



Terms of Reference

Development of FAQ Materials and Matrix of Compliance ILO Convention No. 160 (Labour Statistics)

Introduction

The International Labour Organization (ILO) is a specialized agency of the United Nations, which works with governments, employers, and workers to set labour standards, develop policies, and devise programmes promoting decent work for all women and men.

ILO is working closely with the Philippines and works with various partners to implement a wide range of activities that seek to ensure decent work. More information about the ILO's activities in the Philippines can be found at www.ilo.org/manila.

In particular, the ILO is currently working on helping the Philippines ratify ILO Convention No. 160 on Labour Statistics. At present, the Philippines has yet to ratify this Convention.

The Philippines has one of the most established and rigorous statistical systems, at least in the ASEAN Region, and is generally compliant with the requirements of ILO C160. This could be seen in the regular collection of the Philippines' Decent Work Statistics (DeWS) conducted by the Philippine Statistics Authority (PSA) and other related administrative data collection gathered by the Department of Labor and Employment (DOLE)

In this regard, the ILO seeks experts with knowledge about labour/decent work statistics – either prospective individuals or consulting firms - in developing Frequently Asked Questions on ILO C160 and the accompanying IEC materials providing the background, rationale, case for the Philippines' readiness to ratify ILO C160 in the future.

Objectives

- To create awareness, better understanding of and increased preparedness to ratify ILO C160, especially among key stakeholders and decision makers in the ratification process under EO 459.

Output

To achieve the objective, the external collaborator, who will be engaged from 18 September 2023 – 20 December 2023 shall provide the following two main outputs:

1. Frequently asked questions and answers (FAQ) materials about ILO Convention 160 that may be asked during the ratification process, including consultations and Senate

hearings. This include importance of ratifying ILO C160 taking into account Philippine specific issues and responses, complementing existing documents such as the ICLS/20/2018/Room document of the 20th International Conference of Labour Statisticians held in Geneva, 10-19 October 2018, [A case for the promotion and ratification of the Labour Statistics Convention \(C169, 1985\)](#).

2. A matrix of compliance reflecting national laws, policies and other measures as well as existing practices that address each of the provisions of ILO C. 160. The matrix will follow the structure of the Convention.

Audience

The target audience for the initiative are the key stakeholders involved in the ratification process including stakeholders in the application of ILO Convention 160 whose endorsement are required for the ratification.

- Philippine Statistics Authority (PSA)
- Members of the Interagency Committee on Labor and Productivity Statistics (IACLPS), particularly, the PSA, Department of Labor and Employment (DOLE), National Economic and Development Planning Authority (NEDA),
- Members of the National Tripartite Industrial Peace Council (NTIPC) or the Tripartite Executive Council of the NTIPC
- Key stakeholders in the ratification process under EO 459 including
 - Office of the President particularly the Office of the Deputy Executive Secretary for Legal Affairs
 - Senate of the Philippines, particularly the Committee of Foreign Relations
 - Department of Foreign Affairs (Office of Treaty and Legal Affairs and UNIO)

Tasks

Desk review and consultations

- Conduct a desk review
- Hold consultations and in-depth interviews with partners and intended audience
- Revise content following feedback while integrating comments and suggestions of partners and intended audience, as well as ILO officials.

Methodology

The following methodology will be done to achieve the objective and produce the outputs:

- a. Regular meetings with ILO with day to day supervision from the ILO RBSA PHL826 Project Team and overall guidance of the Programme Officer, in coordination with PROGRAMME Unit, and the Director. ILO Specialists from the Decent Work Team in Bangkok, particularly on labour statistics and international labour standards, will

provide technical guidance. All outputs and deliverables will be reviewed in close coordination with partners and ILO officials.

- b. Gap analysis that shall produce the following:
 - i. Current situation on compliance to ILO C160
 - ii. Targeted situation
 - iii. Identification of gaps
 - iv. Recommendations to address the gaps
- c. Desk review of existing documents related to compliance to ILO C160 by the Philippines.
- d. Website visits to relevant websites (e.g., PSA, DOLE)
- e. Key Informant interviews with key officials of the target audience
- f. Consultation meetings with Interagency Committees and the NTIPC

The desk review, website visits, key informant interviews, consultation meetings, and regular meetings with ILO will generally be virtual but with selected ones to be done face to face when needed. Consultation meetings will also be used to validate the initial inputs.

Deliverables, Tasks and Payment terms

The external collaborator (excoll) shall receive a total payment of **USD XXX** upon the excoll's submission of all outputs indicated in the TOR. Below is the proposed schedule of payment per output and deliverable in the conduct of performance of this Excoll contract from 18 September until 20 December 2023.

- a. First payment: Five percent (5%)
Completion of the following with ILO clearance or comments incorporated:
 - o Inception report
- b. Second payment: Thirty percent (30%)
Completion of the following with ILO clearance or comments incorporated:
 - GAP Analysis
 - Initial list of consolidated Frequently Asked Questions
 - Conduct a desk review: Document available information in websites of PSA and DOLE
 - Conduct initial key informant interviews and consultation meetings
- c. Third payment: Fifty percent (50%)
Completion of the following with ILO clearance or comments incorporated:
 - Final report on GAP Analysis
 - Initial draft of a matrix of compliance reflecting national laws, policies and other measures
 - Conduct more key informant interviews
 - Conduct more consultation meetings to present initial
 - Consultations and in-depth interviews with partners and intended audience

- d. Fourth payment: Ten percent (10%)
Completion of the following with ILO clearance or comments incorporated:
- Initial draft of Frequently Asked Questions (FAQs with Answers about ILO Convention 160, including the importance of ratifying ILO C160
 - Conduct more key informant interviews
 - Conduct more consultation meetings to present initial
 - Consultations and in-depth interviews with partners and intended audience
- e. Fifth payment: Five percent (5%)
Completion of the following with ILO clearance or comments incorporated:
- Final Version of the abovementioned outputs, incorporating comments from ILO and stakeholders, with clearance from the ILO.
 - Conduct validation consultations
 - Revise and integrate comments

The Financial Offer must cover all the required services to be provided (price “all inclusive, final prices”). ILO’s standard payment terms are within 30 days after satisfactory implementation and receipt of deliverables in order.

Payments will be made as bank transfer.

See Table of Payment and Deliverables Schedule below.

Deliverables	Tasks	Deadline	Payment Terms
1. Inception report	• Write the inception Report	2 weeks after start of consultancy	5%
2. Gap analysis 3. Initial list of consolidated Frequently Asked Questions (without answers)	Conduct a desk review • Document available information in websites of PSA and DOLE • Conduct initial key informant interviews and consultation meetings	1 month after start of consultancy	30%
4. Final report on gap analysis 5. Initial draft of: • A matrix of compliance reflecting national laws, policies and other	Conduct more key informant interviews • Conduct more consultation meetings to present initial • Consultations and indepth interviews with partners and intended audience	Conduct more key informant interviews • Conduct more consultation meetings to present initial • Consultations and indepth interviews with partners and intended audience	50%
6. Initial draft of: • Frequently Asked	Conduct more key informant interviews	2 months after start of	10%

Questions (FAQs) with Answers about ILO Convention 160, including the importance of ratifying ILO C160	<ul style="list-style-type: none"> • Conduct more consultation meetings to present initial • Consultations and indepth interviews with partners and intended audience 	consultancy 10%	
7. Final Version of the abovementioned outputs, incorporating comments from ILO and stakeholders, with clearance from the ILO.	<ul style="list-style-type: none"> • Conduct validation consultations • Revise and integrate comments 	3 months after the start of consultancy	5%

Note:

All raw and editable files, images, layers and graphics submitted in Adobe InDesign, Illustrator, Photoshop and PDF formats in high resolution, camera ready and in low resolution for web version, and social cards for Facebook, Twitter and Instagram.

Reporting

Day to day supervision from the ILO RBSA PHL826 Project Team with the overall guidance of the Programme Officer, in coordination with PROGRAMME Unit, and the Director. ILO Specialists from the Decent Work Team in Bangkok, particularly on labour statistics and international labour standards, will provide technical guidance.

All outputs and deliverables will be reviewed in close coordination with partners and ILO officials.

On all matter arising from the contract (including submission of reports), the external collaborator will deal in the first instance with Ms Marie Allyssa Dacasin.

Requirements

The external collaborator must read and understand the [Terms and Conditions applicable to ILO contracts](#).

Qualifications

- Have at least 2 to 5 years of experience in labour/decent Work statistics. Experience in working with the PSA will be an advantage.

- Proven track record of high-quality and on-time delivery.
- Flexibility to accommodate multiple revisions, if needed.
- Experience of working with the ILO, UN, EU, and international organizations highly beneficial.
- Ability to meet tight deadlines

Submission of quotation and selection process

The ILO invites Request for Proposals from qualified professionals and firms having relevant experience in delivering similar product services as mentioned in this Terms of Reference (TOR). Only a single technically responsive and financially viable vendor/ service provider will be selected following ILO procurement rules/procedures and awarded with the contract for the expected deliverables and outputs as per the TOR.

The interested candidates must submit the following documents: i) letter of intent, ii) qualifications and relevant experience of consultant/s (include detailed CV/s as annex) and iii) proposed work plan with budget. The documents must be submitted through Ms Marie Allyssa Dacasin, National Project Coordinator for the BRIDGE Project (dacasin@ilo.org), on or before 31 August 2023.