

## **INTERNATIONAL LABOUR ORGANIZATION**

### **Terms of reference to recruit an In Business Soft Skills external collaborator (consultant) - ILO Women in STEM Workforce Readiness and Development Program**

#### **Women in STEM Program Background**

Over the next two decades, technological advances including artificial intelligence, automation and robotics are rapidly transforming jobs and the skills workers need in the Philippines. The impact is greatest in STEM sectors where the majority of jobs require not only technical knowledge, but also higher cognitive and communication skills. Women make up most of this workforce and it's these jobs that will require a new set of skills. The ILO estimates that 49% of employment (over 19 million jobs) face a risk of automation in the Philippines. Women are employed predominantly in jobs requiring low STEM skills and are more likely than men to losing their job as a consequence of automation. As the pace of change intensifies, enterprises and their workers need to act now to develop the skills needed in the workplace of the future.

To address these issues, and considering the national economic and social development priorities, the ILO identified the Information Technology Business Processing Management sector as high-growth STEM sectors in the Philippines, presenting significant projected STEM-related skills gaps and opportunities for growth for women over the next decades. Female employment in these sectors is high but concentrated still in low skilled occupations. To change this, the *ILO Women in STEM Workforce Readiness and Development Program* aims to improve women acquisition and adoption of critical soft and technical STEM-related skills for these sectors and, in this way, contribute to reduce the skills mismatches that are affecting workers' productivity and enterprises' competitiveness in this rapidly changing context.

Productivity is a key source of improved living standards for women and also a major contributor to economic growth. Therefore, to improve productivity and improve career prospects of women, the ILO Women in STEM Program seeks to strengthen linkages between private sector firms, social partner institutions and vocational training centers to ensure greater opportunity through higher entry, retention and advancement of women workers in STEM-related positions.

#### **Objective of the External Collaboration (consultancy)**

These terms of reference aim to establish the main duties and responsibilities as well as the time frame for the external collaborator to support the implementation of a number of activities of the ILO Women in STEM Program in the Philippines, during a period of maximum ten (10) months. The External Collaborator will work under the direct supervision of the National Project Coordinator of Women in STEM Workforce Readiness Programme in the Philippines.

The External Collaborator will be responsible for project planning and implementation of a wide variety of project activities in collaboration with mostly private sector stakeholders in the Philippines. S/he will work closely with the ILO constituents and project partners in the private

sector to implement planned project activities as described in the deliverables below. S/he will need to become familiar with ILO standards, policies and programs on skills, employability and enterprise development in order to better understand the requirements of the project and support in-country project activities.

### **Main duties and responsibilities for the External Collaboration**

1. Lead under the direct supervision of the ILO Women in STEM Project Coordinator the ILO project work at the country level in relation to enterprise and skills development, in-enterprise staff development, and career advancement of women workers in target sectors.
2. Lead under the direct supervision of the ILO Women in STEM Project Coordination, ILO project planning, execution and evaluation at the country level to successfully transition: (1) women in entry level-jobs to mid-level STEM employment; and (2) mid-level women working in STEM fields into leadership/managerial roles.
3. Promote/disseminate the ILO In Business soft skills development training tools across the Philippines, with the objective to upgrade the skills of low and mid-skilled women workers in target STEM sectors in collaboration with the Employers' Confederation of the Philippines (ECOP), business membership organizations and the private sector. The External Collaborator will actively work on reaching out, meeting and engaging potential partners to institutionalize the ILO In Business soft skills development program in-company.
4. Prepare, coordinate, conduct workshops and training sessions related to the implementation of the ILO work-based learning activities for soft skills development, including training sessions in collaboration with the Employers' Confederation of the Philippines (ECOP), business membership organizations and selected private sector partners across the Philippines. The External collaborator is expected to help the National Project Coordinator and selected facilitators to conduct training sessions regularly using the ILO In Business method and modules for soft skills development with different firms and/or business groups in country.
5. Develop monthly progress and final reports and other data for implementation and evaluation of the ILO In Business Soft Skills Training. List lessons learned, provide technical insights from the in-country experience and finally elaborate comprehensive reports for successful completion of agreed activities.
6. Support the implementation of the monitoring and evaluation strategy through Qualtrics and activities developed by the ILO Project in relation to the enterprise-based training program.
7. Provide programming and administrative support to the ILO activities in the area of skills and enterprise development.
8. Perform other duties as may be assigned by the National Project Coordinator.

## Qualifications requirements

**Education** – First level university degree in business or economics, development studies or a related discipline.

**Experience** – At least two years of professional experience in the private sector at the national level with responsibilities in project management. Solid knowledge and work experience designing and delivering training programs, in particular in the areas of business skills training and staff development at the corporate level will be an advantage.

## Competencies

- Good knowledge of the private sector in the Philippines as well as challenges and opportunities for the project areas of expertise, skills and enterprise development including knowledge of good practices in human capital development through training provision
- Strong interpersonal skills and ability to speak in public
- Strong negotiation and problem solving skills
- Ability to communicate effectively both orally and in writing with a wide and diverse audience.
- Demonstrate collaborative and team work experience and ability to work effectively with a multicultural and interdisciplinary team as well as work on his/her own initiative
- Ability to work independently, quickly, precisely, and take initiative and responsibility
- Ability to work under pressure and to meet the deadline
- Proficient in Microsoft Word, Power Point, Excel, web-browsers and database applications
- Ability to deal with people with tact and diplomacy

## Duration, Time frame and Expected Outputs of the external collaboration

The assignment is expected to last a minimum of 10 months during the period that goes from February to November 2020 with 12 working days per month with a total of 120 working days.

	Key Activities	Output Details	Indicative Duration (from signing of contract)
01 Inception	The External Collaborator will draft a comprehensive work plan including a mapping of private sector firms and employers and business membership organizations, strategy to reach out to these stakeholders and	Workplan submitted to ILO for review and approval by 24 February 2020	24 February 2020 (10 working days)

	<p>arrange meetings as well as workshops to present the ILO enterprise-based program and ultimately agree with the private sector partners on a number of training sessions to be conducted including women workers within 2020</p>		
<p>02 Coordination of meetings and workshops with partner enterprises and employer and business membership organizations</p>	<p>The ExColl will design and coordinate meetings, workshops and training sessions with ECOP –including firms and business membership organizations-BPO member companies and industry associations- to promote the adoption of the In Business Soft Skills training program in the Philippines</p>	<p>The following outputs submitted to ILO for review and approval on indicated dates:</p> <ul style="list-style-type: none"> <li>• 1 Monthly coordination report submitted every 5<sup>th</sup> of the month of organizations contacted, meetings organized and attended and workshops and training sessions conducted with description of the activities, goals achieved, lessons learned and recommended next steps.</li> <li>• Schedule of training sessions and workshops including terms of reference and concept notes for these to take place in collaboration with ECOP, business membership organizations and firms In addition, budget proposals including estimated costs (i.e. materials, transportation and logistics) of trainings to be developed in coordination with ECOP, BPO partner companies and industry associations submitted at least 20 days before conducting training sessions and workshops.</li> </ul>	<p>5 working days</p>

03 Documentation of Training sessions and workshops	The ExColl will coordinate and document training sessions and workshops conducted with ECOP, PCCI, Member Companies and organizations as well as other private sector actors in collaboration with the ILO team.	<p>The following documentation reports submitted to the ILO for review and approval on indicated dates:</p> <p>Documentation reports of training sessions and workshops conducted with at least five (5) individual companies and two (2) Employer and Business Membership Organizations which includes at least 20 photos per session conducted, session attendance list, lessons learned, next steps agreed, recommendation for future activities, and good practices of at least five (5) beneficiaries identified upon completion of each training activity (the training sessions will be conducted in cycles with at least 5 ILO In Business modules ran per firm or employer organizations and one peer facilitation session conducted with each partner)</p>	<p>March – November 2020</p> <p>80 working days</p>
04 Strengthen Capacity of Enterprises	The Excol will coordinate signing of MOUs / letter of agreements between employers' organizations, ILO, industry associations and companies	<p>The following outputs submitted to the ILO for review and approval:</p> <ul style="list-style-type: none"> <li>At least 5 MOUs or letter of agreement to implement the ILO In Business soft skills development program facilitated between employers' organizations, ILO and ECOP member companies by 30 July 2020. The MoU or letter of agreement should include a work plan to run the ILO In Business soft skills program among women workers employed by firms' members of selected employers and business membership organizations</li> </ul>	<p>March - August 2020</p> <p>10 working days</p>

05 Monitoring and Evaluation of the ILO In Business Soft Skills training program	The ExCol will submit consolidated Qualtrics surveys and reports upon each training session and workshop conducted in coordination with the ILO team	<p>The following outputs to be submitted to the ILO on indicated dates:</p> <ul style="list-style-type: none"> <li>Qualtrics surveys and dashboards with collection and analysis of data from pre-training surveys (baseline), post-training surveys (midline) as well as line managers surveys upon completion of the training program with each firm. The surveys will be ran by enterprises with among workers attending the training program and their line managers. The mid-line survey will be conducted within one week from conclusion of 6 module training from at least five companies and 2 industry associations by 30 October 2020. The line managers survey will be conducted within a period of 2 months upon completion of the training sessions with targeted workers in each firm.</li> </ul>	<p>March – October 2020</p> <p>5 working days</p>
6 Enterprise-based Recommendations on the implementation of the ILO In Business Soft Skills Training Program	The Excol will submit an end of assignment report documenting lessons learned, challenges and recommendations to increase outreach and impact implementing the ILO In Business soft skills training program in the Philippines	<p>The following outputs to be submitted to the ILO on indicated dates:</p> <ul style="list-style-type: none"> <li>End of Project Report on In Business Training with lessons learned and recommendations to the ILO for implementation of the enterprise-based soft skills training program in selected companies by 30 November 2020</li> </ul>	<p>30 November 2020</p> <p>(10 working days)</p>