

Call for Expression of Interest

Terms of Reference

Technical Editor to review and edit the Report on the “Exploring the opportunities for economic diversification and productive employment in the Philippines”

1. Background

The COVID-19 crisis has led to a massive disruption of the economy and labour market in the Philippines. It has also revealed the vulnerabilities of sectors and firms that are dependent on foreign trade and intermediates.

The pre-existing vulnerabilities in supply chains in the Philippines have been exacerbated by the disruption of COVID-19 to the economy and labour market. ILO (2020) research on the [COVID-19 and global supply chains](#) highlighted the increased job disruption due to high or medium vulnerability to imported input supply disruption. While global value chain (GVC) participation in the Philippines provided opportunities to increase trade and advance development, it also brought supply chain risks and vulnerabilities that were brought to fore during the pandemic. According to the recently completed [survey](#)¹, many MSMEs indicated that due to disruptions they are facing major supply chain breakdowns, with close to 56% responding that the input necessary for their production sourced from international markets have no domestic alternative.

Furthermore, the ILO (2020) [COVID-19 labour market impact assessment in the Philippines](#) provided insights on the disruptive impact on employment and economic activity at sectoral level (e.g. manufacturing), as well as on vulnerable groups such as informal workers. In the context of increased calls for digitalization and discussions around reshoring, the ILO (2020) [Future of Work study](#) on the impact of digitalization in the Philippines analysed the disruptions and transformations for specific occupations and sectors, and the skills implications for occupational categories.

¹ UNDP Wave 1 MSME Survey (May 2020).

In this context, the United Nations in the Philippines through collaboration of the International Labour Organization (ILO), the United Nations Development Programme (UNDP) and the United Nations Industrial Development Organization (UNIDO) conducted a research towards implementing an evidence-based Socio-economic and Peace Framework (SEPF) in the Philippines. The research contributes to the strategic areas of focus in the People pillar as well as the Prosperity and Planet pillar of the SEPF. The SEPF recognizes the need to create productive employment and green jobs while promoting economic diversification. The evidence and policy recommendations generated from this study contributes to the promotion of decent work, 'We Recover as One' broader strategic objectives and the Updated Philippine Development Plan (PDP) 2017-2022.

The research focuses on the growth opportunities in an economic and labour market landscape disrupted by dislocations and deceleration by focusing on key supply chains and analysing the scope for strengthening domestic supply capacities and productive employment.

Specifically, the research:

- explores the opportunities of economic diversification and productive employment under the extremely challenging competitive environment, made even more tough and complex by the deep economic crisis caused by the COVID-19 pandemic;
- analyses the Philippine product space, which is structured according to three main routes towards diversification: upgrading towards greater product sophistication; increasing local value added of sectors integrated in Global Value Chains; and the more firm-level, bottom-of-the-pyramid approach of strengthening local enterprises where they are;
- analyses the labour market with the aim of tracking the trends of sectors that can be targeted for diversification;
- looks at the policy environment to examine the feasibility of various strategies that might emerge from the preceding analyses; and
- proposes policy directions that will support green recovery in the Philippines based on the product and labour market analysis.

2. Objective of the consultancy and scope of work

This Terms of Reference is for the review, copy and content editing of the report on the *Exploring the opportunities for economic diversification and productive employment in the Philippines*. The technical copy and content editing should ensure the grammar, structure, accuracy and quality of the report and that the same is consistent with the ILO guidelines for published materials.

This includes the following tasks:

- Conducting technical review of draft data and content, and edit content and its findings in consultation with ILO and research team;
- Improving consistency and structure of content, as necessary;
- Trimming the report, as necessary;
- Checking the consistency usage of grammar, spelling, punctuation, names of countries, ILO instruments and other mechanics of style based on the ILO house style
- Formatting and editing of the report will be in compliance with the ILO branding design, font and size of text among others, executive summary, preface and/or foreword and table of contents;
- Appropriate format and editing on lists of tables, figures, abbreviations and photo captions with proper copyright;
- Checking direct quotations, including pagination and page references;
- Conducting peer review with the concerned ILO, UNIDO and UNDP programme, technical specialist and the research team for further comments and suggestions before the finalization of the report; and
- Submitting the final and formatted publication should be ready for lay-out design.

3. Professional fees

Fees will be based on cost estimates/bids submitted following ILO prescribed fees for copy-editors depending on the level of difficulty of the text of the publication or material.

- ILO will send to the editor the following:



- Raw manuscript² (in MS Word) to be edited – pertains to the manuscript in an editable format, which has not yet been laid out for printing.
Style guide – pertains to the editing guide to be followed by editor/s; it should follow the [ILO House Style Manual, 6th edition](#).
- At least two rounds of editing will be done on the manuscript
 - 1st round of editing – first draft of the edited manuscript will be submitted to the ILO as per the agreed schedule of submission. Any clarifications between the editor/s and the UN³ regarding the content of the manuscript will be addressed at this stage. Together with the edited draft, the editor/s will submit comments/clarifications/questions about the manuscript. The UN will review the first formatted draft of the manuscript and will submit his/her responses to the queries/clarifications of the editor. However, if there are no comments/clarifications from both parties during the first draft (upon approval of the ILO), the draft can already be considered ready to be finalized.
 - 2nd round of editing (if needed) – second formatted draft of the edited manuscript will be submitted to the ILO after the editor/s receive/s the UN's responses to the queries/clarifications. The UN's responses will be incorporated into the 2nd edited draft.
- Finalizing the content of the manuscript
- Contact person - to ensure efficiency of the editorial process, the editor/s will correspond with only one representative of the ILO. The representative, in turn, will be the one to correspond with the author/s should there be any content issues that needs to be cleared with them.

4. Timeline and deliverables (please specify proposed timeline in the proposal)

The timeline is from **1 April 2022 (target start date)** to _____ unless extended by the ILO due to cases beyond the control of the editor/s (e.g., ILO's late submission of reviewed edited drafts, loss of power due to typhoons, etc.). This period constitutes the production (i.e., copy editing, review and approval of ILO, finalization) of the manuscript.

² The approximate word count of the manuscript as of 22 February 2022 is 66,045.

³ ILO, UNDP and UNIDO

Details of the proposed timeline:

Output	Date of Submission
First draft of Formatted Edited Manuscript including comments/ clarifications/questions about the manuscript/results sent to the ILO and resolutions reached	
Second draft of edited Manuscript incorporating ILO's responses into the first draft and filled-up ILO Checklist for Editors with Table of contents, Preface, List of abbreviations and proper logo placements.	

5. Payment Terms (Please specify proposed budget in the proposal)

The ILO will only pay for services that have been performed and for deliverables that are successfully completed to the satisfaction of the ILO. The payments will be made according to the following schedule:

- The first payment of Php___ (50%) will be made upon receipt of the copy and content edited manuscript with recommendations for revision (if any) on or before _____ to the satisfaction of the ILO and presentation of the invoice.
- The second payment of Php ___ (50%) will be made upon receipt of the final manuscript reflecting comments of the UN on or before _____ to the satisfaction of the ILO and presentation of the invoice.

6. Requirements

- Relevant experience in technical writing, copy-editing, communications or journalism.
- Excellent understanding and knowledge of economic and social policy development, including the labour market situation in the Philippines.
- Excellent drafting and report writing skills. Ability to present information in readily understandable forms. Ability to synthesize research and reach empirically based conclusions.
- Ability to communicate effectively both orally and in writing. Ability to work on own

initiative as well as a member of a team. Ability to plan and organise work.

- Excellent command and proficient working ability in English.
- Familiarization with the ILO guidelines and procedures in copy-editing and writing.

The interested candidates must submit their proposal with the following information:

i) summary of qualifications and experience (include detailed CV as an annex); ii) proposed timeline; and iii) proposed budget.

The proposal must be submitted by 12:00 nn (Manila time), Friday, 25 March 2022 through Ms Ma. Lourdes Macapanpan-Rivera, Senior Programme Assistant at macapanpan@ilo.org. Only shortlisted applicants will be contacted.