

**Call for Engagement of 1 Regional consultant on basic safety and health at work, standards, labour conditions, advocacy & lobbying skills of representatives of CSOs and Public Institution (Activity 1.4.)**

## **ANNEX II: TERMS OF REFERENCE**

### **Implementing organization**

Macedonian Occupational safety and Health Association

Serbian Association for Occupational Safety and Health

Albanian Occupational Safety and Health Centre

Safety at Work Association of Montenegro and

Kosovar Occupational Safety and Health Association

### **Contract Nr.**

No. 2015/370-380

### **Introduction and Background**

The Project - *“Increasing capacities and strengthening of the role of the regional CSOs for improvement of the labor conditions and dialogue with Public Institutions”*, is implemented in the frame of European Instrument EuropeAid/150147/DH/ACT/PRAREG, supported by the European Commission in Brussels. Project will be commenced in 5 IPA countries through the involvement of project partners:

- Macedonian Occupational Safety and Health Association (MOSHA),
- Serbian Association for Occupational Safety and Health,
- Albanian Occupational Safety and Health Centre,
- Kosovar Occupational Safety and Health Association and
- Safety at Work Association of Montenegro.

**Overall project objective** is enabling environment for dialogue between regional CSOs and public institutions for improving labor conditions.

**Target groups** are CSOs from 5 IPA beneficiary countries, Public Institutions, Trade Unions, Employers' Organizations and Media.

## Increasing capacities and strengthening the role of regional CSOs for improving labour conditions and labour dialogue with Public institutions

**The final beneficiaries** are Workers, Employers, Employees, CSOs from 5 IPA beneficiary countries, Public Institutions, Media.

**Specific project objective** is more dynamic civil society through networking, advocacy, long-term strategic organizational planning and fostering the level of involvement and inclusion of CSOs in decision making process related to safe and healthy labor conditions.

The project consists of three interlinked components:

1. **Strengthened CSOs' capacities for safety and health at work standards, labour conditions, advocacy, networking and co-operation with public authorities.**
2. **Increased CSOs capacities to elaborate strategic long-term organizational plan on safety and health at work, CSO advocacy and to use best practices from the EU countries to underpin their activities on regional and national level.**
3. **Effective and broad communication of results to the public and media regarding CSO regional collaboration, networking, safety and health at work and labour conditions.**

## OBJECTIVE, PURPOSE & EXPECTED RESULTS

### 1.1 Overall objective

Main objective is delivering of 5 three-day trainings for Csos, Media organizations and Public Institutions, in Macedonia, Albania, Serbia, Kosovo and Montenegro.

The aim of this trainings is to strengthen CSOs' and Public Institutions capacities for safety and health at work standards and the advocacy & lobbying skills, long-term strategic organisational planning, funding diversification of the CSOs representatives.

Therefore, domestic trainers on OSH and advocacy and lobbying, regional and EU expert will be engaged into preparation and realization of 5 training plans.

Training modules will be focused as well as for knowledge improvement of the staff members of regional CSOs on developing a communication strategy, communication tools and techniques with public and media outlets.

The training programs also will help the participants to: advocate for recognition of CSOs roles and voices, impact for the benefit of the marginalized, get advices to help in the struggle for funding, learn opportunities, demonstrate their impact in order to secure public support, define what on enabling environment for CSOs looks like and how the networking on national and regional level can help them in influencing policy Decision-Making Process.

## Purpose

The purposes of this contract are:

- Preparation of Module for trainings on basic safety and health at work, standards, labour conditions, advocacy & lobbying skills of representatives of CSOs and Public Institution in EU
- Delivering the trainings
- Reporting on trainings

## 1.2 Results to be achieved by the Consultant

As a result of project's implementation, the following results will be achieved:

Prepared Modules  Trainings delivered  Reported trainings

# 1. SCOPE OF THE WORK

## 2.1 General

### 2.1.1 Description of the assignment

The contract will support the Macedonian Occupational Safety and Health Association in overall process of implementation of the project ***“Increasing capacities and strengthening of the role of the regional CSOs for improvement of the labor conditions and dialogue with Public Institutions”*** trough delivering the 5 three-day trainings.

The offers can be submitted, both, by individuals and legal entities. In case if the Contractor/Consultant is a legal entity, it must offer experts and trainers experienced in providing/implementation of similar activities. The proposed experts must satisfy the criteria described under section 3.

### 2.1.2 Target groups

Representatives of Civil Society/Media Organizations and key Public Institutions.

**Increasing capacities and strengthening the role of regional CSOs for improving labour conditions and labour dialogue with Public institutions**

**Specific activities**

**Activity 1**

The Consultant should prepare **modules and plan for implementation for the trainings** with theme: **Strengthening technical/organisational aspects of CSOs and Development of technical and organisational skills in the sphere of effective participation in policy-making and decision-making processes:**

- CSOs participation in Decision-Making Process (Representative, transparent accountable, effective and sustainable CSOs).
- Policy analysis: approaches, mechanisms and tools;
- PR/Media for CSOs (communication - collaboration - partnership);
- Policy Development and Integration into ongoing Operations;

5 of three-day trainings will be organized in Macedonia, Montenegro, Kosovo, Serbia and Albania, chronologically by months:

- 12.09.2017 – 14.09.2017 - Regional trainings (3 days) – Ohrid, Macedonia
- 19.09.2017 – 21.09.2017 - Regional trainings (3 days) – Montenegro
- 03.10.2017 – 05.10.2017 - Regional trainings (3 days) – Kosovo
- 24.10.2017 – 26.10.2017 - Regional trainings (3 days) – Serbia
- 14.11.2017 – 16.11.2017 - Regional trainings (3 days) – Drac, Albania

Since the engagement of Consultant is by day, it is foreseen 5 days for this activity.

**Activity 2**

The Consultant will be engaged to **deliver the trainings** in 5 IPA countries, during the period from June till November 2017. Total number of participants for all trainings is 150 representatives of Civil Society/Media Organizations and key Public Institutions. For this activity is foreseen 7,5 days.

**Activity 3**

The Consultant will be responsible to prepare activity report for the trainings. For this activity is foreseen 0,5 day for training held in each IPA country.

**The Consultant will be engaged for 2,5 productive days.**

**In total for each activity the Consultant will be engaged for 15 productive days.**

The Consultant must also observe the latest Visual Identity Guidelines for the Programme (if applicable) and Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project.

(See [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm) ).

## 2. LOGISTICS AND TIMING

### Location

The location of activity will be in Macedonia, Montenegro, Kosovo, Serbia and Albania

### Commencement date & Period of implementation of tasks

Activity	Task details	Time frame	Estimated number of days
1.4	Modules for the trainings	July to August 2017	5 days
1.4	Deliver of the training	September to November 2017	7,5 days
1.4	Reports for 5 trainings	November 2017	2,5 days

## 3. REQUIREMENTS EU expert

### *Qualifications and skills*

- EU citizenship (advantage but not obligatory)
- University degree – master of PhD degree (advantage but not obligatory)
- Consultant for OSH
- Creative and constructive person with excellent communication and organization skills
- Proficiency in English

### *General professional experience*

- Preferably 4 years' experience, but a minimum 3 years regraded

### *Specific professional experience*

- At least 3 years' professional experience as a OSH specialist/expert on consultancy

### SELECTION CRITERIA

1. Methodology and organization 40 points
2. CV 40 points
3. Offered price 20 points

### TOTAL POSSIBLE POINTS 100

The offer with the most points will be considered for review and signing the contract.

**Increasing capacities and strengthening the role of regional CSOs for  
improving labour conditions and labour dialogue with Public institutions**

In order to be guarantee the impartiality, the Consultant must not apply under tender procedures subject of preparation under this contract.

\* **The Consultant will cover his expenses for accomodation.Travel costs covered by supplier.**

#### **4. REPORTS**

The consultant will submit a **Final report** in English language in one original. The **Final report should be** maximum 3 pages (main text, excluding annexes) in form that will be given by MOSHA. This report shall be submitted no later 5 days after the end of the period of delivering of the trainings. The report shall contain a sufficiently information about the performed activities. The report must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the report.

#### **5. MONITORING AND EVALUATION**

##### **Definition of indicators**

Indicators for the foreseen activities in this contract are:

- Organized and conducted 5 three-day seminar/training;
- Modules for the training prepared;
- Reports prepared and delivered to the project implementer;
- Minimum 1 idea/proposal as output from the trainings submitted;