

**REQUEST FOR EXPRESSION OF INTEREST**  
***Copyeditor and Layout artist for the ILO Training Module  
on Labour Rights and Standards for the Use of the  
Commission on Human Rights***

*Responses to be received by **10 November 2021***

October 2021

# Terms of Reference

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## Copyeditor and Layout artist for the “ILO Training Module on Labour Rights and Standards for the Use of the Commission on Human Rights”

### 1. Background

The International Labour Organization Country Office for the Philippines (ILO CO-Manila) will be implementing a wide range and array of integrated, complementary and mutually-reinforcing components of two Projects that would be funded by both the ILO’s Regular Budget Supplementary Account (RBSA) and the European Union’s (EU) Trade for Decent Work (EUTrade4DW) Project.

Jointly, the Projects aim to

- Promote social dialogue for improved compliance, better application of international labour standards (ILS) and COVID-19 response (under the ILO-EU Trade for Decent Work/PHL129 Project); and
- Increase national capacity for policy and legislative reforms, including COVID-19 responses, based on international labour standards and address recommendations of the Standards Review Mechanism (under the ILO RBSA-PHL826 Project)

#### ILO-RBSA PHL 129 and EU Trade for Decent Work Projects

Under the joint funding of ILO-EUTrade4DW Project and RBSA PHL129, it sees the strengthening of social dialogue mechanisms in the workplace, especially in special economic zones (SEZs) and export-oriented industries, as the key to address non-compliance on labour standards. Social dialogue, based on freedom of association principles, can be an effective mechanism to more proactively address compliance issues among locators in special economic zones (SEZs or ecozones), and also tackle even broader issues such as productivity, changes brought about by technology and market demands, as well as business continuity. Issues on freedom of association, collective bargaining and social dialogue become even more relevant and urgent, especially when seen in the light of the current COVID-19 global pandemic that has clearly impacted not just on public health but also on the world of work, particularly, with respect to labour law compliance, occupational safety and health, and workers’ rights and welfare.

The ILO-EU Trade for Decent Work Project also builds on past accomplishments and outputs of the previous EU GSP+/FOACB Project, especially those that need to be followed through, such as training manuals on case documentation of FOA/CB violations, e-learning courses

and training programs on labour rights and standards, review of mechanisms on operational guidelines, mandates and coordination, employers' diagnostics tool for labour standards compliance and finalization of the training module on labour rights and standards for the Philippines' Commission on Human Rights (CHR), among others.

In particular, the terms of reference (TOR) for this service contract is specifically aimed at final layout of the ILO Training Module on Labour Rights and Standards for the Commission on Human Rights. The Training Module is aimed at capacitating CHR staff and personnel and other relevant stakeholders on the principles of international labour standards, freedom of associations, and workers' fundamental civil liberties, labour and human rights.

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

These terms of reference are established for the purpose of engaging a copyeditor and layout artist for producing final layout of the ILO Training Module on Labour Rights and Standards for the Commission on Human Rights.

### **Expected output:**

- Copy of the editable final version of the module that meets the [ILO House Style 6th edition and guidelines](#).
- Final layout and ready-to-print and ready to upload (in print ready PDFs, and files for the website) version of the module. All raw and original files must be submitted to the ILO.
- Power point presentation with visuals readable in Mac and Windows

The end product of the layout artist will be in:

- 1) original (Adobe Illustrator/In Design/Photoshop) editable files;
- 2) PDF high resolution for printing or original Adobe;
- 3) PDF web version; and
- 4) jpeg/tiff files of all graphics used readable on Mac and Windows.

Raw files of the final layout will be stored in a USB. All materials and outputs become the property of the ILO and all rights shall be vested in the International Labour Organization including, without any limitation, the rights to use, publish (including the Web), or distribute privately or publicly.

### 3. Major tasks and methodology

#### Major Tasks

##### Copyediting

- Copyediting should ensure grammar, structure, accuracy and quality of the content of the briefer and that the same is consistent with the [ILO House Style 6th edition](#).
- Improving content and structure based on objectives set, and tailor the content to the intended audience or readers;
- Improving consistency and structure of content;
- 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, and including photo credits based on prescribed format;
- 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 consistency on the use of bullets and numbers, style headings, and subheadings;
- Checking and ensuring that paragraphs, passages, or sentences do not contradict or unnecessarily repeat each other, or are no longer applicable;
- 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;
- Resolving queries and negotiating changes with Author;
- Resolving style queries with the ILO contact;
- Listing permissions needed;
- Writing running heads;
- Simplify and shorten based on intended audience and readers, while improving overall content and style;
- 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, content, missing/unclear data and incomplete information (if any).

### Layout and design

- Develop at least three (3) concepts, designs and mock-ups
- Final layout and ready-to-print and ready to upload with ILO comments incorporated (in print ready PDFs, and files for the website) version of the:
  - ILO TRAINING MODULE ON LABOUR RIGHTS AND STANDARDS FOR THE COMMISSION ON HUMAN RIGHTS
- Copy of the editable final version of the document
- Power point presentation with visuals readable in Mac and Windows

The layout artist will work closely with the ILO CO-Manila to conceptualize and finalize the design of the publication. Specifically, s/he will be responsible for producing the final design template and layout of the publication following the available designs for specific type of publications in the [ILO Brand Hub](#).

The layout artist should respect the new ILO visual identity and the guidelines and specifications provided for a consistent application of the ILO brand including the colour palette, fonts and typefaces, charts and graphics, do's and don'ts, and other elements.

Feedback on the outputs produced by the layout artist will be obtained from key reviewers and shall be incorporated in the finalization of the outputs.

The final publication of the report will consist of about 100 pages or more and will include a number of photos, graphs and charts that can be accessed either through the [ILO Flickr account](#) or to be provided by the ILO Project Team.

The final contents and design of the reports shall be in accordance with the ILO design guidelines and rules spelled-out in [ILO House Style 6th edition](#).

## 4. Professional Fee

The engagement with the graphic designer is expected to commence on **12 November 2021** and end on **30 November 2021**, unless extended by the ILO due to cases beyond the control of the contractor (e.g., ILO's late submission of reviewed edited drafts, loss of power due to typhoons, etc.)

	Tasks	Details	Date of delivery
1	<ul style="list-style-type: none"> <li>• Conduct edit (final check) in accordance with existing formatting and publication standards</li> </ul>	A copy-edited version of the module that meets the ILO House style manual	19 November 2021

	<ul style="list-style-type: none"> <li>Develop at least three (3) concepts, designs and mock-ups and submit to ILO representatives the layout concepts</li> </ul>	<p>Develop at least three (3) concepts, designs and mock-ups</p> <p>Submission of the proposed layout in Adobe format, Tiff/JPEG version and raw files readable in Mac and Windows</p>	
2	<p>Prepare and submit the first draft of the layout according to discussions with ILO Present to the ILO the first draft of the layout</p>	<p>Submission of the first draft of the design and layout agreed upon in the following formats: 1) original (Adobe Illustrator/In Design/Photoshop) editable files; 2) PDF high res for printing or original Adobe; 3) PDF web version; and 4) jpeg/tiff files din of all graphics used readable in Mac and Windows. The first draft should already include complete layout of the report.</p>	19 November 2021
3	<p>Prepare and submit the second and final draft of the layout incorporating comments from the ILO Present to the ILO the second draft of the layout Store raw files of the final layout in a USB and/or via other digital means of transmission and submission (e.g. Shared Drive, Google Drive, ZIP Folder, etc).</p>	<p>Final layout and ready-to-print and ready to upload (in print ready PDFs, and files for the website) version of the ILO TRAIING MODULE ON LABOUR RIGHTS AND STANDARDS FOR THE COMMISSION ON HUMAN RIGHTS</p> <p>Submission of the second and final draft of the design and layout agreed upon in the following formats: 1) original (Adobe Illustrator/In Design/Photoshop) editable files; 2) PDF high res for printing or original Adobe; 3) PDF web version; and 4) jpeg/tiff files din of all graphics used readable in Mac and Windows. All materials and outputs become the property of the ILO and all rights shall be vested in the International Labour Organization including, without any limitation, the</p>	30 November 2021

		rights to use, publish (including the Web), or distribute privately or publicly.	
4	Final version of the document with PPT presentation	<ul style="list-style-type: none"> <li>• Submit the final layout and ready-to-print and ready to upload (in print ready PDFs, and files for the website) version of the module. All raw and original files must be submitted to the ILO.</li> <li>• Submit final PowerPoint presentation readable in Mac and Windows.</li> </ul>	30 November 2021

## 5. Payment Terms (please fill-in for your proposed budget)

All intellectual property rights arising from the contract are vested in the ILO and outputs should be completed to the satisfaction of the ILO. Upon the completion of work to the satisfaction of the ILO, the consultant will receive a sum of Php \_\_\_\_\_. The proposed budget should be all-inclusive of professional fees, expenses and charges incurred within the duration of the contract and completion of all deliverables to the satisfaction of the ILO.

This will be released according to the following terms of payment:

Tranches	Date of submission	Requirements	Amount (Php)
1st (50 %)	19 November 2021	Deliverables 1 and 2	-
2nd (50 %)	30 November 2021	Deliverables 3 and 4	-
<b>TOTAL</b>			-

## 6. Qualifications

Strong background, experience and expertise in layout design and using the Adobe Creative Suites software.

- Proven track record and experience in preparing designs of high-level publications, particularly on subjects related to advocacies on development issues.
- Excellent communications skills in English, including ability to package graphical designs and elements for multiple audiences, especially for the United Nations, international organizations and development partners.

## 7. Requirements

The interested candidates must read and agree to the [Terms and Conditions applicable to ILO contracts](#) and 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 11:59 p.m. (Manila time), 10 November 2021 via e-mail at the following address: [bascos@ilo.org](mailto:bascos@ilo.org). Only shortlisted candidates will be contacted for short interviews for the final selection.