within 2 weeks of each quarter-end.
- Lead the formal mid-year M&E review (Jan 2027): KPI dashboard analysis, risk register update, course-correction memo.
- Produce the Year-End Impact Report (Q4) for the Steering Committee, donors, and UNGC global office.
- Maintain financial oversight in coordination with UNGCNI Finance; flag budget variance exceeding 10% to the Executive Director.

3. Deliverables by Quarter

Quarter	Key Deliverables & Activities
Q1	• Onboarding: work plan, stakeholder map, and MoU pipeline prepared within 30 days of start

	• 3–5 anchor company MoUs signed • Baseline Risk Assessment methodology finalised (with A3 and IIM-A) • Training Curriculum Module 1 outline approved • AI vendor risk tool shortlist submitted to Steering Committee • Inaugural Business Integrity Forum convened (Aug 2026); ToR adopted • Knowledge partner MoUs signed: IIM-A, IICA, UNODC India • Q1 Progress Report submitted
Q2	• Procurement Integrity Workshop #1 delivered (50+ participants; Aug 2026) • MSME Integrity Training co-delivered with chamber partner (30+ participants) • Speak-Up Culture Workshops at 2 anchor companies • Ethical Procurement Toolkit v1.0 draft circulated to Forum for review • MSME Compliance Toolkit draft finalised and shared with IICA • Regulator Roundtable with CVC / MoHFW convened (Dec 2026) • Business Integrity Forum Q2 meeting facilitated (Nov 2026) • AI vendor risk API integrated into MSME Toolkit pilot • Baseline assessments completed at 2 additional companies (cumulative: 4) • Q2 Progress Report submitted
Q3	• Mid-Year M&E Review completed; course-correction memo to Steering Committee (Jan) • Procurement Integrity Workshop #2 delivered (60+ participants; Jan 2027) • Training Curriculum Module 2 piloted with 1 MSME cluster • AI pilot at 1–2 anchor companies conducted; pilot report circulated • Policy Brief #1 draft shared with knowledge partners for peer review • Business Integrity Forum Q3 meeting facilitated (Feb 2027) • Minimum 3 Integrity Pacts signed (cumulative) • 5th baseline assessment completed • Q3 Progress Report submitted
Q4	• Policy Brief #1 finalised, published, and submitted to CVC / MoHFW / DPIIT • Ethical Procurement Toolkit v1.0 published (print + digital) • Business Integrity Compendium v1 published (design, print, digital) • Year-End Review Event hosted (80+ participants; Jun 2027) • 6th baseline assessment completed; findings incorporated into Compendium • Year-End Impact Report submitted to Steering Committee and donors • Year 2 Workstream Plan drafted and presented for Board approval • Financial audit completed

4. Required Qualifications & Experience

- Master's degree in Public Policy, Law, Development Studies, Business Administration, or a related discipline.

- Minimum 8–10 years of professional experience in anti-corruption compliance, procurement governance, supply chain integrity, or related ESG / sustainability domains.
- Demonstrated experience in designing and facilitating multi-stakeholder convening platforms (forums, roundtables, task forces).
- Strong knowledge of Indian regulatory context: SEBI BRSR, Prevention of Corruption Act, CVC framework, GeM procurement, PMLA, and DPDPA 2023.
- Familiarity with UNGC Principle 10, UNCAC, ISO 37001, and global anti-corruption frameworks.
- Prior experience developing toolkits, policy briefs, or compliance guidance documents for corporate or civil society audiences.
- Excellent written and spoken English; working knowledge of Hindi an advantage.
- Familiarity with AI/digital compliance tools preferred; not mandatory.

5. Reporting & Working Arrangements

- Reports directly to the Executive Director, UNGCNI.
- Works in close collaboration with the Programme Associate / Coordinator (A2) who provides operational support.
- Coordinates with all other consultants (A3–A6) and is responsible for the quality of their deliverables in so far as they relate to Workstream outputs.
- Expected to attend Steering Committee meetings, Forum meetings, all training events, and anchor company visits in person.
- Remote work permissible for desk-based tasks; travel costs reimbursed separately per UNGCNI policy.

6. Ethical Standards

The Consultant shall at all times comply with UNGCNI's code of conduct, conflict-of-interest policy, and the UN Global Compact's Ten Principles. Given the nature of this role - directly managing relationships with companies on integrity and anti-corruption - any actual or potential conflict of interest must be disclosed to the Executive Director immediately and in writing.

PROGRAMME COORDINATOR

Organisation	UN Global Compact Network India (UNGCNI)
Vertical	Business Integrity & Compliance
Designation	Programme Coordinator
Engagement Type	Part time retainer (12 months, renewable), remote
Location	Noida office (need-based, with remote as required)
Reports To	Knowledge & Domain Consultant; Administrative line to Executive Director
Remuneration	₹22,000 per month (CTC)
Duration	1 Year | 2026–27

1. Background & Purpose

The Programme Coordinator provides operational backbone for the Business Integrity Workstream. This is a part-time, remote role responsible for day-to-day logistics, stakeholder coordination, event management, documentation, and administrative support - enabling the Knowledge & Domain Consultant to focus on strategic and content functions.

2. Scope of Work

2.1 Programme Administration

- Manage the Workstream task tracker, milestone calendar, and risk log; circulate weekly updates to the team.
- Maintain and update the Workstream's stakeholder database (anchor companies, knowledge partners, Forum members, government contacts).
- Draft, track, and archive MoUs, Integrity Pact templates, and other formal agreements in coordination with the Legal Advisor (A5).
- Support the Knowledge & Domain Consultant in preparing Steering Committee presentations, agendas, and minutes.

2.2 Event & Training Logistics

- Handle end-to-end logistics for all Workstream events: venue booking, AV coordination, catering, participant invitations, registration, materials printing, and post-event documentation.
- Events include: Business Integrity Forum (3 quarterly meetings), Procurement Integrity Workshops ×2, MSME Integrity Training, Speak-Up Culture Workshops ×2, Regulator Roundtable, and Year-End Review Event.
- Coordinate participant travel and accommodation where applicable.

- Circulate post-event summaries and action-point trackers within 48 hours of each event.

2.3 Research & Survey Support

- Assist the Expert Consultant (A3) in administering the MSME Supply Chain Survey and Stakeholder Perception Survey: respondent outreach, reminder communication, data collection tracking.
- Compile quantitative data from surveys into structured spreadsheets for analysis.
- Maintain the Integrity Pact Registry and reporting channel platform records.

2.4 Communications & Digital

- Coordinate with the Communications & Content Writer (A6) on newsletter, social media, and web content updates.
- Maintain the Workstream section of the UNGCNI website; upload publications and event reports promptly.
- Manage email correspondence on behalf of the Workstream for routine stakeholder communications.

2.5 Financial Tracking

- Maintain a live budget tracker against the approved ₹28,00,000 plan; update actuals monthly.
- Process invoices and payment requests for all Workstream vendors and consultants; liaise with UNGCNI Finance.
- Prepare budget utilisation summaries for each Quarterly Progress Report.

2.6 M&E Support

- Maintain the M&E KPI dashboard, updating it monthly with training attendance, platform usage, Pact signings, and other key indicators.
- Compile data inputs for the mid-year M&E Review (Jan 2027) and Year-End Impact Report (Jun 2027).

3. Deliverables by Quarter

Quarter	Key Deliverables & Activities
Q1	• Task tracker, milestone calendar, and stakeholder database operational within 2 weeks of start • MoU drafts prepared and circulated for 3–5 anchor companies • Knowledge partner MoU logistics coordinated (IIM-A, IICA, UNODC India) • Inaugural Business Integrity Forum logistics fully managed (Aug 2026) • M&E KPI dashboard set up and updated • Budget tracker live; Q1 actuals compiled

Q2	• Procurement Integrity Workshop #1 fully managed end-to-end (Aug) • MSME Integrity Training logistics handled (co-hosted with chamber) • Speak-Up Culture Workshops at 2 anchor companies coordinated • Forum Q2 meeting (Nov) and Regulator Roundtable (Dec) logistics managed • Pre-training stakeholder perception survey administered • Budget utilisation summary for Q1 Progress Report compiled • Integrity Pact Registry operational; 1 Pact filed
Q3	• Procurement Integrity Workshop #2 logistics managed (Jan) • Post-training perception survey administered and data compiled • Forum Q3 meeting (Feb) managed • Mid-Year M&E dashboard data compiled for review (Jan) • Budget utilisation summary for Q2 Progress Report compiled
Q4	• Year-End Review Event fully managed (Jun); 80+ participants • Year-End Impact Report data inputs compiled • All Workstream publications archived and uploaded to UNGCNI website • Financial audit documentation prepared and handed to auditor • Full Integrity Pact Registry and KPI dashboard handed over for Year 2

4. Required Qualifications & Experience

- Bachelor's degree in any discipline; postgraduate degree in development, management, or social sciences preferred.
- Minimum 2 years of programme coordination or project management experience, preferably in a think tank, NGO, UN agency, or corporate sustainability function.
- Strong proficiency in MS Office (Excel for budget tracking, PowerPoint for presentations, Word for documentation).
- Experience managing events with 30–100+ participants.
- Excellent written English; Hindi proficiency essential for MSME outreach coordination.
- High attention to detail, ability to manage multiple workstreams simultaneously, and comfort with tight deadlines.

5. Reporting & Working Arrangements

- Part-time, remote, on-call presence at UNGCNI Noida office.
- Reports to the Knowledge & Domain Consultant for all programme tasks.
- Administrative and HR matters (leave, reimbursements) handled through the Executive Director's office.
- Travel reimbursed per UNGCNI travel policy.

ToR 3 of 6

EXPERT CONSULTANT — INTEGRITY RISK ASSESSMENT

Organisation	UN Global Compact Network India (UNGCNI)
Vertical	Business Integrity & Compliance
Designation	Expert Consultant — Integrity Risk Assessment
Engagement Type	Retainer / Day-rate (22 days across 12 months)
Location	Remote with field visits to anchor company sites (Delhi NCR and other cities as required)
Reports To	Knowledge & Domain Consultant, Administrative line to Executive Director
Remuneration	₹8,500 per day (all-inclusive)
Duration	1 Year| 2026–27 (approximately 22 engagement days)

1. Background & Purpose

The Expert Consultant is responsible for the technical design and execution of Baseline Integrity Risk Assessments at anchor companies, and for providing specialist quality assurance to the Workstream's toolkit and training content. This is a technical subject-matter expert role.

2. Scope of Work

2.1 Baseline Integrity Risk Assessments

- Co-design (with and IIM Ahmedabad) the assessment methodology: risk domains, data collection instruments, scoring rubric, and reporting template.
- Conduct field-based Baseline Integrity Risk Assessments at 6 anchor companies over the year (approximately 2–3 days per company, including preparation, field visit, and report writing).
- Assessment scope to include: procurement controls, vendor due diligence practices, conflict-of-interest policies, reporting mechanisms, tone at the top, and supply chain integrity.
- Produce individual risk reports for each company; compile a comparative brief synthesising cross-company findings for the Compendium.

2.2 Toolkit Quality Assurance

- Review and provide expert input on the Ethical Procurement Toolkit v1.0 integrity clauses, beneficial-ownership checklists, and vendor due diligence guidance.
- Advise on MSME Compliance Toolkit content to ensure legal accuracy with respect to Indian procurement law, the Prevention of Corruption Act, PMLA, and SEBI BRSR.
- Review Integrity Pact templates in coordination with the Legal Advisor (A5).

2.3 Stakeholder Survey Support

- Design the MSME Supply Chain Survey instrument and Stakeholder Perception Survey (pre/post training); oversee data quality.
- Analyse survey results; produce summary data briefs for the Knowledge & Domain Consultant to incorporate into Progress Reports and the Impact Report.

2.4 Training Content Review

- Review Training Curriculum Modules 1 and 2 for technical accuracy; provide written feedback and suggested revisions.
- Co-facilitate at least 1 training event (e.g., advanced session at Workshop #2 in Jan 2027) if required

2.5 AI Tool Advisory

- Advise on the evaluation of AI-based vendor risk tools (Q1) from a data quality, privacy compliance (DPDPA 2023), and bias risk perspective.
- Contribute to the AI pilot findings report (Q3).

3. Indicative Engagement Schedule

Quarter	Key Deliverables & Activities
Q1 (6 days)	• Methodology design (2 days) • Baseline assessments: 2 companies (3 days) • AI tool shortlist advisory input (1 day)
Q2 (6 days)	• Baseline assessments: 2 companies (4 days) • Toolkit quality review: EP Toolkit + MSME Toolkit (1 day) • Survey instrument design (1 day)
Q3 (6 days)	• Baseline assessment: 1 company (2 days) • Post-survey analysis (2 days) • AI pilot advisory (1 day); Workshop #2 co-facilitation (1 day)
Q4 (4 days)	• Final baseline assessment: 1 company (2 days) • Compendium comparative brief (1 day) • Year-End Impact Report data validation (1 day)

4. Required Qualifications & Experience

- Minimum 10 years of experience in anti-corruption compliance, procurement governance, internal audit, or supply chain risk management.
- Demonstrated track record of conducting integrity risk assessments or compliance due diligence for mid-to-large corporations.
- Strong command of: ISO 37001, UNCAC, Prevention of Corruption Act 1988, PMLA, SEBI BRSR, CVC vigilance framework.
- Experience with MSME ecosystems or supply chain compliance preferred.
- Prior experience in toolkit or standards development an asset.
- Proficiency in data analysis; experience designing survey instruments.

5. Reporting & Deliverables

- Reports to the Knowledge & Domain Consultant / Partner ( ).

- All deliverables (risk reports, toolkit reviews, survey analysis) submitted as Word or PDF documents within agreed timelines.
- Engagement days must be pre-approved by ; day-rate invoiced monthly on submission of a timesheet.

TRAINING FACILITATOR (EXTERNAL)

Organisation	UN Global Compact Network India (UNGCNI)
Vertical	Business Integrity & Compliance
Designation	Training Facilitator (External)
Engagement Type	Day-rate (8 days across 2026–27)
Location	Noida / anchor company locations as required
Reports To	Knowledge & Domain Consultant
Remuneration	₹12,000 per day (all-inclusive)
Duration	1 Year | 2026–27 (8 engagement days)

1. Background & Purpose

The Training Facilitator provides specialist, interactive facilitation for the Workstream's capacity-building events. This role ensures that training sessions — targeted at corporate procurement officers, MSME suppliers, and senior compliance teams — are engaging, practically grounded, and adapted to participant needs.

2. Scope of Work

- Co-facilitate Procurement Integrity Workshop #1 (Aug 2026, 50+ participants) alongside the Knowledge & Domain Consultant, covering ethical procurement, integrity clauses, and vendor due diligence.
- Co-facilitate Procurement Integrity Workshop #2 (Jan 2027, 60+ participants) covering advanced topics: beneficial ownership verification, AI-assisted screening, and case study analysis from anchor company pilots.
- Co-facilitate MSME Integrity Training (Oct 2026, 30+ participants), adapting content for MSME contexts: simplified compliance language, BRSR readiness, and reporting obligations.
- Co-facilitate at least 1 Speak-Up Culture Workshop at an anchor company (Q2), using participatory methods to surface barriers to reporting and build psychological safety.
- Participate in pre-event preparation calls with and A2 to agree facilitation approach, materials, and participant mix.
- Submit a brief post-event facilitation note (1–2 pages) after each event, noting key participant questions, gaps in understanding, and recommendations for future training.

3. Indicative Engagement Schedule

Quarter	Key Deliverables & Activities

Q2 (4 days)	• Workshop #1: 1 day facilitation + 0.5day preparation • MSME Training: 1 day facilitation + 0.5day preparation • Speak-Up Culture Workshop: 1 day
Q3 (4 days)	• Workshop #2: 1 day facilitation + 0.5day preparation • Additional session (if required): 1.5 days

4. Required Qualifications & Experience

- Minimum 5 years of experience as a professional trainer/facilitator in compliance, governance, ESG, or business ethics domains.
- Demonstrated ability to facilitate mixed-audience sessions (senior corporate leaders alongside MSME owners).
- Familiarity with adult learning methods: case-based discussion, scenario exercises, and participatory workshop design.
- Knowledge of Indian procurement and compliance context preferred.
- Strong communication skills in English; Hindi facilitation capability a significant advantage for MSME sessions.

5. Reporting & Deliverables

- Reports to the Knowledge & Domain Consultant.
- Post-event facilitation note submitted within 5 working days of each event.
- Day-rate invoiced event by event; payment processed within 30 days of invoice receipt.

ToR 5 of 6

LEGAL ADVISOR (PART-TIME)

Organisation	UN Global Compact Network India (UNGCNI)
Vertical	Business Integrity & Compliance
Designation	Legal Advisor (Part-time)
Engagement Type	Day-rate (5 days across 2026–27)
Location	Remote / Noida
Reports To	Knowledge & Domain Consultant
Remuneration	₹10,000 per day (all-inclusive)
Duration	1 Year| 2026–27 (5 engagement days)

1. Background & Purpose

The Legal Advisor ensures that the Workstream's legal instruments — Integrity Pact templates, reporting channel policies, and toolkit legal content — are accurate, enforceable, and compliant with applicable Indian law. This is a narrow, specialist advisory role.

2. Scope of Work

- Draft and finalise the Integrity Pact template (bilateral commitment between buyer and supplier), incorporating: no-bribery pledge, beneficial ownership disclosure, reporting channel obligations, consequence framework, and duration clauses. The template must be consistent with the Prevention of Corruption Act 1988, PMLA, and Contract Act provisions.
- Review and advise on the non-retaliation policy for reporting channel (whistleblower) deployments at anchor companies, ensuring compliance with the Whistle Blowers Protection Act 2014 and DPDPA 2023.
- Review the beneficial-ownership checklist in the Ethical Procurement Toolkit v1.0 for legal accuracy and enforceability under Indian law.
- Advise on any data privacy implications of the AI vendor risk screening tools (DPDPA 2023 compliance).
- Provide a written legal note (2–3 pages) on each reviewed document, identifying risks and recommended revisions.

3. Indicative Engagement Schedule

Quarter	Key Deliverables & Activities
Q1 (3 days)	• Integrity Pact template drafting (2 days) • Non-retaliation policy review (1 day)
Q3 (1 day)	• EP Toolkit beneficial-ownership checklist review (0.5 day) • AI tool DPDPA compliance note (0.5 day)
Q4 (1 day)	• Final legal sign-off on Integrity Pact Registry documentation (1 day)

4. Required Qualifications & Experience

- Enrolled advocate (Bar Council of India) with a minimum of 7 years of post-qualification experience in commercial law, corporate governance, or regulatory compliance.
- Demonstrated expertise in: Prevention of Corruption Act 1988, PMLA, Whistle Blowers Protection Act 2014, DPDPA 2023, and Indian Contract Act.
- Prior experience advising companies or NGOs on anti-bribery / anti-corruption (ABAC) compliance frameworks an advantage.

5. Reporting & Deliverables

- Reports to the Knowledge & Domain Consultant.
- All legal notes and reviewed documents submitted in writing within agreed timelines.
- Day-rate invoiced on completion of each engagement; payment within 30 days.

ToR 6 of 6

COMMUNICATIONS & CONTENT WRITER

Organisation	UN Global Compact Network India (UNGCNI)
Vertical	Business Integrity & Compliance
Designation	Communications & Content Writer
Engagement Type	Day-rate (10 days across 2026–27)
Location	Remote
Reports To	Knowledge & Domain Consultant
Remuneration	₹7,000 per day (all-inclusive)
Duration	1 Year| 2026–27 (10 engagement days)

1. Background & Purpose

The Communications & Content Writer is responsible for translating the technical outputs of the Workstream into clear, compelling, and professionally written public-facing documents — including the Policy Brief, Business Integrity Compendium, and digital communications content. This role ensures UNGCNI's outputs meet the standards of a credible public policy and corporate sustainability organisation.

2. Scope of Work

- Draft Policy Brief #1 (topic: Ethical Procurement in Indian Supply Chains) in collaboration with the Knowledge & Domain Consultant: structure, argument, evidence synthesis, and executive summary. Expected length: 6–8 pages (publication-ready).
- Draft the narrative and case study write-ups for Business Integrity Compendium v1 based on materials provided by and A3: risk assessment findings, toolkit lessons, Forum highlights. Expected length: 20–25 pages.
- Write the Year-End Impact Report executive summary and narrative sections (provides data and analysis inputs).
- Draft the Workstream launch communication for UNGCNI members (Q1): email newsletter and website announcement.
- Write 3-4 short articles or social media content pieces for the UNGCNI website/LinkedIn over the year (e.g., post-event recaps, Compendium highlights, Forum outcomes).
- Edit and proofread all major Workstream publications before design and print, ensuring consistency, clarity, and appropriate register.

3. Indicative Engagement Schedule

Quarter	Key Deliverables & Activities
Q1 (2 days)	• Workstream launch communication and website announcement (1 day) • Policy Brief #1 structure and outline agreed to (1 day)
Q2–Q3 (5 days)	• Policy Brief #1 first draft (2 days; Oct–Nov) • Compendium v1 narrative draft (2 days; Jan–Feb) • Post-event recap articles for website/LinkedIn ×2 (1 day)
Q4 (3 days)	• Policy Brief #1 final revision post-peer review (1 day) • Compendium v1 final edit and proofreading (1 day) • Year-End Impact Report narrative sections and executive summary (1 day)

4. Required Qualifications & Experience

- Bachelor's or Master's degree in English, Journalism, Communications, Public Policy, or related field.
- Minimum 4 years of experience writing policy briefs, reports, or editorial content for think tanks, NGOs, UN agencies, law firms, or corporate sustainability / CSR teams.
- Demonstrated ability to write clearly for a senior corporate and government audience.
- Prior experience writing on governance, anti-corruption, supply chain, ESG, or development policy topics strongly preferred.
- Ability to work to tight deadlines and incorporate feedback efficiently.

5. Reporting & Deliverables

- Reports to the Knowledge & Domain Consultant; coordinated through the Programme Associate (A2) for scheduling and file management.
- All drafts submitted in MS Word; final print-ready versions coordinated with the design agency engaged by UNGCNI.
- Day-rate invoiced on delivery of agreed drafts; payment within 30 days.

ANNEXURE: GENERAL CONDITIONS APPLICABLE TO ALL ENGAGEMENTS

A. Confidentiality

All persons engaged under these ToRs shall treat all information obtained in the course of their engagement — including information shared by anchor companies, survey respondents, and Steering Committee members — as strictly confidential. No information shall be disclosed to third parties without prior written approval from the UNGCNI Executive Director. Confidentiality obligations survive the termination of the engagement.

B. Intellectual Property

All outputs, documents, toolkits, reports, training materials, and other deliverables produced under these ToRs are the sole property of UNGCNI. Consultants and advisors waive any intellectual property claims over work product produced for UNGCNI. UNGCNI may publish, distribute, adapt, or translate such materials without further consent.

C. Conflict of Interest

All engaged persons must disclose any actual or potential conflict of interest to the UNGCNI Executive Director at the time of engagement and promptly upon any new conflict arising. A conflict of interest includes (but is not limited to): a financial or personal relationship with any anchor company, knowledge partner, Forum member, or government counterpart engaged by the Workstream.

D. Code of Conduct & UNGC Principles

All persons engaged under these ToRs are expected to uphold the UN Global Compact Ten Principles in their personal conduct, particularly Principle 10 (Anti-Corruption). Any behaviour inconsistent with these Principles — including accepting facilitation payments, gifts, or hospitality from stakeholders — constitutes grounds for immediate termination of engagement.

E. Termination

UNGCNI may terminate any engagement under these ToRs with 30 days' written notice for retainer/full-time roles, or with immediate effect for cause (breach of confidentiality, conflict of interest, or misconduct). Consultants on day-rate engagements may be disengaged between assignments without notice.

F. Invoicing & Payment

Retainer and full-time compensation is paid monthly against submission of a standard UNGCNI invoice / payroll form by the last working day of the month. Day-rate consultants’ invoice on completion of agreed deliverables or at the end of each month of engagement (with timesheet). UNGCNI processes payments within 30 days of receipt of a valid invoice.

G. Review & Amendment

These ToRs may be amended by mutual written agreement between UNGCNI and the engaged person. Any changes to remuneration, scope, or duration require approval by the UNGCNI Executive Director and, where the change has budget implications, by the Steering Committee.

Application Submission Instructions

Interested candidates are requested to submit:

- A detailed Curriculum Vitae (CV)
- A Cover Letter (maximum two pages) highlighting relevant technical experience and motivation for applying
- Contact details of two professional referees (to be provided upon request or at the interview stage)

Applications should be submitted via mail with the subject line – Position Name, Business Integrity & Compliance Workstream

Applications should be sent to: recruitment@globalcompact.in and CC to arya.dev@globalcompact.in