



Terms of Reference

Documenter for the Participatory Action Oriented Training

USDOL Funded ILO Project on Improving Workers Rights in Rural Sectors of the Indo-Pacific with a focus on Women

1. Background Information

The rural sectors of agriculture, fishing and mining contribute significantly to the economy of the Philippines in terms of trade and jobs generated. However, these sectors, especially those in the lower tiers of the supply chain, are most at risk of exposure to serious workplace hazards that can cause injuries or diseases. These are also sectors where OSH systems are generally weak, due to various factors such as complexity of business models and practices, remoteness and geographical scope of operations, widespread informality, and weakness of OSH governance frameworks from applicability and enforcement of standards to mention a few. Thus, there is weakness in terms of the preventative culture on OSH and partners' capacities to promote this. Furthermore, OSH technical advisory and training programmes offered by government or even the private sector do not take into account the context of these rural sectors. In the meantime, sector-specific OSH trainings have become costly, thus limiting access from among micro and small businesses, even for those linked with the supply chains of bigger companies in these sectors.

Data collection on occupational accidents and diseases are also limited if not non-existent, thus excluding these sectors from the benefits of reforms and existing programmes promoting OSH. the weakness of OSH systems in these sectors disadvantage women workers further due to the prevailing cultural norms in rural areas that lead to the de-valuing of women's work and their contributions, and the specific issues they face.

With the support of the US Department of Labor (USDOL), the ILO is implementing a Project on "Improving Workers' Rights in the Rural Sectors of the Indo Pacific Project, with a Focus on Women", in the Philippines. The Project's objective is to contribute to improving the promotion and compliance to labour standards, including on OSH, in the targeted rural sectors through a combination of pilot workplace (Short Term Outcome 2.1.3) and community interventions (Short Term Outcome 2.1.2), monitoring and documentation of good practices and then using these as basis for enhancing national frameworks for compliance to occupational safety and health (OSH) in rural sectors (Short Term Outcome 1.1.2).

2. Objective of the Consultancy

This terms of Reference (TOR) covers the documentation of the Participatory Action Oriented Training on OSH in Rural Sectors which will be conducted in General Santos City from 28 – 30 September 2022. The Project shall engage the services of a documenter who will provide process documentation of the said activity.

3. Expected Deliverables of the Consultancy

The expected deliverables of the consultancy is to produce the following:



1. Comprehensive process documentations of the PAOT which includes the outputs of the training and photo documentation as part of, but not limited to, its annexes.
2. Encoding and consolidation (using Project Template) of the pre and post – workshop survey form of the PAOT
3. Encoding of the pre- and post-workshop survey forms, using Project template, of the Workers in Focus: Mainstreaming Occupational Safety and Health as a Fundamental Principle and Right at Work

This work shall be completed and delivered not later than 31 October 2022 which date this contract shall expire.

4. Timeline and Payment Plan

On completion of the work and upon the acceptance of the ILO, the ILO will pay the amount of **PHP 16,000** for the duration of the whole engagement

The total amount calculated as follows, **Php 4,000 x 4 days** or a total of **PHP 16,000.00**

The ILO will also provide transportation and accommodation cost of documenter during the duration of the activity.

Payment will be based on the following:

Deliverable	Payment Tranche
Encoded pre- and post-workshop survey forms, using Project template, of the Workers in Focus: Mainstreaming Occupational Safety and Health as a Fundamental Principle and Right at Work (1 day)	20%
Comprehensive process documentations with annexes and encoded / consolidated pre and post workshop survey forms (3 days)	80%
Total	100%

5. Management Arrangements

The consultant will establish all communications and work in close coordination with the M&E Officer under the guidance of the Project Manager. The M&E Officer of the Project will ensure that outputs under this consultancy is delivered in a timely manner. The M&E Officer will also liaise with the National Consultant in checking the accuracy of the process documentations.

6. Consultant's Profile

The consultant is expected to have the resources such as laptops and/or computers for the transcription, listening device and appropriate competencies needed to fully execute the scope of this consultancy.



- Should have significant experience in doing documentations, research, studies, and/or development project activities.
- Should have excellent listening and typing skills, and attention to detail
- Familiarity with planning activities and topics on labour standards, occupational safety and health and gender equality is an added advantage.
- Excellent command of the English language and grammar.

Interested applicants should submit their CVs along with a Cover Letter and at least 2 sample works to Ms. Jennifer Santos, santosj@ilo.org, not later than 16 September 2022, 5pm (PH time)