

## **TERMS OF REFERENCE FOR A SERVICE CONTRACTOR FOR THE**

### **Development of Health Promotions and Communications Toolkits under the Health Promotions Strategy for Healthy Workplace Setting**

**for the Project: “Bringing Back Jobs Safely under the COVID-19 Crisis in the Philippines:  
Rebooting Small and Informal Businesses Safely and Digitally”**

#### **I. Background**

Under the ILO’s Safety + Health for All flagship program, the ILO Country Office in the Philippines is implementing the project [“Bringing Back Jobs Safely Under the COVID 19 Crisis in the Philippines: Rebooting Small and Informal Businesses Safely and Digitally”](#), or BBJS, with the support of the Government of Japan. The project will be implemented from 15 June 2021 to 31 December 2023.

The overall objective of the project is to contribute to the improvement of safety and health of workers in micro, small and medium enterprises (MSMEs) and informal business, and at the same time mitigating the negative socio-economic impact of the COVID 19 crisis. The project will provide trainings to promote occupational safety and health (OSH) and productivity measures to prevent and mitigate COVID 19 at and through workplaces. Two OSH-related trainings will be conducted: (1) Prevention and Mitigation of COVID 19 in the Workplace with the Work Improvements for Small Enterprises approach (WISE for COVID); and (2) Sustaining Competitive and Resilient Enterprises (SCORE). The project will also promote digital entrepreneurship, or the application of digital technologies in business management and operations, as a way to limit risks from exposure.

Under the promotion of OSH, the project is working with various training delivery partners to especially cater to micro- and informal businesses, as they are the ones rarely able to access paid trainings on OSH, have low consciousness on the risks at the workplaces, and are least aware of available solutions. Beyond the prevention of COVID 19, the WISE for COVID training has been expanded to the WISE for COVID Plus, to also include other OSH areas, such as provision of wellness facilities, mental health care, chemicals management, among others.

#### **a. The Health Promotions Strategy for Healthy Workplace Setting**

The project, through its partnership with the Department of Health (DOH), is closely working with the DOH Health Promotion Bureau (DOH-HPB) to institutionalize the monitoring of OSH improvements in workplaces of micro- and informal businesses. The mandate of DOH-HPB is to promote healthy behaviour to the “well” population, going beyond simply disease-prevention. As such, DOH-HPB conceptualized the Healthy Workplace Framework as part of its commitment to the Universal Health Care Act and in

support to Republic Act 11058 “Occupational Safety and Health Standards” to implement safety and health programs.

As a health promotion implementation strategy, the Healthy Workplace entails policy development and various technical tools to advocate the health priority areas identified for change. Such tools or the FIT-tools, a collective term for the processes in undertaking continual improvement, include a package of advocacy materials to support health requirements in the workplace, thus, ensuring continual progress on the working conditions of all workers.

It is envisioned that worker and employer will be aware of healthy behaviours making workplaces safer and healthier, hence more productive.

### **b. Alignment of the Healthy Workplace Promotion to Bringing Back Jobs Safely Project**

#### **1) Support to Republic Act 11058 (OSH Law)**

This supports the OSH Law, declaring that workplaces shall have a safety and health program. Further, that it is the obligation of the employer to allow workers to participate actively in the safety and health program to improve the safety and health in the workplace. The health promotions framework is consistent with these provisions.

#### **2) Promotes a preventative safety and health culture through healthy practices**

The prevention of diseases in the workplace should go alongside the promotion of healthy behaviours. Two priority areas were identified for specific technical support of the ILO BBJS project: *PA 2 - Environmental Health* and *PA 7 –*, having specific focus on the prevention of diseases in the workplace.

<b><i>PA 2 – Environmental Health</i></b>	<b><i>PA 7 - Violence and Injury Prevention</i></b>
<ul style="list-style-type: none"> <li>• Proper ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Prevention of Sexual Harassment and Violence in the Workplace</li> </ul>
<ul style="list-style-type: none"> <li>• Good Indoor Air Quality</li> </ul>	<ul style="list-style-type: none"> <li>• Prevention of Occupational Injury and Work-Related Diseases</li> </ul>
<ul style="list-style-type: none"> <li>• Sanitation and Waste Disposal</li> </ul>	
<ul style="list-style-type: none"> <li>• Climate Smart/ Resilient Workplace</li> </ul>	

A workplace with good ventilation and good indoor air quality will help prevent the spread of communicable airborne diseases circulating in the workplace and consequently filter out indoor air contaminants.

The principles of Industrial Hygiene which is devoted to the anticipation, recognition and control of environmental factors or stresses arising in the workplace which cause sickness, impairs health can be incorporated in the implementation of PA 7 on the prevention of occupational injuries and work-related diseases in the workplace.

3) DOH and its network of health services provides a complementary addition to the OSH training ecosystem in the country

The Health Promotions Bureau of the DOH enables it to promote OSH, especially the advocacy and promotional materials it intends to produce. The Central Office has also released a memo to Regional counterparts to attend the WISE for COVID Plus Training of Trainers to raise their awareness on the methodology. Locally, the Barangay Health Workers will be tapped as monitoring partners by using the monitoring tool developed by the Agency.

4) The healthy workplace promotion supports the work of the UN in the prevention of non-communicable diseases

Non-communicable diseases such as diabetes, cancer, heart and lung disease kill 7 out of 10 people worldwide due to risk-seeking behaviours like smoking, drinking alcohol, unhealthy diet, physical inactivity, and exposure to air pollution. The World Health Organization has called nations to reduce premature deaths from these noncommunicable diseases, in line with the Sustainable Development Goals (SDGs) and the promotion of mental health and well-being.

5) Sustainability of OSH by integration to OSH management system

In the Philippines, healthy behaviors can be implemented alongside the OSH system which is already in place in workplaces as part of their compliance to Republic Act 11058 and the Joint issuances of the DOLE, DOH and CSC on OSH (JAO 2017-0010 and JMC No. 2020-0001).

The healthy promotions framework was also based on the Ottawa Charter on Health Promotion. “Re-Orienting Health Services” as one of the five action areas of the framework, allows referral of sick workers exposed to hazards into the clinics inside the workplace or at Specialty Centers, hospitals or primary care centers for treatment and management.

This Terms of Reference seeks to engage a reputable firm/consulting company as a service contractor, to develop health promotions and communications toolkits for two priority areas in the DOH-HPB Healthy Workplace Framework, particularly PA Toolkit No. 2 on Environmental Health and PA Toolkit No. 7 on Violence and Injury Prevention. The service contractor will report directly to the ILO Chief Technical Adviser for the BBS project, and work in close collaboration with the DOH-HPB team, the ILO OSH Coordinator for the BBS Project, and the ILO Senior OSH Specialist.

## II. Deliverables and Schedule

**The firm / organization / consultants shall perform the following functions:**

1. Assist in the dissemination of the JAO on the National Framework on Healthy Workplace Settings
2. Provide evidence search and review references on existing policies, best practices, photo documentation and success stories per PA from local and international sources
3. Co-develop the content of the toolkits for Priority Area Number 2 and 7 based on the following format:
  - a. Introduction
  - b. Evidence Brief / Summary of Evidence – provide information / data per priority area (e.g. PA 7: data on occupational injuries/diseases, researches/studies on violence in the workplace and its effects) from international and local sources
  - c. Compilation of Existing Policies per Priority Area
  - d. Current Best Practices / Success Stories
  - e. Recommended Intervention  
(Compendium – soft copies can be accessed/downloaded through provided links)
    - i. Each recommended intervention shall have the following components:
    - ii. Background of the intervention
    - iii. Improvement Plan/Checklist containing the following:
      - Planned Activities
      - Resource Requirement – Estimated cost
  - f. Capacity Building
  - g. Frequently Asked Questions
  - h. Guide on How to Develop the Implementation / Improvement Plan
  - i. Improvement Plan
  - j. Guide on How to Develop the Communication Plan
  - k. Communication Plan
  - l. Guide on How to Develop the Monitoring Tools for selected intervention
4. Provide list of existing trainings on PA 2 and PA 7 and contact details of their providers.
5. Act as facilitators / resource persons during consultation meetings. Expenses for accommodation of consultants attending the meetings shall be charged against the budget of the consultants, unless agreed in writing with the DOH or the ILO.
6. Provide logistics such as the venue, link (virtual), food, materials for short meetings of the consultants and key stakeholders.

Scope of Work	Deliverables/Output	Expected Completion Time

1. Submit an inception report with a comprehensive work plan and the timeline of the project.	1. Approved inception report with work plan which contains the following minimum requirements: <ul style="list-style-type: none"> <li>a. Background of the project</li> <li>b. Objectives</li> <li>c. Project methodology</li> <li>d. Risk Register &amp; Mitigation Plan</li> <li>e. Schedule of activities/timeline</li> <li>f. Budget plan</li> <li>g. Composition of project team</li> <li>h. Ways-of-Working between Project Team and DOH</li> </ul>	10 days
2. Desk review of existing literature, policies, available data sources, best practices, success stories from relevant agencies and workplaces	2. List of applicable policies, available data, literature, evidences, researches, best practices, success stories on PA 2 and PA 7	10 days
3. Development of PA Toolkits for the following Priority Areas: <ul style="list-style-type: none"> <li>a. PA 2 - Environmental Health <ul style="list-style-type: none"> <li>● Ventilation</li> <li>● Indoor Air Quality</li> <li>● Sanitation and Waste Disposal</li> <li>● Climate-smart/Climate-resilient workplace</li> </ul> </li> <li>b. PA 7 – Violence and Injury Prevention <ul style="list-style-type: none"> <li>● Sexual Harassment and Violence in the Workplace</li> <li>● Prevention of Occupational Injury, Workplace-related diseases</li> </ul> </li> </ul>	Final PA Toolkits for PA 2 and PA 7 with layout based on the recommended technical contents including Key Messages and Recommendations for Management for adoption of health promotion PA toolkits	40 days

### III. 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.

#### **IV. 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, in particular including the internet connectivity and web meeting devices required under the present telework environment will be organized and borne on the account of the service contractor.

The service contractor will report directly to the ILO Chief Technical Adviser for the BBS project, and work in close collaboration with the DOH-HPB team, the ILO OSH Coordinator for the BBS Project, and the ILO Senior OSH Specialist. Final reporting shall be done for the ILO Country Director for the Philippines, who will also authorize the payments for the assignment.

#### **V. Duration of the Assignment**

The proposed activities shall be carried out for 3 months from 15 January 2023 to 15 April 2023

#### **VI. Contract Value and Payment**

**Payment Schedule** (Refer to sections on Key Tasks and Outputs, as well as on Deliverables, for details on required reports/documentation):

<b>DELIVERABLES</b>	<b>TOP</b>
Inception Report, Work plan on the proposed activities, and, Literature review report submitted and accepted by the DOH and ILO	30%
Submission of the Final PA Toolkit for PA 2 and PA 7 with layout (publication-ready material), with content according to the format specified in this ToR, and as accepted by the DOH and ILO	40%
Final Technical report and presentation materials, reflecting issues and concerns and recommendations, accepted by the DOH and the ILO	30%

Local travel is envisaged under this contract. Transportation expenses for local travel such as plane, taxi and accommodation shall be borne by the firm / organization. The cost of organizing online meetings and face to face meetings for small groups will be borne by the firm / organization unless there is a prior agreement for ILO to organize one. Any other

associated costs such as communication and small expenditures are expected to be included in the contract.

## **VII. Qualifications and Experience**

The Firm / organization should have:

- Relevant work experience in the conduct of health promotion and/or health promotion related works and project implementation;
- Has undertaken projects similar to the scope of work as outlined in this document
- Adhere to Quality standards
  - The firm should be committed to deliver quality products and services based on the agreed timeline;
  - Accept full responsibility for the services to be performed under this TOR including integrity and soundness of the design of the outputs;
  - Not at any time communicate to any person or entity any information disclosed thereto for the purpose of the Services, nor shall make public any information as to the recommendations formulated in the course of or as a result of the Services, except with the prior written consent of DOH-HPB and the ILO.

The Firm should have staff members with the following qualifications:

### Technical Consultant

- With expertise in modern Health Promotion works and in behavioural designs, and at least in health priority area on Environmental Health and on Violence and Injury prevention in a workplace setting;
- Institutional Knowledge of DOLE, CSC, and/or experience working with Human Resource Management (HR) of companies;
- Knowledge on healthy workplace settings and on behavioral designs;
- Must be proficient in technical analysis and writing, proven capacity to produce high quality reports in English.

### Layout/Design Artist

- With at least two years of relevant experience in layout/advertising/printing works, as evidenced by high quality designed publications/materials;
- Knowledge on healthy workplace settings;
- With experience in behavioral designing.

### Research Assistant

- With at least two years of relevant experience in policy research, especially on health and safety;
- Knowledge on use of current software in doing data presentations, designs, graphics and layouts;
- Knowledge on healthy workplace settings;
- Good English writing skills.

Languages: English and Filipino

### Expression of Interest

Interested female and male candidates must submit the following: *i) Letter of intent expressing willingness and availability to take on the assignment, ii) Proposal based on the published TOR, iii) CVs of main staff members to be assigned to the project and iv) Accomplished/signed Annex I and III section of the RFP/RFQ form.*

The documents must be submitted to: **Ms Josefa “Joy” Bacal**, COVID-OSH Coordinator, for the project “*Bringing back jobs safely under the COVID-19 crisis in the Philippines: Rebooting small and informal businesses safely and digitally*” at [bacal@iloguest.org](mailto:bacal@iloguest.org), with copy to Ms Catherine Santiago at [santiagoc@iloguest.org](mailto:santiagoc@iloguest.org), on or before **2 January 2023, 5:30 pm** (Manila time). Only shortlisted applications will be contacted for the final selection.