



## TERMS OF REFERENCE

### Project Documenter

#### I. Background

The International Labor Organization (ILO) is implementing a project on Improving Workers Rights in the Rural Sector of the Indo-Pacific, with a Focus on Women. The project focuses in three sectors – agriculture, fishing and mining, and aims to contribute to sustain improved working conditions, especially for women workers, through the improvement and promotion of labor laws compliance in the rural sectors in the Philippines and Indonesia. The Project has two main components – the first one on Governance focuses on strengthening social dialogue in sectoral Industry Tripartite Councils (ITCs) on the promotion of labour standards compliance, ensuring alignment of the Philippines' law and practice with the ILO's Promotional Framework on OSH Convention (No.187), and strengthening of labour standards enforcement and remediation mechanisms. The second component of the Project is on Industry Engagement, focusing on building the capacity of its partner employer and workers' organisations to promote labour standards compliance within supply chains, at the enterprise levels and communities where they source from.

The anticipated volume of activities in the next coming months, as the Project catches up with implementation would require the Project to fast track preparation for simultaneous activities, as well as coordinate with partners on the implementation of their respective Implementation Agreements. Furthermore, the departure of the Project's Monitoring and Evaluation Officer, would require continued documentation of Project activities, to ensure that its Monitoring and Evaluation system is updated.

Thus, this Terms of Reference covers the Project's requirements for a Project Documenter and Administrative Support to assist in the preparations for activities, tasks related to preparation of documents for procurement of goods and services, and documentation of Project activities, including updating of the Project's Monitoring and Evaluation system.

#### II. Services Required and Expected Outputs

Expected services and outputs to be delivered under this TOR are as follows:

##### **Expected Outputs:**

- Documentation of activities, including drafting of reports using the Project template, with attachments such as presentations, photos, group work results, open forum and speeches, all uploaded in the Project drive.
- Updated Project M&E system with details of all activities conducted, to include participants' details
- Administrative Note for Project activities to be implemented during the duration of this engagement
- Final activity budget for Project activities
- List of confirmed participants for activities, including relevant details for arranging transportation, accommodation and provision of DSA

- Final transport arrangements for participants, including flight schedules and bookings
- Documentation of Project procurement for goods and services required by the Project and prepare them for selection, and contracting, according to the ILO and donor's requirements. As much as possible, these should be prepared at least three (3) weeks before any event or contract effectivity;

#### Indicative Tasks:

- Prepare and finalise Administrative Notes according to specifications of events, to guide participants
- Assist in the preparation and finalization of budgets for events, for purposes of Cash Advance requests
- Draft and send out invitations for events
- Assist in the solicitation of proposals from at least three comparable service providers for goods or services which may be required for events, according to ILO guidelines, so these can be processed for selection and procurement
- Assist in the confirmation of participants and resource persons to events, taking into consideration event requirements and securing their travel, accommodation and any related requirements
- Assist in the preparation of activity materials and participants kits
- Provide secretariat support during activities
- Documenting proceedings of activities
- Gathering all presentations, outputs and materials for the event, making sure they are accessible to participants and the ILO both through the Project drive and MS Teams folder
- Prepare activity reports for events using Project templates and capturing its requirements, for submission at least 3 days after an event
- Assist in following up with Project partners, their reports due, for entry into the Project Monitoring and Evaluation system.
- Assist in the updating of the Project's Monitoring and Evaluation system ensuring that all event details are captured for Project reporting whether it be for activities directly implemented by the Project or those implemented by partners, at least at the end of every month

These tasks shall be performed by the Contractor based on the number of activities and Project Implementation Agreements scheduled for the duration of the contract, as shown by the table below:

MONTH	ESTIMATED NUMBER OF ACTIVITIES	ESTIMATED NUMBER OF DAYS
July	At least two directly implemented activities	10 days
August	At least four directly implemented activity and three implemented by partners	20 days
September	At least two directly implemented activities and three implemented by partners	10 days



Total		40 days
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### III. Timeframe and Duration

The engagement under this TOR shall start from 19 July until the 15 of October or for a total of a minimum 40 days.

This engagement would require the Contractor to report to the ILO Office to join weekly Team meetings every Monday afternoons and Thursdays. The Contractor shall in agreement with the Project, also provide specific days and time he or she shall be reporting given the number of working days covered under this Contract, with hours aligned with that of the Project team’s core hours.

### IV. Contract Value and Payment Schedule

The contractor in the proposal shall indicate his or her proposed daily rate multiplied by the estimated number of working days.

Payment schedule and requirements shall be as follows:

TRANCHE	REQUIREMENT
20% for the first 1 <sup>st</sup> tranche, due on or before the 13 August	Report on services rendered to the Project based on Part III of this TOR, for activities during the 1 <sup>st</sup> month of engagement. Attached to the report shall be any Activity Reports drafted for directly implemented Project activities and updating of the Project M&E system based on the monthly activity reports received from partners , and links to files as means of verification of services rendered.
30% for the first 2 <sup>nd</sup> tranche, due on or before the 13 September	Report on services rendered to the Project based on Part III of this TOR, for activities during the 2 <sup>nd</sup> month of engagement. Attached to the report shall be any Activity Reports drafted for directly implemented Project activities and updating of the Project M&E system based on the monthly activity reports received from partners , and links to files as means of verification of services rendered.
20% for the first 2 <sup>nd</sup> tranche, due on or before the 13 October	Report on services rendered to the Project based on Part III of this TOR, for activities during the 2 <sup>nd</sup> month of engagement. Attached to the report shall be any Activity Reports drafted for directly implemented Project activities and updating of the Project M&E system based on the monthly activity reports received from partners , and links to files as means of verification of services rendered.

The Contractor’s report shall be based on a template to be provided by the Project.

### V. 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.

## VI. 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, including the internet connectivity and web meeting devices required under the present telework environment will be organized and borne on the account of the Contractor, unless for days he or she is required to report for in-person coordination activities.

The Contractor will report to the Programme Management of the Project and liaise closely with the Team. The Contractor shall closely coordinate his or her work with the Project's Programme and Admin Assistant, who shall be responsible for all administrative and financial processing of documents required in the ILO's System. The Programme and Admin Assistant shall lead liaison and coordination with members of the ILO CO-Manila, ILO Headquarters, and Project partners for any administrative and finance issues which the Contractor may be experiencing and cannot be resolved within the level of the Project Team. Endorsement for the Director's final approval on reports, contracts, and payment will be done by the Project Manager.

## VII. Qualifications

The Contractor 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, PowerBI if possible, Canva). 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 Cerilyn Pastolero, *Project Manager*, for the project "*Improving Workers' Rights in the Rural Sectors of the Indo Pacific with a Focus on Women*", through [pastolero@ilo.org](mailto:pastolero@ilo.org), with copy to Ms Ray Alyannah Lagasca at [lagasca@ilo.org](mailto:lagasca@ilo.org), *Programme and Admin Assistant*, on or before **Tuesday, 18 July 2023** 5:30 pm (Manila time). Only shortlisted candidates will be contacted for the final selection.