

# Terms of reference

## Consultancy for

### Podcast production for ILO “Global challenges – Global solutions” podcast series

Title:	Production of four (4) ILO podcasts for the “Global challenges – Global solutions” series
Type of contract:	Individual contract (Excoll)
Location:	Global
Duration:	15/09/2024 – 15/02/25
Requirements for travel:	The assignment does not require travel
Conditions of employment/payment:	Payment will be made in one instalment upon final delivery of four podcasts in English, with accompanying “teasers” for social media, to the satisfaction of the ILO
Qualifications of consultant(s):	<ul style="list-style-type: none"><li>• University degree in journalism, audio-visual production, communications, international relations, social science or other relevant fields;</li><li>• Professional experience in developing and implementing communications/social media products, including relations with the press and media – at least 5 years;</li></ul>

	<ul style="list-style-type: none"> <li>• Experience working with international development agencies, projects or programs in communications is an advantage;</li> <li>• Professional experience in creating and/or running podcasts; and,</li> <li>• Background and exposure to thematic areas covered by the ILO Employment Policy Department is especially advantageous.</li> </ul>
Competencies:	<ul style="list-style-type: none"> <li>• Excellent drafting, formulation, and messaging skills proved by podcasts published and shared across popular platforms, such as Spotify and Apple Podcasts, SoundCloud, among others</li> <li>• Excellent oral and written skills in English. Good working knowledge of another UN language would be an advantage.</li> </ul>
Direct supervisor:	Head, Dept Management and Coordination Unit (DMCU)/ILO Employment Policy Department

### General background information on the context of the engagement:

In today's world of work the only certainty is change. The future of work is being shaped by globalization, digitalization, climate change and demographic shifts that impact labour markets worldwide. While these trends provide opportunities for the creation of new jobs, they also come with challenges, including the risk of deteriorating working conditions, further labour market disaggregation and difficult transitions for workers as well as a lack of capacity to profit from job creation. While these changes were compounded by the COVID pandemic leading to great upheaval in our lives, they also provide opportunities for moving towards a better tomorrow.

This raises crucial questions: what changes could be in store for the workplace, the workforce, and the nature of work itself? How can people acquire the skills they need for an evolving world of work? How do we ensure that opportunities afforded by new forms of employment are inclusive of everyone – women, youth, and vulnerable groups? How do we ensure that platform workers are afforded decent working conditions, a fair wage and social protection?

The Employment podcast series titled “[Global challenges – Global solutions](#)” explores the answers to these questions and others, placing explicit emphasis on providing policy guidance.

Launched in early 2020 the ILO Employment podcast series has produced over 40 episodes.

Four additional podcasts are envisioned under this consultancy, which will run from September 2024 through February 2025, including on themes such as employment

impact assessment, promoting productivity growth for decent work, and skills-based mobility for social and economic integration and inclusion.

### Structure and content

The proposed podcasts are audio productions with remote interviews/recordings made via an online audio recording platform like Zencastr. The structure for podcasts would be as follows:

- Each episode would consist of a 15-to-20-minute moderated interview with selected experts to be identified by ILO DMCU/Employment.
- The producer would work in close consultation with and under the direction of ILO DMCU/Employment to agree on the theme and guest(s)/expert(s) to be interviewed.
- The moderator or host of the podcasts, working in close consultation with the ILO DMCU/Employment focal point, is responsible for researching and producing the content of the podcast, and would liaise with selected specialists/guests on defining the scope of each interview, including questions to be explored for each episode.

### Objectives of the assignment

The objective of this consultancy is to support ILO Employment in the production of four multimedia podcasts that reflect the department's policy response and guidance as it relates to the theme under discussion.

### Expected deliverables

Under these Tors, the consultant will produce 4 podcast episodes ranging from 15 to 20 minutes in length with topics and speakers to be identified by focal points from the ILO DMCU/Employment, more concretely:

- Conceptualize and write the introduction and conclusion for four podcast episodes identified by ILO DMCU/Employment or their designee, [see PDF of "Transcript" for episode on ageing workers containing an example of introduction/conclusion](#). The assignment will also include hosting/moderating the interviews with the expert(s).
- Produce, edit and finalize the podcasts.
- Prepare transcript of the recording.
- Produce a "teaser" audio file for promotion of the episode on social media, sample "teaser" can be accessed [here](#).

One round of editing will be permitted to finalize the audio recording.

In delivering the outputs referenced above, the final audio recording is to be delivered in high-quality format for uploading on ILO DCOMM Soundcloud account, or the equivalent. This audio recording will be in English.

The direct supervisor approves results and checks the quality of the work performed.

## Duration

The assignment is expected to be undertaken over a period of five months, from 15 September 2024 to 15 February 2025.

The level of effort is estimated at 22 working days.

## Expression of interest

This call for expression of interest for production of podcasts is open to individual consultants. Individual applicants are allowed to apply together with others, but they shall clarify in their proposal who is the main individual responsible for the outcome and the focal point in contact with the ILO.

Consultants who would be interested and available to conduct this assignment should send an expression of interest by e-mail to [employment@ilo.org](mailto:employment@ilo.org), copying [kleinj@ilo.org](mailto:kleinj@ilo.org), by 30 August 2024 with the following:

- A detailed CV, highlighting relevant experience and list of podcasts, with related weblinks, produced on topics related to world of work issues.
- A breakdown of costs associated with the production, to include specific tasks, brief description, and cost for item listed.

For any questions about these ToRs contact [kleinj@ilo.org](mailto:kleinj@ilo.org).

The ILO values diversity. We welcome applications from qualified women and men, including those with disabilities.

The ILO will not consider incomplete submissions or applications received after the indicated deadline. All responses and supporting documentation received will be treated as strictly confidential and will not be made available to the public.

These ToRs do not constitute a solicitation. The ILO reserves the right to change or cancel this bidding process or any of its requirements at any time during the process; any such action by the ILO will either be posted publicly or directly communicated to all participants, as appropriate. Invitations to participate in tenders and any subsequent contract will be issued in accordance with the rules and procedures of the ILO.

### Contact details

**International Labour Organization**  
**Employment Policy Department**  
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Switzerland

Email: [employment@ilo.org](mailto:employment@ilo.org)

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