



International  
Labour  
Organization

# Terms of Reference

## Layout Artist for the Report on “Gender and Social Inclusion in Philippine TVET Sector: A Scoping Review”

### 1. Background

The International Labour Organization (ILO) is the United Nations agency for the world of work devoted to advancing social justice and promoting decent work. The ILO brings together governments, employers and workers to drive a human-centred approach to the future of work through employment creation, rights at work, social protection and social dialogue.

Increasing urbanization, a growing middle class and a large and young population position the Philippines as a country with strong potential for higher economic growth, global competitiveness and greater poverty reduction. The benefits of this growth, however, have yet to fully trickle-down to its workforce. Unemployment, inequality and skills shortages still hamper the country’s progress.

Meanwhile, this growth trend occurs at a time when technological development, climate change, demographic shifts, and the COVID-19 pandemic are transforming the world of work and creating immense opportunities for upgrading industries and workforce skills in the country.

With an average of two million enrollees each year, the Technical and Vocational Education and Training (TVET) system has potential to help the country reduce skills gaps and shortages and ultimately improve labour market outcomes. However, the mismatch between TVET graduates’ skills and industry requirements remains a challenge. Meanwhile, the ever-evolving technological advancements call for new sets of skills.

The Skills for Prosperity Project in the Philippines (SfP Philippines), funded by the UK Global Prosperity Fund and implemented by the International Labour Organization (ILO), works with key government agencies, employers’ organisations, trade unions and other stakeholders to further boost skills development and TVET systems in the country. SfP Philippines aims to enhance national capacity to increase inclusive, mutually beneficial economic development resulting from greater, more equitable employability and productivity by enabling policies and practices that ensure cost-effectiveness, access, and sustained quality of TVET. The Project has four areas of achievement:

- **Enhanced equity.** The Project shall facilitate broadening of access to skills development and TVET systems for marginalized groups – prioritizing youth and women – by incorporating gender and social inclusion as a key element in all activities, and by providing technical advice for the adoption of necessary changes in national, regional

and provincial policies, strategies, regulations and institutional arrangements. Additionally, it also develops and applies training approaches that specifically meet the needs of marginalized groups to open up the TVET system to more people in the country.

- **Improved quality of skills and TVET systems.** It aims to assist in the process of developing upgraded competency standards and of their application to development of TVET programmes curricula, and competency assessment and certification to meet the increasing requirements of the economy for a higher skilled workforce. Additionally, it aims to enhance TVET competency assessment and certification through wider use of digital technologies.
- **Enhanced industry relevance of skills and TVET systems.** The Project seeks to contribute to labour market information system strengthening, particularly in data collection and analysis of job market demand for skilled workforce. Moreover, it also promotes adoption of lifelong learning principles and recognition of workers who gained professional qualifications through various skills development mechanisms. It also promotes a learner-centred approach in TVET.
- **Improved cost-effectiveness of skills development and TVET systems financing.** It will review the country's practices on industry engagement and stakeholder participation in TVET financing, and assists in development and piloting a joint public-private financing mechanism, aiming for greater private sector participation in TVET financing. Ultimately, this initiative will bring about affordability and greater effectiveness of the TVET system.

Using an implementation approach that highlights gender and social inclusion, the Project focuses on three economic sectors recognized for its potential for employment creation particularly for marginalized groups. These are: agricultural sector with focus on food production; construction sector with focus on skills for green building practices; and, information technology and business process management (IT-BPM) sector with focus on skills for the digital economy. The Project also has an area-based project focus with activities to test models at the community level to be implemented in Visayas where development challenges still linger despite the area having registered brisk economic growth comparable to other fast-growing regions in the Philippines.

## 2. Objective of the consultancy and scope of work

This Terms of Reference is established for the purpose of engaging a layout artist responsible for producing the graphical design and final layout of the report on the "Gender Equality and Social Inclusion in the Philippine TVET Sector: A Scoping Review".

The end product of the layout artist will be in: 1) original (Adobe Illustrator/In Design/Photoshop) editable files; 2) PDF high res for printing or original Adobe; 3) PDF web version; and 4) jpeg/tiff files din of all graphics used readable in Mac and Windows. Raw files of the graphical design and the final layout will be stored in a USB. All graphical designs, materials and outputs become the property of the ILO and all rights shall be vested in the International

Labour Organization including, without any limitation, the rights to use, publish (including the Web), or distribute privately or publicly.

### 3. Major tasks and methodology

The layout artist will work closely with the ILO CO-Manila to conceptualize and finalize the design of the publication. Specifically, s/he will be responsible for producing the final design template and lay-out of the publication following the available designs for specific type of publications in the [ILO Brand Hub](#).

The layout artist should respect the new ILO visual identity and the guidelines and specifications provided for a consistent application of the ILO brand including the colour palette, fonts and typefaces, charts and graphics, do's and don'ts, and other elements.

Feedback on the outputs produced by the layout artist will be obtained from key reviewers and shall be incorporated in the finalization of the outputs.

The final publication of the report will consist of about 100 pages or more, and will include a number of photos that can be accessed through the [ILO Flickr account](#).

The final contents and design of the reports shall be in accordance with the ILO design guidelines and rules spelled-out in [ILO House Style 6th edition](#).

### 4. Timeline and deliverables

The engagement with the graphic designer is expected to commence on 13 April 2021 and end on 27 April 2021, unless extended by the ILO due to cases beyond the control of the contractor (e.g., ILO's late submission of reviewed edited drafts, loss of power due to typhoons, etc.)

	Tasks	Deliverables	Date of Delivery
1	Prepare initial proposed layout  Present to ILO representatives the layout concepts	Submission of the proposed layout in Adobe format, Tiff/JPEG version and raw files readable in Mac and Windows	
2	Prepare and submit the first draft of the layout according to discussions with ILO  Present to the ILO the first draft of the layout	Submission of the <b>first draft</b> of the design and layout agreed upon in the following formats: 1) original (Adobe Illustrator/In Design/Photoshop) editable files; 2) PDF high res for printing or original Adobe; 3) PDF web version; and	

	Tasks	Deliverables	Date of Delivery
		4) jpeg/tiff files din of all graphics used readable in Mac and Windows. The first draft should already include complete lay-out of the report.	
3	<p>Prepare and submit the second and final draft of the layout incorporating comments from the ILO</p> <p>Present to the ILO the second draft of the layout</p> <p>Store raw files of the graphical design and the final layout in a USB.</p>	<p>Submission of the <b>second and final draft</b> of the design and layout agreed upon in the following formats:</p> <p>1) original (Adobe Illustrator/In Design/Photoshop) editable files;</p> <p>2) PDF high res for printing or original Adobe;</p> <p>3) PDF web version; and</p> <p>4) jpeg/tiff files din of all graphics used readable in Mac and Windows.</p> <p>All materials and outputs become the property of the ILO and all rights shall be vested in the International Labour Organization including, without any limitation, the rights to use, publish (including the Web), or distribute privately or publicly.</p>	

## 5. Payment Terms (please fill-in for your proposed budget)

All intellectual property rights arising from the contract are vested in the ILO and outputs should be completed to the satisfaction of the ILO.

Upon the completion of work to the satisfaction of the ILO, the consultant will receive a sum of Php \_\_\_\_\_. This will be released according to the following terms of payment:

Tranches	Date of submission	Requirements	Amount (Php)
1st (50 %)		Deliverables 1 and 2	-
2nd (50 %)		Deliverables 3 and 4	-
<b>TOTAL</b>			-

## 6. Qualifications

- Strong background, experience and expertise in layout design and using the Adobe Creative Suites software.
- Proven track record and experience in preparing designs of high-level publications, particularly on subjects related to advocacies on development issues.
- Excellent communications skills in English, including ability to package graphical designs and elements for multiple audiences, especially for the United Nations, international organizations and development partners.

## 7. Requirements

The interested candidates must submit their proposal with the following information: i) qualifications and experience (include resume as an annex); ii) timeline; and iii) proposed budget.

The proposal must be submitted by 12:00nn (Manila time), Monday, 05 April 2021 via e-mail at the following address: [mnlfpproject@ilo.org](mailto:mnlfpproject@ilo.org). Only shortlisted candidates will be contacted for short interviews for the final selection.