**Terms of Reference**

**ENGLISH EDITING SERVICE FOR INFORMAL EMPLOYMENT IN VIET NAM: TRENDS AND DETERMINANTS**

|  |  |
| --- | --- |
| **Programme/Project Name** | RBSA 107699 - VNM/20/01/RBS/501758  Task 1 VNM128 Ouput 3.1  |
| **Name of Institutional Service Provider**  | **BOOK NOW LIMITED** |
| **Duration of the contract** | **June to July 2021** |
| **Total value of contract (USD/VND)** | **US$ XXXX** |
| **Source of funding (AFF/PTAEO)** | 107699 - VNM/20/01/RBS/501758  Task 1 VNM128 Ouput 3.1 |

1. **Background & Rationale**

Within the framework of supporting the formalization of the informal economy in Viet Nam, the ILO has been studying informal employment and its drivers from several angles. One of them is an analysis of what Viet Nam’s national labour statistics tell us about informal employment in the country with the two authors Niall O’Higgins, Senior Researcher at ILO Headquarters, and Christian Viegelahn, Labour Economist at ILO Regional Office for Asia and the Pacific. Before publishing this analysis, the ILO Country Office in Viet Nam is looking for an experienced editor for the report “informal employment in Viet Nam: Trends and Determinants” to be published in August 2021.

1. **Objective/purposes**

The specific objective of this assignment is to conduct revision and substantial English editing of the report “informal employment in Viet Nam: Trends and Determinants”

1. **Scope of Works**

The service provider will carry out revision and substantial English editing of the report “informal employment in Viet Nam: Trends and Determinants” with approximately 18.68 pages with the average per page is approximately 1,000 words (equivalent to a total of 18,683 words)

1. **Specific Tasks and methodology**

To revise and edit substantial English version of the report “informal employment in Viet Nam: Trends and Determinants” with high quality.

The service provider is required to refer to the ILO’s house style manual throughout editing the document

1. **Expected results**

The service provider delivers a final high quality of substantial English editing of “informal employment in Viet Nam: Trends and Determinants” no later than 1 July 2021.

1. **Timeline:**

This work will be undertaken from June to July 2021

1. **Budget**

Total of contract value will be US$ xxx and a maximum of 18,683 words for 18.68 pages.

1. **Source of fund & financial agreement**

Source of fund: RBSA 107699 - VNM/20/01/RBS/501758 Task 1 VNM128 Ouput 3.1

Financial agreement (in conjunction with above-mentioned expected deliverables)

|  |  |  |
| --- | --- | --- |
| **Payment schedule** | **Amount (USD)** | **Deliverable/Output** |
| Total value of contract | US$ xxx | See Item VII |
| Advance payment (maximum 50% or USD 15,000 whichever is less) | Not applicable | Upon countersigned contract |
| Final payment (at least 20% of the contract value) | US$ xxx | Full payment (100%) with the amount of US$ xxx will be paid upon delivery of all product and submission of original invoice to the satisfaction of the ILO. |

1. **Appraisal and approval**

|  |  |  |
| --- | --- | --- |
| Prepared by  |  | Approved by Project Manager *(if applicable)* |
| Nguyen Thi Huyen, National Project Coordinator*Signature* |  | Valentina BarcucciLabour Economist*Signature* |
| *Date: 20 May 2021* |  | *Date: 20 May 2021* |

Annex for internal use only:

*A detailed cost breakdown*.

ATTENTION NOTE

Please note that the TOR could be adapted to fit well with the respective requirements of services, for example, provision of service for event organisation, research/evaluation, IT services, printing, etc.

For ease reference and proceeding in the IRIS, a brief/concise version could be made available by the responsible official.