Terms of Reference

External consultant for activity coordination and logistical and administrative support on the preparations and implementation of the Safe and Fair (SAF)-Department of Migrant Workers (DMW) joint activities in November-December 2023

30 October 2023 – 20 December 2023
(Total 35 Full-time Working Days spread over 51 calendar days)

1. Background

The programme Safe and Fair: Realizing women migrant workers’ rights and opportunities in the ASEAN region (2018-2022) is implemented jointly by the ILO and UN Women, funded by the joint EU-UN Spotlight Initiative. Safe and Fair delivers technical assistance and support with the overall objective of making labour migration safe and fair for all women in the ASEAN region. Safe and Fair works in close cooperation with governments and social partners to achieve three inter-linking specific objectives:

1. Women migrant workers are better protected by gender-sensitive labour migration governance frameworks;
2. Women migrant workers are less vulnerable to violence and trafficking and benefit from coordinated responsive quality services; and
3. Data, knowledge and attitudes on the rights and contributions of women migrant workers are improved.

The Safe and Fair will work on a local, national and regional basis delivering technical assistance and support with the overall objective of making labour migration safe and fair for all women in the ASEAN region. SAFE & FAIR engages with ASEAN Member States’ government authorities; ASEAN institutions; workers’ organizations; employers and recruitment agencies; civil society organizations; community-based organizations; families and communities; research institutions and academia, media networks, youth, and the general public and supports comprehensive country programme active in eight countries (Cambodia, Indonesia, Lao People’s Democratic Republic, Malaysia, Myanmar, Philippines, Thailand and Viet Nam).

The project is part of the multi-year EU-UN Spotlight Initiative to Eliminate Violence against Women and Girls. The project is implemented by the ILO and UN Women, with ILO as the lead agency.

The Safe and Fair Programme will end on 31 December 2023. In the lead up to the closing of the project, Safe and Fair in the Philippines is self-implementing, in collaboration with key partners, a number of key activities in the last quarter of 2023 (October-December) in order to consolidate outputs, institutionalize partnerships/collaboration particularly with the Department of Migrant Workers (DMW), and share/showcase the results and outputs of Safe and Fair.

Following are the joint activities to be co-organized by Safe and Fair and DMW during this period:

1. **Activity 1**: Reintegration Duty Bearers Summit and Training (for DMW and OWWA regional offices in Visayas and Mindanao) – 15-17 November, Davao City; jointly with DMW and OWWA;
2. **Activity 2:** Stakeholders’ consultation on DMW digitalization and the DMW Information System Strategic Plan (ISSP) – 6 December 2023, NCR; jointly with DMW;

3. **Activity 3:** Subregional workshop on “Digitalisation of recruitment and emigration processes for migrant workers in ASEAN” – 13-14 December 2023, NCR; jointly with DMW.

*Note: The actual dates of the above activities may change. If any of the above activities will not push through, this will be replaced by another activity of similar duration and format.*

An External Consultant will be engaged by ILO through the Safe and Fair Programme to coordinate these activities and help with logistical, administrative, procurement, and coordination work during the preparation and implementation for these joint SAF-DMW activities.

The External Consultant will work under the general supervision of the National Project Coordinator of ILO Philippines Safe and Fair. He/she will assist, support, and work closely with the ILO SAF Programme and Administrative Assistant, and designated activity focal persons of DMW.

### 2. The Assignment

Specifically, the External Consultant shall perform and assume the following tasks and responsibilities:

- To do general activity coordination and support work on the administrative, logistical and operational aspects during the preparation and implementation of the above-listed activities, including but not limited to:
  - Assist with the procurement of venues, goods and services for the above activities, e.g. getting quotations and comparators, coordinating with hotels for booking of venues/facilities, coordinating with external vendors and goods/service providers, making logistical arrangements;
  - Assist with sending out communications and invitations, and following-up/getting confirmation of participants, speakers, guests and other invitees; follow-up with speakers and participants to get and safe keep presentation materials, reports, forms, videos, etc. that will be used in the activity;
  - Make travel arrangements in coordination with DMW and activity partners/co-organizers; support participants on logistical matters; draft and disseminate (after clearance by ILO/SAF) activity administrative/logistical guide for participants;
  - Assist with venue set up, and ensure that SAF, ILO and DMW visibility materials are in place; check and ensure ILO and SAF kits, materials, visibility materials are sufficiently allocated and brought to the venue and displayed or distributed; coordinate with venue technician on testing and proper/trouble-free display of presentations/videos and visual materials; process/secure necessary permits like gate pass, equipment form etc.
  - During the day(s) of the activity: Assist with registration, ensure signing of attendance sheets, provide secretariat, logistical, administrative support; check and ensure required equipment/facilities are provided (sound system, enough microphones, LCD projectors, breakout rooms, flip charts/whiteboards, etc.); gather and properly store/safe keep (physical/digital) filled-in forms, discussion/breakout notes/outputs and other materials produced during the activity; assist with reimbursements (if any), rooming assignments,
respond to queries from participants; ensure proper pack up of relevant resources, etc. after the event.
- For the ASEAN Subregional Workshop on Digitalization: provide support to ILO Philippines and ILO Regional team in making logistical arrangements, procuring a venue, making travel arrangements, coordinating with external vendors, supporting participants on logistical matters;
- Ensure the gathering and safekeeping of all the supporting documents and files related to the above activities, and properly stored these in the ILO MS Teams space.
- Perform other duties as assigned.

3. Deliverables
- Report on logistical, administrative and other support and coordination done for each of the activities listed above, with means of verification.
- Activity documents, files, presentation materials, procurement records, signed attendance sheets, relevant files and supporting documents for each and all the activities listed above are organized and filed/stored in the ILO MS Teams space.

4. Time frame
The work shall be conducted over 35 full-time working days spread over the period of 30 October – 20 December 2023.

5. Budget and Terms of Payments
Total amount for this consultancy to be determined after competitive bidding.

This amount shall be the sole remuneration and includes provision for any incidental expenses such as stenographic expenses, etc. The external collaborator shall not in any circumstances be entitled to any payments other than those expressly provided for above.

Payment terms and schedule
- First payment: 50% of contract amount upon completion of Activity 1 including submission of report on logistical, administrative and other support and coordination done by the consultant;
- Final payment: 50% of contract amount upon completion of all other listed activities including submission of reports on logistical, administrative and other support and coordination done by the consultant for these activities.

Note: In accordance with accounting policies and procedures of the ILO, all payments processed and approved after 8 December 2023 will be released in January 2024.

6. Required Qualifications

Education
Completion of Secondary School Education supplemented by commercial training in bookkeeping, accounting, and business administration or equivalent experience.
Experience
At least three years of general administrative/secretarial experience/events coordination experience. Familiarity with ILO’s administrative and financial procedures would be an advantage, as well as in monitoring project finances and finance reporting.

Languages
Excellent knowledge of English.

Competencies
- Ability to organize own work and take responsibility.
- Ability to prioritize work assignments, organize own schedule, perform routine work independently, meet deadlines and adapt to changing demands and multitasks.
- Proficient in basic computer software (Microsoft Word, PowerPoint, Excel, Adobe Reader) and ability to use other software packages required by the Office.
- Ability to collaborate with and obtain services from other work units inside or outside the office for completion of tasks.
- Ability to work as a member of a team and manage a heavy workload under time pressure.
- Knowledge of practices and procedures for preparing administrative documents and maintaining file system.
- Ability to compose correspondence and correct documents in accordance with established standards.
- Accuracy and ability to pay attention to details.

7. Insurance

The ILO accepts no liability in the event of death, injury or illness of the External Collaborator. The External Collaborator attests that he/she is adequately covered by insurance for these risks. In no circumstances shall the External Collaborator be covered by any ILO insurance, and it is his/her responsibility to take out, at his/her own expense, any personal insurance policies he/she may consider necessary, including a civil liability insurance policy.

8. Application Process

Proposals should be submitted electronically by **26 October 2022** to Mr Rex Varona ([varona@ilo.org](mailto:varona@ilo.org)), National Project Coordinator, Safe and Fair Programme, ILO CO Philippines, copied to Ms Karla Sanchez ([sanchezk@ilo.org](mailto:sanchezk@ilo.org)) with “External consultant – Logistical and administrative support and coordination (SAF activities, Q4 2023)” as the subject of the email. Each applicant should apply individually, submitting a proposal that includes updated CV, proposed budget and cover letter.

Applications submitted after the deadline will not be accepted.