



Terms of Reference
Transcriber for Focus Group Discussions

USDOL Funded ILO Project on Improving Workers Rights in Rural Sectors of the Indo-Pacific with a focus on Women

1. Background Information

The International Labour Organization (ILO) is implementing the project on Improving Workers Rights in Rural Sectors of the Indo – Pacific with a focus on Women, which aims to contribute to ensuring and sustaining improved working conditions, especially for women workers, through the improvement and promotion of labour laws compliance in the rural sectors in the Philippines and Indonesia. It seeks to improve the capacity of government, employers’ and workers’ organisations’ in the promotion of compliance with labour laws, occupational safety and health (OSH) and gender equality and works at various levels (at the national, sectoral/ industry, workplace, supply chain/ value chain and community levels), taking on approaches aimed at systematically addressing decent work deficits in target subsectors.

Part of the Project’s implementation is the conduct a baseline study and sectoral assessment to assist the Project in ensuring that target- setting is evidence-based, and that strategies would take into account root causes of issues, drivers and non-drivers of compliance, sectoral nuances, and existing opportunities for reforms, including potential areas for sustainability. The baseline study and sectoral assessment will cover working conditions in the Project’s target sub sectors in Philippines and Indonesia covering fundamental principles and rights at work (FPRW) employment arrangements, wages, hours of work, social security, leaves, including OSH, and gender equality in the target subsectors of the Project.

2. Objective of the Consultancy

This terms of Reference (TOR) covers the conduct focus group discussion (FGD) for the baseline study and sectoral assessment in the Philippines. The Project shall engage the services of a consultant who will transcribe in English the audio recordings of the FGDs which will be facilitated in Filipino.

The objective of this consultancy is to produce accurate translated transcription of the FGD audio recordings which will be conducted during the period of March 14th – 25th, 2022. Thus, the consultant is expected to transcribe, in verbatim, the audio recordings in English.

The transcriptions will be coded and analysed by the Project through its baseline study and sectoral assessment National Consultant to support the country specific sectoral assessment of the working conditions in the rural sectors.

3. Expected Deliverables/ Outputs of the Consultancy

There will only be one output under this consultancy. The consultant is expected to produce high quality English translated transcriptions for the FGDs that will be conducted as part of the baseline study and sectoral. The FGDs, scheduled within March, 2022, will be facilitated in Filipino.

This work shall be completed and delivered not later than 31 March 2022 which date this contract shall expire.



4. Payment Plan

On completion of the work and upon the acceptance of the ILO, the ILO will pay the amount of **PHP 4,000 per English translated transcription**, with each transcription estimated to take one whole day to finish.

The total amount calculated as follows, **Php 4,000 x 5 days** or a total of **PHP 20,000.00**

Activities	Workdays
Focus Group Discussions	5

5. Schedule of Payment

First and final payment to be paid amounting to **PHP 20,000.00** covering Professional Fee upon submission of the outputs identified **on or before 31 March 2022** and after ILO clearance.

6. Management Arrangements

The consultant will establish all communications and work in close coordination with the M&E Officer under the guidance of the Project Manager. The M&E Officer of the Project will ensure that outputs under this consultancy is delivered in a timely manner. The M&E Officer will also liaise with the National Consultant, who will facilitate the FGDs, in checking the accuracy of the transcriptions.

7. Consultant's Profile

The consultant is expected to have the resources such as laptops and/or computers for the transcription, listening device and appropriate competencies needed to fully execute the scope of this consultancy.

- Should have significant experience in doing transcriptions for research, studies, and/or development project activities.
- Should have excellent listening and typing skills, and attention to detail
- Familiarity with labour standards, occupational safety and health and gender equality is an added advantage.
- Excellent command of the English language and grammar.