

Terms of Reference

ILO SCORE Training Videos for Gender Equality Module

I. Background & Rationale

To ensure continuity and legacy of ILO SCORE Training in Vietnam and scale up the number of SMEs that are able to improve their productivity and working conditions, the ILO seeks to develop e-learning videos.

II. Objective/purposes

The objective of this assignment is to develop ILO SCORE Training videos for the course “Boosting organizational performance by advancing equal opportunities – Gender equality in the workplace.” These videos are expected to capture the key content of each session, so that they can be re-played during the course, used as stand-alone training videos or as promotional material to encourage participation in the full course.

III. Scope of Work

Based on the existing recordings of the eight Zoom online sessions of the recent live training course, the contractor is required to develop nine high-quality training videos, designed for professionals interested to apply HR strategies aligned with international best practice, such as managers, supervisors, HR specialists, ESG analysts, recruiters and consultants.

- Video 0: Overall promotional course video with highlights
(could be similar to videos like: https://player.vimeo.com/video/482755626?app_id=122963 or <https://drawdown.org/climate-solutions-101> trailer)
- Video 1: Gender norms and their impact on the world of work
Zoom recording: <https://www.youtube.com/watch?v=jH7joWVAIBs&feature=youtu.be>
- Video 2: Inclusive leadership
Zoom recording: <https://www.youtube.com/watch?v=mKOCKWKI4bU>
- Video 3: Designing bias-free hiring processes
Zoom recording: <https://youtu.be/F1z79IIeti0>
- Video 4: Assessing your gender pay gap
Zoom recording: <https://www.youtube.com/watch?v=MbbdyIOVqsY>
- Video 5: Eliminating bullying and sexual harassment
Zoom recording: <https://www.youtube.com/watch?v=cEw6jl44jMk>
- Video 6: Occupational safety and health through a gender lens
Zoom recording: <https://www.youtube.com/watch?v=T8bbRSGrCHI>
- Video 7: Work-life balance
Zoom recording: <https://www.youtube.com/watch?v=ul2l-qZsThw>
- Video 8: Making gender equality an organizational priority
Zoom recording: <https://youtu.be/mlCQdlNhoj8>

For each video (except video 0), a Zoom recording of ca. 1.5h exists with presentations from ILO staff and experts. However, most of the footage is of small speaker video over a Powerpoint presentation, hence not much will be usable for the videos. Interviews with speakers will need to be re-recorded with via Zoom or speakers recording themselves, with instructions from the contractor (based on the existing Zoom recordings). ILO will facilitate contacts with speakers and advise on key content from speakers to be recorded.

The contractor is expected to develop a story board and script for each video, select usable content from the recordings and record additional content with speakers.

Each video is expected to be max. 7mins, except video 0 which is expected to be max 3 minutes.

Some best practices for developing learning videos can be accessed here: <http://up.csail.mit.edu/other-pubs/las2014-pguo-engagement.pdf>

IV. Expected results

The contractor is expected to propose the timeline for the deliverables (in English).

Deliverables	Timeline	Comments
1. Video 3 as a pilot with <ul style="list-style-type: none"> a. Storyboard and script for approval b. Draft video 3 c. Final video 3 		
2. Videos 4, 5 with <ul style="list-style-type: none"> a. Storyboard and scripts for approval b. Draft videos c. Final videos 		
3. Videos 6,7 with <ul style="list-style-type: none"> a. Storyboard and scripts for approval b. Draft videos c. Final videos 		
4. Videos 8, 2 with <ul style="list-style-type: none"> a. Storyboard and scripts for approval b. Draft videos c. Final videos 		
5. Videos 1, 0 with		

<p>a. Storyboard and scripts for approval</p> <p>b. Draft videos</p> <p>c. Final videos</p>		
---	--	--

V. Financial arrangements

The contractor is expected to propose the total value and cost break down for the work above.

VI. Application process

Taking into consideration the information provided, contractors interested in this assignment are asked to submit the following:

1. **Proposal (maximum 5 pages)** that includes:
 - Short outline of ideas for engaging learning videos
 - Process and timeline for the assignment
 - Consultants' / company experience and skills relevant to the assignment
 - Estimated number of days, daily rate and other costs.
2. **Sample videos** produced by the contractor
3. **Up-to-date Curriculum Vitae (CV)**

The documentation indicated above should be sent in electronic format to Stephan Ulrich, International Labour Organization (ulrich@ilo.org) by **August 15, 2021**.

All proposals will be evaluated based on quality of ideas, cost, proposed timeline and qualifications of the consultant(s).