



**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

## Terms of Reference

### Publication layout and design of 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, copyedited and laid out/designed so that they can be publicly released and disseminated.



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

An initiative of the United Nations funded by the European Union



**International  
Labour  
Organization**

### List of knowledge products that will require layout and design

- 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)

\*\*The number pages may vary slightly (+/- 3), as it is still being copy edited.

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

The ILO will provide the Spotlight Initiative brand guidelines. The external contractor shall perform the following tasks:

1. Full layout and design of the publications listed above. Each publication should include:
  - a. 3 cover options
  - b. Inclusion of photos, tables and figures, and graphics.
  - c. ILO will be permitted to make four rounds of changes to the layout design and text.
2. Produce infographics based on the information/figures/tables in the knowledge products. ILO will identify the information/figures/tables
3. Produce PowerPoint Presentation on each knowledge product following ILO branding.
4. To ensure that the design of all publications is in line with the Spotlight Initiative brand guidelines.
5. Submission of final outputs shall be in electronic format including PDF version, ready-to-print version, and working document files (InDesign). The InDesign (INDD) document should be provided with raw files of all links to photography, infographics, and other artwork in high resolution PNG and AI (if applicable).
6. Submission of final outputs shall be to the satisfaction of Safe and Fair colleagues and relevant ILO staff.



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

An initiative of the United Nations funded by the European Union



**International Labour Organization**

### 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	10 Oct 2023	17 Oct 2023
2	Assessment of data collection and management practices for Overseas Bangsamoro workers (28 pages)	10 Oct 2023	17 Oct 2023
3	Media-friendly glossary on migration: Women migrant workers and ending violence against women (EVAW) edition - ASEAN version (Filipino translation) and additional PHL glossary	24 Oct 2023	31 Oct 2023

### D. TIMEFRAME

The work will be carried out during the period of 10 October – 31 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 graphic and layout designing for publications.
- Understanding and familiarity with design application (Adobe InDesign, Illustrator, among others).
- 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.

---

Interested applicants must have a good track record in laying out 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 **8 September 2023**.