

Terms of Reference

ETI Framework to Improve Modern Slavery Statements

Objectives

The objectives of this work are to:

1. Design, in consultation with ETI, an online version of the [Framework to Improve Modern Slavery Statements](#) (FIMSS) - currently available as a PDF
2. Build a dedicated FIMSS microsite

Features of online Framework (to be discussed)

- + Key content taken from existing PDF version
- + Presentation of core content in user-friendly way, alongside tailored content which may be displayed depending on user information submitted, e.g. the size and sector of the user's organisation
- + Gathering and storing user data in compliance with GDPR
- + An information architecture that (i) guides users through the process of writing a statement from beginning to end and (ii) allows users to search for specific information
- + Additional clarifying information in pop-up or hover-over text linked to keywords in main content
- + A set of nine dedicated icons (six corresponding to content sections; three to progress levels)
- + Others to be discussed

Background

- It is estimated that there are [40 million people](#) in modern slavery around the world today. Many of those victims work in supply chains. Companies at the head of those supply chains, in the UK and elsewhere, have an important role to play in helping to prevent modern slavery within them.
- Under the 2015 Modern Slavery Act, many UK businesses have to produce an annual statement setting out what they are doing to ensure modern slavery and human trafficking are not occurring in their operations or supply chains.
- These statements are a critical tool in holding businesses to account for their efforts to tackle modern slavery. But the quality of published statements since the Act came into force has been generally poor.
- One reason for that is that there are no clear criteria setting out what a good quality modern slavery statement looks like. Nor is there any guidance on how statements should progressively improve over time, or specific advice for different kinds of business on their particular needs.
- ETI has developed a Framework to Improve Modern Slavery Statements (FIMSS) which provides a clear quality standard – a reference point for what 'good' looks like. The Framework is already being used by businesses to help them draft their statements. It is also being used by civil society, government, investors and consumers to help evaluate the quality of published statements.
- The Framework is currently available to the public on ETI's website as a PDF document. ETI now aims to make it available as an online, digital resource.

Activities & Milestones

- + Initial meeting(s) with ETI to understand aims, audience, anticipated use and desired features of online Framework
- + Production of a brief for ETI setting out agreed features of online Framework, timelines, budget and key questions/challenges
 - o The online version of the Framework will keep the same content and general format as the pdf version. The pdf is attached here as Annex 1.
 - o We intend the online version to be hosted on its own microsite, separate from but linked to ETI's main site.
- + Ongoing meetings during design process – where possible, elements of the design should be iterative, allowing ETI to view and approve elements as they are developed
- + Liaison as necessary with ETI's External Relations team to ensure any necessary alignment with ETI's existing website & branding

Outputs

1. Design brief as described above
2. Mock-up of full design
3. Completed microsite

Timeline

Note: timeline is approximate and will be developed in consultation with the consultant.

Activity / Output	Deadline
Receipt of EOIs	13 th September
Appointment of consultant	20 th September
<i>Project initiation</i>	
Initial meetings	4 th October
Production of brief for ETI	18 th October
Completion of full mock-up	29 th November
Completion of website	13 th December

Budget

The total budget available for this project is approximately £8,000.

Contact information

Please contact Owain Johnstone, Modern Slavery Advisor (owain.johnstone@eti.org.uk) with any questions.

Expressions of interest should be sent to owain.johnstone@eti.org.uk by close of play on 13th September 2019.