Terms of Reference – External Collaborator

**National Consultancy for training of employers and workers on Occupational Safety and Health (OSH) at employment-intensive construction work sites**

**Start Date:** 26 September 2021 **End Date:** 30 October 2021

**I. Background**

The construction sector is one of the largest industrial sectors not only in Sudan but worldwide. This sector consists mostly of small and medium-sized enterprises (SMEs). Within this context, the development of small construction sites has been described as an important mechanism of enhancing value chain development, employment creation and alleviation of poverty.

Construction is a hazardous industry by nature, having the highest rate of injuries and fatalities worldwide. Shedding the light on the conditions in Sudan, the situation is beyond serious. The absence of training and awareness, lack of national Occupational Safety & Health (OSH) Policy, unavailability of enforcement of rules and regulations, and poor safety culture in general, played a role in increasing the fatalities and injuries rate, which led to a loss on the individual, company, and society levels. Additionally, workers in the construction sector are exposed to environmental hazards such as high temperature, direct sunlight, and humidity. There are no proper records for OSH incidents and illnesses due to the lack of data, however, the discussion with different contractors and the other stakeholders disclosed a serious and considerable number of fatal and major incidents in the construction field in Sudan.

ILO’s Labour Administration Department has developed WISCON (Work Improvement in Small Construction sites) tool as a significant component of the decent work package to train employers and workers to improve safety practices that also increase work productivity. The WISCON tool focuses on simple, practical ways which SME can easily implement, the tool also encourages exchanging practical improvement experiences instead of pointing out to the problems. WISCON also promotes active participation of both workers and employers in the process of improvements. It is tailored to the needs of labour-intensive types of construction works. An updated version of WISCON will be available on [the ILO website](https://www.ilo.org/newdelhi/whatwedo/publications/WCMS_815466/lang--en/index.htm).

The ILO aims to intervene in the improvement of OSH practices with the aforementioned tool tailored to the local contexts in its target areas in Assalaya and Nimir in East Darfur and Keilak/Kharasana and Al Meiram in West Kordofan under the Government of the Netherland’s “*Partnership for Improving Prospects for Forcibly Displaced Persons and Host Communities (PROSPECTS)*” project.

The project will engage 10 contractors from East Darfur and West Kordofan (5 from each state) through small trial contracts. Each contracting company will receive a contract of approximately 50,000 USD to recruit local workers (host communities and replaced persons) and implement the labour-based methods of construction work in the area of borehole and health centre rehabilitation. The contractors will select the construction workers under the guidance of the ILO. In March/April 2021, 3 representatives from each of these selected contractors (30 representatives in total) undertook a 3-week theoretical training, including on the principles of OSH, offered by the ILO.

At the onset of each trial contract work, there will be a need for additional and practical on-site training on OSH principles for the contractor and its workers as well as representatives from the partner institutions**.** After this initial OSH training, the implementing partner in each state (International and National NGOs), together with the ILO representatives, will provide day-to-day supervision of the trial contracts, including the adherence to the OSH principles.

**II. Objectives**

* To contribute to the promotion of awareness of safety and health measures as well as to promote the safe working culture in West Kordofan and East Darfur.
* To extend OSH protection to the construction sector in West Kordofan and East Darfur by applying participatory action-oriented training methodology.
* To formulate a network of OSH facilitators in respective States, and enhance the understanding of the OSH principles with the support of WISCON tool (an updated version to be published in late July). This network will be able to conduct WISCON training to the enterprises and carryout follow-up activities in the workplaces for improving the working conditions and the productivity in the construction sector in the region in a sustainable manner.
* To adapt the WISCON’s tool into the local context and use it in the training curriculum.

**III. Participants**

Approximately 50-100 casual workers and site supervisors in each of the 10 working sites, and representatives from partner institutions, including training institutions.

**IV. Construction site visit and workplace safety demonstration**

A one-day workshop in each worksite will be organized on the first day of the trial contract. All participants will be invited to join this exercise in order to identify good practices, hazardous behaviors, and improvement points in the construction works, in particular:

1. **Safety of workplaces**

* including placement of materials and equipment, safe steps, removal of projecting nails, building of fences and visible danger signs

1. **Trenches and excavations**

* including shielding, and ladder installments

1. **Safe lifting and material handling**

* including the provision of appropriate container size, appropriate weights for manual handling, use of carts, wheelbarrows, and safe lifting

1. **Safety of hand tools**

* Including the tool choice, proper use of hand tools, minimization of vibration and noise, and provision of tool storage

1. **Safe working environment**

* Provision of sufficient lighting, dust isolation, PPE provision (also in relation to COVID-19), provision of PPE storage, and waste disposal

1. **Welfare facilities and work organization**

* Provision of drinking water, eating space, toilets, sanitation/hand-washing facilities, first aid kits, frequent short breaks, and OSH monitoring mechanism

**V. Deliverables and Reporting lines**

The consultant will be under the general supervision of the PROSPECTS Sudan Program manager based in Khartoum and supervision of the EIIP regional specialist based in Addis Ababa, Ethiopia. At the field level, the consultant will work closely with PROSPECTS EIIP engineers based in East Darfur (Ed Dain) and West Kordofan (El Fula) for administrative and operational matters. Deliverables under this assignment shall be submitted to the aforementioned ILO offices, approval of those outputs for payment will be made upon satisfaction of the ILO with the quality of products/documents. These deliverables are: -

* An inception report containing training materials and modalities (incl. work plan) to be developed in consultation with implementation partners and local training institutions
* 10 workshops (5 in Ed Daein (East Darfur State), and 5 in El Fula (West Kordofan State))
* A final report capturing key features of the assignment (including any challenges and recommendations) as well as the participants’ evaluation and recommendations.

**VI. Date:**

Mid September – Late October (TBD)

**VII. Training programme focus areas**

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| **Sample training programme** | |
| 08.30 – 09.00 | Registration at the local training centre (El Fula / Ed Daein) |
| 09.00 – 11.00 | Opening  Briefing of the training programme  Theoretical training  Orientation of the workplace risk assessment |
| 11.00 - 13.00 | Site visit with demonstration of workplace risk assessment |
| **13.00 -14.00** | **Lunch break** |
| 14.00 – 16.00 | Workplace risk assessment (continued) |
| 16.00 – 17.00 | Evaluation of the workshop |
| 17.00 – 18.00 | Return to the local training centre and dismissal |

**VII. Output Results**

The ILO will issue trainees with certificates of participation in the ILO training on OSH.

**VIII. Payment Schedule**

Consultant will receive the payments with the following schedules:

* 30% after the submission of an inception report to the satisfaction of the ILO
* 70% after successful completion of 10 workshops (5 in each State) and the submission of a final report.

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| --- | --- | --- | --- | --- |
| **Deliverable** | **Explanation** | **Timeframe** | **Time required (proposed)** | **Estimated budget (USD/day)** |
| Inception report | Inception report must contain:   * Training materials * Training methods * A detailed plan to implement the training | Late September | 5 days | To be quoted |
| Training | Following training should be conducted:   * 5 training in El Fula and demonstration sites (West Kordofan State) * 5 training in Ed Daein and demonstration sites (East Darfur State) | October | 10 days | To be quoted |
| Final report | Following items should be elaborated:   * Summary of training conducted * Participation and completion rate * Training evaluation * Lessons learned * Recommendations | Late October | 3 days | To be quoted |

**IX. Training logistics**

The ILO will, in consultation with the consultant, organize classrooms, transportation, meals, and other necessary preparations with the local training centres.

**X. Profile of the External Collaborator:**

* First-level University degree in engineering (civil, mechanical) or related field with specialization/certificates in occupational safety and health. .
* At least 5 years of demonstrated experience in research, implementation and/or inspections of occupational safety and health in the construction industry.
* Demonstrated competencies and practical experience in conducting training of HSE/OSH in construction sector.
* Excellent command of both Arabic and English
* Preferably a resident in Sudan with a working permit at the time of application

**XI. How to apply**

Interested candidate should send the following information to: [ahmedkhalfallah@ilo.org](mailto:ahmedkhalfallah@ilo.org) and [nahar@ilo.org](mailto:nahar@ilo.org) **by 31 August 2021** with [ahmeda@ilo.org](mailto:ahmeda@ilo.org) in copy.

* CV (Reporting Education and Professional Experience)
* Past training report(s)
* Proposed work plan for this consultancy
* Financial proposal for this consultancy ( See Table below)

Requests for documents as well as questions related to this assignment can be submitted to the above emails until 25 August 2021, all applicants will receive a response latest by 26 August 2021.

The interested individual consultants are requested to provide a financial offer that is deliverable based AND includes ONLY professional fees related to the activity. Number of field mission dates are also to be accounted and reported at the activity level.

**The following Table has been prepared as an example to assist Consultants in reporting their respective financial offers**

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| --- | --- | --- | --- | --- |
| **ID** | **Activity Deliverables** | **Total Activity Deliverable Days** | **Total Number of Mission Days** | **Deliverable Activity Cost\*** |
| 1 | Inception report |  |  |  |
| 2 | Training |  |  |  |
| 3 | Final report |  |  |  |
| **Total Financial Offer** | | | |  |

**XII. Evaluation criteria**

The evaluation of applicants will be made against the following evaluation criteria. Those that are qualified during this technical evaluation will proceed to the financial evaluation, at which stage the most competitive offer will be selected.

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| **#** | **Evaluation Criteria** | **Scoring Points** |
| 1 | First-level University degree in engineering or related field with specialization/certificates in occupational safety and health. | **Screening Only** |
| 2 | CV reporting demonstrated 5 years of experience in research, implementation and/or inspections of occupational safety and health in the construction industry | **40** |
| 3 | Sample Training Reports that clearly demonstrate competencies and practical experience in conducting training of HSE/OSH in construction industry. | **20** |
| 4 | Clarity of proposed work plan for this consultancy | **40** |
| **Total Scoring (Points)** | | **100** |

Please note

* All CVs submitted should include the Date of Birth and Nationality of the Consultant;
* Consultant should quote in USD prices and/or using prices calculated using the Official UN Exchange Rates for the country;
* ILO payment is made in USD as per the agreed ToR; however, in order to receive the money in USD, this will be according to the Central Bank of Sudan’s regulation(s) at the time of payment;
* Consultants should indicate a proposed Start and End Date for completion of the Deliverables requested by the ILO;
* Candidates should be prepared to submit a copy of their national Passport upon Notification of Award;
* Professional Fees should include all costs associated with the Activity Deliverable;
* Consultants are not to add the VAT to their financial offer unless they are a VAT Registered Individual with the Sudanese VAT Authority;
* Consultants should be aware that all intellectual property rights arising from the contract are vested with the ILO however authorship will be acknowledged by the Organization; and
* Consultants will bear all charges levied by their own bank in receiving of managing funds transferred by ILO. These costs should be factored into the professional fees.