

TERMS OF REFERENCE

Development and Production of E-Learning Videos

I. Background

Spearheaded by Habitat for Humanity Philippines and funded by the Federal Ministry for Economic Cooperation and Development (BMZ), the Enabling Construction Laborers to Attain Certified Vocational Qualifications (Panday Buhay) Project aims to enhance the livelihoods, economic resilience, and quality of life of construction workers. The initiative, spanning nine cities in Metro Manila, Cebu, and Negros Occidental, seeks to elevate industry standards through partnerships, training, and certification. To complement in-person capacity-building training sessions on various topics relevant to construction workers, the project will develop e-learning videos for ongoing education and broader dissemination.

II. Scope of Work and Expected Output

In collaboration with Habitat Philippines, the consultant will transform identified topics into e-learning videos, encompassing the following tasks:

- a. Collaborate on learning objectives with the Panday Buhay Project Team.
- b. Develop the content, storyboard, script, and overall creative execution of the e-learning videos based on the reference materials provided by Habitat Philippines.
- c. Develop three (3) 5 to 7 minute learning videos per topic in Tagalog, Hiligaynon, and Bisaya.
- d. Dialect translation will be care of by the consultant and approved by Habitat Philippines.
- e. Ensure consistency in branding, messaging, and creatives in all materials.

III. Topics:

a. Legal Literacy

- i. Introduction
- ii. Legal and Constitutional Basis
- iii. Fundamental Principles and Concepts
 1. Basic Rights of Employees/Workers
 2. Basic Rights of Employers
- iv. Labor Standards
 1. Condition of Employment
 2. Wages
 3. Types of Leaves
- v. Labor Relations
- vi. Post Employment
 1. Employer-Employee Relationship
 2. Termination of Employment
 3. Legal Remedies for Illegal Dismissal

b. Gender and Development

- i. Introduction
- ii. Definitions
 1. Sex and Gender
 2. Gender Inequality
 3. Sexual Orientation
 4. Gender Identity
 5. Gender Expression
 6. Sexual Characteristics
- iii. Philippine Laws Promoting Gender Equality

c. Savings Mobilization and Social Protection

- i. Savings Mobilization and Social Protection
 1. Daily Savings
 2. Micro-Insurance
 3. Managing the First Loan-Payout Meeting

4. Share-Out Meeting and Reform
5. Social Fund-Shared Purchase and Audit Policies

- d. **Governance and Management of Cooperatives**
 - i. What is Governance and Management of Cooperatives?
 - ii. Understanding Cooperatives in the Philippines
 - iii. Benefits of Cooperatives and Role of Board of Directors
 - iv. Principles of Cooperatives
 - v. Types of Cooperatives in the Philippines
 - vi. Case Study on Cooperatives
- e. Financial Management
 - i. Accounting Systems
 - ii. Budgeting
 - iii. Financial reporting
 - iv. Documenting cash and preparing cash receipts
 - v. Storing deposit and withdrawal slips
 - vi. Prohibited financial practices
 - vii. Handling online payments, petty cash,
 - viii. Procedures for conflicts of interest and insider transactions
 - ix. Documentation of financial records
 - x. Simple Book-keeping

IV. Key Deliverables for Each Topic:

- a. Content, storyboard, script, and creative execution
- b. Three (3) 5 to 7-minute e-learning videos: one (1) in Tagalog, one (1) Cebuano, and one (1) in Hiligaynon

V. Audience

Primary learners are graduates of construction-related courses in Metro Manila, Negros Occidental, and Cebu. They currently serve as officers and members of workers' associations in the construction industry.

VI. Time Schedule

A proposed working timeline for video production, including turnaround time for revisions and feedback, should be submitted and approved before developing the content for the videos. All e-learning videos should be finalized, approved, and accepted by Habitat Philippines on or before **April 15, 2024**.

VII. Payment

Payment for each e-learning video production includes applicable withholding tax and follows the tranches:

- a. 30% upon signing the contract
- b. 40% upon delivery of the first pass
- c. 30% upon satisfactory completion and acceptance of all training videos