



International
Labour
Organization

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, 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

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 \(C160, 1985\).](#)
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

- Key stakeholders involved in the ratification process (see diagram below) 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.

Deliverables and Tasks

Deliverables	Tasks	Deadline
1. Initial list of consolidated Frequently Asked Questions (without answers)	<ul style="list-style-type: none"> • Conduct a desk review initial consultations • Hold consultations 	
2. Initial draft of outputs described above, summarized below: <ul style="list-style-type: none"> • Frequently Asked Questions (FAQ) with Answers about ILO Convention 160, including the importance of ratifying ILO C160 • A matrix of compliance reflecting national laws, policies and other measures 	<ul style="list-style-type: none"> • Consultations and in-depth interviews with partners and intended audience 	
3. Final Version of the above-mentioned outputs, incorporating comments from ILO and stakeholders, with clearance from the ILO.	<ul style="list-style-type: none"> • Validation consultations • Revise and integrate comments 	

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

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

Financial offer

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.

Payment Terms

Payment will be made upon delivery of services and signed invoice.

1. Consolidated list of frequently asked questions (10%)
2. Initial draft of outputs described above (OUTPUTS), reproduced below: (40%)
 - 1. Frequently Asked Questions (FAQ) with answers 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 20tjh International Conference of Labour Statisticians held in Geneva, 10-19 October 2018, A case for the promotion and ratification of the Labour Statistics Convention (C160, 1985)
 - 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.
3. Final Version of the above-mentioned outputs, incorporating comments from ILO and stakeholders, with clearance from the ILO. (40%)

Payments will be made as bank transfer.

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.

Requirements

The interested candidates must read and understand the [Terms and Conditions applicable to ILO contracts](#) and 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 11:59 p.m. (Manila time), 2 September 2022 via e-mail at the following address: bascos@ilo.org.