

Terms of Reference (ToR) – Long-Term Expert for trade union project in Brazil

1. General information and Project Background

The Trade Union Partnership project of the Industriegewerkschaft Bergbau, Chemie, Energie (IGBCE) with the Brazilian chemical trade unions CNQ-CUT and FEQUIMFAR aims to strengthen social dialogue along global value chains in the chemical and pharmaceutical industries, with a particular focus on the supply chains of German chemical companies operating in Brazil.

The project seeks to strengthen the capacity of Brazilian trade unions to effectively represent workers' rights in global supply chains and to contribute to the sustainable improvement of working conditions. Trade union representatives are qualified on labour rights, human rights due diligence and grievance mechanisms and act as multipliers within companies and trade union networks.

A core element of the project is the establishment of regular and structured social dialogue between workplace trade unions and company management, complemented by the further development of preventive and complaint mechanisms. In addition, the project promotes exchange and networking between Brazilian and German trade unions, works councils and supervisory board members, thereby contributing to decent work, international solidarity and socially sustainable economic development.

The project is implemented within the framework of a Trade Union Partnership funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented with support from sequa gGmbH.

2. Objective of the Assignment

To support the operational implementation and coordination of project activities on site, a Long-Term Expert (LTE) based in Brazil will be engaged. The objective of the assignment is to support the impact-oriented implementation of the trade union partnership project by providing coordination, technical advisory and organisational support at country level. The LTE will serve as the central coordination and contact point in Brazil, facilitating cooperation between project partners and relevant stakeholders in line with the project objectives.

3. Scope of Work and Key Responsibilities

The LTE supports the German project partner in the operational implementation of the partnership project in Brazil.

The core tasks include:

- Establishment of the necessary project infrastructure on site (e.g. project office arrangements, coordination of local staff and service providers), in coordination with the German project partner



- Drawing up, updating and operationalising the operational plan based on the approved Project Planning Matrix (PPM) in close cooperation with the Brazilian project partners and the German project partner
- Supporting the implementation of project measures, in particular:
 - preparing the content and organisation of consultancy assignments and supervising short-term experts,
 - preparing, organising and, where appropriate, independently carrying out training and advisory measures for the Brazilian project partners,
 - supporting and coordinating the procurement of materials and equipment required for project activities
- Ensuring continuous coordination and information flow between Brazilian project partners and the German project partner
- Supporting coordination with other projects and relevant public institutions (e.g. embassies, ministries in Brazil)
- Contributing to impact-oriented monitoring through documentation of activities, support to data collection and preparation of reporting inputs
- Preparing inputs for technical reporting and financial documentation, in support of reporting and accounting obligations of the German project partner
- Supporting Project Progress Controls (PPC) and providing organisational and logistical support to the German project partner and sequa teams during on-site missions

4. Duration and Contractual Setup / Location

The Long-Term Expert will be contracted by IGBCE on the basis of a service / consultancy contract. The LTE will work in close coordination with the Brazilian project partners CNQ-CUT and FEQUIMFAR. The LTE will report to the project management team at IGBCE and coordinate activities closely with the responsible project officers.

Contract duration: March/April 2026 to May 2028 (26-27 months), aligned with the overall project duration.

Expected workload: minimum 15 working days per month, with clearly defined deliverables (exact scope to be defined contractually).

Location: Brazil (preferred base: São Paulo or Brasília), including regular project-related travel within Brazil and limited international travel if required by the project.



5. Required Qualifications and Experience

Education

- Master's degree (or equivalent) in social sciences, political science, labour studies, development studies, economics, law, or a related field.

Professional Experience

- Relevant experience in trade union work, social dialogue, or labour relations of at least 5 years, preferably but not exclusively in the field of the (chemical) industry
- Experience in international cooperation or development-related projects of at least 5 years
- Proven experience in managing and coordinating complex projects and proficiency in relevant project management tools and methods, including monitoring and strategic planning
- Strong ability to establish and maintain professional networks, cooperate with a wide range of diverse partners and actively engage stakeholders
- Strong organisational, coordination, and communication skills
- High level of intercultural competence
- Solid IT skills (Microsoft Office, MS Teams, cloud-based applications)

Language Skills

- Native or fluent Portuguese
- Very good command of English
- Knowledge of German is an asset

6. Remuneration

Remuneration will be based on qualifications and experience and in line with comparable long-term expert consultancy rates. Further contractual details will be defined during the contracting process.

7. Application Procedure

Interested candidates are invited to submit their offer, including a CV and daily rates to fabian.lischkowitz@igbce.de by February 27, 2026. Further information can be provided upon request.