



Terms of Reference for Local Consultancy

Terms of Reference for Consultant for Training Needs Assessment for Institutional and Technical Capacity Development Training Programmes within Workplace Compliance through Labour Inspection Guidance and Social Dialogue Project

Introduction

Achieving decent, safe and healthy working conditions has been central to the mission of the ILO since its creation in 1919 and an objective that has been reaffirmed in the 1944 Declaration of Philadelphia and the ILO Declaration on Social Justice for Fair Globalization. Almost half of all ILO Conventions and Recommendations, either wholly or in part, address issues related to occupational safety and health (OSH) and a significant number of Conventions and Recommendations similarly address the important role that labour administration and labour inspection play in assisting countries to achieving compliance with international labour standards.

On the other hand, all ILO Conventions and Recommendations, including the Convention on Labour Inspection (No.81), regulate the different aspects of decent work and set the international norms to be pursued by national legislation. Thus, the ILO plays a crucial role strengthening the capacities of public institutions as well as workers' and employers' organizations to ensure workplace compliance and creating an enabling environment for decent work for all women and men.

Background

The ILO Office for Türkiye has an ongoing engagement with its tripartite constituents in Türkiye for over 69 years and has contributed to building the capacity of the government, workers' and employers' organizations through several projects including in the areas of workplace compliance: promotion of decent and non-discriminatory workplaces, productive employment and decent work for vulnerable groups, as well as social dialogue.

The ILO Office for Türkiye has been implementing "Workplace Compliance through Labour Inspection Guidance and Social Dialogue (WPC)" project since March 2023 which is funded by the European Union Delegation (EUD), in close cooperation with the Ministry of Labour and Social Security of the Republic of Türkiye (MoLSS) – Directorate of Guidance and Inspection (DoGI).

Scope of the Project

The project is envisaged to contribute to creation of a more decent work environment for all women and men in Türkiye through achieving 2 major outcomes including:

Outcome 1: Institutional capacity of the Directorate of Guidance and Inspection (DoGI) of the Ministry of Labour and Social Security (MoLSS) and the social partners was improved to increase workplace compliance.

Outcome 2: The workplace compliance was improved through strengthening guidance services and awareness raising on decent work.

Under Outcome 1, the project aims to increase the effectiveness and the technical capacities of the DoGI, social partners and relevant institutions on International Labour Standards, EU Acquis and national labour legislation with a gender equality and rights-based approach. Within this scope, "a capacity and needs analysis of the DoGI, other relevant public institutions and social partners with a



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gender equality and rights-based approach” will be conducted under Output 1.2: ”The technical capacities of the DoGI, social partners and relevant institutions are increased on International Labour Standards, EU Acquis and national labour legislation with a gender equality and right-based approach.”

Scope of the Work:

As part of the institutional capacity development activities within the Project, a set of training modules will be developed as;

- a. **Blended Trainings:** 4 online modules will be developed, and 3 face-to-face advanced sessions will also be implemented on international labour standards and inspection practices. The modules will include at least 5 different aspects (online and face-to-face trainings) of decent work in line with ILO Standards and EU Acquis, such as inter-alia, fundamental principles and rights at work, working conditions, OSH, unregistered employment, gender equality and women’s empowerment, social dialogue and foreign workers. The modules will be delivered to the following groups with the respective objectives including DoGI staff, relevant public institutions, including related Ministry departments, social partners and related CSOs.
- b. **Training of Trainers:** In order to internalise and sustain the institutional capacity developed with the capacity building activities, the DoGI Guidance Team will be equipped to become the internal trainers. The module will be delivered to the DoGI Guidance Team.
- c. **Conducting online trainings on cross-cutting issues on decent work:** In order to support the capacity development needs, 2 selected trainings of ITC-ILO on cross cutting issues, such as greening climate change and just transition, business and decent work, disability at the workplace, etc will be translated into Turkish. The modules will be available to the DoGI officials, representatives of Ministry Departments, representatives of relevant institutions, social partners and related CSOs.
- d. **Organising trainings in collaboration with ITC-ILO:** 10 inspectors and 5 representatives of relevant institutions and social partners will be sent to different ITC ILO trainings on different topics covering decent work, such as disability In the workforce, international labour standards, violence and harassment at workplace, forced labour etc.

Throughout these four training programmes, it is expected that technical and institutional capacity of relevant institutions with regard to International Labour Standards, EU Acquis and national labour legislation will be strengthened. 1375 participants are expected to benefit from these training programmes in total. However, in order to identify the training needs and capacity gaps of the respective institutions and develop customized learning pathways for each group, there is need for a Training Needs Assessment

(TNA) and a consequent Capacity Development Plan before starting to design any training material. Content, method, and participant profiles of training should be identified in advance to get efficient learning outcomes and create sustainable local capacities. Both online and face-to-face communication methods and technologies will be utilized to run self-assessment surveys, in-depth interviews, and focus-group discussions during the TNA.

The needs assessment is required to be conducted both at organizational and group level. The organizational level analysis will include a survey to be implemented among the DoGI officials, relevant public institutions, including the Ministry departments and social partners, regarding their capacity development needs on different aspects of decent work and workplace compliance. The group level analysis for the Project Guidance Team composed of 30 labour inspectors will on the other hand focus on the needs of DoGI officials (including ToT) as well as determining the problems that the



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inspectors face with a view to defining possible solutions to contribute to the creation of decent working conditions for inspectors. The analysis will apply a gender equality and rights-based approach, taking also into consideration of the needs and problems of women inspectors and also include qualitative research based on literature review and interviews with the aforementioned groups.

1. Duties and Responsibilities

Under the supervision of the Director of the ILO Office for Türkiye and under the coordination of Senior Project Coordinator and Technical Officers, researchers will undertake the following tasks:

- 1. Develop and submit a TNA methodology including the outreach strategy, content of questionnaires, communication tools to be used and work plan to complete TNA in expected timeframe.
2. Identify the sample to be included in the assessment.
3. Identify and use relevant, efficient and inclusive communication and assessment tools in order to reach out the optimum size and quality of sample within two pre-defined training target groups listed as follows:

TARGET GROUP 1: Ministry of Labour and Social Security, Directorate of Guidance and Inspection (DoGI)

Training Type: All of the trainings (a-b-c-d)

Number of Trainees Planned: a) Participants out of 900 for online, 150 for face-to-face; b) 35 for ToT; c) out of 260 for trainings on cross-cutting issues; d)10 for ITC ILO

Methodological tools to be used for TNA: Desk review + structured questionnaire + interview (6 labour inspectors in Ankara- face to face) +focus group meetings (Ankara, İstanbul, İzmir, Bursa, Adana - online meetings for cities other than Ankara)

TARGET GROUP 2: Related Ministry departments, social partners and related CSOs

Training Type: Blended, online trainings on cross-cutting issues, trainings with ITC-ILO

Number of Trainees Planned: a) Participants out of 900 for online, 150 for face-to-face; c) out of 260 for trainings on cross-cutting issues; d)5 for ITC ILO

Methodological tools to be used for TNA: Desk review + questionnaire + interviews (7 face-to-face in Ankara)

Target Institutions to Benefit from those Trainings:

Table with 2 columns: Institution, Relevant Units to Include in Training. Row 1: MoLSS, Directorate General for Occupational Safety and Health, Directorate General for Information Technologies, Social Security Institution. Row 2: Confederations of Trade Unions and Employer Associations Confederations, TÜRK-İŞ, HAK-İŞ, DİSK, TİSK.

- 4. Ensure that all appointments with interviewees are made timely and necessary correspondence is held to disseminate the questionnaires and/or invite for focus groups discussions.
5. Keep record of each meeting with dates, persons contacted and topic of the meeting.
6. Conduct Training Needs Assessment at organisational and group level for the trainings defined above and report the findings for each groups separately.
7. Develop and apply desk review, structured questionnaires, interviews, focus groups discussions



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in a mixed method.

8. Apply online interviews and focus group discussions for provinces outside Ankara and face-to-face meetings in Ankara.
9. Follow up communication and consultation with the ILO.

2. Professional Qualifications

Required Qualifications

The consultant will be expected to possess the following qualifications:

- Advanced university degree in social sciences or relevant discipline;
- A minimum of 7 years of experience in training needs assessment, capacity development planning and training;
- Having good understanding on organizational learning and adult education;
- Excellent communication and facilitation skills;
- Excellent written and verbal communication skills both in Turkish and English;

Preferred Qualifications

- Having good understanding of international labour standards and labour inspection will be an asset.
- Experience in working with government institutions and social partners will be an asset.
- Detail oriented, with strong analytical and inquisitive thinking skills to identify and resolve potential issues.

Nationals of the Republic of Türkiye are required to apply for.

3. Place of Work

Place of work is Ankara. Travel is not anticipated for this assignment.

4. Language Requirements

The working language of the individual activities included in the scope of this Contract is English.

5. Administrative and Security Requirements

All activities within the scope of this Terms of Reference will be carried out under the overall supervision of the Director of ILO Office for Türkiye. The consultant will work in close cooperation with the Senior Project Coordinator and National Officer for Training and Social Dialogue. Researcher is expected to keep on day-to-day communication with the relevant project staff in ILO.

6. Payment Details

Start date: 16/02/2024

End date: 10/05/2024

Total Fee: USD 5.000 (USD 100 x 50 working days)

The Consultant is expected to work **50 days** in total within the duration of this assignment in order to fulfil required tasks and successfully execute the deliverables.

7. Deliverables and Timeframe:

The contract will be for 50 working days and the consultant is expected to produce the following deliverables as set out in the below timeframe at the approval and satisfaction of the ILO:



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| Deliverables and Expected Results | Deadline | Max. Amount of Payment upon Approval |
|---|-----------------|---|
| <ul style="list-style-type: none">▪ Draft Work Plan▪ TNA Methodology including the questions forms and questionnaires.▪ List of sample: Final list of institutions and persons to be reached in the TNA | 06/03/2024 | 20% of total contract amount |
| <ul style="list-style-type: none">▪ Submission of a Progress Report presenting the work completed and learning needs identified until then. | 03/04/2024 | 30% of total contract amount |
| <ul style="list-style-type: none">▪ Submission of the Training Needs Assessment Report | 10/05/2024 | 50% of total contract amount |

All payments will be proceeded upon the submission of the deliverables and the approval of the deliverables by the ILO.

8. Other Information

In the case of any local or international missions, requested by ILO; the Consultant must take necessary actions to compliance with the security requirements of UN System when he/she travels within the country in the framework of his/her ILO Contract.

The Consultant will be responsible for all travel, boarding, lodging, administrative costs and any other costs as incurred for activities outlined in this ToR. The Consultant will make necessary travel arrangements for the conduct of field visits.

Where an external collaborator is expected to undertake travel which was not foreseen at the time of signature of the contract, the contract should be amended to reflect this new requirement, or a separate contract issued.

Please note that the External Collaborator is responsible for completing the new security awareness online training course (BSAFE) if she/he needs to undertake any travel out of her/his city of residence within the course of this assignment. The course is available through registration on <https://training.dss.un.org/user/login>. Additionally, the External Collaborator will be requested to submit a security clearance generated via web-based “Travel Request Information Process” (TRIP) system prior to any travel out of her/his city of residence. TRIP system is accessible through registration on <https://trip.dss.un.org/dssweb>.