SAFE and FAIR: Realizing Women Migrant Workers’ Rights & Opportunities in the ASEAN Region (Safe and Fair-Philippines)

TERMS OF REFERENCE (TOR) FOR AN EXTERNAL COLLABORATOR:
Study on Philippine laws, policies, agreements pertinent to women migrant workers; the enforcement of recruitment regulations; and improving women’s access to regular and semi-skilled migration

CALL FOR CONSULTANT: The ILO Country Office for the Philippines invites individual consultants to apply for this research. Interested individuals are requested to submit the documents outlined below.

I. BACKGROUND AND JUSTIFICATION

About the Safe and Fair Programme

The “Safe and Fair: Realizing Women Migrant Workers’ Rights and Opportunities in the ASEAN Region” is a five-year (2018-2022), Asian regional programme that is part of the global, multi-year EU-UN Spotlight Initiative to eliminate violence against women and girls. Safe and Fair is implemented in ten ASEAN countries, including the Philippines, through a partnership between the International Labour Organization (ILO) and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), in collaboration with the United Nations Office on Drugs and Crime (UNODC).

The central objective (goal) of the Safe and Fair Programme is to make labour migration safe and fair for all women in the ASEAN region. This translates to three specific objectives: (1) Women migrant workers are better protected by gender-sensitive labour migration governance frameworks; (2) Women migrant workers are less vulnerable to violence and trafficking and benefit from coordinated responsive quality services; and (3) Data, knowledge and attitudes on the rights and contributions of women migrant workers are improved.

The Safe and Fair - Philippines focuses on women overseas Filipino workers (OFWs), both land and sea-based, at all stages of labour migration (pre-migration, transit, onsite, return). It is implemented at the national and local levels in the Philippines, as well as in the countries of destination in ASEAN, and in selected migration corridors with East Asia and the Gulf Cooperation Council (GCC) States.
About the Technical Paper for Safe and Fair-Philippines

The technical paper is planned under the 2019 workplan of Safe and Fair-Philippines as part of a series of 3 papers. The following paper is targeted to be produced in 2019:

- Technical Paper #1: Philippines laws and policies related to women OFWs, to include
  - Mapping and review of Philippine laws, policies, agreements (sub-national, national, bilateral, international) pertinent to women OFWs, including combatting VAW, trafficking, unfair recruitment, labour exploitation and gender discrimination (building on SAF work to date);
  - Review and study of enforcement of recruitment laws, policies, commitments;
  - Recommended review of skills requirements, labour market (foreign) needs and entry points for increasing women's access to regular and semi-skilled migration;

The purpose of each paper is to do a well-researched, up-to-date and critical analysis of the indicated focal themes, and identify priority legal, policy, interventions to address the issues identified.

The Researcher will be engaged as external consultant in order to produce this series of papers, based on the guidelines and terms indicated in this TOR.

The Safe and Fair Programme shall prescribe the key topics, emphasis and treatment of each of the above thematic papers; based on these, the researcher-writer shall recommend the detailed topic outline and research methodology/plan, subject to the approval of the National Project Coordinator (NPC).

ILO shall hold the copyright of all the papers, and shall decide on the formats, layout and media/means of publication, as well as method, channels and timing of release and dissemination of all the papers.

II. DUTIES AND RESPONSIBILITIES OF THE EXTERNAL COLLABORATOR

The selected researcher will be engaged as an External Collaborator who will be directly supervised by the Safe and Fair National Project Coordinator (NPC) based in ILO Philippines.

The consultant shall produce the technical paper in English. The final draft of the paper shall be accompanied by an Executive Summary that summarises the main points of the paper. The paper shall be in electronic format (standard word-processing software, A4 page size).
The consultant will be invited by Safe and Fair to participate in stakeholder consultation workshops, as needed to get comments on the draft.

After the first draft of the paper is submitted by the consultant, Safe and Fair, through the NPAC, will review the draft and provide feedback. The consultant shall make revisions to the draft based on these inputs, until a final draft is accepted by Safe and Fair within the agreed time period (and after a maximum of two rounds of revision).

Following are the key responsibilities of the consultant:

- Develop a methodological note that would include:
  - Overview of the strategy for the literature review, mapping and needs assessment
  - List of relevant stakeholders
  - Proposed questionnaire for key informant interviews and focus group discussions
- Propose a detailed outline of paper; discuss, revise, finalize in consultation with ILO NPC;
- Based on approved outline, undertake desk review of related works;
- Gather inputs from key informants, particularly members of the Safe and Fair NPAC, and key stakeholders; gather additional inputs, information, analysis, and suggested interventions during the sub-national and/or national consultation-workshops of stakeholders organized by Safe and Fair;
- Organize the storage of physical and/or digital materials, information, data, interviews, references, etc. used in the paper. Ensure that data, information, inputs are also gathered from NPAC members. Share data with ILO NPC;
- Draft the technical paper;
- Present draft to ILO for review, inputs, revisions, finalization;
- Revise/finalize draft based on feedback from Safe and Fair and stakeholders, and until accepted by ILO within the agreed time period (with a maximum two rounds of comment);
- Submit the final draft to ILO.
III. DELIVERY TIMELINE

The consultancy is expected to be completed within a period of three (3) months from the date of the contract signing. Following is the estimated timeline for each technical paper:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Duration</th>
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<tbody>
<tr>
<td>*Proposed outline of technical paper, for approval by ILO</td>
<td>1 week (7 calendar days) from the date of contract signing</td>
</tr>
<tr>
<td>*Desk review; *Data gathering; information, inputs from key informants, NPAC members; inputs, analysis and/or recommendations from the sub-national/national stakeholders’ consultations; *Drafting of technical paper; *Storing/organizing of collected data/references;</td>
<td>6 weeks (2\textsuperscript{nd} to 7\textsuperscript{th} week from date of contract signing) *Tentative schedule of stakeholders’ consultations: -Visayas: July 2019; -Luzon: August 2019; -Mindanao: August 2019;</td>
</tr>
<tr>
<td>*First draft of the technical paper, including identified intervention points and other recommendations</td>
<td>*Tentative schedule of national workshop: 12-14 September 2019.</td>
</tr>
<tr>
<td>*Revised draft of technical paper, based on inputs/suggestions from ILO and NPAC</td>
<td>3 weeks review; consultant to make revisions (8\textsuperscript{th} to 10\textsuperscript{th} week from date of contract)</td>
</tr>
<tr>
<td>*Final draft of technical paper submitted and accepted by ILO</td>
<td>2 weeks for final review by ILO/NPAC; final revisions to be made by consultant</td>
</tr>
<tr>
<td>*Turn-over of all collected data, information, materials, references, etc. (digital and physical; stored and organized)</td>
<td>1 week</td>
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End of contract:

IV. FINAL DELIVERABLES AND TERMS OF PAYMENT

The following outputs shall be submitted to the ILO by the end of the contract period:

1. Technical paper in electronic format, as specified above.

2. All collected data, reference materials, etc. used in producing all the technical papers (physical and digital; stored and organized).
**Payment terms:**

- First payment – 20% upon submission of the methodological note and outline to the satisfaction of the ILO;
- Second payment – 30% upon submission of first draft;
- Third payment – 50% upon submission of the final draft and the data and reference materials, to the satisfaction of the ILO.

The contracted consultant shall be paid based on a daily rate in Philippine Peso equivalent to work days proposed and agreed with the ILO. The total contract value amount represents ILO’s maximum financial liability under this Contract. 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 transmittal schedules below.

**V. QUALIFICATIONS AND EXPERIENCE**

- University degree, in sociology, gender studies law, economics, migration management, international development, or other related disciplines;
- Minimum 5 years’ experience in doing social research and/or work in the areas of labour migration, migration and trafficking, gender and development, preferably in the ASEAN region;
- Excellent command of written and oral English;
- A good track record in designing and leading policy analysis, research and studies on the above topics;
- Excellent presentation, facilitation, interview, research and documentation skills;
- Strong time management and communication skills;
- Experience working with ILO and UN Women will be an asset.

**VI. APPLICATION PROCEDURE**

The ILO invites qualified applicants to submit a research proposal detailing:

1. Curriculum vitae (CV)
2. A research methodology, including proposed sample size and geographical areas for the research
3. Proposed list of targeted participants for focus group discussions and key informant interviews
4. A proposed strategy for reaching participants for the research
5. A proposed work plan in weeks
6. A detailed budget that indicates a daily professional fee, and includes estimated travel costs and any other costs.
Proposals and CVs should be submitted electronically by 21 June 2019 at the latest with “S&F-TP1 Consultant” as the subject of the email. For further information and queries, please email varona@ilo.org. Applications submitted after the deadline will not be accepted.