

## **Bridging Recruitment to Reintegration in Migration Governance Programme (BRIDGE)**

### **TERMS OF REFERENCE**

#### **Documenter for a Forum on fair and ethical recruitment and ILO Convention 181 with Private Recruitment Associations (PRA's)**

##### **I. Background**

The Bridging Recruitment to Reintegration in Migration Governance Programme (BRIDGE) is a joint programme being implemented by IOM, ILO and UN Women that seeks to support the implementation of the Global Compact for Safe, Orderly, and Regular Migration (GCM). In particular, the Government of the Philippines has identified *Objective 6* (Facilitate fair and ethical recruitment and safeguard conditions that ensure decent work) and *Objective 21* (Cooperate in facilitating safe and dignified return and readmission as well as sustainable reintegration) as priority GCM objectives.

Under *Outcome 3: Improved alignment of policy and practices to GCM objectives on reintegration and fair and ethical recruitment*, BRIDGE and the Philippine Overseas Employment Administration (POEA) will co-organize a forum with Private Recruitment Associations (PRAs) on fair and ethical recruitment and ILO Convention 181. The forum will serve as a platform to gather the inputs of the recruitment industry on how fair and ethical recruitment, including gender-responsive recruitment, can be promoted further under the Department of Migrant Workers (DMW), building on previous gains and lessons learned.

The objectives of holding the forum are to: 1) iterate relevant international labour standards (e.g., ILO Convention 181), guidelines, and strategies on fair and ethical recruitment; 2) share challenges and good practices on surrounding Philippine recruitment regulation, including practices of recruitment agencies; 3) gather inputs and recommendations of private recruitment agencies on how fair and ethical recruitment practices can be promoted under the DMW; and 4) discuss opportunities in improving fair and ethical recruitment practices under the Department of Migrant Workers. See attached Concept Note for further information.

To ensure the proper documentation of the forum, BRIDGE will engage the professional service of a Documenter (service provider).

##### **II. Scope of Work**

Under the supervision of the ILO National Project Coordinator for the BRIDGE Programme, the Documenter will be responsible for the written documentation of the

forum using the suggested format (see annex). The service provider shall attend the one-day in person forum and shall work in close coordination with the facilitators and rapporteurs to ensure coverage of all the entire programme.

**Related tasks:**

1. Document the plenary session and consolidate reports from the three break-out rooms
2. Ensure appropriate recording of the plenary and break-out room discussions for internal reference necessary for report-preparation
3. Capture all workshop processing, inputs, and results, especially concerns and responses, agreements, action points, and recommendations
4. Prepare and submit a full written documentation report for the forum with photos, highlighting processed inputs and key discussions including concerns and responses, agreements, action points, and recommendations

**III. DELIVERABLES AND PAYMENT SCHEDULE**

The Documenter will work within the available budget of ILO for a total of five (5) Full-time Equivalent (FTE) workdays in a span of three weeks. The deliverables of the Consultant will be subject to review by ILO, and agreed revisions shall be made by the Consultant, until final acceptance by the ILO.

Payment will be paid in Philippine Peso based on the prevailing UN rate and will be transferred to the consultant's bank account, following the below schedule of deliverables:

Deliverables:

1. The first draft of the full documentation report for the forum with photos, highlighting processed inputs and key discussions including concerns and responses, agreements, action points, and recommendations shall be submitted to ILO within one (1) week after the event.

ILO shall make comments and suggest revisions on the relevant document within one week upon receipt of first draft.

2. The final full documentation report shall be submitted to ILO within a week upon receipt of ILO's feedback on the first draft.

The final report will be reviewed and accepted to the satisfaction of ILO.

<b>Deliverables</b>	<b>Full-time Equivalent (FTE) Workdays</b>	<b>Timeframe</b>	<b>Payment Term</b>
Deliverable 1: Draft Documentation Report	3.0	27 July – 3 August 2022	50% upon review and accepted by ILO
Deliverable 2: Final Documentation Report	2.0	10 August – 17 August 2022	45% upon review and acceptance by ILO
Turnover of deliverables, including notes and recordings		19 August 2022	5% retention fee will be paid in full after satisfactory compliance of all outputs as approved by ILO, per para 4.3 and 4.4 of the terms of contract

#### **IV. INTELLECTUAL PROPERTY RIGHTS**

Intellectual property rights of the knowledge products delivered under this contract shall be owned by ILO.

#### **V. QUALIFICATIONS AND EXPERIENCE**

- Experience in detailed and accurate notetaking, processing, and writing of proceedings of business or activity meetings, consultations or workshops, including taking of digital audio recording of a meeting; and safekeeping of supporting documents, presentations, resource materials, and/or outputs/notes generated in the activity including during breakout sessions
- Experience in doing documentation work with ILO, social partners or United Nations agencies in the Philippines, will be an advantage.

#### **VI. EXPRESSION OF INTEREST**

The interested candidates must submit the following documents: i) letter of intent, ii) Curriculum Vitae, iii) proposed daily rate for the documentation work, and iv) sample work.

The documents must be submitted to Ms Marie Allyssa Dacasin, National Project Coordinator for the BRIDGE Project ([dacasin@ilo.org](mailto:dacasin@ilo.org)), with copy to Ms Katrina Pascasio, BRIDGE Programme and Administrative Assistant ([pascasio@ilo.org](mailto:pascasio@ilo.org)) on or before **11 July 2022**, 4:00 p.m. Manila time. Only shortlisted applicants will be contacted.