

TERMS OF REFERENCE

SIYB National Expert to Conduct Training of Trainers on SIYB adapted to the Philippines

for the ILO Project: “Bringing Back Jobs Safely under the COVID-19 Crisis in the Philippines:
Rebooting Small and Informal Businesses Safely and Digitally”

Background

Under the Safety + Health for All flagship programme, the International Labour Organization (ILO), through its Country Office for the Philippines, is implementing the project “[Bringing Back Jobs Safely Under the COVID 19 Crisis in the Philippines: Rebooting Small and Informal Businesses Safely and Digitally](#)”, with the support of the Government of Japan. The project duration is from 15 June 2021 to 31 March 2023.

The overall objective of the project is to contribute to the improvement of the safety and health of workers in micro, small and medium enterprises (MSMEs) and informal businesses, and at the same time mitigate the negative socio-economic impact of the COVID 19 crisis. The project will provide trainings to promote occupational safety and health (OSH) and productivity measures to prevent and mitigate COVID-19 at and through workplaces and promote digital entrepreneurship or the application of digital technologies in business management and operations to limit risks from exposure. On the latter, two digitalization-related trainings will be conducted: (1) **Start and Improve Your Business – SIYB** – (with the new guide on Digitalize Your Business); and, (2) Global Programme on Financial Education. To achieve its goals, the project will work with the national network of training service providers to deliver the training on the digitalization of business operations.

The SIYB program, the focus of the present terms of reference (TORs), is a management-training program developed by the ILO with a focus on starting and improving small businesses as a strategy for creating more and better employment for women and men, particularly in emerging economies. With an estimated outreach in over 100 countries, it is one of the world’s largest programmes in this field. For many years, SIYB was adopted by several partner organizations in the Philippines such as the Department of Labor and Employment (DOLE) and the Technical Education and Skills Development Authority (TESDA). It has also been applied to specific target groups such as the conflict-affected population and indigenous people.

Most recently, given the increasing availability of technology and the growing popularity of online courses, the ILO is introducing a new set of online learning tools (“e-SIYB”) to complement trainer-led SIYB training of (potential) entrepreneurs. The tools are allowing SIYB trainers to conduct virtual training (a combination of e- SIYB tool and online classes via videoconferencing) in rural and remote areas as well as in regions where measures to contain COVID-19 make learning in a traditional classroom setting challenging. The contents of the e-SIYB can be implemented in a face-to-face setting or blended training, too.

Currently, the e-SIYB tools are being adapted for implementation in the Philippines to support the relevant policies such as the National Employment Recovery Strategy (NERS) and the e-commerce roadmap of DTI, and the relevant programmes that support entrepreneurship and micro, small and medium-sized enterprise (MSME) development such as those of DOLE (e.g., DILEEP, reintegration program for the returned OFWs), Department of Trade and Industry - DTI (e.g., CTRL+BIZ regional zoom shows, PTTC online courses) and TESDA (e.g., CBTED) as well as employers organizations and cooperative federations and private entities working on business digitalization. The training programme may also be channeled through the network of the digital centres of Department of Information and Communications Technology - DICT and their local satellite offices.

This assignment calls for a lead National SIYB Trainer to prepare and conduct a series of Training of Trainers, and support the rollout of the SIYB programme to the project’s target beneficiaries through the newly trained trainers including providing assistance in the certification process of potential and capable candidates. The ILO may opt to get more than one expert for this engagement.

Scope, Activities, Level of Effort and Timeline

Objective 1: Support the preparation of eight (8) SIYB Training of Trainers (SIYB ToT), co-facilitate the first two (2) of the SIYB ToTs, and lead the conduct of the six (6) remaining batches of SIYB ToT

The activities associated with this objective are:

1. *Select qualified and committed participants in coordination with the ILO Bringing Back Jobs Safely project (for all the 8 ToT batches)*
 - a. Assist in promoting the training and the call for trainers (includes communications with existing and potential training delivery partners, meetings, and follow-ups whenever necessary)
 - b. Collate and evaluate the application forms received based on the pre-identified trainer selection criteria to select the most equipped candidates.
 - c. Conduct a simple training needs analysis of the selected participants (includes evaluation of applications forms and interviews of applicants)
2. *Support the preparation and facilitation of 2 ToTs to be led by International SIYB Master Trainer*
 - a. Co-facilitate 2 ToTs (5 working days spread in 10 half-days x 2 ToTs = 10)
3. *Organize and facilitate six (6) training-of-trainers (ToT) for selected candidates **
 - a. Prepare the material and training content for a ToT of approximately 5 days covering either GYB-SYB and IYB modules with DYB adapted for the Philippines
 - b. Lead the facilitation of six (6) ToTs for up to 20 trainer candidates in each cohort
 - c. Prepare post-training reports to document the results of the ToTs

Objective 2: Lead the remote coaching support, follow-up supervision, and certification of newly trained trainers

The activities associated with this objective are:

1. *Provide remote technical support and coaching*
 - a. Collate the ToE implementation work plan of trained trainers and provide technical inputs and feedback as needed
 - b. Conduct regular follow-up calls with trainers and answer their queries during their preparations for the rollout of ToEs. This will entail individual supervision and follow-up with participants through the provision of assistance in the preparation of their courses (agenda, methodology) and reporting through the SIYB Gateway.
 - c. Individual communication with trainers and scheduled group meetings over Zoom or other online meeting tools to check progress, review the training course content and process as well as exchange reflections on learning processes
 - d. On-the-spot technical support and coaching during the roll-out/cascade of the ToEs
 - e. Produce a coaching report on the remote coaching support provided to trainers who participated in the ToTs and a summary of findings and recommendations for improvements to the training program
2. *Lead the certification process for the new national SIYB Trainers*
 - a. Supervise the subsequent 'practice phase' where trainer candidates are asked to complete the ToE cycle required for their certification as SIYB trainers through

reviews of videos to be sent by trainers delivering ToEs or through other digital means

- b. Organize a refresher seminar (rToT) for well-performing candidates (Assuming 50% of trainers become active: 4 days per rToT at x rToTs)

Objective 3: Support the training partner organization with the outreach, impact, and sustainability strategies and the institutional strengthening appropriate for the leading training providers (Note: The project team will take the lead in developing the institutional strengthening measures.)

The activities associated with this objective are:

1. *Guide the training partner organizations with the outreach, impact, and sustainability strategies including support for appropriate institutional strengthening by providing technical inputs during planning or strategy meetings with the leading training providers*
 - a. Coach the training partner organizations with the strategy to cover vulnerable groups defined by the project such as the informal sector businesses, those who lost/reduced source of income, women, youth, and people with disability (PwD) while ensuring the numerical target of the project.
 - b. Coach the training partners on the ways to enhance the impact of the SIYB training, particularly in terms of facilitating the digitalization of the target MSMEs, considering the level of digital literacy and the state of business development of the different target groups.
 - c. Coach the training partners to build the sustainability strategy so that the SIYB will become part of their continuing training offer beyond the duration of the project.

Note: The activities described above will be conducted *in cooperation with the two supporting/associate National SIYB Trainers under the overall technical supervision of the International SIYB Master Trainer.*

The 8 ToTs are tentatively scheduled as follows:

Batches	Indicative Schedule
1 st and 2 nd	August 2022
3 rd and 4 th	September 2022
5 th and 6 th	October 2022
7 th and 8 th	November 2022

Objective 4: Translate the following SIYB materials adapted for the Philippines from English to Filipino

1. *Translate the following SIYB materials:*

Phase 1

- a. Generate Your Business Idea (GYB) manual (80 pages)
- b. Start Your Business (SYB) (116 pages) and SYB Business Plan booklet (39 pages)
- c. Two manuals in the Improve Your Business (IYB) series
 - i. IYB Marketing (114 pages)
 - ii. IYB Planning for your Business (106 Pages)

Phase 2

- d. Remaining four manuals in the Improve Your Business (IYB) series
 - i. IYB People and Productivity (121 pages)

- ii. IYB Buying and Stock Control (109 pages)
- iii. IYB Costing (91 pages)
- iv. IYB Record Keeping (97 pages)

2. *Proofread, review, and edit the translations based on the inputs and recommendations from the ILO*

The total level of effort required to meet all the objectives and complete all activities under these Terms of Reference will be negotiated and agreed with the selected Consultant.

Deliverables

- Output 1: The entry forms of participants for each ToT and a short report or a list of candidates selected to attend each ToT and TNA results including a database with contact information of all trained trainers
- Output 2: Six (6) ToT end-of-training reports including the agenda for the ToTs, the presentations used, draft action plans from participants, and TOT details uploaded to the SIYB Gateway
- Output 3: Consolidated ToE implementation work plans of SIYB trainers
- Output 4: The follow-up and coaching reports including the approaches and methods used for each batch of SIYB candidate national trainers
- Output 5: Assessment of the performance of the SIYB trainers to identify eligibility for their certification
- Output 6: Short Report on the technical inputs provided on sustainability strategies of training delivery partner organizations
- Output 7: The final translated and proofread version of the SIYB materials mentioned above in Filipino, in Word format, including all inputs and recommendations from the ILO.
- Good quality pictures when possible, for documentation purposes

Confidentiality Statement

All data and information received from ILO for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (TORs). All intellectual property rights arising from the execution of these TORs are assigned to the ILO. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the ILO.

Administration, Reporting and Coordination

The contract for this assignment will be issued by CO-Manila. Office space, equipment, and other logistics arrangements in the implementation of the activities including the internet connectivity and web meeting devices required under the present telework environment will be organised and on the account of the Contractor.

The consultant will report to the Chief Technical Adviser (CTA) of the project and liaise closely with the MSME Digitalization Coordinator. The contractor will also coordinate closely with the other relevant external collaborators (e.g., the International SIYB Master Trainer, ITCILO) and project partners as well as with the technical backstopping officials of the concerned technical units at the ILO headquarters including the Enterprise Development Specialist and the Programme team of CO-Manila, and the SIYB Global Team of the ILO as appropriate. The final reporting will be done for the ILO Country Director for the Philippines.

The Contractor is expected to submit the following reports, in addition to the abovementioned deliverables:

1. Inception Report to be submitted within one month from signing the contract, to include:

- a. Methodology for outreach to identify and invite participants to the training events, including increasing the participation of the vulnerable groups above-mentioned; and,
 - b. Implementation plan for delivering the training programmes to meet the agreed target numbers.
2. Progress Reports to monitor the number of training events conducted and training participants as well as the progress on the dialogue with the training partner organizations on the strategies;
3. Final Report to be submitted towards the end of the duration of the contract and will be reviewed for final acceptance by the ILO as a pre-requisite to the release of the final payment;

Duration of the Assignment

The work will be carried out between August 2022 and 28 February 2022.

Contract Value and Payment

The Consultant will be paid a professional fee commensurate with experience, upon completion of all the work to the satisfaction of the ILO. The contract value will be negotiated and agreed with the selected candidate.

Travel for field missions to project sites is envisaged for this assignment to potentially conduct onsite ToTs, coach support, and follow-up supervision activities. Field missions will be conducted as discussed and agreed with the project management unit. The travel cost and daily subsistence allowance will be paid separately as per the ILO policies.

The cost of organizing online ToT and other workshops and meetings will be borne by the project. The cost of organizing online meetings will be borne by the consultant unless there is a prior agreement for ILO to organize one. Any other associated costs such as communication and small expenditures are expected to be included in the contract.

The fee will be paid in the following installments (note that the sequence of payment is not necessarily in order of payment number but against the corresponding deliverables accepted to the satisfaction of the ILO):

Payment Tranche	Expected Outputs and Timeline
First Payment (20%)	Upon complete submission and acceptance of the ILO of the following deliverables (expected by xx xxx 2022): <ul style="list-style-type: none"> Progress Report 1 that includes Outputs 1 and 2 corresponding to the conduct of the first 3 rounds of ToT workshops, and Phase 1 of Output 7
Second Payment (20%)	Upon complete submission and acceptance by ILO of the following deliverables (expected by xx xxx 2022): <ul style="list-style-type: none"> Progress Report 2 that includes Outputs 1 and 2 corresponding to the conduct of the next 3 rounds of ToT workshops, and Phase 2 of Output 7
Third Payment (20%)	Upon complete submission and acceptance by ILO of the following deliverables (expected by xx xxx 2022): <ul style="list-style-type: none"> Progress Report 3 that includes Outputs 1 and 2 corresponding to the conduct of the last 2 rounds of ToT workshops Output 3

Payment Tranche	Expected Outputs and Timeline
Final Payment (40%)	<p>Upon complete submission and acceptance by ILO of the following deliverables (expected by 31 January 2023):</p> <ul style="list-style-type: none"> Final report consolidating the above deliverables including Outputs 4 to 6, lessons learned, recommendations on adjustments to further training programmes including design, plans, organization, materials, training providers, and evaluation methodology

Qualifications and Experience

The assignment is specifically for a senior national trainer of SIYB who has been involved in the SIYB adaptation and is in the process of Master Trainer certification in the Philippines under the supervision of the International SIYB Master Trainer.