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1. BACKGROUND INFORMATION

1.1. Partner country

Republic of Macedonia, Albania, Kosovo*, Serbia, and Montenegro.

1.2. Contracting authority

Macedonian Occupational Safety and Health association-MOSHA

Contract number IPA/2019/413-810

Project partners:

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

Name of 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 duration: 46 months

1.3. Country background

1.4. Current situation in the sector

European Union informs that every year, occupational accidents cause the death of more than 4,000 people, and more than 3,000,000 workers suffer a serious accident. Statistic data of ILO shows that on every 15 seconds, 153 workers have a work-related accident. Every day, 6,300 people die as a result of occupational accidents or work-related diseases – more than 2.3 million deaths per year. 317 million accidents occur on the job annually; many of these resulting in extended absences from work. The human cost of this daily adversity is vast and the economic burden of poor occupational safety and health practices is estimated at 4 per cent of global Gross Domestic Product each year. It is concerning information, which is pointing out that Europe is the leading victim of occupational cancer globally, 7.5% of all cancer deaths, or 102,500 deaths based on ILO estimates. The number of workplace accidents has decreased by 25% over the last 10 years.

As far as the Balkan region is concerned, according to unofficial published data and sources from the strategic OSH related documents (including the inspection supervisions) more than 20,000 injuries have occurred at the workplace over the past four years.



IPA countries have adopted legislation on workforce protection and with reference to the OSH field, but nonetheless they remain moderately prepared to comply with EU legislation governing this area.

The problems that need to be addressed in improving working conditions and occupational safety and health are very similar in all countries, and certain segments of the situation are included in the individual EU progress report of the countries in the IPA region. Apart from the challenges in the labour field, we can highlight that civil society can play a pivotal role and contribute greatly to the attainment of economic and social equity. Unfortunately, with reference to the afore-stated, civil society organizations continue to express their concerns about the difficult climate in which they operate and the limited governmental commitment to dialogue and cooperation with them.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

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.

2.2. Purpose

The purpose of this contract are as follows:

Purpose 1: Two Project Evaluation (Related to Budget line 5.4.1)

Activity 1: Mid-term Evaluation

Activity 2: Final Evaluation

Output: Mid-term and Final Evaluation

2.3. Results to be achieved by the contractor

Expected results of the project are:

- Result 1: Prepared mid-term and final evaluation



3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

The main assumptions for implementation of the activities include:

- willingness of the CSOs and public institutions to work together improving of labour conditions in Macedonia and
- existence of transparent and accountable Civil Society Organisations

Organizational assumptions:

- Participation by the leader applicant and all co-applicants in the tender process as per EU regulations.
- Effective communication and active participation of all stakeholders is necessary.
- Steering and coordination committees, seminars by the beneficiaries/stakeholders as per work plan of the project.
- Sufficient managerial, technical, and human resources allocated to the relevant departments.
- EU procedures to be followed in all procurement steps.
- Own co-financing secured

3.2. Risks

MOSHA has identified possible risk areas which may aggravate the seamless implementation of planned activities. Thus, it has outlined them according to work packages and designed risk mitigation measures to tackle them.

- Inefficiency in respecting time-frame and expenses as planned
- Weak CSOs' capacity of dialogue with public authorities and low level of participation of representatives from the OSH Council and the gross root and civil society organizations
- Indifference on the part of the OSH Council to cooperate with the CSOs and to provide for their involvement in the process of designing and making OHS decisions
- Indifference on the part of the gross root organizations to strengthen their organizational development and representation of skills for occupational safety and health
- Indifference on the part of the key OSH institutions for implementation of the draft occupational safety and health policies.

Other risks, outside of intervention of the Applicant, include new legislation and by-laws on OSH and CSO, requiring change in approach and different set of interventions.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Project description

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.

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

4.1.2. Geographical area to be covered

Republic of N. Macedonia, Albania, Kosovo*, Serbia, and Montenegro.

4.1.3. Target groups

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.



4.2. Specific work

Coordinator of the project will engage the evaluator for Mid-term and Final evaluation of project activities.

Project outputs (Mid -term evaluation) 01.02.2020-31.12.2021	Project outputs (Final evaluation) 01.01.2022-15.11.2023
<p>One (1) Communication strategy plan; Three (3) Mid-term and one (1) final narrative report; Periodical and final external evaluation; 6 Coordination meetings between partners; Three (3) analyses of the OSH Councils shall be drafted for North Macedonia, Serbia and Kosovo; One (1) comparative analysis shall be drafted regarding the functioning of the OSH National Councils at the regional level and the EU best practice paper; Number of drafted internal procedures of the OSH Councils in 3 IPA countries; Submitted initiative and acts for establishment of OSH Councils in Albania and Montenegro; Number of formal meetings; Six (6) trainings for the OSH National Councils for the effective implementation of national OSH action plans; One (1) Round Table for the OSH Councils from 5 IPA countries, One (1) regional platform; One (1) regional TV project – 18 stories created and promoted in 5 IPA countries; One regional network of media organizations and journalists; 2 two-day regional trainings about the regional network of journalists;</p>	<p>Five (5) public debates organized in the Republic of North Macedonia, Kosovo*, Albania, Serbia and Montenegro; Five (5) press-release issued; Five (5) Policy papers on OSH reform practices prepared and delivered in Macedonian, Albanian, Serbian and Montenegrin language; Ten (10) Regional capacity building training programs; At least 15 working meetings between the CSOs and the relevant stakeholders will be organized in the Republic of North Macedonia, Kosovo*, Montenegro, Serbia and Albania; A number of formally submitted initiatives and drawing up draft policies aimed at improving the work conditions and OSH reforms; evaluation of at least 10 sub-grant projects realized in 5 IPA countries; One (1) three-day regional training for sub granting CSOs; One (1) promotional video; Social media ads (up to 50); Working materials (pens, folders and notebooks 500 copies each); Twenty-five (25) guest shows in 5 IPA countries; One (1) regional platform; Continuation of 1 interactive website of the BALcanOSH.net; Number of advocacy initiative regarding OSH reforms in 5 IPA countries; One (1) International CSO conference on regional collaboration.</p>

The evaluation will assess the project against the criteria of sustainability, impact, relevance, - effectiveness and added value of the processes initiated.

-To provide a detailed, objective and independent assessment of the project outputs against the expected results and planned objectives. The evaluation shall focus on both quantitative and qualitative results and include, among others, an evaluation of the relevance, quality, effectiveness and efficiency of the activities carried out, coordinator and partners in the action and their capacity for carrying out the planned activities in the 5 IPA countries.

- An evaluation of the relations between coordinator and partners in the action, the beneficiaries in terms of involvement of beneficiaries and their perceptions and views of the end results of the project activities.

- A compilation of key lessons and practical recommendations for future project planning and implementation.

Specific issues addressed during the evaluation process are:

i. The effectiveness and efficiency of project implementation, including assessing the institutional arrangement, partnerships, risk management, M&E and project implementation;

ii. The relevance of the project intervention in relation to the existing needs of the stakeholders;

iii. To review of the project management including HRM, Project monitoring, Procedures and Financial aspects.

iv. Identification outputs and lessons learned.

*** Specific activities to be undertaken: The final evaluation will also include the evaluation of the grant scheme.**



METHODOLOGY AND WORK PLAN

METHODOLOGY

The methodology to be used is to be defined by the evaluator/evaluation team, as part of their technical proposal and should be designed to effectively respond to the questions raised above.

WORK PLAN

Activities will include, but will not be limited to:

- Inception of desk phase and field phase review
- Desk phase review
- Field phase, including data collection from staff and key stakeholders and beneficiaries
- Review and discussion of initial findings with Lead partner MOSHA and
- First draft report
- Final report

DOCUMENTATION

- Supporting documentation available to the evaluator/evaluation team includes:
- Grant application;
- Project LFA;
- Events evaluations;
- Project implementation strategy;
- Communication strategy;
- Project interim reports;
- Project outputs from all activities
- Final narrative reports from the grant scheme



STRUCTURE AND PRESENTATION OF THE MID TERM AND FINAL EVALUATION

The mid-term report should not be longer than approximately 25-35 pages and final report should not be longer than approximately 50-70 pages. It shall be written in English and describe the evaluation, the evaluation findings, lessons learned and recommendations. Additional information on overall context, project or detailed methodology and analysis aspects shall be confined to annexes.

The main sections of the evaluation report shall include at least:

1. Executive Summary
2. Introduction (including evaluation context, methodology, constraints, and limits, and evaluating team).
3. Description of the intervention evaluated
4. Analysis of the information compiled
5. Answered questions/ Findings
6. Lessons learned
7. Recommendations
8. Annexes

4.3. Project management

4.3.1. Responsible body

The Contracting Authority Macedonian Occupational Safety and Health Association is responsible to launch the service tender procedure, sign the service contract, authorize payments to the contractor and handle the financial management and control during project implementation. The day-to-day operation project implementation will be also performed by MOSHA.

MOSHA, as a lead applicant together with project partners, will be overall responsible for management of the action.

The project team is composed of: Project Manager, Financial Manager, 5 Project Officers.

4.3.2. Management structure

The project team is composed of: Project Manager, Financial Manager, 5 Project Officers.



4.3.3. Facilities to be provided by the contracting authority and/or other parties

The Contracting Authority will provide all necessary facilities, including printing of materials etc.

5. LOGISTICS AND TIMING

5.1. Location

Republic of Macedonia, Albania, Kosovo*, Serbia, and Montenegro.

5.2. Start date & period of implementation

The intended start date is 01.01.2022

Activity 1- Mid term Evaluation initial dates: 01.01.2022-28.02.2022

Activity 2- Final Evaluation initial dates: 01.09.2023- 15.11.2023

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1. Key experts

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit CVs and statements of exclusivity and availability for the following key experts:

The tasks of this call can be performed by one or more key experts (individuals or companies).

The profiles of the key expert for this contract are follows:

Qualification and skills

- Relevant academic degree

General professional experience:

- Have a solid demonstrated background in qualitative/quantitative project evaluation of more than 5 years

Specific professional experience:



- Understanding of networking in the region
- Understanding of OSH organizations in the region of Balkan.
- Proven record in leading evaluations in the context of international co-operation.
- Knowledge of, and experience in applying standard evaluation principles, qualitative and quantitative evaluation methods.
- Ability to draft concise evaluation reports of high quality in English.

6.1.2. Non-key experts

N/A

6.2. Office accommodation

Office accommodation of a reasonable standard and of approximately 10 square metres for each expert working on the contract is to be provided by the Contractor.

6.3. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

6.4. Incidental expenditure

All costs for implementation of the activities (travel costs in the countries of the IPA region, accommodation, food, etc.) will be covered by the hired expert / company.

6.5. Lump sums

N/A

6.6. Expenditure verification

N/A



7. REPORTS

7.1. Reporting requirements

The Contractor will submit the following reports in English in one original and one (1) copy:

Name of report	Content	Time of submission
Draft final report	Maximum 5 pages in the format given by the Contracting Authority	No later than 15 days before the end of the implementation period.
Final report	Maximum 10 pages in the format given by the Contracting Authority	No later than 15 days before the end of the implementation period.

7.2. Submission & approval of reports

The project manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

Indicator 1: One (1) Mid -term evaluation

Indicator 2: One (1) Final Evaluation/

9. PRESENTATION OF THE TECHNICAL PROPOSAL

Individuals and legal consulting companies working in this field can apply for the announced call.

Criteria for application of individuals / experts:

Qualification and skills

- Relevant academic degree

General professional experience:

- Have a solid demonstrated background in qualitative/quantitative project evaluation of more than 5 years

Specific professional experience:

- Understanding of networking in the region
- Understanding of OSH organizations in the region of Balkan.
- Proven record in leading evaluations in the context of international co-operation.



- Knowledge of, and experience in applying standard evaluation principles, qualitative and quantitative evaluation methods.
- Ability to draft concise evaluation reports of high quality in English.

Required documents to be submitted: CV, organization and methodology, budget.

For legal entities / consulting companies according to the call it is necessary to submit:

Company portfolio and experience in this field, key experts engaged in this field (related to the requirements of item 6.1.1) organization and methodology, budget.

Deadline for submission of proposals and resumes: 10th December 2021.

Proposals should be sent to:

Macedonian Occupational Safety and Health Association – MOSHA

E-mail: kontakt@mzzpr.org.mk



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