

Terms of Reference

Rapporteur for Consultation on the challenges and opportunities of promoting decent work for digital labour platforms workers in India: Advancing the decent work agenda, 27 July 2023

BACKGROUND

The International Labour Organization, New Delhi is organizing a one-day consultation on the challenges and opportunities of promoting decent work for digital labour platforms workers in India: Advancing the decent work agenda at Hyatt Regency, Bhikaji Cama Place, New Delhi.

This will be a high-level consultation with key stakeholders such as Ministry of Labour and Employment, State Governments, Employers and Workers Organizations, civil society organizations, platform organizations and other relevant parties.

The consultation is scheduled for one-day, a combination of thematic panel discussions, most relevant to extending social protection to gig and platform work in India.

THE OBJECTIVE OF THE CONSULTATION IS AS FOLLOWS:

- To present report of findings from ILO's report "Understanding and improving women's work on digital labour platforms" and through deliberations gain a better understanding of the opportunities and challenges for platform workers particularly women captured through qualitative and quantitative data measures.
- To identify challenges, opportunities, develop recommendations and capacity building needs of key stakeholders in ensuring decent work through social protection frameworks for digital labour platform workers
- To build and consolidate relevant networks for collaboration and facilitate strengthened coordinated efforts going forward for the benefit of digital labour platform workers in India

WORKSHOP MODALITY

The consultation is expected to be expected in hybrid mode. Most participation is warranted through physical participation. Limited participation is expected through virtual participation. The rapporteur is expected to be physically present through the entire duration of the consultation i.e 27 July 2023.

SCOPE OF WORK

The Rapporteur will provide the services for the full duration of the meeting to be held at Hyatt Regency, New Delhi. An additional period of ten working days will be allocated for preparation of the draft and another three days for finalization of the consultation report with support from ILO.

The Rapporteur will cover the proceedings of the entire consultation with specific focus on social protection for gig and platform worker.

The key areas of action are as identified:

- i) Key highlights from the consultation to be typed and submitted to the ILO before the closing (session wise and overall summary). This will be used for the delivery of closing remarks/ comments, opening remarks, summing up and media posting on the consultation days.
- ii) Draft detailed report to be shared as per stipulated deadline
- iii) Final report to be submitted, incorporating comments and feedback received from ILO officials and to the complete satisfaction

Material shared for the report must remain confidential. As per ILO rules, a rapporteur is not expected to reach out to any individual present at the seminar. Any clarifications or inputs required are to be routed to the ILO team.

Deliverables and Timelines

No	Tasks	Deliverables	Target delivery duration	Payment
1.	Cover the key highlights and proceedings of the event		27 th July 2023	
2.	Prepare the conference report	Draft report to be submitted in MS-Word format	15th August 2023	
3.	Final version submission	Final Report to be submitted in MS-Word format	25 th August 2023	100% on receipt of invoice

The rapporteur will prepare the conference report in the English language.

DURATION OF THE CONTRACT

This assignment will be carried out under a contract with an expected duration of 26 July to 15 September 2023.

TERMS OF PAYMENT

Upon submission of the final report in accordance with the above timeline and to the complete satisfaction of ILO, the full payment will be made in a single instalment on receipt of the invoice from the rapporteur.

Note:

1. The Rapporteur is advised to avail access to medical and/or accident insurance on their own or at their sponsoring organization's cost prior to departure. The ILO shall not assume responsibility for any medical or hospitalization expenses in the event of accidents, sickness or similar contingencies. Therefore, it will be in the interest of the individual to cover themselves against accidents, sickness, and other risks prior to travel.
2. The rapporteur is to be based in New Delhi. No daily sustenance allowance will be payable and is to be included in the total cost of settlement at the end of the report submission.

Request for quotation

Interested service providers are requested to submit their quotations with the following details latest by **19th July 2023** to krishnarathnam@iloguest.org with subject line: **Rapporteur: Digital Labour Platforms Consultation, July 2023**

1. Technical proposal
 - a. For individual service providers, please include
 - i. Most updated CV
 - ii. Cover letter highlighting relevant qualifications and experience
 - iii. At least one professional reference
 - iv. One sample of previous similar work
 - b. For institutional service providers,
 - i. Most updated CVs of relevant team members with clear description of roles for the present assignment
 - ii. Cover letter highlighting relevant experience and capacity
 - iii. At least one professional reference
 - iv. One sample of previous similar work

2. Financial quotation

- a. For individual service providers, please provide daily consultancy fee rate commensurate with the scope of the present assignment and the service provider's qualification
- b. For institutional service providers, please provide a detailed budget with breakup of all costs, including daily fee of team members. Lump sum figures will not be accepted.

EVALUATION CRITERIA

Technical Criteria weight: 80%

Financial criteria weight: 20%

Interested candidates are to submit the following:

1. **Personal CV and Team CV:** (with sample of finished product of previous assignment), indicating educational qualification, all experience from similar projects, as well as the contact details (email and telephone number) of the team member (s) and at least one professional references. (30%)
2. **Technical Proposal:** Submission of technical proposal for the social protection for gig and platform work, a detailed delivery timeline and a risk mitigation/risk management strategy (70%) (maximum of three pages) (50%)
3. **Financial Proposal:** shall specify and include a professional fee, in alignment with proposed work plan and methodology. The financial proposal will include a breakdown of any lump sum amount according to attached template. No other cost will be borne by the ILO (20%)