

# Terms of Reference

## **Layout Artist for the Report on the “Promoting Productive Employment and Skills Development in Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)”**

### 1. Background

The International Labour Organization (ILO) is the United Nations agency for the world of work devoted to advancing social justice and promoting decent work. The ILO brings together governments, employers and workers to drive a human-centred approach to the future of work through employment creation, rights at work, social protection and social dialogue. In the Philippines, the ILO delivers technical assistance, capacity building and policy advice to promote decent work in line with national and regional development plans, including the Updated Philippine Development Plan (PDP) and the Bangsamoro Development Plan (BDP) and in support of the National Employment Recovery Strategy (NERS).

In the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), a focus on full, productive, freely-chosen and sustainable employment opportunities for all is essential to promote decent work and achieve inclusive and sustainable economic development given the high proportion of vulnerable employment, poverty, and low real income. This requires a multi-pronged approach (i) supporting women and men, especially the youth and other groups at risk of vulnerability or marginalization, to acquire appropriate competencies and have access to and engage in remunerative and productive work; (ii) enhancing the enabling environment, including policies, programmes and institutions, to promote the development and creation of sustainable and resilient enterprises; and (iii) supporting better informed, more responsive and mainstreamed policies and programmes targeting groups in situations of vulnerability and marginalization, taking into account ILO Recommendation 205 on Employment and Decent Work for Peace and Resilience (2017).

The COVID-19 crisis has resulted in a massive disruption to the economy and labour market in the Philippines, with disproportional impacts on vulnerable groups. In this context, the ILO conducted a research and consultations to better understand the labour market and skills development situation in BARMM.

The research informs government, employers' and workers' organizations in BARMM and in the Philippines as well as the Australian Embassy in the Philippines in the development of skills and labour market interventions for sustained, inclusive and sustainable economic growth, full employment and decent work for women and men.

The research is implemented by the International Labour Organization (ILO) and funded by the Australian Government. The research was led by the ILO Country Office for the Philippines in collaboration with the ILO Decent Work Technical Support Team for East and South-East Asia and the Pacific.

## 2. Objective of the consultancy and scope of work

This Terms of Reference is established for the purpose of engaging a layout artist responsible for producing the final layout of the report on the “Promoting Productive Employment and Skills Development in Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)”

The end product of the layout artist will be in: 1) original (Adobe Illustrator/In Design/Photoshop) editable files; 2) PDF high res for printing or original Adobe; 3) PDF web version; and 4) jpeg/tiff files din of all graphics used readable in Mac and Windows. 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 layout artist will work closely with the ILO CO-Manila to conceptualize and finalize the design of the publication. Specifically, s/he will be responsible for producing the final design template and lay-out of the publication following the available designs for specific type of publications in the [ILO Brand Hub](#).

The layout artist should respect the new ILO visual identity and the guidelines and specifications provided for a consistent application of the ILO brand including the colour palette, fonts and typefaces, charts and graphics, do's and don'ts, and other elements.

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

The final manuscript consists of about 126<sup>1</sup>pages (37,781 words) with main text with font size 11,

The final publication report will include a number of photos that can be accessed through the [ILO Flickr account](#).

The final contents and design of the reports shall be in accordance with the ILO design guidelines and rules spelled-out in [ILO House Style 6th edition](#).

#### 4. Timeline and deliverables (please fill-in for your proposed dates)

The engagement with the graphic designer is expected to commence on 30 May 2022 (expected start date) and end on \_\_\_\_\_.

	Tasks	Deliverables	Date of Delivery
1	Prepare initial proposed layout  Present to ILO representatives the layout concepts	Submission of the <b>proposed layout</b> in Adobe format, Tiff/JPEG version and raw files readable in Mac and Windows.	
2	Prepare and submit the first draft of the layout according to discussions with the ILO  Present to the ILO the first draft of the layout	Submission of the <b>first draft</b> of the design and layout agreed upon in the following formats:  1) original (Adobe Illustrator/In Design/Photoshop) editable files; 2) PDF high res for printing or original Adobe; 3) PDF web version; and	

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<sup>1</sup> As of 11 May 2022



	Tasks	Deliverables	Date of Delivery
		<p>4) jpeg/tiff files din of all graphics used readable in Mac and Windows.</p> <p>The first draft should already include complete lay-out of the report.</p>	
3	<p>Prepare and submit the second draft of the layout incorporating comments from the ILO</p> <p>Present to the ILO the second draft of the layout</p>	<p>Submission of the <b>second draft</b> of the design and layout agreed upon in the following formats:</p> <ol style="list-style-type: none"> <li>1) original (Adobe Illustrator/In Design/Photoshop) editable files;</li> <li>2) PDF high res for printing or original Adobe;</li> <li>3) PDF web version; and</li> <li>4) jpeg/tiff files din of all graphics used readable in Mac and Windows.</li> </ol>	
4	<p>Prepare and submit the final draft of the layout incorporating comments from the ILO on the previous drafts.</p> <p>Store raw files of the graphical design and the final layout in a USB.</p>	<p>Submission of the <b>final draft</b> of the design and layout of the reports in the following formats:</p> <ol style="list-style-type: none"> <li>1) original (Adobe Illustrator/In Design/Photoshop) editable files;</li> <li>2) PDF high res for printing or original Adobe;</li> <li>3) PDF web version; and</li> <li>4) jpeg/tiff files din of all graphics used readable in Mac and Windows.</li> </ol> <p>All 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</p>	

	Tasks	Deliverables	Date of Delivery
		(including the Web), or distribute privately or publicly.	

## 5. Payment Terms (please fill-in for your proposed budget)

All intellectual property rights arising from the contract are vested in the ILO and outputs should be completed to the satisfaction of the ILO

Upon the completion of work to the satisfaction of the ILO, the consultant will receive a sum of Php \_\_\_\_\_. This will be released according to the following terms of payment:

Tranches	Date of submission	Requirements	Amount (Php)
1 <sup>st</sup> (50 %)		Deliverables 1 and 2	-
2 <sup>nd</sup> (50 %)		Deliverables 3 and 4	-
<b>TOTAL</b>			-

## 6. Qualifications

- Strong background, experience and expertise in layout design and using the Adobe Creative Suites software.
- 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.

## 7. Requirements

The interested candidates must submit their proposal with the following information: i) qualifications and experience (include CV as an annex); ii) timeline; and iii) proposed budget.

The proposal must be submitted by 12:00 nn (Manila time), Friday, 20 May 2022 through Ms Ma. Lourdes Macapanpan-Rivera, Senior Programme Assistant at [macapanpan@ilo.org](mailto:macapanpan@ilo.org). Only shortlisted candidates will be contacted for short interviews for the final selection.