



International
Labour
Organization

Terms of Reference

Copyedit and layout of the ILO-Japan Water project briefers, and improvement of the project PowerPoint presentation

I. Background

The COVID-19 pandemic has increased the need for safe and clean water to prevent infection, while making it more difficult for some remote and vulnerable communities to access supplies.

With the aim to provide decent work, and safe and reliable water supply to vulnerable and marginalized communities in Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) during its transition and this pandemic, the International Labour Organization (ILO) is implementing a project, *“Improvement of Water Supply Equipment Management Capacity for the Establishment of Peace in Mindanao”* in BARMM.

Funded by the People of Japan, the project creates sustainable solution to alleviate poverty in communities prone to conflict within the region. BARMM has the lowest proportion of families with basic access to drinking water service, the Project responds to the critical need for access to safe water in BARMM, where only 74.6 per cent of the households have basic access to drinking water service. The Bangsamoro Development Plan (BDP) highlights the need for infrastructures such as water systems in achieving lasting peace and sustainable development.

To date, the project has already completed and turned over five (5) water systems in Maguindanao and Lanao del Sur, BARMM. This in collaboration with various partners such as A Single Drop for Safe Water, Inc. (ASDSW), the Bangsamoro Development Agency (BDA), local government units of Upi and South Upi in Maguindanao and Wao in Lanao del Sur, community-based organizations (CBOs) engaged as community contractors in the Sub-projects, the Ministry of Labor and Employment (MOLE), and others.

Under the ILO-Japan Water Project, the Community Emergency Employment Programme (CEEP) was implemented to provide emergency employment to the COVID-19 affected informal sector workers in 88 sites in BARMM. Aside from appropriate tools and PPEs, wash facilities and hygiene materials with hygiene promotion were provided to the workers to ensure their safety and health in the work place.

II. Objectives

Briefers:

- To create awareness on project progress and impact
- To develop appreciation on the ILO approach and intervention in BARMM
- To mobilize resources and further support to the project and similar interventions

PowerPoint Presentation

- To present project background, strategy, progress, challenges and impact
- To create awareness and appreciation on the ILO approach and intervention in BARMM
- To mobilize resources and further support to the project and similar interventions

Initial drafts of the briefer and PowerPoint presentation have already been prepared by the project team but needs to be updated, revised to include Human Interest Stories, and copyedited by a professional based on the [ILO House Style Sixth Edition](#), as well as designed and laid out according to the consistent use of the ILO visual identity as set out in the [Brand Hub](#).

III. Intended Audience

Briefers and PowerPoint Presentation:

- Potential donors/funders and development partners (such as IFIs, ADB, WB, Embassies, etc)
- Government Agencies such BARMM and its relevant agencies (Project Advisory and Review Committee members, OPAAP)
- Other UN agencies and Non-Government Organizations

IV. Work to be done

BRIEFERS

COPYEDITING

Copyediting should ensure grammar, structure, accuracy and quality of the content of the briefer and that the same is consistent with the ILO House Style and guidelines for published materials.

- Revise / Improve content of briefers based on the set objectives and tailor fit them to specific audience.
- Editing for grammar, usage, spelling, punctuation, and other mechanics of style (edits in track changes);
- Simplify and shorten specific areas while improving the content and visualization in close consultation with the Project team.
- Checking consistency on the use of bullets and numbers, style headings, and subheadings

- Checking and ensuring that paragraphs, passages, or sentences do not contradict or unnecessarily repeat each other, or are no longer applicable
- Editing tables, figures and lists, if necessary.
- Editing captions;
- Checking for consistency of mechanics and for internal consistency of facts, including correspondence of data given in graphics and text;
- Inserting head levels and approximate placement of graphics;
- Correspond with the authorized representative of the ILO in order to clear content issues (if any) with regard to confusing/ambiguous statements, content, missing/unclear data and incomplete information (if any)

LAYOUTING

Layout the briefers following specific guidelines, designs and templates from the ILO Brand Hub.

- Revise/Improve layout of the briefers based on set objectives and tailor fit them to specific audience. They must be consistent with the ILO brand including the colour palette, fonts and typefaces, charts and graphics, do's and don'ts, and other elements. Ready templates and designs are available on the ILO [Brand Hub](#)
- Apply design guidelines and templates while ensuring creativity, consistency and readability of briefers.
- Provide recommendations on the best and most relevant visual design style and materials suitable for the intended audience, consistent with the ILO brand.
- Incorporate, select and improve photos based on considerations from the ILO Brand Hub to choose human-centred photos, prioritize impact of ILO work, know the content and credit the photographer, and place informative and detailed captions, written consistently using the following convention: Full name, title, assignment, country. Brief description. (Photographer, date).
- Add illustrative and functional icons, charts, digital assets and other graphic elements based on ILO design guidelines.
- Create a print and web version following specific standards for usability and functionality in both published and electronic format for ILO publications.
- Submit preliminary layouts and revisions based on inputs, comments and suggestions, and ensure that all corrections from the project, publication, and the ILO Brand team are incorporated.
- Align all designs and final outputs of print and digital products with the ILO's visual identity, in consultation with the brand team brand@ilo.org for consistent application.
- Ensure donor visibility as set out by the brand team on how these identities should be applied alongside the ILO primary identity.
- Submit all original, raw and editable files to the ILO, Adobe Illustrator, InDesign and Photoshop editable and final files for the printer, PDF high resolution and web version, and jpeg/tiff/png files of all graphics used readable in Mac and Windows.

POWERPOINT PRESENTATION

COPYEDITING

Copyediting should ensure grammar, structure, accuracy and quality of the content of the briefers and that the same is consistent with the ILO House Style and guidelines for published materials.

- Revise / Improve content of the PowerPoint presentation based on the set objectives and tailor fit it to the identified audience.
- Editing for grammar, usage, spelling, punctuation, and other mechanics of style;
- Simplify and shorten specific areas while improving the content and visualization in close consultation with the Project team.
- Checking consistency on the use of bullets and numbers, style headings, and subheadings
- Checking and ensuring that passages, phrases or sentences do not contradict or unnecessarily repeat each other, or are no longer applicable
- Editing tables, figures and lists, if necessary.
- Editing captions;
- Checking for consistency of mechanics and for internal consistency of facts, including correspondence of data given in graphics and text;
- Inserting head levels and approximate placement of graphics;
- Correspond with the authorized representative of the ILO in order to clear content issues (if any) with regard to confusing/ambiguous statements, content, missing/unclear data and incomplete information (if any)

LAYOUTING

Layout the PowerPoint Presentation following specific guidelines, designs and templates from the ILO Brand Hub.

- Improve the layout of the PowerPoint presentation based on the set objectives and tailor fit it to specific audience. They must be consistent with the ILO brand including the colour palette, fonts and typefaces, charts and graphics, dos and don'ts, and other elements. Ready templates and designs are available on the ILO [Brand Hub](#)
- Apply design guidelines and templates while ensuring creativity, consistency and readability of brief and the PowerPoint.
- Provide recommendations on the best and most relevant visual design style and materials suitable for the intended audience, consistent with the ILO brand.
- Incorporate, select and improve photos based on considerations from the ILO Brand Hub to choose human-centred photos, prioritize impact of ILO work, know the content and credit the photographer, and place informative and detailed captions, written consistently using the following convention: Full name, title, assignment, country. Brief description. (Photographer, date).
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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.

V. Milestones and outputs

Expected Outputs

Briefers

- Submission of all raw graphics including original and final outputs in Adobe Illustrator, InDesign and Photoshop and Microsoft Office version such as Word and PowerPoint; jpeg/tiff/png files of all graphics used readable in Mac and Windows
- Editable version of all original and final outputs in Adobe Illustrator, InDesign and Photoshop and Microsoft Office version such as Word and PowerPoint in case of project updates
- Final files for the printer (ready to print), PDF high resolution and web version
- Web version of all the original and final outputs for uploading or sending online
- Final outputs – at least 8 briefers (1 page for Overall Project Background, 5 pages for completed and turned over sites (1 page per site); 1-2 pages for the 6 ongoing ongoing sites; and 1 page for CEEP)

POWERPOINT Presentation

- Submission of all raw graphics including original and final outputs in Adobe Illustrator, InDesign and Photoshop and Microsoft Office version such as Word and PowerPoint; jpeg/tiff/png files of all graphics used readable in Mac and Windows
- Editable version of final PowerPoint presentation in case of project updates
- Web version of the original and final output for uploading or sending online

Milestones	Work Days
Project Briefers	
<ul style="list-style-type: none"> • Proofread Editing and Revising content of ILO-Japan Water Project Briefers based on objectives and intended audience and edit according to the ILO House Style Manual and ILO brand (https://brand.ilo.org/). <p>Simplify and shorten specific areas while improving the content, in close consultation with the Project Team.</p>	2 days
<ul style="list-style-type: none"> • Initial lay-out of at least eight (8) Briefers, with photos, captions, data visualizations, short human-interest Stories, and infographics, ensuring 	7 days

photos are properly credited, ensuring alignment with ILO Branding. This includes selections of photos appropriate to the page.	
<ul style="list-style-type: none"> Final revision of the document after being reviewed by the ILO for further comments provided. Produce the print-ready document and files for website of the final version 	1 day
<ul style="list-style-type: none"> Submission of final version, laid-out and ready-to-print documents, including all raw files, incorporating the comments and suggestions from the ILO. 	1 day
PowerPoint Presentation	
<ul style="list-style-type: none"> Proofread Editing and Revising content of ILO-Japan Water Project PowerPoint Presentation based on objectives and intended audience and edit according to the ILO House Style Manual and ILO brand (https://brand.ilo.org/). Simplify and shorten specific areas while improving the content, in close consultation with the Project Team 	3 days
<ul style="list-style-type: none"> Improve and update the existing Project PowerPoint using recent information from the Project Team. 	1 day
<ul style="list-style-type: none"> Submission of final and web versions, laid-out and ready-to-print documents, including all raw files, incorporating the comments and suggestions from the ILO. 	1 day
TOTAL	16 workdays

IV. CONTRACT PERIOD AND WORKDAYS

The engagement with the consultant is expected to commence on 26 October 2021, and end on 30 November 2021, covering a period of 16 working days in total.

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

VI. Budget and terms of payment

Upon completion of work to the satisfaction of the ILO, the consultant will receive payment as agreed based on the proposal all-inclusive of professional fees and expenses incurred during the period of engagement. The consultant will be paid based on outputs and deliverables. This will be released according to the following terms of payment:

Schedule of Payment	Terms and Conditions	Percentage of total fee
First payment	<p>Upon submission of the following:</p> <ul style="list-style-type: none"> • First edited version of the ILO-Japan Water Project briefers narrative based on the objectives and target audience, and aligned with the ILO House Style Manual with lay-out based on ILO branding <p>On or before 8 November 2021</p>	30 per cent
Second Payment Second	<p>Upon submission and approval/clearance of the following:</p> <p>Briefer:</p> <ul style="list-style-type: none"> • Submission of all raw graphics including original and final outputs in Adobe Illustrator, InDesign and Photoshop and Microsoft Office version such as Word and PowerPoint; jpeg/tiff/png files of all graphics used readable in Mac and Windows • Editable version of all original and final outputs in Adobe Illustrator, InDesign and Photoshop and Microsoft Office version such as Word and PowerPoint in case of project updates • Final files for the printer (ready to print), PDF high resolution and web version • Web version of all the original and final outputs for uploading or sending online <p>On or <u>before</u> 15 November 2021</p>	30 per cent

<p>Third and final payment</p>	<p>Upon submission and approval/clearance of the following:</p> <ol style="list-style-type: none"> 1.) PowerPoint Presentation: <ul style="list-style-type: none"> • Submission of all raw graphics including original and final outputs in Adobe Illustrator, InDesign and Photoshop and Microsoft Office version such as Word and PowerPoint; jpeg/tiff/png files of all graphics used readable in Mac and Windows • Editable version of final PowerPoint presentation in case of project updates • Web version of the original and final output for uploading or sending online 2.) All other remaining deliverables in this TOR <p>On or <u>before</u> 30 November 2021</p>	<p>40 per cent</p>
<p>TOTAL</p>		<p>100 per cent</p>