

## **ANEX 2**

### **Terms of Reference**

**Call for engaging one (1) domestic consultant for development and creation of Practical guide for organizational development, aimed toward CSO's registered on the territory of Republic of Macedonia**

**Project Executive:** Macedonian Occupational Safety and Health Organization - MOSHA

**Donator:**

Delegation of the EU, grant scheme "Support of civil society organizations under the Civil Society Facility Action 2016-2017"

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 the field of occupational safety and health in Macedonia. 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 part of the most of debates, related to OSH legislation and is a member in the National OSH Council of Macedonia. On September 2015, MOSHA has received Decision of the Ministry of Labour and Social Policy for implementing trainings for experts in the OSH field whiting 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 implementing by the Macedonian Occupational Safety and Health Association, as a leader organization, the Union of Trade Unions and the Employers Organization, as Project partners. The Project is financed by European Union.

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

The specific goal of the project is developing 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.

## **CALLS' OBJECTIVES AND EXPECTED RESULTS**

The required activities for achieving the objectives in this Call, is engaging one consultant, who will create a Practical Guide for organizational development.

### **1. Main Objective**

The main objective of this activity is strengthening the overall capacities and responsibilities of the CSOs, which are OSH Council members, and securing quality of their rendered services. Also, promoting the influence of the CSOs and their active involvement in the local/central government processes.

The specific objective of this sub-activity is creating a tool which will help the civil society organizations to boost their performances and improve their internal capacities for more efficient acting. The Practical Guide is that tool, which is intended for CSO's, registered on the territory of Republic of Macedonia. With the use of this Practical Guide, the representatives of the CSO's will have the opportunity to improve their strategical thinking and successfully implement their strategic goals. They will impregnate the principles of good management, increase their knowledge and skills as well, for improving the internal organization.

The Practical Guide will offer a couple of modules, as a baseline for long term improvement of the organizational capacities. The Guide will help to create long-term plans and agendas, along with the short-term interests of the donators. Thus, the CSOs knowledge and capacities of becoming self-sustained organizations will be significantly gained.

The Guide will be available in Macedonian and Albanian language and will consist the following chapters:

- I. Organizational Management, and
- II. Advocacy and Performance Management.

The guides content will be 70-80 pages.

### **2. Experts responsibilities, timing and implementation period**

For this sub-activity, of the main Activity 1.2, one consultant, with experience from the area of organizational management, is planned to be engaged. The consultant will be engaged for 15 working days, in the period between 15<sup>th</sup> of May and 6<sup>th</sup> of June 2018.

### **3. Expected results from the consultant**

**Activity 1.2:** The consultant must undertake the following activities:

- To prepare methodology for Practical Guide development, with suggested content and literature;
- To prepare and deliver draft version of the Practical Guide, with content of 70-80 pages, proofread in Macedonian language;
- To deliver the Guide as final version in electronical version and hard copy, in Macedonian language;
- To prepare and deliver final report from the undertaken activities, in Macedonian language;

### **4. Required qualifications for consultant's application**

**The consultants that are interested to cooperate within the 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, are required to submit the requested documents and deliver proof of qualifications on the following e-mail: [kontakt.cso-osh@mzzpr.org.mk](mailto:kontakt.cso-osh@mzzpr.org.mk); or personally on the address of MOSHA, Vostanicka str. Nb. 2, 1000 Skopje, Republic of Macedonia.

#### **The candidates should meet the following requirements:**

- To be citizens of the Republic of Macedonia;
- To have at least a university degree. The applicants with acquired masters and/or doctoral studies are preferred;
- To have experience in preparation of analyzes, guides, public and other strategic documents;
- To have experience in working with the civil society sector;
- To know the situations and challenges of the civil society sector;
- Possess analytical skills.

#### **The candidate should submit the following documents:**

- Working CV;
- Motivation latter;
- Proposed methodology for activities implementation;
- Budget;

### **5. Budget**

The budget proposed by the expert should be without VAT/personal tax and price per one consulting day.

### **6. Selection process**

The applications will be evaluated and the one with the highest points will be selected, according to the following criteria:

**Technical evaluation – maximum possible score – range**

Proposed methodology and time framework – 30 points
Experience and CV/portfolio – 40 points
<i>Total points – 70 points</i>
<b>Financial evaluation – maximum possible score- 30 points</b>
Total points – 30 points
<b>Total (technical and financial evaluation) – 100 points</b>

MOSHA keeps the right to accept or deny any of the received applications. The selection will be made according to the procedures and criteria within the 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.

**7. Defined indicators**

Indicators for the planned activities:

- Prepared methodology;
- Developed Practical Guide on Macedonian language;
- Number of pages of the Guide;
- Prepared and submitted final report to the contractor.