



**Spotlight Initiative**  
To eliminate violence against women and girls

An initiative of the United Nations funded by the European Union



**International Labour Organization**

Safe and Fair: Realizing women migrant workers' rights and opportunities in the ASEAN region

## **Call for Expression of Interest**

### **Copyeditor for Safe and Fair's knowledge products**

#### **A. BACKGROUND**

SAFE and FAIR: Realizing women migrant workers' rights and opportunities in the ASEAN region (2018-2023) is part of the multi-year EU-UN Spotlight Initiative to Eliminate Violence Against Women and Girls. SAFE and FAIR is implemented by the ILO, UN Women, in collaboration UNODC, led by the ILO Regional Office for Asia and the Pacific. The programme delivers technical assistance and support with the overall objective of making labour migration safe and fair for all women in the ASEAN region. It engages with ASEAN Member States' government authorities; ASEAN institutions; workers' organizations; employers and recruitment agencies; civil society organizations; community-based organizations; families and communities; research institutions and academia, media networks, youth, and the public and supports programming in ten countries (Brunei Darussalam, Cambodia, Indonesia, Lao People's Democratic Republic, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam).

Safe and Fair works in close cooperation with governments and civil society partners to achieve three inter-linking specific objectives:

1. Women migrant workers are better protected by gender-sensitive labour migration governance frameworks
2. Women migrant workers are less vulnerable to violence and trafficking and benefit from coordinated responsive quality services
3. Data, knowledge and attitudes on the rights and contributions of women migrant workers are improved.

In the Philippines, Safe and Fair worked with key stakeholders in developing several training, monitoring or operational tools to enhance the capacity of duty-bearers and stakeholders to implement gender-responsive, rights-based, and safe and fair migration programmes, policies and practices. These include a training toolbox on Philippine labour migration which can serve as a standard reference and kit in training duty bearers (national and local government agencies, and PHL missions abroad), tripartite and social partners, CSOs and migrant organizers/leaders and advocates; tools in monitoring and promoting ethical and fair recruitment; and manual of operations for Philippine migrant resource centers (MRCs).

SAF also spearheaded several studies and technical papers in collaboration with key stakeholders and related ILO projects to provide better basis for policy formulation and programming especially among duty-bearers and key stakeholders, in areas where gaps or additional policy references were needed, e.g. social protection for OFWs and inclusion/applicability of PHL health laws on migrant workers.

Several of these tools and knowledge products have been drafted and reviewed by partners, and need to be finalized and copyedited so that they can be publicly released and disseminated.



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### List of knowledge products that will require copyediting

- Media-friendly glossary on migration: Women migrant workers and ending violence against women (EVAW) edition - ASEAN version (Filipino translation; 60 pages, layout format); and additional PHL glossary (30 pages);
- Code of Conduct (CoC) on fair and ethical recruitment for private recruitment agencies (PRAs) in the Philippines and their monitoring tools -- national version including annexes (42 pages); and BARMM version including annexes (46 pages)
- Assessment of data collection and management practices for Overseas Bangsamoro workers (23 pages)

### **B. SCOPE OF WORK**

The copyeditor shall perform the following tasks:

1. To make the language consistent and improve its readability, including rewriting text and restructuring sections and paragraphs where necessary.
2. To ensure that the edited publication including annexes (if any) fully complies with the guidelines of the ILO House Style Manual 2011 (Sixth Edition), with particular attention on grammar, spelling, acronyms, endnotes, references, conventions, recommendations, etc.
3. To format the text, tables, illustrations, quotations, footnotes etc. and will ensure that styles and punctuation of the paper are consistent following the ILO House Style Manual.
4. To use Microsoft Word and use “track changes” or make amendments/changes visible.
5. Submission of final outputs shall be to the satisfaction of Safe and Fair colleagues and relevant ILO staff.

### **C. DELIVERABLES**

The outputs should be delivered by the timeline below:

No.	Outputs:	Draft Version	Final Version
1	Code of Conduct (CoC) on fair and ethical recruitment for private recruitment agencies (PRAs) in the Philippines (national and BARMM versions) and their monitoring tools	11 Sept 2023	25 Sept 2023
2	Assessment of data collection and management practices for Overseas Bangsamoro workers (28 pages)	11 Sept 2023	25 Sept 2023



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3	Media-friendly glossary on migration: Women migrant workers and ending violence against women (EVAW) edition - ASEAN version (Filipino translation) and additional PHL glossary	25 Sept 2023	10 October 2023
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#### D. TIMEFRAME

The work will be carried out during the period of 11 September to 10 October 2023.

#### E. COPYRIGHT

The ILO will own all copyright to the design, images and artwork(s) resulting from this contract.

#### F. KEY QUALIFICATIONS AND EXPERIENCE

The external contractor is expected to possess the following qualification.

- Be able to demonstrate pertinent experience in copyediting and writing.
- Able to meet and discuss with the Safe and Fair Project team upon request.
- Ability to work independently and meet tight deadlines.
- Prior experience working ILO publications and familiarity with ILO House Style, is an advantage.

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Interested applicants must have a good track record in copy editing of any relevant publications.

To apply, submit CV, budget proposal and at least one sample output via e-mail to **Mr Rex Varona**, National Project Coordinator of the Safe and Fair Programme at [varona@ilo.org](mailto:varona@ilo.org) with copy to **Ms Karla Sanchez**, Programme and Administrative Assistant at [sanchezk@ilo.org](mailto:sanchezk@ilo.org) on or before **31 August 2023**.