



TERMS OF REFERENCE

Training Event Organizer for the ILO Project:

“Bringing Back Jobs Safely under the COVID-19 Crisis in the Philippines:
Rebooting Small and Informal Businesses Safely and Digitally”

Introduction

The International Labour Organization (ILO), the specialized agency of the United Nations system for the World of Work, has a strong track record of assisting countries in combating past epidemics. Due to its unique expertise in Occupational Safety and Health (OSH) and close collaboration with local and international health authorities, the ILO is uniquely positioned to bridge the gap between public health policies and those of employment and labour, a key aspect towards supporting countries in their socio-economic recovery path.

ILO’s flagship program, *Safety + Health for All*, offers a tailored set of interventions to address the immediate and long-term safety and health needs of constituents related to COVID 19. Under the *Safety + Health for All* program, the ILO Country Office in the Philippines is implementing the project “[Bringing Back Jobs Safely Under the COVID 19 Crisis in the Philippines: Rebooting Small and Informal Businesses Safely and Digitally](#)”, funded by the Government of Japan. The project endeavors to improve the safety and health of workers in MSMEs in the non-metropolitan regions of the Philippines and at the same time mitigating the negative socio-economic impact of the COVID 19 crisis.

This Terms of Reference identifies the services sought from a Training Event Organizer for the “*Training on the Prevention of COVID-19 applying the ILO Work Improvements in Small Enterprises (WISE) Methodology (WISE for COVID)*” for non-metropolitan MSMEs and informal businesses in the Philippines.

Background

The COVID-19 crisis has brought unparalleled impacts on the people of the Philippines, particularly those in the micro, small and medium-sized enterprises (MSMEs) as the backbone of the economy and employment. The pandemic not only reduced existing jobs and income from them but prompted many to resort to alternative livelihood, often as informal activities, to survive the prolonged community quarantine measures with various restrictions imposed on businesses.

While tremendous efforts have been made to address the extreme vulnerability of MSMEs and informal businesses under the pandemic, there are two areas that would merit further support in the world of work at this stage – the occupational safety and health (OSH) including the prevention and mitigation of the COVID-19 risks (COVID OSH) and the digitalization of business operations for those currently left behind the big wave of the digitalizing economy. The COVID-19 risks for MSMEs and the capacity gaps among them are deemed larger outside of Metro Manila.

With this understanding, the project aims at contributing to improving the safety and health of workers in MSMEs in the non-metropolitan regions of the Philippines and mitigating the negative



socioeconomic impact of the COVID-19 crisis. To achieve this goal, the project will work with the national network of training service providers, primarily OSH Networks (OSHNets) and Safety Training Organizations (STOs), to deliver COVID OSH trainings. The ILO's training programmes in respective areas will be translated into the specific local and sector context and transmitted through training-of-trainers (ToT) seminars, mostly online. To win the mind of the massive MSMEs not directly benefiting from the training, the successful experiences will be compiled into case studies and disseminated in ways attractive to the nonmetropolitan MSMEs.

To support agile learning to respond to the rapidly changing situation of the pandemic and to make the interventions sustained beyond the life of the project, an interdisciplinary knowledge management system will be established, and the institutional capacity of key partner organizations will be strengthened.

Against this background, the ILO through this project seeks the collaboration of a Training Event Organizer to provide training administrative support to ILO's training delivery partners, particularly, OSH Networks (OSHNets) and DOLE-accredited Safety Training Organizations (STOs) that will provide the ILO WISE for COVID training. The Training Event Organizer will also develop and maintain a training information database that will serve as input to the project's knowledge management platform.

Overview and Nature of the Training Programme

The ILO **Training on the Prevention of COVID-19 applying the ILO Work Improvements in Small Enterprises (WISE) Methodology (WISE for COVID)** aims to help the MSMEs and informal businesses operate safely during the pandemic and adapt to the New Normal business environment with improved workplace safety and health practices. WISE is a training programme that empowers small and medium enterprises to take practical and low-cost action to improve working conditions in a participatory and action-oriented manner. The training emphasizes the link between good working conditions and productivity. The WISE approach is highly participatory and promotes the sharing and adoption of existing local good practices for local problems. At the end of the training, participants build personalized action plans. They are then supported to carry out and maintain planned improvements by volunteers/trainers.

Target training beneficiaries include workers and employers in more than 10,000 Micro Small and Medium Enterprises (MSME), informal sector, and those engaged in alternative livelihoods, in different regions and provinces outside Metro Manila. Each participating MSME/informal business/alternative livelihood shall send 2 representatives to the training, composed of 1 business owner and 1 worker.

Training activities will be in the form of on-line training/webinars. Face-to-face training activities will only be implemented in areas with low risk of COVID-19 infection and where online training is not possible. Strict COVID-19 protocols and prevention measures are to be followed to ensure health and safety of all project stakeholders. Authority from the local government in jurisdiction is necessary.

Responsibilities of the Training Event Organizer

Organize the Training on the Prevention of COVID-19 applying the ILO Work Improvements in Small Enterprises (WISE) Methodology (WISE for COVID)



1. Collect and coordinate the implementation of training plans of ILO training delivery partners (OSHNets and STOs), and receive the names, contacts, and training schedule of nominated participants of MSMEs and informal businesses, to the WISE for COVID training;
2. Support the setting-up of the virtual training platforms (*Note: Online training platforms via zoom account of OSHC Regional Extension Units (REUs) and the training delivery partners should be used primarily*), registration links, and send out the virtual training invitation including training needs surveys;
3. Develop a standardized and digital approach to collecting, storing and processing information on names and contacts of trainees, survey on training needs, survey on training evaluation, MSME work safety action plans, MSME performance indicators (baseline and result of follow-up checks), Q&A transcripts, and other training-related information;
4. Provide technical support and conduct trouble-shooting measures, as needed, during the trainings to ensure continuity and maximum virtual learning conditions;
5. Submit monthly update reports to the ILO project management unit on the progress of trainings, highlighting the accomplishment on number of trainings, number of successfully trained participants (gender-disaggregated), number of MSMEs and informal businesses trained, and elevate any issues that need immediate attention;
6. Submit final report, including training database with raw data and processed information aggregating results.

Note: The Training Event Organizer is expected to assist the ILO's training delivery partners (OSHNets and STOs) in conducting the WISE for COVID for at least 10,000 MSMEs and informal businesses. ILO will develop around 200 trainers, who will each conduct a minimum of 5 training batches of 20 participants per batch. At least 2 participants per MSME is required to ensure implementation of the action plan in the enterprise, so there will be 10 participating enterprises per batch.

Training Delivery Partners' Responsibilities

(Note: These are responsibilities of the OSHNets and STOs, which the Training Event Organizer will support and closely coordinate with. This is being included in this ToR for clarity in coordination and delineation of responsibilities.)

Training on the Prevention of COVID-19 applying the ILO Work Improvements in Small Enterprises (WISE) Methodology (WISE for COVID)

1. Nominate trainers (either in-house or external persons who regularly deliver the OSH training of the training delivery partner) to the training-of-trainers (ToT) workshops on WISE for COVID and ensure completion and compliance of all requirements;
2. In coordination with the ILO project team and partners, identify participants to the Training of Enterprises (ToE) based on the area of coverage and agreed number of training batches to be conducted by the service contractor. The list of invitees as identified by partners including OSHNETS/STO's shall then be transmitted to the Training Event Organizer.
3. Gather baseline information about participating MSMEs/ informal business/ alternative livelihood e.g., profile, number of employees, productivity and safety indicators through use of registrations forms and other means possible before the conduct of the ToE, as a basis for monitoring results;
4. Organize and conduct the WISE for COVID training, through webinars or other appropriate means, in close collaboration with the ILO's national OSH experts and as supported by the Occupational Safety and Health Center (OSHC) of the Department of Labor and Employment (DOLE);



5. Provide technical assistance to local partners / volunteer workers who will conduct follow-up checks, (either face-to-face or online) on the progress of the training participants in the implementation of their workplace safety action plans, within two months after the training, and remain available for problem-solving advice when the participants so require;
6. Submit the post-training report including the list of attendees with contact details, baseline information, and compiled action plans. For online trainings, include the screen captures with time stamps as evidence of the conduct of online training. For face-to-face trainings include the photo documentation of the activity.

Note: **OSHC-REU personnel shall prepare the above-mentioned information for OSHNet resource persons. Additionally, the OSHC-REU personnel may also serve as the communication channel between the resource persons and the TEO**

ILO's Responsibilities

(Note: These are responsibilities of the ILO as project proponent, and which are carried out through the ILO's Project Management Unit and other partners. This is being included in this ToR for clarity in coordination and delineation of responsibilities.)

To support the proposed partnership under this project, the ILO shall perform the following tasks under the project:

1. Organize the conduct of the Training of Trainers workshops;
2. Engage with a training event organizer to support the Training of Enterprises (ToEs);
3. Identify and engage ILO international experts on OSH;
4. Adjust the training modules as contextualized into the country's situation and needs, with particular focus on the pandemic challenges and the digitalization opportunities for MSMEs/informal businesses/alternative livelihoods;
5. Provide training guides and instructional materials from each of the ILO training programmes, as appropriate;
6. Identify and introduce partners in the respective regions to facilitate the outreach by the training partners to microenterprises and informal businesses and, with the case of WISE for COVID, for monitoring MSME Action Plans and progress post-training;
7. Provide resources, as needed, to meet the training targets within the scope of this ToR; and,
8. Overall monitoring of the implementation of activities in this ToR.

Schedule and Reporting

The expected timeframe for the performance and completion of services in this ToR is from **30th April 2022 to 30th August 2022**.

The implementation agreement for this assignment will be issued by the ILO Country Office in the Philippines (CO-Manila). Workspace, equipment, and other logistics arrangements in the implementation of the activities including the internet connectivity and web meeting devices required under the present tele-work environment will be organized and borne on the account of the contractor.

The contractor will report to the Chief Technical Adviser (CTA) of the project and liaise closely with the OSH Coordinator of the project. The contractor will also coordinate closely with the



other relevant ILO external collaborators and project partners, as well as the team of CO-Manila as appropriate.

Completion criteria

Acceptance of the services rendered by the contractor will be based on the following:

1. Efficient organization of and administrative support to the trainings based on the assessment by ILO and its training delivery partners, external collaborators, OSHC, and feedback of participating MSMEs; and,
2. Quality and timeliness of required reports.

The ILO Project Management Unit, headed by the Chief Technical Adviser (CTA), will provide the clearance for the acceptance of services rendered and recommended payments in accordance with the technical standards of the ILO. Final approval will be given by the ILO Country Director for the Philippines.

Confidentiality Statement

All data and information received from ILO for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (ToRs). All intellectual property rights arising from the execution of these ToRs are assigned to the ILO. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the ILO.

Proposed Budget and Payment

Through a letter to the ILO, the bidder will propose a lump-sum amount as payment for the services to be rendered under this Terms of Reference (ToR).

The payment shall be made in 2 tranches:

- First payment (50%) - Upon satisfactory submission of progress reports for the first 500 training batches.
- Final payment (50%) - Upon satisfactory submission of the final report, including database of raw information and processed information aggregating results, completing the 1000 training batches.

Expression of Interest

The interested firms/bidders must submit the following: i) Letter of intent, ii) Proposal deck presentation based on the published TOR, iii) Corporate profile, and iv) Accomplished/signed Annex I and III section of the RFP/RFQ form.

The documents must be submitted to Ms Josefa Joy Bacal, *COVID-OSH Coordinator*, for the project "*Bringing back jobs safely under the COVID-19 crisis in the Philippines: Rebooting small and informal businesses safely and digitally*" at bacal@iloquest.org, with copy to Mr Jayson



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From
the People of Japan

Umaguinig at umaguinig@ilo.org, *Programme and Administrative Assistant*, on or before **26 April 2022, 5:30 pm** (Manila Time).

Only shortlisted firms/bidders will be contacted for the final selection.

Annexes:

1. Monthly Report Format
2. Final Report Format
3. Data Collection Requirements