



## International Labour Organisation (ILO)

Country Office for the Philippines  
Building a Generation of Safe and Healthy Workers – *SafeYouth@Work Project*

### Terms of Reference

#### Graphic Designer for the SafeYouth@Work Project OSH Advocacy Guide and Related Posters or Visual Aids

##### 1. Background

The International Labour Organization (ILO) is implementing a global project on occupational safety and health (OSH) called 'Building a Generation of Safe and Healthy Workers – SafeYouth@Work Project' funded by the United States Department of Labor (USDOL) that identified the Philippines as one of its pilot countries alongside Viet Nam and Myanmar. The project commenced implementation on January 2016 and aims to improve the working conditions of workers aged 15-24 years and develop a culture of prevention.

By focusing on workers aged 15-24 years old, the project seeks to address the global concern that young workers suffer work-related injury at a much higher rate than older workers with 50 per cent of the accidents involving this age group occurring during the first six months on the job<sup>1</sup>. Young workers being at highest risk to occupational accidents is attributed to lack of basic training, less job experience, and inadequate preparation for the job<sup>2</sup>. For instance, an EU-OSHA study notes that the incidence rate of non-fatal accidents at work per 100,000 workers was more than 40 per cent higher among those aged 18-24 years as compared to the total workforce<sup>3</sup>.

The project is working with various stakeholders and tripartite partners to achieve its four components, namely: 1) comprehensive, relevant and quality data and information on occupational safety and health of young workers are available for effective use in selected countries; 2) national legislation, regulations, policies and programs are improved in order to better address the safety and health of young workers; 3) national capacities to monitor and enforce OSH laws and regulations, particularly those relevant to young workers, are enhanced; and 4) global knowledge and awareness of the particular hazards and risks faced by young workers is increased.

---

<sup>1</sup>*Occupational Injuries and Deaths Among Younger Workers, United States, 1998-2007*, (CDC, 2010), available at <http://www.cdc.gov/mmwr/preview/mmwrhtml/mm5915a2.htm>; *Nonfatal injuries in young workers*, (Institute for Work & Health, 2006) [http://www.iwh.on.ca/media/images/IWH\\_youngworkers.pdf](http://www.iwh.on.ca/media/images/IWH_youngworkers.pdf); *Young Workers FAQs*, at <http://worksafebc.com/help/faqs/default.asp?section=Young%20workers>; *Integrating occupational safety and health information into vocational and technical education and other workforce preparation Programmes*.Schulte et al. (2005) American Journal of Public Health 95(3): 404-411, cited in *Enhancing Occupational Health and Safety in Young Workers: The Role of Social Marketing*, Lavack et al., International Journal of Nonprofit and Voluntary Sector Marketing (2007), available online at [http://www.researchgate.net/profile/Sameer\\_Deshpande2/publication/227702668\\_Enhancing\\_occupational\\_health\\_and\\_safety\\_in\\_young\\_workers\\_the\\_role\\_of\\_social\\_marketing/links/09e41506f1f67b3b4a000000.pdf](http://www.researchgate.net/profile/Sameer_Deshpande2/publication/227702668_Enhancing_occupational_health_and_safety_in_young_workers_the_role_of_social_marketing/links/09e41506f1f67b3b4a000000.pdf)

<sup>2</sup>*Inequalities among Workers Facing Job Hazards*, § 26.8, Encyclopedia of Occupational Safety and Health, ILO, 1998.

<sup>3</sup>*A statistical portrait of the health and safety at work of young workers*, EU-OSHA, 2013, available at: <https://osha.europa.eu/en/publications/e-facts/efact08>

To contribute to the achievement of Immediate Objective 4 in the Philippines, the SafeYouth@Work Project has developed an OSH Advocacy Guide which can be used by various stakeholders in initiating advocacy activities aimed at increasing knowledge and awareness of the particular hazards and risks faced by young workers.

The OSH Advocacy Guide was developed with inputs from youth organizations which were trained by the SafeYouth@Work Project as potential youth OSH champions in their respective organizations, their schools or their communities. The Guide will be packaged taking into account specific end-users, such as stakeholders at the workplace (employers and the workers), in schools (students and teachers), in communities (youth and parents) and advocates from government and non-government organizations (NGOs).

This Terms of Reference (TOR) is established for the purpose of engaging a graphics designer as external collaborator responsible for producing the graphical design and final layout of the OSH Advocacy Guide including related posters or visual aids forming part of the Guide. The Guide's design shall be visually appealing and easy to use.

## **2. Purpose of Engagement and Final Output**

The graphic designer will be responsible for the graphical design and final layout of the OSH Advocacy Guide including related posters or visual aids forming part of the Guide due on 31 January 2019. The end product of the graphic designer will be in high resolution, print ready files of the OSH Advocacy Guide including related posters or visual aids forming part of the Guide, available in raw Adobe format, Tiff/JPEG and web version. 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 designer will work closely with the ILO SafeYouth@Work Project to conceptualize and finalize the design of the publication. Specifically, s/he will be responsible for:

- developing a graphical design concept for the publication;
- producing the necessary graphics for the publication such as illustrations, graphs, charts, tables and diagrams; and
- producing the final design template and lay-out of the publication.

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

The final publication will consist of the OSH Advocacy Guide consisting of 29 pages including a minimum of 3 related posters or visual aids forming part of the Guide, and will include a number of photos to be provided by the ILO.

The final contents and design of the Guide shall be in accordance with the ILO design guidelines and rules spelled-out in the ILO House Style Manual.

#### 4. Period of Engagements and Deliverables

The engagement with the graphic designer is expected to commence on **03 January 2019** and end on **08 February 2019** and will cover the following tasks/deliverables:

Tasks/Deliverables	Date of Delivery
Presentation to representatives of ILO SafeYouth@Work Project of at least two (2) graphical design concepts for the OSH Advocacy Guide including related posters or visual aids forming part of the Guide.	08 January 2019
Submission of the proposed design for the OSH Advocacy Guide including related posters or visual aids forming part of the Guide in Adobe format, Tiff/JPEG version and raw files readable in Mac and Windows.	15 January 2019
Submission of the first draft of the OSH Advocacy Guide including related posters or visual aids forming part of the Guide in Adobe format, Tiff/JPEG version and raw files readable in Mac and Windows. The first draft should already include all the necessary graphic illustrations and the complete lay-out of the Guide.	22 January 2019
Submission of the second draft of the OSH Advocacy Guide including related posters or visual aids forming part of the Guide in Adobe format, Tiff/JPEG version and raw files readable in Mac and Windows. The comments provided by the ILO on the first draft should already be incorporated in the second draft.	28 January 2019
Submission of the final draft of the OSH Advocacy Guide including related posters or visual aids forming part of the Guide in Adobe format, Tiff/JPEG version and raw files readable in Mac and Windows. The comments provided by the ILO on the previous drafts should already be incorporated in the final version. 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.	01 February 2019

## 5. Schedule of Payments

On the completion of work to the satisfaction of the ILO, the consultant will receive a sum of \_\_\_\_\_ to be paid in Philippine Peso equivalent at existing UN exchange rate during the time of payment. This will be released according to the following terms of payment:

**(AMOUNT WILL BE BASED ON COST ESTIMATES/BIDS SUBMITTED)**

Tranches	Timeline	Requirements	Amount (USD)
1 <sup>st</sup> (30 per cent)	15 January 2019	<u>First Output for Payment</u> Upon submission of the proposed design for the OSH Advocacy Guide including related posters or visual aids forming part of the Guide in Adobe format, Tiff/JPEG version and raw files readable in Mac and Windows.	
2 <sup>nd</sup> (40 per cent)	28 January 2019	<u>Second Output for Payment</u> Upon submission of the second draft of the OSH Advocacy Guide including related posters or visual aids forming part of the Guide in Adobe format, Tiff/JPEG version and raw files readable in Mac and Windows. The comments provided by the ILO on the first draft should already be incorporated in the second draft.	
3 <sup>rd</sup> (30 per cent)	01 February 2019	<u>Final Output for Payment:</u> Upon submission of the OSH Advocacy Guide including related posters or visual aids forming part of the Guide in Adobe format, Tiff/JPEG version and raw files readable in Mac and Windows. The comments provided by the ILO on the previous drafts should already be incorporated in the final version. 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.	
<b>TOTAL</b>			

## 6. Qualifications

- Strong background and experience in graphics design and layout.
- 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.

## References

- Working Youth Tips for Teens, 5 Ways to Stay Safe at Work.
- Youth Rights at Work, Facilitator's Guide and Toolkit. ILO 2009.
- Talking Safety companion video: *Teen Workers: Real Jobs, Real Risks, 2009.*
- Teens: The Hazards We Face in the Workplace, 1996.
- Youth@Work-Talking Safety Curriculum
- Occupational safety and health fact sheets and videos. Safety and health on the farm, at the motor vehicle repair shop and at the wood workshop, ILO. [http://www.ilo.org/safework/info/promo/WCMS\\_413800/lang--en/index.htm](http://www.ilo.org/safework/info/promo/WCMS_413800/lang--en/index.htm)
- EU-OSHA Online OSH Campaign Toolkit
- EU-OSHA Training teachers to deliver risk education – Examples of mainstreaming OSH into teacher training programmes, 2012.
- EU-OSHA Mainstreaming occupational safety and health into university education, 2010.  
EU-OSHA Preventing risks to young workers: policy, programmes and workplace practices, 2009.