TERMS OF REFERENCE
PROJECT DOCUMENTER

for the Project: "Bringing Back Jobs Safely under the COVID-19 Crisis in the Philippines: Rebooting Small and Informal Businesses Safely and Digitally"

Background

Under the ILO's Safety + Health for All flagship 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", with the support of the Government of Japan. The project is being implemented from 15 June 2021 to 31 March 2023.

The overall objective of the project is to contribute to the improvement of safety and health of workers in micro, small and medium enterprises (MSMEs) and informal business, and at the same time mitigating the negative socio-economic impact of the COVID 19 crisis. The project will provide trainings to promote occupational safety and health (OSH) and productivity measures to prevent and mitigate COVID 19 at and through workplaces. Two OSH-related trainings will be conducted: (1) Prevention and Mitigation of COVID 19 in the Workplace with the Work Improvements for Small Enterprises approach (WISE for COVID); and (2) Sustaining Competitive and Resilient Enterprises (SCORE). The project will also promote digital entrepreneurship, or the application of digital technologies in business management and operations, to limit risks from exposure. Two digitalization-related trainings will be conducted: (1) Start and Improve Your Business (with Digitalize Your Business); and (2) Global Program on Financial Education. To bridge the digital divide outside Metro Manila, the project will also support the pilot implementation of three Innovation Hubs, and provide internet connectivity, co-working spaces, back-office services, and linkage to the support programmes for the non-metropolitan MSMEs through these Hubs and the affiliated satellites. 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.

The Project Advisory Committee (PAC) meets quarterly to guide the strategic direction of the project while the Project Management Unit (PMU) meets weekly for monitoring project progress and resolving implementation issues. A mid-term evaluation is scheduled starting in August 2022. Project progress reporting is done bi-annually to the Country Director, annually to the donor, and quarterly to the PAC.

Proposed Intervention

Due to the multi-dimensional nature of the project with a relatively short period of implementation, coordination and partnership-building with various stakeholders, including contractors, are crucial. As such, documentation of agreements, updates, service contracts, monitoring and reporting tools and methods, will be necessary for a more efficient implementation, and for knowledge management. The ILO will engage the services of a Documenter to support in the planning, development, use and dissemination of the project's implementation documents. He/she will report to the project's Chief Technical Adviser, while

working closely with the other members of the project management unit and other ILO experts and staff. Particularly, the Documenter will obtain guidance from the project's Admin and Finance Assistant to ensure consistency with formats and procedures aligned with standards set by the ILO and the United Nations.

Services Required / Key Outputs

1. Support project activities including Project Advisory Committee (PAC) work, establishing agreements with project partners and stakeholders, events, knowledge management system development work, construction of innovation hubs, strengthening capacities on OSH cum productivity, delivering internet connectivity services. Specifically, the Documenter will take charge of transcribing discussions and agreements, documenting selection processes involved, including the development of supporting reports/documentation in accordance with ILO standards.

   a) PAC documentation requirements include: 3rd and 4th quarter PAC meeting Minutes (developed within one week after each meeting and validated by PAC members prior to web uploading);

   b) Formal correspondence on agreements arrived at ready for signature by authorized officer: 1 per month (5 total);

   c) Event synopsis – 4 event synopsis per month (16 events/updates total);

   d) KMS documentation requirements include: 3 working group meeting minutes (developed within one week after each meeting);

   e) Construction of innovation hubs, Strengthening capacities on OSH cum productivity, Delivering internet connectivity services – documentation of process for recruitment of trainers and experts, as well as procurement of goods and services; including production of supporting documentation (e.g. formatted ToRs, justification documents, record of selection).

2. Support the project's monitoring and evaluation activities, including preparation of presentations for progress updates, developing and updating of implementation monitoring sheets, and mid-term evaluation exercise. Specifically, the Documenter will develop standard project presentations according to project templates aligned with ILO branding guidelines, monitoring and reporting documents in line with project requirements on timeliness and formats.

   a) Standard presentations – 2 PAC project progress presentations (developed 2 weeks before the PAC meeting), 1 year-end project update presentation (developed 2 weeks before the presentation);
   b) Weekly PMU meeting monitoring sheet (20 updated monitoring sheets at the time of meeting);
   c) Mid-term evaluation result – 1 monitoring checklist of follow-up items (5 times updated).

(Note: Quantities are indicative based on initial assessment and may change in the course of the assignment. Such changes will be reflected through an amendment of the contract, as required. Otherwise, substitution of delivered outputs per month is possible depending on the project's requirements (e.g., the level of effort to prepare Minutes can be replaced with the level of effort to prepare two formal correspondences.))

Deliverables and Schedule

Deliverables	Expected Completion Time (in working days)	Estimated Schedule of Delivery (in quantities of documents per month)				
		Aug	Sep	Oct	Nov	Dec
1. Transcribing discussions and agreements, documenting selection processes involved, development of supporting reports/documentation in accordance with ILO standards						
a. PAC documentation	4		1			1
b. Formal correspondence on agreements	3	1	1	1	1	1
c. Event Synopsis	8	2	2	2	2	
d. KMS documentation	3	2	1			
e. *Documentation for: Construction of innovation hubs, Strengthening capacities on OSH cum productivity, Delivering internet connectivity services	34	5	10	10	10	10
2. Presentation, Monitoring and Reporting Documents						
a. Standard Presentation	4		1		1	
b. Updated PMU Monitoring Sheets	5	4	4	4	4	4
Total	60					

*Note: Estimated documents include – ToRs(11), MS(23), SM(11). Time effort is estimated at: TOR – 1 day, MS – 0.5 day, SM – 0.5 day

Timeframe/Duration of the Assignment

The work will be carried out for a total of 60 working days between **15 August 2022 to 15 January 2023**. The Documenter is expected to report to the ILO Office at least 2x a week in the current situation. Timing of reporting shall be further coordinated with the project management unit.

Contract Value and Payment

The Documenter will be paid professional fee based on daily rate multiplied by 60 working days, upon completion of all the work to the satisfaction of the ILO.

Payment Schedule (Refer to sections on Key Tasks and Outputs, as well as on Deliverables, for details on required reports/documentation):

1. First payment (30%) - upon submission of invoice, and acceptance by the ILO of deliverables in the first 2 months (Aug-Sep).

2. Second payment (40%) – upon submission of invoice, and acceptance by the ILO of deliverables in the next 2 months (Oct-Nov).

3. Final payment (30%) – upon submission of invoice, and acceptance by the ILO of the last month (Dec).

As stated under Key Outputs, some deliverables may be substituted depending on the project's requirements and as approved by the ILO. To keep track of the outputs delivered and substitutions made, a record of outputs shall be maintained and attested monthly by the Admin and Finance Assistant of the project management unit.

Travel is not envisaged for this assignment. The cost of joining online meetings will be borne by the Documenter unless there is a prior agreement for ILO to organize one. Any other associated costs such as communication and small expenditures are expected to be included in the contract.

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.

Administration, Reporting and Coordination

The contract 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, in particular including the internet connectivity and web meeting devices required under the present telework environment will be organized and borne on the account of the Documenter. The Documenter will report to the Chief Technical Advisor (CTA) of the project and liaise closely with the project management team. The Documenter will also coordinate closely with ILO staff and experts of CO-Manila and the global backstopping teams, as appropriate. The final approval on reports and payment will be done for the ILO Country Director for the Philippines.

Qualifications

The Documenter must have the following qualifications:
Education: First-level university degree in public/business administration/management, communications, social sciences, or other relevant disciplines.
Experience: At least 2 years of professional experience in the field of public/business administration/management with proven experience in administrative support to projects or business operations, content writing and editing. Very good communication skills, including engaging with

national and international experts and staff. Good knowledge of project implementation and monitoring procedures. Knowledge of multimedia tools and platforms to develop a range of presentation, communication and information products. Knowledge and skill on the use of Microsoft Office software/tools (e.g., Word, Excel, Power Point). Prior engagement and experience working with the United Nations (UN) and other international organizations in similar capacity, is desirable.

Languages: Fluency in English and Filipino languages is required.

Expression of Interest

Interested female and male candidates must submit a Letter of Intent expressing willingness and availability to take on the assignment, including an indication of the applicable daily rate, with enclosed Curriculum Vitae showing how the qualification requirements in this ToR are met. The documents must be submitted to Ms. Tonilyn Lim, Chief Technical Adviser, for the project "Bringing back jobs safely under the COVID-19 crisis in the Philippines: Rebooting small and informal businesses safely and digitally" at limt@iloguest.org, with copy to Mr. Jayson Umaguing at umaguing@ilo.org, Programme and Administrative Assistant, on or before 09 August 2022, 5:30 pm (Manila Time). Only shortlisted candidates will be contacted for the final selection.