



International
Labour
Organization

TERMS OF REFERENCE

For

Layout and designing of report

July 2025

1. Background/Rationale

The Partnership for Action on Green Economy (PAGE)¹ was launched in 2013 as a response to the call at Rio+20 to support those countries wishing to embark on greener and more inclusive growth trajectories. PAGE brings together five UN agencies – UN Environment Programme (UNEP), International Labour Organization (ILO), UN Development Programme (UNDP), UN Industrial Development Organization (UNIDO), and UN Institute for Training and Research (UNITAR) – whose mandates, expertise and networks combined can offer integrated and holistic support to countries on inclusive green economy, ensuring coherence and avoiding duplication. India joined PAGE in 2018 to catalyse action and enhance cooperation on existing initiatives on national and sub-national levels.

ILO's activities within PAGE focus on promoting green jobs and ensuring a Just Transition, one that manages workplace changes as a result of the impacts of climate change and climate action. Green jobs are jobs that are good for people, good for the economy, and good for the environment. They are both a mechanism to achieve sustainable development, as well as an outcome, in that they can provide the double dividend of just and decent employment creation with reduced environmental impacts.

In this context, the ILO has developed a Green Jobs Guidance Note for the Ministry of Labour and Employment (MoLE), India. The note aims to strengthen the understanding of green jobs concepts and practices in India by providing an overview of the selected international green jobs definitions, measurement methodologies, and strategies for green jobs promotion.

ILO now wants to hire services of an external collaborator for layout and designing of the Guidance Note as per ILO guidelines.

2. Purpose of Assignment

The main purpose of this assignment is layout and design of a report developed under ILO PAGE India.

This work is conducted under the framework of Decent Work Country Programme (DWCP) for India (2023-27), Priority 2, Outcome 2.1 “By 2027, employment- intensive growth promoted and LMIS are strengthened for gender- inclusive job creation.”

3. Objective

The services of an external collaborator is to layout and design one publication under this assignment.

Report:

- ✓ Green Jobs Guidance Note: Definitions, measurement methodologies, and strategies for green jobs promotion – original approx. 75 pages – quote for 85 pages.

4. Major Tasks to be Accomplished

Major tasks include:

- Layout and designing of the publications in line with the ILO design guide.
- Format the document along with around 40 tables and figures, boxes, photographs, captions as given on the pages.

ILO will provide the following

- Sample cover page and photographs to be included in the publications.
- ISBN number, to insert in the publications.
- ILO design guide will be provided at the time of selecting the vendor.

¹ The PAGE website can be accessed at: <https://www.un-page.org/>

- The selected vendor is expected to work in close consultation with the Sr EIIP Specialist on and the Communications Officer, ILO Delhi. A maximum of three rounds of feedback for duly incorporating the suggestions from ILO and finalizing the publications.

5. Deliverables and Deadlines

No	Major Task	Deliverable	Deadline	Travel
1	Layout and design (drafts)	Fully layout designed finalized document. DRAFT(s) for comments by ILO	20 August 2025	N/A
2	Layout and design (final)	Fully layout designed, finalized document, incorporating comments by ILO Final PDF file and print-ready file for print and online publication	20 September 2025	N/A

6. Duty Station

The consultant may work from any location and submit the deliverables online.

7. Contract/Project Management

The contract will be overseen by the Sr Specialist on Employment Intensive Investments, ILO DWT/CO-New Delhi.

8. Official Travel Involved (Itinerary and Duration)

Not applicable

9. Estimated Duration of Contract (*Part Time*)

The duration of the contract will be 8 weeks, 21 July to 21 September 2025.

10. Qualifications

- University degree in journalism, communication, social sciences and other relevant fields (writing, editing and designing research-based reports).
- Minimum 5 years of relevant professional experience (writing, editing and designing research-based reports) at the national and/or international level in media and communication management.
- Familiarity with the ILO/UN report style, and experience with the UN will be preferred but not the sole deciding factor.
- Excellent command of spoken and written English is required.

11. Technical and Financial Evaluation Criteria

- Vendor must be based in India.
- If the quotes are received from LTA suppliers, then only financial bid is to be rated.
- Only service providers obtaining a minimum of 49% (out of 70) in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Assessment	Weight
Technical	Understanding of the work requirement, research-based reports	20%
	Experience in developing, layout and designing, proofreading the technical report.	20%
	Sample of work (1-5 pages) layout and design of similar assignment	30%
Financial	Financial proposal (INR)	30%
Total		100%

12. Payment Schedule

No	Deliverable	% to be paid	No of pages
1	Final PDF file ready for print and online publication. <i>The complete payment will be made upon submission of an invoice after the successful completion of the assignment as per the terms of reference to the satisfaction of the ILO</i>	100	75-85 pages
	Total	100	75-85 pages

The GST to apply as per the statute. Kindly arrange to have the ILO UIN Number: 0717UNO00152UNY printed on the invoice where GST is being charged.

13. Submission of Proposal

While submitting the proposal, please provide the following details:

- Profile/CV mentioning relevant qualification, experience, and competencies. Please include any additional information including sample of similar work done, your past publications etc that can add to your application.
- Methodology with expected deliverables, timelines and required workdays.
- Financial proposal (in Indian Rupees) with complete break-up. Please clearly specify the total cost for the whole assignment (travel not applicable).
 - The rate for layout & design cost should be provided on the per page basis and if deemed necessary adding rate per figure/table.
 - The cost for layout & design should be excluding of GST.
- Vendors based in India can apply.
- Interested applicants are requested to send the technical and financial (INR) proposal (incorporating above mentioned details) to Mr. Tomas Stenstrom (stenstrom@ilo.org) with a copy to Ms. Meera Malhotra (meera@ilo.org) by EoD, 05 July 2025.

of the assignment.