

## **ANEX 2**      **Terms of Reference**

for two expert on preparation of analysis of the institutional capacities and deliver consultative support or 6 local civic organizations.

### **Implemented by:**

Macedonian Occupational Safety and Health association-MOSHA

**EuropeAid/155322/DD/ACT/MK**

### **Partners:**

Union of Trade unions of Macedonia;

Macedonian Employers Organization.

### **Organizational background**

Macedonian Occupational Safety and Health Association is the most representative CSO network in occupational safety and health in Macedonia. It has more than 100 members and has acquired significant relevant experience in this area form than 9 years and the Action will build on the previous OSH implemented projects. MOSHA is ILO/CIS collaborating center for Macedonia and Focal Point of the European Agency for Safety and Health at Work (EU OSHA). On national level, MOSHA is involved in all debates related to OSH legislation and is part of the National OSH Council of Macedonia. MOSHA also has received on September 2015, Decision of the Ministry of Labour and Social Policy for implementation of vocational training of the experts for OSH in Republic of Macedonia.

### **Project Background**

Project “Enhancing the involvement and impact of the civil society in public Occupational Safety and Health policies and decision making to support country in the EU accession processes” - EuropeAid/155322/DD/ACT/MK, is implemented by Macedonian Occupational Safety and Health Association as a leader organization and Union of Trade Unions and Employers Organization as partner organizations.

The overall objective of the Project is to improve the involvement and strengthening of the influence of civil society organizations in implementation of key OSH reforms, dialogue and partnership with regional CSOs from IPA region.

The specific goal of the project is a more dynamic civil society through networking, advocacy, long-term strategic organizational planning and encouraging the level of involvement of civil society organizations in the decision-making process regarding safe and healthy working 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 actual situation, existing organizational, and advocacy capacities of CSOs members in National OSH Council.

### **Objective**

The proposed activity aims at securing a comprehensive assessment and identification of the representative and organizational capacities of the civil society organizations that are members of the Occupational Safety and Health Council and their advantages, weaknesses, influences, as well as challenges with reference to their further development. MOSHA and the project partners, with the direct assistance of external experts engaged on a short-term basis, shall implement individual assessments of 6 civil society organizations from the OSH Council (trade union organizations, professional OSH associations, employers' organizations, organization of doctors of occupational medicine) in two complementary directions:

1. CSO organizational capacity
2. CSO advocacy capacity

The assessment of the capacities of the selected organizations from the OSH Council shall be conducted with the help of the methodology and tools developed by the experts. To that end, there will be defined criteria against which the assessment and tool/questionnaire used for that purpose will be conducted. The report produced shall aim at internal organizational and representative development of the CSOs.

**Activity 1.3:** Consultative support and recommendations for fostering and improving the capacities of CSOs

The implemented assessment for organizational development of 6 CSOs, shall contribute to identification of the key requirements and further recommendations for development of their professional standards within the respective fields of their acting. Consultative support shall be provided by two experts engaged on a short-term basis. Such support shall be provided for each organization individually and for the purpose of strengthening the internal capacities of the companies aimed at better governance. In conformity with the priorities of the selected organizations, the consultative support shall also encompass drafting of at least one internal procedure within the organization, strategic programs, internal financial procedures, rulebooks on transparency and accountability of the CSOs or other technical and strategic documents.

### **2. Expert responsibility, timing and implementation period**

For this ToR, it is planned to engage two experts with experience in research, analysis, OSH and Advocacy. two experts will be engaged for 30 working day each and by covering with their expertise by 3 organization each . For Activity 1.1 explained before, the experts will be engaged for 10 days from 15 Jan – 15 March and for Activity 1.3 are foreseen 20 days during the period 15.07.-15.09 - 2018.

### **3. Expected results**

**3.1 Objective for Activity 1.1 :** Each Expert to prepare 3 analysis for the institutional capacities of local civic organizations

- Prepare a questionnaire for examining the situation;

- Provide at least 30 answered questionnaires;
- To visit and interview at least 3 civil society organizations;
- Process the data and prepare the analysis;
- Prepare a draft report and a final report on the work in the Macedonian language.

The analysis of the initial state of the local organizations is carried out on the territory of the Republic of Macedonia.

**3.2 Objective for Activity 1.3:** Each Expert should prepare at least 3 drafts of at least one internal procedure within the organization, strategic programs, internal financial procedures, rulebooks on transparency and accountability of the CSOs or other technical and strategic documents.

- Prepare a questionnaire for examining the situation;
- To visit and interview at least 3 civil society organizations;
- Process the data and prepare the drafts;
- Consultation for implementation or initiation a drafts within CSOs;
- Prepare a draft report and a final report on the work in the Macedonian language.

Target group of the analysis are local civic organizations (grass root).

The contracting party should independently provide working conditions and prepare a methodology for its operation.

#### **4. Requirements for engaging an expert**

To carry out the analysis, one expert who meets the following requirements is required:

- Bachelor's degree in higher education;
- Experience and good knowledge of the civil society sector;
- Excellent knowledge of English;
- At least 5 years of experience in research or analysis;
- Analytical skills.

The experts are responsible for the overall implementation of the analysis and consultative support for 3 CSOs each expert and submission of reports.

During the period of preparation and implementation of selected Experts methodology the Contracting Authority will be informed and consulted.

#### 4. Budget

The budget proposed by the expert should be given without VAT, for a consulting day.

#### 5. Method of selection

The received bids that will pass the administrative check will be evaluated by the evaluation committee, the most favorable bid will be selected the bid that will receive the highest points according to the following criteria:

*Technical evaluation Maximum possible score - range*

Proposed methodology and time frame 30
Experience of the proposed expert 40
Total points 70
<i>Financial evaluation Maximum possible score</i>
Total points 30
<b>Total (Technical and Financial Evaluation) 100</b>

#### 7. Method of reporting

The draft report is submitted five days after the end of the engagement period for each activity. The final report is submitted no later than 5 days after the approval of the draft reports.