



## Terms of Reference

### **National consultant to translate the Trainee’s booklet in Financial Education for micro, small and informal enterprises in the Philippines from English to Cebuano**

<b>Project Title</b>	Bringing Back Jobs Safely under the COVID-19 Crisis in the Philippines: Rebooting Small and Informal Businesses Safely and Digitally
<b>Organization</b>	International Labour Organization (ILO)

#### 1. Background

The COVID-19 crisis has brought an unparalleled impact on the people of the Philippines, particularly those in micro, small and medium-sized enterprises (MSMEs) considering they are the backbone of the economy and employment. The pandemic not only reduced existing jobs and income for them, but also prompted many to resort to alternative livelihoods, 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 which would merit further support in the world of work at this stage – first, the occupational safety and health (OSH) including the prevention and mitigation of the COVID-19 risks (COVID OSH) and; second, the digitalization of business operations for those currently left behind the big wave of digitalization of the economy prompted by the pandemic. The COVID-19 risks for MSMEs and the capacity gaps among them are deemed larger outside of Metro Manila, and more prominent among the smaller and informal ones.

With this understanding, the International Labour Organization (ILO) with the support of the Government of Japan is implementing the project – [“Bringing Back Jobs Safely under the COVID-19 Crisis in the Philippines: Rebooting Small and Informal Businesses Safely and Digitally”](#). The project aims to contribute to improve 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 its goals, the project will work with the national network of training service providers to deliver the training on i) COVID OSH and ii) digitalization of business operations (e.g., digital entrepreneurship, e-commerce strategies and digital financial literacy). The ILO’s training programmes in respective areas will be



translated into the specific local and sectoral context, and transmitted through training-of-trainers (ToT) seminars, mostly online.

Under the digitalization of business operations, the project is offering two ILO training programmes – the Start and Improve Your Business programme (SIYB) and Financial Education programme.

The ILO Global Programme on Financial Education builds capabilities of low-income people, entrepreneurs, youth, workers and others to make informed financial decisions about setting financial goals, budgeting, spending, saving, borrowing and engaging with financial service providers. The training-of-trainers (5 days) is usually delivered face-to-face however it can also be delivered online (using digital platforms like Zoom and complemented with other digital tools like Padlet and Jamboard) if needed. The delivery of the course (about 25 hours) to end-beneficiaries can also be done online if the situation does not allow for face-to-face trainings. The ILO also has an e-learning course on financial education (4 hours) that is available without charges on the ITC ILO e-campus.

## 2. The Assignment

To facilitate the work on Financial Education, the ILO Social Finance Programme has developed a generic financial education training curriculum that is used to extend financial education to the context of small, micro and informal business owners.

In the framework of the Bringing Back Jobs Safely project in the Philippines, a translator is needed to qualitatively translate the existing **Trainee’s booklet in Financial Education for micro, small and informal enterprises in the Philippines** from English to Cebuano, while ensuring that the technical content remains unchanged.

The Trainee’s booklet was developed in the framework of the “Bringing Back Jobs Safely under COVID-19 Crisis in the Philippines: Rebooting Small and Informal Businesses Safely and Digitally” project. The Trainee’s Booklet is to be used hand in hand with the trainer’s manual which is available only in English. It is developed for specific target groups. As a complement of trainer’s manual, the trainee’s booklet provides all the information related to fictional characters, case studies, exercises, and specific references to the target group. The booklet also comprises the key points of the training and the tools required for using and managing one’s money wisely. It is written for the men and women participating in the training courses. It should be used as an exercise book during the course and as a reference guide subsequently.



### 3. Scope of the Assignment, Activities, Level of Effort and timeline

#### 3.1. Scope of the assignment

The consultant will qualitatively translate the **Trainee's booklet in Financial Education for micro, small and informal enterprises in the Philippines** from English to Cebuano, respecting ILO's guidelines and quality standards.

#### 3.2. Activities

The consultant will undertake the following tasks with technical support and review from a technical officer of the ILO Social Finance Programme:

- Translate the **Trainee's booklet in Financial Education for micro, small and informal enterprises in the Philippines** from English to Cebuano, respecting ILO guidelines and quality standards.
- Proofread, review and edit the translations based on the inputs and recommendations from the ILO.

The current ILO Trainee's Booklet is **189 pages long** and includes **a total of 20,400 words**.

For these activities to be successfully delivered, the consultant will need to deliver the final version of the ILO Financial Education for Small, Micro and Informal Enterprises in the Philippines - Trainee's Booklet in Cebuano, in word format, integrating all inputs and recommendations from ILO.

### 4. Deliverables, budget and payment schedule

#### 4.1. Deliverables

Under this assignment, the 3 consultants will be required to work on and deliver the following output, in the respective language/dialect assigned to them:

- The final translated and proofread version of the ILO Financial Education for Small, Micro and Informal Enterprises in the Philippines - Trainee's Booklet in Cebuano, in Word format, including all inputs and recommendations from the ILO. The Word format to be submitted should ideally correspond to the English version page-per-page so that it could be used as a direct translation of the English version and for easier layout and printing of the translated version in the future.



This assignment will be carried out from **20 February 2023 to 20 March 2023**, but it is expected that upon signing of the contract, the translation will be started immediately and the first draft delivered to the ILO after one month.

#### 4.2. Payment schedule

In the letter signifying willingness and availability to take on the assignment, the 3 consultants will also indicate the lump-sum amount for the whole assignment, based on either: a.) the number of working days to be devoted to this work multiplied by the daily fee rate, or, b.) the number of pages/words multiplied by the fee rate per page/word; which will be the basis of payment. The full payment will be made by electronic bank transfer in one tranche, upon presentation of invoice and acceptance of complete deliverables to the satisfaction of the ILO.

#### 5. Qualification and experiences

Each consultant must have the following education, experience and skills to be able to perform qualitatively the activities mentioned in these Terms of Reference:

- Bachelor's Degree in Languages, Communications, Business and other technical courses relevant to the material being translated. Possession of language proficiency certificates, desirable.
- Demonstrated experience and expertise in producing high quality translations of guides, guidelines and other high-quality publications.
- Knowledge of the Financial Education Program materials of the ILO and/or other institutions, is desirable.

#### 6. Management arrangements

The consultant/translator will work under the supervision of the Chief Technical Adviser and in close coordination with the MSME Digitalization Coordinator of the project based in CO-Manila, with corresponding technical guidance from the Enterprise Development Specialist based in CO-Manila and ILO Social Finance Programme team based in Geneva.

#### 7. Expression of Interest

The interested candidates must submit: i) letter of intent, ii) qualifications and relevant experience of the consultant/s (include detailed CV/s as annex), iii) sample translation work.



The documents must be submitted to Ms Bea Arnela Parungo, at [parungo@ilo.org](mailto:parungo@ilo.org), with copy to Ms Catherine Santiago at [santiagoc@iloguest.org](mailto:santiagoc@iloguest.org), on or before **10 February 2023, 5:00 pm (Manila Time)**.

Only shortlisted candidates will be contacted for interviews for the final selection.