

TERMS OF REFERENCE

Documenter for Conciliation and Mediation Training

I. Background

The International Labour Organization (ILO) in collaboration with the Federal Mediation and Conciliation Services (FMCS) and the Department of Labor and Employment (DOLE) will organize a training on conciliation and mediation for officials of DOLE on 11-15 December 2023 in Manila.

In consultation with DOLE, FMCS will come up with a training design focused on conciliation in the context of collective bargaining including advanced techniques to strengthen the DOLE conciliator-mediators' overall ability to apply a systematic, evidence-based approach to conciliation that promotes respectful dialogue, sustains relationships, and allows for both traditional and collaborative dynamics in negotiation, as appropriate.

Depending on the applicability or potential applicability to the Philippine conciliation process, FMCS conciliators would provide in-depth training on the following stages of the process:

- (1) Pre-mediation activities
- (2) Mediator's opening statement
- (3) Parties' opening statement, or presentation of issues
- (4) Separate caucuses
- (5) Reaching agreement, and
- (6) Drafting the agreement

The program will emphasize critical conciliation principles and skills such as active listening, the art of questioning, fostering creativity, visual facilitation, facilitating group discussion, and creating a propitious environment for party empowerment and recognition. It will draw from models such as Interest Based Problem Solving and Transformative (self-determination based) mediation and call attention to indispensable ethical principles such as confidentiality, neutrality, freedom from conflicts of interest, informed consent, self-determination of the parties and others.

This initiative contributes to strengthening of dispute resolution capacity of the government, specifically on issues of collective interest that promotes social dialogue.

In this regard, ILO, through the RBSA-funded initiatives and Trade for Decent Work Project, seeks to engage the professional service of a Documenter (service provider) to ensure the proper documentation of the training.

II. Scope of Work

Under the supervision of the ILO National Project Coordinator, the Documenter will be responsible for the notetaking of plenary session and workshops and photo documentation of the whole training. The service provider shall attend the five-day in person training and shall work in close coordination with the trainers/facilitators to ensure coverage of all the entire programme.

Related tasks:

1. Ensure appropriate recording of the plenary and workshop discussions for internal reference necessary for report-preparation
2. Documentation on the plenary discussion and all workshop results, especially concerns and responses, agreements, action points, and recommendations.
 - Raw notes will be submitted to ILO and Facilitators at the end of the session.
 - The consolidated notes will be forwarded to the ILO and FMCS one day upon completion of the training. The FMCS trainers will prepare the processed training report.
3. Prepare photo documentation that will be used for website and social media publishing. Minimum of 10 photos with caption per training day. All raw photos to be submitted (without caption)

Photo specifications are as follows:

- Image should be at least 6 million pixels for each image, but the camera should be set to the highest specifications possible
 - Mix of portrait and landscape photos – group photos and actions photos
 - Short caption providing information about the photo portrayed in context. Captions are written consistently using the following convention: Full name, title, assignment, country. Brief description. (Photographer, date).
 - If taking photos of a speaker or trainor there should be different angles including shots from behind the podium to show the speaker talking to an audience.
 - Other considerations per ILO visual identity guidelines.
4. Prepare a post-event write-up for web uploading (web summary) with maximum of 1,000 words.

III. DELIVERABLES AND PAYMENT SCHEDULE

The Documenter will work within the available budget of ILO for a total of 10 workdays in a span of two weeks. The deliverables of the Consultant will be subject to review by ILO, and agreed revisions shall be made by the Consultant, until final acceptance by the ILO.

Payment will be paid in Philippine Peso based on the prevailing UN rate and will be transferred to the consultant's bank account, following the below schedule of deliverables:



Deliverables:

1. Documentation report showing results of the plenary and workshop discussions highlighting concerns and responses, agreements, action points, and recommendations.
2. Photo documentation and post-event write up

Deliverables	Full-time Equivalent (FTE) Workdays	Timeframe	Payment Term
Deliverable 1: Documentation report showing results of the plenary and workshop discussions highlighting concerns and responses, agreements, action points, and recommendations.	8	11-18 December	80% upon review and acceptance by ILO
Deliverable 2: Photo documentation and post-event write up	2	18-21 December 2023	20% upon review and acceptance by ILO
Turnover of deliverables, including notes and recordings		21 October 2022	

IV. INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights of the knowledge products delivered under this contract shall be owned by ILO.



V. QUALIFICATIONS AND EXPERIENCE

- Experience in detailed and accurate notetaking, processing, and writing of proceedings of business or activity meetings, consultations or workshops, including taking of digital audio recording of a meeting; and safekeeping of supporting documents, presentations, resource materials, and/or outputs/notes generated in the activity including during breakout sessions
- Experience in doing documentation work with ILO, social partners or United Nations agencies in the Philippines, will be an advantage.

VI. EXPRESSION OF INTEREST

The interested candidates must submit the following documents: i) letter of intent, ii) Curriculum Vitae, iii) proposed daily rate for the documentation work, and iv) sample work.

The documents must be submitted through Ms Marie Allyssa Dacasin, National Project Coordinator for RBSA PHL 12/826 at dacasin@ilo.org and/or Mr Bryan Balco, Project Manager for Trade for Decent Work Project at balco@ilo.org on or before 29 November 2023.

Only shortlisted applicants will be contacted.