Ship to Shore Rights Sea Programme Philippines (S2SR Ph)

TERMS OF REFERENCE

Documenter for “5th and 6th National Project Advisory Committee Meetings”

I. Background

The Filipino migrant fishers are vulnerable to abuse and exploitation throughout the recruitment process. The issue of forced labour and trafficking in persons in fisheries has been noted in recent international reports. In the Philippines, the POEA registered 3,235 Filipino migrant fishers deployed as of February 2021. This is only 1.5 percent of the total 220,468 Filipino seafarers. However, Filipino migrant fishers comprised 30-50 per cent of complainants registered with POEA for recruitment-related and employment-related complaints such as the charging of illegal recruitment fees and related costs, non-payment of wages and abandonment.  

Many of these recruitment- and employment-related abuses that Filipino migrant fishers begin before deployment. The most common abuses involve migrant fishers being charged excessive recruitment fees, deception about the nature and characteristics of the jobs, or the use of coercion to get a worker to enter an employment relationship. In addition, tactics like contract substitution and delayed deployment can be the first link in a chain that places migrant fishers at increases risk of forced labour or human trafficking.

Purpose of the NPAC meeting

According to Article 3 of the Terms of Reference of the Philippines National Project Advisory Committee, the Committee will convene twice a year; the current year's meetings are agreed to happen in May and November 2023. The PAC meeting are intended to discuss opportunities, challenges and strategies of the project

II. Scope of Work

Under the supervision of the ILO National Project Coordinator of Ship to Shore Rights Sea Programme-Philippines, the Documenter will be responsible for the notetaking of the two PAC meetings.
Related tasks:

1. The documenter shall be tasked to ensure that data privacy is upheld and Chatham house rules are followed, as needed, when recording the plenary and PAC discussions, to be used only for internal reference and for report-preparation.

2. The documenter shall be tasked for note-taking on the PAC meetings, especially concerns and responses, agreements, action points, and recommendations.
   - Raw notes will be submitted to ILO and Facilitators at the end of the session.
   - The consolidated notes will be forwarded to the NPC max of 3 days upon completion of the training.

3. The documenter shall prepare partial photo documentation (at designated time so the note-taking is not disrupted) that will be used for website and social media publishing. Minimum of 10 photos with caption of the training. All raw photos (without caption) to be submitted to ILO.
   
   Photo specifications are as follows:
   
   - Image should be at least 6 million pixels for each image, but the camera should be set to the highest specifications possible
   - Mix of portrait and landscape photos – group photos and actions photos
   - Short caption providing information about the photo portrayed in context. Captions are written consistently using the following convention: Full name, title, assignment, country. Brief description. (Photographer, date).
   - If taking photos of a speaker or trainor, there should be different angles including shots from behind the podium to show the speaker talking to an audience.
   - Other considerations per ILO visual identity guidelines.

4. Prepare a post-PAC meeting write-up for web uploading (web summary) with maximum of 750 words.
III. DELIVERABLES AND PAYMENT SCHEDULE

The contract duration will be from 16 May until 30 November 2023 for a total of ten (10) Full-time Equivalent (FTE) workdays.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Full-time Equivalent (FTE) Workdays</th>
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<tbody>
<tr>
<td>Pre-event preparation (collection of power points and annotated agenda)</td>
<td>4.0</td>
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<tr>
<td>Actual documentation</td>
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<td>Note: Include all pre-distributed materials as annex/es to the report</td>
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<tr>
<td>Deliverable 1: Consolidated notes showing documentation of validation forum and PAC discussions</td>
<td>5.0</td>
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<tr>
<td>Deliverable 2: Photo documentation and post-event write up</td>
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<tr>
<td>Turnover of deliverables, including notes and recordings</td>
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The deliverables of the Consultant will be subject to review by ILO, and agreed revisions shall be made by the Consultant until final acceptance by the ILO.

PAYMENT TERMS & SCHEDULE:

<table>
<thead>
<tr>
<th>Payment</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>1st tranche 50%</td>
<td>Upon ILO's review and acceptance of 5th PAC meeting minutes, and other related documentation on or before 30 May 2023</td>
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<tr>
<td>2nd tranche 45%</td>
<td>Upon ILO’s review and acceptance of 5th PAC meeting minutes, and other related documentation on or before 25 November 2023</td>
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<td>Final tranche (5%)</td>
<td>Upon successful delivery of all outputs to the satisfaction of ILO per para 4.3 and 4.4 of the terms of contract</td>
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IV. INTELLECTUAL PROPERTY RIGHTS

Intellectual property rights of the knowledge products delivered under this contract shall be owned by ILO.

V. QUALIFICATIONS AND EXPERIENCE

- Experience in detailed and accurate notetaking, processing, and writing of proceedings of business or activity meetings, consultations, or workshops, including taking of digital audio recording of a meeting; and safekeeping of supporting documents, presentations, resource materials, and/or outputs/notes generated in the activity including during breakout sessions

- Experience in doing documentation work with ILO, social partners or United Nations agencies in the Philippines, will be an advantage.

VI. EXPRESSIONS OF INTEREST

Interested individuals are requested to submit the following by 10 May 2023 to shiptoshorerights@ilo.org:

- Financial proposal: indicative day rate and total lump sum in PHP including a breakdown of costs.
- Resume/Curriculum vitae