

TERMS OF REFERENCE

In the framework of contract no. IPA/2019/413-810 signed with the European Commission, The Macedonian Occupational Safety and Health Association is announcing the need to hire a Consultant to develop the Project Communication Strategy for the project “Enhancing Labour conditions and Occupational Safety and Health as a support to the Countries from the Western Balkan toward accessing European Union”

Project will be commenced in 5 IPA countries through the involvement of project partners:

- Macedonian Occupational Safety and Health Association (MOSHA),
- Eko Centar Serbia,
- Albanian Occupational Safety and Health Centre,
- Kosovar Occupational Safety and Health Association and
- Safety at Work Association of Montenegro

Overall objective(s) is strengthening the impact of civil society organizations in the region for effective and responsible participation in the policy processes and occupational safety and health reforms in Western Balkans.

Specific objective(s) 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 labour conditions.

Project’s key stakeholder groups are the grass-root and civil society organizations from IPA region, members of the National OSH Councils, social partners and public institutions.

Final beneficiaries are: State institutions, employee, employers and population in general.

Expected (estimated) results of the 46th month project is the following:

Result 1: Strengthened capacities of the OSH Councils and enabling a favorable environment for efficient and constructive participation in the OSH design making and reform process.

Result 2: Increasing capacity of civil society and key actors in the IPA region, OSH implementation, working conditions, advocacy and lobbying and enabling their participation in creation of OSH policies.

Result 3: Effective and broad communication of results to the public and media regarding CSO collaboration, networking, safety and health at work and labour conditions.

Description of the assignment

The Consultant must prepare:

1. Development of project strategy
2. Communication and visibility plan¹ for all 5 IPA Countries, partners in the Project

¹ Any Communication and Visibility Plan shall comply with the rules set down in the Communication and Visibility Manual for European Union External Actions published by the European Commission, that can be found at: http://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en

- Commencement date & Period of implementation of tasks:
 1. Starting from 3 February 2020, the time of final version of the required documents is 30 working days, not including the non-working days (as State and religious holidays) and weekends.
- Required outputs:
 1. Presentation of the draft version of the Project Communication Strategy (with possibility to be revised from the partners of the Project);
 2. Submitting the final document of Project Communication Strategy;
 3. Submitting report for implemented activity;
 4. Complementing and revising the final document by recommendations and suggestions from the Donor.

1. LOGISTICS AND TIMING

1.1. Location

The location of the activity will be in the Republic of Macedonia.

1. Commencement date & Period of implementation of tasks

Starting date of this activity is 03.02.2020.

Ending date of this activity is 13.03.2020.

2. REQUIREMENTS

2.1 Consultant - expert

Qualifications and skills

- University degree – master or PhD degree (advantage but not obligatory);
- Excellent communication and organization skills;
- Ability to prepare reports;
- Creative and constructive person;
- Proficiency in English;

General professional experience

- Preferably 3 years of professional experience;

Specific professional experience

- At least 2 years of professional experience on project implementation (preference – implementation of the projects supported by the EU);
- Proved experience in preparation of reports according to EU requirements;
- Practical experience in implementation of Cross-border cooperation projects;
- Knowledge and experience in the field of safety and health at work;
- Experience in the field of media and public communication.

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.

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

3. REPORTS

The consultant will submit a **Final report** in English and one in original. The **Final report should be** maximum 4 pages (main text, excluding annexes) in free format. This report shall be submitted no later than 5 days after the end of the period of implementation of tasks. The report shall contain sufficient 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.

4. MONITORING AND EVALUATION

1.1 Definition of indicators

Indicators for the foreseen activities in the contract are:

1. The final document of Project Communication Strategy;
2. Report for implemented activity