

# Terms of Reference

## **Copy and Content Editing of the Report on the “Future of Work in the Philippines: Assessing the impact of technological changes on occupations and sectors”**

### 1. Background

The International Labour Organization (ILO) is the United Nations agency for the world of work devoted to advancing social justice and promoting decent work. The ILO brings together governments, employers and workers to drive a human-centred approach to the future of work through employment creation, rights at work, social protection and social dialogue.

The world of work is undergoing a major process of transformation driven by technological innovations, demographic shifts, climate change and globalization. In response to these challenges, a Centenary Declaration for the Future of Work was adopted in 2019 at the 108th session of the International Labour Conference. The Declaration issues a call to action to ensure all people benefit from the changing world of work and promote sustained, inclusive and sustainable economic growth, full employment and decent work.

With the support of the Australian Embassy in the Philippines, the ILO aims to undertake research and consultations to better understand the impact of technological change in the context of national strategies related to Industry 4.0 in the Philippines, in particular the adoption of artificial intelligence at the workplace, as regards job disruption, job transformation and its implications for skills development and sectoral approaches. The research and consultations will be led by the ILO Country Office for the Philippines in collaboration with the ILO Decent Work Technical Support Team for East and South-East Asia and the Pacific and the ILO Regional Economic and Social Analysis Unit.

The research project aims to inform government, employers’ and workers’ organizations in the Philippines as well as the Australian Embassy in the Philippines in the development of sectoral initiatives for skills development and sustained, inclusive and sustainable economic growth, full employment and decent work.

The project includes three components: (i) Mapping and assessing existing national policy responses and initiatives related to Industry 4.0 in the Philippines and collect information on current “upskilling” policies and programmes in an array of countries that might serve as examples for the Philippines, (ii) Conducting research on the transformative effects of technology on occupations and sectors in the Philippines, and (iii) Holding consultations with representatives of government, employers and workers, selected industry and other stakeholders in the Philippines to validate findings.

## 2. Objective of the consultancy and scope of work

This Terms of Reference is for the copy and content editing of the report on the “Future of Work in the Philippines: Assessing the impact of technological changes on occupations and sectors”. The copy and content editing should ensure the grammar, structure, accuracy and quality of the report and that the same is consistent with the ILO guidelines for published materials.

This includes the following tasks:

- Improving consistency and structure of content, as necessary;
- Editing for grammar, usage, spelling, punctuation, and other mechanics of style (edits in track changes);
- Editing executive summary, preface and/or foreword;
- Editing tables, figures and lists;
- Editing captions;
- Checking direct quotations, including page references;
- Checking for consistency of mechanics and for internal consistency of facts, including correspondence of data given in graphics and text;
- Checking names of countries and ILO instruments for conformity with house style;
- Putting citations in house style and checking completeness and style of references, including flagging any bibliography references not cited in text;
- Inserting head levels and approximate placement of graphics;
- Correspond with the authorized representative of the ILO in order to clear content issues (if any) with regard to confusing/ambiguous statements, incomplete author citation, missing/unclear data in tables/figures vis-à-vis text discussion, and incomplete information (if any) in specific sections of the report;
- Listing permissions needed; and

- Writing running heads.

### 3. Professional fees

Fees will be based on cost estimates/bids submitted following ILO prescribed fees for copy-editors depending on the level of difficulty of the text of the publication or material.

### 4. Editorial process

- ILO will send to the editor the following:
  - Raw manuscript<sup>1</sup> (in MS Word) to be edited – pertains to the manuscript in an editable format, which has not yet been laid out for printing.  
Style guide – pertains to the editing guide to be followed by editor/s; it should follow the [ILO House Style Manual, 6th edition](#).
- At most two rounds of editing will be done on the manuscript
  - 1st round of editing – first draft of the edited manuscript will be submitted to the ILO as per the agreed schedule of submission. Any clarifications between the editor/s and the ILO regarding the content of the manuscript will be addressed at this stage. Together with the edited draft, the editor/s will submit comments/clarifications/questions about the manuscript. The ILO will review the first draft of the manuscript and will submit his/her responses to the queries/clarifications of the editor. However, if there are no comments/clarifications from both parties during the first draft (upon approval of the ILO), the draft can already be considered ready to be finalized.
  - 2nd round of editing (if needed) – second draft of the edited manuscript will be submitted to the ILO after the editor/s receive/s the ILO's responses to the queries/clarifications. The ILO's responses will be incorporated into the 2nd edited draft.
- Finalizing the content of the manuscript
- Contact person - to ensure efficiency of the editorial process, the editor/s will correspond with only one representative of the ILO. The representative, in turn, will be the one to correspond with the author/s should there be any content issues that needs to be cleared with them.

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<sup>1</sup> The approximate word count of the manuscript as of 7 August is 28,838.

## 5. Timeline and deliverables

The timeline is from \_\_\_ to \_\_\_ August 2020 unless extended by the ILO due to cases beyond the control of the editor/s (e.g., ILO's late submission of reviewed edited drafts, loss of power due to typhoons, etc.). This period constitutes the production (i.e., copy editing, review and approval of client, finalization) of the manuscript.

Details of the proposed timeline:

Output	Date of Submission
First draft of Edited Manuscript including comments/ clarifications/questions about the manuscript/results sent to the ILO and resolutions reached	
Second draft of edited Manuscript incorporating ILO's responses into the first draft and filled-up ILO Checklist for Editors	

## 6. Payment Terms

The ILO will only pay for services that have been performed and for deliverables that are successfully completed to the satisfaction of the ILO. The payments will be made according to the following schedule:

- The first payment of Php \_\_\_ (50%) will be made upon receipt of the copy and content edited manuscript with recommendations for revision (if any) on or before \_\_\_ August 2020 to the satisfaction of the ILO and presentation of the invoice.
- The second payment of Php \_\_\_ (50%) will be made upon receipt of the final manuscript reflecting comments of the ILO on or before \_\_\_ August 2020 to the satisfaction of the ILO and presentation of the invoice.

## 7. Requirements

The interested candidates must submit their proposal with the following information: i) qualifications and experience (include resume as an annex); ii) timeline; and iii) proposed budget.

The proposal must be submitted by 12:00nn (Manila time), Monday, 17 August 2020 through Ms Ma. Lourdes Macapanpan-Rivera, Senior Programme Assistant at [macapanpan@ilo.org](mailto:macapanpan@ilo.org).