

## **REQUEST FOR EXPRESSION OF INTEREST**

### ***Filipino Translation of the ILO Training Module on Labour Rights and Standards for the Use of the Commission on Human Rights***

*Responses to be received by **16 November 2021***

October 2021

# Terms of Reference

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## Filipino translation of 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) is currently implementing a set of integrated, complementary and mutually-reinforcing projects that are both funded by the ILO’s Regular Budget Supplementary Account (RBSA) and the European Union’s (EU) Trade for Decent Work (EUTrade4DW) Project.

Jointly, these 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, the ILO sees the strengthening of social dialogue mechanisms in the workplace, especially in special economic zones (SEZs) as the key to address non-compliance on labour standards. Social dialogue, based on freedom of association principles, can be an effective mechanism to proactively address compliance issues among locators in ecozones, especially freedom of association, collective bargaining, social dialogue and the challenges brought about by the COVID-19 global pandemic.

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.

## 2. Objective, outputs and scope of work

These terms of reference are established for the purpose of engaging a translator for producing Filipino translation of the ILO Training Module on Labour Rights and Standards.

### Expected output:

- Full text of the ILO Training Module on Labour Rights and Standards translated in Filipino language
- Translation Style
  - The translation must be carried out by a *native* speaker of the Filipino language.

The vendor is responsible of proof-reading the translation prior to submission to the ILO. The full translation must be submitted in both MS Word and PDF. 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

- Translate into Filipino language the ILO Training Module on Labour Rights and Standards;
- Produce accurate and complete versions in the Filipino language using the most appropriate range of vocabulary and the commonly accepted or established equivalents of professional, scientific or technical concepts and terms;
- Translate the equivalent of the original text with high level of accuracy, completeness, meaning, style and effectiveness following the tone of the original text (refer to the [ILO House Style 6th edition and guidelines](#));
- Undertake research related to the texts in hand. Propose additional terms for the established standards of terminology and glossaries. Collect and verify terminology and references;
- Edit texts in the Filipino language to ensure a style of presentation in conformity with ILO standards. Collect and verify terminology and references;
- Carry out linguistic research and prepare terminological bulletins and glossaries and other reference tools;
- Conduct supplementary research related to the texts in hand, and to solve problems of terminology and meaning. Refer to [ILO References for translators](#);

- Consult with substantive unit/project regarding inconsistencies or errors in the original text and propose additional terms for the established standards of terminology and glossaries;
- Correspond with the authorized representative of the ILO to clear content issues (if any) regarding confusing/ambiguous statements, content, missing/unclear data and incomplete information (if any); and,
- Incorporate comments and suggestions of the ILO and finalize and complete the Filipino translation of the ILO Training Module on Labour Rights and Standards to the satisfaction of the ILO.

The translator will work closely with the ILO CO-Manila in the translation process. ILO will provide guidance on translation of key terms and provide feedback and approval on translations. Translations to be provided in MS Word and PDF formats and will undergo series of revisions based on review by the ILO and partners to ensure high level of accuracy, completeness, meaning, style and effectiveness.

#### 4. Professional Fee (please fill-in for your proposed deadline of submission within the given timeline)

The engagement with the translator has a three-week timeline, 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.).

	Filipino version	Estimate Word Count	Date of submission
1	Preliminary Pages and Chapters 1 – 7 of the ILO Training Module on Labour Rights and Standards	21,500	-
2	Chapters 8 – 14 of the ILO Training Module on Labour Rights and Standards	9,000	-

**Note:** Translation work will take up to a maximum of 30,500 words, which will be revised based on review by the ILO and partners to ensure high level of accuracy, completeness, meaning, style, and effectiveness, and submitted in MS Word and PDF formats.

## 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 %)	-	Deliverable 1	-
2nd (50 %)	-	Deliverable 2	-
TOTAL			-

## 6. Qualifications

The translator should be a *native* speaker of the Filipino language.

- Have at least 2 years' experience in varying out translation
- Proven track record of punctual work delivery
- Flexibility to accommodate multiple revisions
- Experience of ILO work, familiarity and understanding of labour issues and conventions is preferred but not required
- Knowledge and understanding of a particular substantive technical or administrative field (Language and Communications), including the subject dealt under the consultancy
- Ability to grasp the meaning of and make adequate use of appropriate technical concepts and terminology
- Sound language translation skills and excellent drafting ability in the official's mother tongue language
- Ability to produce rapid, accurate, stylistically appropriate, and finished translations on labour and work-related issues
- Ability to meet tight deadlines

## 7. Requirements

The interested candidates must read and understand 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) a brief plan (including, but not limited to, plan on how the translation will be carried out, tools to be used in translation, accuracy of

tool, and an annex of one-two paragraph excerpt of previously translated material); iii) timeline; and, iv) proposed budget.

The proposal must be submitted by 5:00 p.m. (Manila time), 16 November 2021 via e-mail at the following address: [lagasca@iloguest.org](mailto:lagasca@iloguest.org). Only shortlisted candidates will be contacted for short interviews for the final selection.