

## ANEX II

### Terms of Reference

Call for two domestic experts for development of methodology and implementation of four (4) trainings for organizational and advocacy development of CSOs

**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 two consultants, who will develop a methodology and will implement four (4) trainings for trainers for representatives of six organizations, members of the National Council for OSH.

### 1. Main Objective

The activities required for achieving the objectives in this Call, are given below:

**Activity 1.2:** Progress and implementation of programs for training of trainers of CSOs members in National OSH Council.

The main objective of this activity is strengthening the overall capacities and responsibilities on the part of the CSOs, members of the OSH Council, and securing quality of the services rendered by the CSOs. Also, promoting the influence of the CSOs and their active involvement in the local/central government processes. Based on the gained results from the assessment analyze of the CSOs (Activity 1.1), a team of external experts will develop a program and will deliver modules, through training of trainers of CSOs, who are members of the National OSH Council.

Four training modules will be delivered to 12 selected representatives of CSOs, members of the National OSH Council. Generally, they will focus on two components:

- **CSO organizational development**
  - Organizational Review and Self – Assessment;
  - Strategic Analysis and Planning;
  - Human Resource Management;
  - Financial Management and Planning;
  - Project Design Management, monitoring and evaluation;
  - Fundraising;
  - Public relations and cooperation with the media.
  
- **CSO Advocacy Capacity**
  - Advocacy and lobbying;
  - Research and analysis;
  - Participation in policy making;
  - Encouragement of activism and volunteering engagement;
  - External Cooperation;
  - Taking actions to influence policy or other aspects of the issue;
  - Networking and coalition building;
  - Sustainability.

In the mid and long term, the candidates that will attend on the trainings of trainers, are expected to use the gained skills and knowledge to:

- Transfer the gained experience and knowledge to their parent organizations, gross root and professional associations (unions, employers' organizations, educational institutions, organizations in the field of occupational medicine, professional associations and organizations);

- Continuously follow the policy making processes and the organizational development. Through capacity building and sub-granting programs they will directly support and strengthen the network between the organizations and remaining grass root organizations, so that they could be more proactively involved in the political dialogue;
- Strengthen the network and communication channels among the CSOs, the OSH Council and the public institutions. Also, to establish strong cooperation and involve the CSOs in the implementation of the OSH reforms, monitoring of policies, strategies and programs, both at a local and national level.

## **2. Experts responsibility, date and implementation period**

For implementation of this activity, two experts, with experience in development and implementation of training programs and modules for organizational development, will be engaged. The period of engagement will be 6 working days each, of which, 1,5 days for preparing the module, 4 days for training delivery and 0,5 days for preparing the report.

Indicative time table for the implementation of the 4 trainings:

First training	21 – 22.05.2018	Skopje
Second training	21 – 22.06.2018	Skopje
Third training	30 – 31.08.2018	Skopje
Fourth training	06 – 07.09.2018	Skopje

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

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

- To prepare modules for training, based on the results from analyze assessments of the organizations;
- To prepare training materials for the participants;
- To implement four trainings;
- To conduct evaluation from the trainings;
- To prepare and deliver final report from the undertaken activities, on Macedonian language.

## **4. Requirements for the experts**

**The experts 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, latest on 23.04.2018, 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.

To carry out the trainings, the experts should meet the following requirements:

- To be citizens from Republic of Macedonia;
- 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 latter;
- Proposed methodology and access for activities implementation;
- Budget;

#### 5. Budget

The total budget line is 3,600 EUR for two expert with personal tax included.

#### 6. Selection process

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

<i>Technical evaluation - maximum possible score - range</i>
Proposed methodology and time frame – 30 points
Experience and CV/portfolio – 40 points
<i>Total points – 70 points</i>
<i>Financial evaluation – maximum possible score – 30 points</i>
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. Reporting and informing

The draft reports from the trainings, at the latest, will be submitted five days after the delivery of the required services.

## 8. Defined indicators

Indicators for the planned activities:

- Prepared module for implementation of trainings;
- Prepared training materials for the participants;
- Evaluations from the trainings;
- Prepared and submitted final reports to the contractor.