

## ANEX 2

### Terms of Reference

for one expert on preparation of comparative analysis of the functioning of the OSH National Councils at the regional level and the EU best practice paper

#### **Implemented by:**

Macedonian Occupational Safety and Health association-MOSHA

**Contract number IPA/2019/413-810**

In the framework of contract no. IPA/2019/413-810 signed with the European Commission, The Macedonian Occupational Safety and Health Association is announcing the need to hire a one expert for 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 will be commenced in 5 IPA countries through the involvement of project partners:

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

**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.

**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.

#### **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

## 1. OBJECTIVE AND EXPECTED RESULTS

Activities that should be undertaken to achieve foreseen objective within this ToR are listed below:

### Activity 1.2 Comparative analysis of the functioning of the OSH National Councils at the regional level and the EU best practice paper

Proposed activity aims at providing a comparative analysis based on the draft individual analysis of the OSH Councils in North Macedonia, Kosovo, and Serbia, focusing on their function. The comparative analysis shall serve as the initial document for access, rewarding, modifications and amendments to the profile of the OSH Councils and the engagement of the civil society organizations in their operation. The comparative analysis and the best practices shall be drafted together with the countries from the region (Slovenia, Croatia, and the other European countries). This analysis document shall also serve a basic for undertaking further activities in Albania and Montenegro concerning the establishment of the OSH Councils in these countries.

The structure<sup>1</sup> of the Draft Policy Document is to comprise of the following:

1. Introduction
2. Methodology of work
3. Functioning of the Councils in Macedonia, Serbia and Kosovo (non-existence of OSH Councils in Albania and Montenegro)
4. Comparative analysis (functionality and nonfunctional activities related to the Councils, good practices, positive examples, LCD (lowest common denominator))
5. Good examples of OSH Councils, most functional practices
6. Minimum activities of the Councils related to their functioning with drafted templates of guidelines/forms/operation documents and documents concerning the functioning of the OSH Councils
7. Recommendations

## 2. EXPECTED RESULTS

Objective for Activity 1.2: One Experts to prepare comparative analysis of the current situation of the organizational and institutional capacity of the OSH Councils, existing advocacy, and lobbying capacities of CSOs and members of the OSH Councils.

- Process the data and preparation of the 1 (one) comparative analysis
- Prepare a draft report and a final report on the work in the English language.

<sup>1</sup> The purpose of these reference points is to assist the authors in drafting the document.

The author may add some other points as well if he/she is of the opinion that they are to be included in his/her work and upon agreement with the Client.

### 3. LOGISTICS AND TIMING

#### 3.1 Location

The location of the activity will be in the R.N. Macedonia, Serbia and Kosovo, Albania and Montenegro.

#### 3.2 Commencement date & Period of implementation of tasks

Starting from 17 August 2020, the time of final version of the required documents is 30 productive days, not including the non-working days (as State and religious holidays) and weekends.

Starting date of this activity is 17.08.2020.

Ending date of this activity is 12.10.2020.

### 4. REQUIREMENTS FOR THE EXPERTS

**The expert that are interested to cooperate within the project** “Enhancing Labour conditions and Occupational Safety and Health as a support to the Countries from the Western Balkan toward accessing European Union”, are required to submit the requested documents and deliver proof of qualifications, latest on 12.08.2020, on the following e-mail: [kontakt@mzzpr.org.mk](mailto:kontakt@mzzpr.org.mk); or personally on the address of MOSHA, Vostanicka str. Nb. 2/8, 1000 Skopje, R.N. Macedonia.

#### The experts should meet the following requirements:

- To be citizens from the IPA Region.
- To have at least Bachelor's education degree from required areas: Expertise in the field of occupational safety and health or any other field related to the respective area, planning and strategic management, public policies, development, economy, and management.

\* Priority will be given to candidates that have knowledge/ work experience related to the functioning of the state and civil sector in terms of creation and adoption of policies in the field of occupational safety and health

- To have at least ten years of professional experience in the required area of expertise.
- To possess analytical and facilitation skills.

#### The expert is required to submit the following documents:

- Working CV.
- Motivation letter.
- Proposed methodology and access for activities implementation.
- Budget.

### 5. BUDGET

The budget proposed by the experts should be in EUR without VAT including personal tax, travel expenses, accommodation, and price per one consulting day.

## 6. SELECTION CRITERIA

1. Methodology and organization 40 points
2. CV 40 points
3. Offered price 20 points

TOTAL POSSIBLE POINTS 100

The offer with the most points will be considered for review and signing the contract.

## 7. REPORTS

The consultant will submit a **Final report** in English and one in original. The **Final report should be** maximum 4 pages (main text, excluding annexes) in free format. This report shall be submitted no later than 5 days after the end of the period of implementation of tasks. The report shall contain sufficient information about the performed activities. The report must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the report.

