

ANEX 2

Terms of Reference

for two experts on preparation of analysis of the current situation of the organizational and institutional capacity of the OSH Councils, existing advocacy and lobbying capacities of CSOs and members of the OSH Councils.

Implemented by:

Macedonian Occupational Safety and Health association-MOSHA

Contract number IPA/2019/413-810

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 two experts 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

1. OBJECTIVE AND EXPECTED RESULTS

Activities that should be undertaken to achieve foreseen objective within this ToR are listed below:

Activity 1.1 Analyses of the current situation of the organizational and institutional capacity of the OSH Councils, existing advocacy and lobbying capacities of CSOs and members of the OSH Councils.

Proposed activity aims at providing a comprehensive assessment and identification of the organizational and institutional capacities of the OSH Councils and their strengths, weaknesses, impacts, as well as challenges concerning their further promotion of the occupational safety and health development policies. MOSHA and the project partners, directly assisted by external experts engaged on a short-term basis, shall conduct individual assessments of three (3) OSH Councils (North Macedonia, Kosovo and Serbia) in three complementary directions. Namely:

- I. Organizational capacity of the OSH Councils**
- II. Institutional capacity of the OSH Councils**
- III. Advocacy and lobbying skills of the members of the OSH Councils**
- IV. Revision over the implementation of the strategic occupational safety and health documents of the key stakeholders competent for their implementation**

2. EXPECTED RESULTS

Objective for Activity 1.1: Two Experts to prepare 3 analysis of the current situation of the organizational and institutional capacity of the OSH Councils, existing advocacy and lobbying capacities of CSOs and members of the OSH Councils.

- Preparation a questionnaire for examining the situation
- To visit and interview with 3 OSH Councils in 3 IPA countries
- Process the data and preparation of the 3 (three) analysis
- Prepare a draft report and a final report on the work in the English language.

3. LOGISTICS AND TIMING

3.1 Location

The location of the activity will be in the R.N. Macedonia, Serbia and Kosovo.

3.2 Commencement date & Period of implementation of tasks

Starting from 13 April 2020, the time of final version of the required documents is 35 working days for each ekspert, not including the non-working days (as State and religious holidays) and weekends.

Starting date of this activity is 13.04.2020.

Ending date of this activity is 15.06.2020.

4. REQUIREMENTS FOR THE EXPERTS

The experts that are interested to cooperate within the project “Enhancing Labour conditions and Occupational Safety and Health as a support to the Countries from the Western Balkan toward accessing European Union”, are required to submit the requested documents and deliver proof of qualifications, latest on 07.04.2019, on the following e-mail: kontakt@mzzpr.org.mk; or personally on the address of MOSHA, Vostanicka str. Nb. 2/8, 1000 Skopje, R.N. Macedonia.

The experts should meet the following requirements:

- To be citizens from the IPA Region.
- To have at least Bachelor's education degree from required areas: planning and strategic management, public policies, development, economy and management.
- To have at least few years of professional experience in the required area of expertise.
- To possess analytical and facilitation skills.

The experts are required to submit the following documents:

- Working CV.
- Motivation letter.
- Proposed methodology and access for activities implementation.
- Budget.

5. BUDGET

The budget proposed by the experts should be in EUR without VAT including personal tax, travel expenses, accommodation and price per one consulting day.

6. 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.

7. 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.