

Call for Expression of Interest

TERMS OF REFERENCE

Preparation of the National Occupational Safety and Health Profile and Policy for Iraq

Deadline for submission of proposals: 15 March 2021

I. INTRODUCTION

The International Labour Organization, with support from the European Union, is implementing a project to enhance labour governance, inspection and working conditions in Iraq, in response to the COVID-19 pandemic. The project addresses a number of labour market challenges imposed by the pandemic, as well as some of the longer-term decent work priorities of Iraq.

It focuses on strengthening the labour inspection system and improving occupational safety and health (OSH) in line with international labour standards, through policy development and capacity building. The project will also work closely with social partners to raise their awareness on labour inspection, OSH and fundamental principles and rights at work, so they can better engage in programmes to promote compliance with labour legislations and respond to COVID-19.

The National OSH Profile is an essential document in the application of systems approach in OSH. It provides an overview to the existing OSH situation of a country and is used as a diagnostic document to assess gaps in the national OSH system and identify priority areas for national action in OSH. The National OSH Profile is a valuable source of information for policy-makers, government officials, workers, employers and OSH practitioners to follow and monitor OSH developments and is used as a basis for formulating the National OSH Programme (strategic national action plans in OSH). The procedures and requirements to develop National OSH Profile and Programme are described in ILO Promotional Framework for OSH Convention (No.187, 2006), which was ratified by the Government of Iraq in 2015, and its affiliated Recommendation (No. 197, 2006).

Development of National OSH Profile will be the first step and a basis for Iraq to understand the present situation, identify gaps in OSH management system and ways to measure progress. After analyzing the National OSH Profile, development of National OSH Policy is planned as the next important step in order to strengthen and effectively implement its national OSH systems.

II. OBJECTIVE

As described above, the development of a coherent national policy on OSH must be based on a comprehensive national OSH profile, developed on a tripartite basis with the participation of necessary experts. An up to date national OSH profile is a prerequisite to develop the priorities that will guide the national OSH policy. The OSH profile is intended for broad use not only by experts and the various persons concerned in a given country, but also for people from other countries and international organizations.

The purpose of the consultancy is to:

Review and update the National OSH Profile developed in 2018 and develop a National OSH Policy following a consultative process that will serve to:

- Provide policy-makers, government officials, workers, employers, OSH practitioners and the public with the most up-to-date information and overview on the occupational safety and health development of Iraq;
- Identify gaps in OSH practices and recommend possible national action to strengthen national OSH systems. The recommendation can be the basis to develop the National OSH Policy and Programme;
- Provide a baseline report on the occupational safety and health situation of Iraq as of 2021 to monitor progress and development.

III. METHODOLOGY

The consultant appointed will work with the competent authorities and key stakeholders to compile information based on a combination of qualitative descriptions and quantitative data that may influence the sound management of OSH with the primary focus on:

- Regulatory framework including laws and regulations, and OSH guidelines and technical systems.
- Legal provisions and mechanisms relating to the notification and recording of work-related injuries and diseases with the aim of updating them if needed.
- Competent authorities or bodies responsible for occupational health and safety and mechanisms of coordination and collaboration among them.
- Inspection and enforcement systems, and other initiatives and strategies, having a significant role in the application of, and compliance with, the national OSH laws and regulations.
- Coordination and collaboration mechanisms with the social partners at all level.
- National review mechanisms for legislation, policies and actions in the area of OSH.
- Any training, information and advisory services and mechanisms related to OSH.
- Social security, insurance schemes and compensation services covering occupational, injuries, and diseases.
- Specialized technical, medical and scientific institutions such as poison controlled centres, and institution and laboratories specialized in occupational hazard and risk assessment.
- Overall national level of human resources active in the area of OSH.
- Statistics of occupational accidents, injuries and diseases.
- Policies and programmes of employers' and workers' organizations.
- Regular activities and initiatives at the national level designed to improve the level of prevention and protection.
- Promotion and elimination programmes such as elimination of violence and harassment at work, and promotion of well-being programmes including healthy life styles and stress prevention.
- A brief of the national and economic context of the Republic of Iraq, including general country data, such as demographics and literacy levels, and statistics of manpower and enterprises under the purview of the Ministry of Labour and Social Affairs (MoLSA) categorized by nationality, economic activity and geographical distribution.

IV. SCOPE OF WORK

The consultant will:

- Develop a complete work plan that identifies key activities with stakeholders to update the national OSH profile and develop national OSH policy;
- Facilitate the creation of a tripartite technical working group and development of a tripartite work plan for the updating of the national OSH profile, and developing the national OSH policy;
- Facilitate the identification and collection of OSH data and information from reliable sources;
- Draft the national OSH profile with the technical working group using all available OSH data and information and with reference to ILO standards, instruments and practices;
- Design and facilitate workshops, consultations, meetings, fora, focus group discussions to identify OSH issues, concerns and gaps (including gaps in knowledge and compliance) that will be used in developing the national OSH policy;
- Draft the national OSH policy with the technical working group with reference to ILO standards, instruments and practices;
- Present the draft versions of the national OSH profile, and national OSH policy to validation of stakeholders. Facilitate the validation exercise, addressing the concerns of national stakeholders;
- Submit the final draft copies of the updated national OSH profile, and national OSH policy for endorsement.

In particular, the consultant will:

- Conduct a Desk review of the latest information on OSH for Iraq since 2018 (latest OSH Profile). This includes review of documentation, registers and databases;
- Consult with the experts within the MoLSA and National Center for Occupational Safety and Health;
- Conduct interviews using a series of formal questions with all competent OSH authorities, social partners and research institutions to gather the most updated and comprehensive information as possible;
- Conduct a survey, submitting a questionnaire, to be developed for this purpose, to all relevant organizations and stakeholders if deemed necessary.

V. DELIVERABLES

- A detailed work plan that identifies key activities covering start-up to conclusion with defined dates, lead partners, and resource requirements and mentions the sources of information and ways to collect data that are foreseen.
- Draft updated national OSH profile, in line with the relevant ILO guidelines, for the ILO and MOLSA's initial comments. The report will follow the outline established in the attached Annex.1.
- A second draft of the National OSH profile addressing the ILO's and MOLSA's comments. A Power Point presentation of the main contents of the draft national OSH profile, to be presented in a tripartite workshop, to be organized in Iraq for sharing it with the ILO constituents and get their feedback and comments on them. The consultant will revise the report accordingly and finalize it in line with the comments of the ILO constituents and concerned technical departments and specialists. A second

workshop for the same purpose, in which the consultant would also expected to present and discuss the draft OSH profile could be organized in Erbil, if needed.

- A final draft of the profile covering all Iraq, including Kurdistan Region, to be submitted to the ILO in electronic copies in both Arabic and English languages.
- A draft and final national OSH policy. A Power Point presentation of the main contents of the draft national OSH policy, to be presented in a tripartite workshop, to be organized in Iraq for sharing it with the ILO constituents and get their feedback and comments on them. The consultant will revise the report accordingly and finalize it in line with the comments of the ILO constituents and concerned technical departments and specialists. A second workshop for the same purpose, in which the consultant would also expected to present and discuss the draft OSH policy could be organized in Erbil, if needed.

VI. DURATION OF THE ASSIGNMENT

The number of working days for the assignment is 40 working days during the period from 23 March to 30 September 2021.

VII. SCHEDULE OF PAYMENT AND PAYMENT TERMS

The consultant is expected to deliver the specific deliverables as set out in the below table, at the approval and satisfaction of the Chief Technical Advisor of the project and the Regional Senior Labour Inspection and OSH Specialist:

Deliverable	Received by	Disbursement in USD
1. A detailed work plan	28 March 2021	20%
2. Draft updated national OSH profile	25 May 2021	20%
3. <ul style="list-style-type: none"> - Power Point presentation and second draft national OSH profile; - Final national OSH profile 	7 June 2021	30%
4. Draft and final national OSH policy	7 August 2021	30%

VIII. MANAGEMENT AND OTHER ARRANGEMENTS

Partners and Counterparts

The assignment will be conducted in close collaboration with the project team and ILO implementing partners in target areas.

Required Expertise

- Advanced university degree in law, social sciences, health.

- Understanding of the OSH context and issues in Iraq.
- Understanding of ILO Conventions and Recommendations on OSH and Labour Inspection, and core international human rights instruments.
- Understanding of Iraq's safety and health, social and labour laws and policies in Iraq. .
- Sound analytical and writing skills and proven ability to write concise, informative, and accurate reports in understandable terms.
- Fluent written and spoken English and excellent report writing skills. Excellent Arabic would be a strong asset.
- At least 10 years' demonstrated experience in analysis and strategic planning.
- Demonstrated ability to design, organize and facilitate workshops, consultations, meetings, fora and focus group discussions.
- Ability to organize and manage stakeholders as a working group.
- Experience in drafting/preparing assessment reports and strategic plans.
- Experience working with government, and workers' and employers' organizations is considered an asset.
- Experience working with the ILO or other UN agency, donor agency or international NGOs, is considered an asset.

Expected Duration

All assignment's deliverables are expected to be delivered to the satisfaction of the ILO **by 30-09-2021**.

Supervision and Logistical Arrangements

The consultant will perform his/her assignment under the supervision of Chief Technical Advisor of the project and the Regional Senior Labour Inspection and OSH Specialist.

Confidentiality and Intellectual Property Rights

All data and information received from ILO for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of References ToRs). The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the express advance written authorization of the ILO. All intellectual property rights arising from the execution of these ToRs are assigned to the International Labour Organization. The intellectual property rights of the materials modified through the assignment remains with the International Labour Organization.

IX. MISSION ARRANGEMENTS

Any field missions will be conducted under the assignment shall be approved by the ILO, followed by a submission of a short report indicating the number of days in the field and the work that have been done. The travel cost is to be paid in a separate payment based on the actual cost and receipt of travel supporting documents.

Transportation cost of any field visits will be covered by the ILO.

X. APPLICATION SUBMISSION

Interested applicants should submit their technical and financial proposals in English that should clearly outline:

1. Cover letter, explaining why the applicant is suitable for the assignment
2. Information about the applicant's relevant experience (CV). The information provided shall clearly show that the qualifications required are met.

3. Understanding of the task and approach/methodology suggested carrying out the assignment Description of and timeline for actions to be taken by the potential consultant to fulfil the assignment.
4. The financial proposal should outline an estimated budget for the overall assignment including professional fees. Cost estimates with breakdown by necessary budget lines.
5. The application documents shall be submitted in Word Document format.
6. Please mention **“International Consultancy: National Occupational Safety and Health Profile and Policy for Iraq”** in the subject of the email.

The technical and financial proposal together should not exceed three pages excluding annexes. Proof of similar assignment (incl. papers produced if possible) and CV(s) of people to be involved is required as an annex.

Timeline

- Submission of proposals elassy@ilo.org and alwreidat@ilo.org by **March 15, 2021**.
- Selection by 18 March 2021.
- Signature of contract: 23 March 2021 (tentative).