



Terms of Reference – Copyediting Proofreading and Designing of Report

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| Assignment: | Copyediting proofreading and designing of report |
| Start date: | 15 February 2024 |
| End date: | 08 March 2024 |

1. Background

The digital economy has been expanding at a rapid pace and gaining prominence globally. To better understand the penetration of digital labour platforms in different sectors of the economy, assess business models, and social protection coverage in specific developing countries such as Kenya, Nigeria, Uganda and India, the International Labour Organization (ILO) with the support of Bill and Melinda Gates Foundation has undertaken a research project titled, **“Understanding and improving women’s work on digital labour platforms”**. In collaboration with the Indian Institute of Human Settlements (IIHS), Bangalore and the Centre for Internet Society (CIS), New Delhi, the India-based study attempts to capture perspectives regarding the rise of digital labour platforms and the measures required for promoting decentwork for all on such platforms.

The ILO hosted a Workshop on, **“Understanding and improving women’s work on digital labour platforms Stakeholder Consultation”** on 27 July 2023. As an outcome, a workshop report was prepared to record the important observations made by stakeholders who participated.

As the next step, the report needs to be Copyedited Proofread and designed as per ILO Branding Guidelines.

2. Scope of Work:

The service provider will carry out copyediting proofreading and designing of the report, **“Understanding and improving women’s work on digital labour platforms”**.



The service provider will undertake the following tasks:

1. Copyedit proofread and design the report in line with the ILO House Style Manual, including references and annexes.
2. Format the document along with tables, figures etc.
3. Have a maximum of three rounds of feedback with the ILO to incorporate suggestions.
4. **Pages – 32**

3. Timeline and Deliverables:

- Submission of the first draft copy editing, proofreading, and designing by **23 February 2024**
- Final version of the report copyediting proofreading and designing after incorporating ILO inputs by **08 March 2024**.

4. Payment Schedule:

The complete payment will be made upon submission of an invoice after the successful completion of the assignment as per the terms of reference to the satisfaction of the ILO.

GST to apply as per the statute. Kindly arrange to have the ILO UIN Number: 0717UNO00152UNY printed on the invoice where GST is being charged.

5. Qualifications and Experience:

- University degree in journalism, communication, and other relevant fields.
- Minimum 5 years of relevant professional experience (designing and editing) at the national and/or international level in media and communication management. Experience with the UN will be preferred but not the sole deciding factor.
- Excellent command of spoken and written English is required.

6. Selection Criteria:

Technical Criteria weightage 70%



- Understanding of the work requirement (20%)
- Experience in developing, designing, editing the report. (20%)
- Sample of work (1-5 pages), of similar assignment (30%)

*** Financial Criteria weightage 30%**

7. Duty Station:

The contract may carry out the assigned work from anywhere in India. No travel envisaged.

8. Contract Manager:

Primary Contact: Karun Gopinath, National Project Coordinator, ILO New Delhi,
(gopinath@ilo.org)

Secondary Contact: Akriti Paracer, Communications Officer, ILO New Delhi,
(paracer@ilo.org)

1. How to apply:

- a. Share samples of similar work done (brochures and reports) in the past along with your financial proposal.
- b. Kindly submit your technical and financial (INR) proposals for this assignment to Ms Rasna Kaur, email: kaurr@iloguest.org by CoB ,9 February 2024, 1700, hours.