



TERMS OF REFERENCE (ToR)
for
CONSULTANT FOR OCCUPATIONAL HEALTH AND SAFETY

Introduction and background:

The ‘Supporting Resilience and Social Cohesion with Decent Livelihood Opportunities’ Project aims to strengthen the resilience and social cohesion of refugees and host communities in Türkiye by promoting access to decent work and sustainable livelihood opportunities. Financially supported by U.S. Department of State’s Bureau of Population, Refugees and Migration (PRM), the project will be implemented between 01.04.2022 – 31.03.2024 in the provinces Ankara, Istanbul, İzmir, Bursa, Adana, Gaziantep, Şanlıurfa, Mersin, Konya, Hatay, Kahramanmaraş, Eskişehir, Denizli, Manisa and Kilis provinces.

Occupational Safety and Health (OSH):

The International Labour Organization (ILO) plays a significant role in setting international standards and promoting OSH worldwide. The ILO has developed numerous conventions and recommendations related to OSH, including the Occupational Safety and Health Convention, 1981 (No. 155), and the Promotional Framework for Occupational Safety and Health Convention, 2006 (No. 187).

The ILO emphasizes the importance of promoting a preventive safety and health culture in workplaces, which involves risk assessment, hazard prevention, and the provision of appropriate training and protective measures. ILO standards focus on protecting vulnerable groups of workers, such as refugees, young workers, and those in informal employment, who may face additional risks in the workplace.

In Türkiye, OSH are governed by a combination of national laws, regulations, and policies. Türkiye has comprehensive legislation addressing OSH, including the Occupational Health and Safety Law (No. 6331), which was enacted in 2012. This law outlines the rights and responsibilities of employers, workers, and government authorities regarding OSH.

Like many countries, Türkiye faces challenges in fully implementing and enforcing OSH regulations, particularly in smaller enterprises and informal sectors. Efforts to improve OSH practices in Türkiye include increasing awareness, enhancing enforcement mechanisms, and providing support to employers and workers to improve workplace safety and health.

ToR’s link the Project’s related Objective

The overall objective of the Project is to strengthen the resilience and social cohesion of refugees and host communities in Türkiye by promoting access to decent work and sustainable livelihood opportunities. Within the scope of Objective 3, Output 3.1.1, the capacity strengthening activities on OSH will be provided to the staff of municipalities’ providing employment services to refugees and host community members at provincial level in the project provinces, to increase OSH awareness among officials and strengthen their capacity to transfer this awareness to refugees. This will contribute to a more effective and operable implementation of OSH legislation and policies in sectors and occupations more at risk from an OSH perspective, i.e., where more refugees are working as well as in employer-independent occupations. To support ILO respective activities, a consultant will be assigned to prepare OSH training, in this context, identifying refugee-intensive and disadvantaged sectors in terms of OSH and analysing the current OSH situation in these sectors, to realize and/or assist the training, coordination and reporting activities, and when necessary to meet training and other OSH related demands of ILO Office for Türkiye in terms of outputs defined in the proposal.



1. Duties and Responsibilities

Under the coordination of Senior Project Coordinator and Governance & Compliance Officer, the Consultant will carry out the following tasks:

- A. Carrying out the preparatory work for OSH awareness raising training:
 1. Preparing training module focuses on agricultural sector in the light of training needs previously prepared training modules and materials.
 2. Preparing training module focuses on recycling sector in the light of training needs previously prepared training modules and materials.
 3. Develop presentations related to the training content. In addition, preparation of auxiliary materials, all peripherals, and visual materials, if deemed necessary, will be under the duties of the consultant.

- B. Carrying out the sector-specific OSH-oriented capacity strengthened training with the participants from Project stakeholders:
 1. If the training physically take place, ensure that the preventive measures are considered and applied to guarantee OSH of him/herself and the participants.
 2. Provide OSH training corresponding to at least 3 hours (online and/or face to face) for two groups of agricultural workers, one group of recycle worker (waste pickers) and one group of textile workers, and all other sectors if needed and agreed by the ILO Office for Türkiye and within these groups OSH professionals. The trainees will be identified and notified by the coordination of Governance and Compliance Officer and by the ILO Office for Türkiye.
 3. In collaboration with project Monitoring and Evaluation Officer, develop an evaluation test to gauge the impact of the trainings.
 4. Ensure that the attendance list of participants as well as the training evaluations made by the trainees by the end of training sessions are collected and sent to the ILO Office for Türkiye by the end of entire of the trainings.
 5. Prepare a feedback report by the end of entire work describing the observations, challenges, outcomes and evaluation of the training including recommendations about further training and necessary actions to be taken.

- C. General - Other Duties and Responsibilities:
 1. Respond to the needs of ILO Office for Türkiye regarding OSH matters if there is a need to be consulted by the Office.
 2. Deliver regular timesheets, training modules and materials, Basic Security in the Field (BSAFE) certificate, UNDSS clearance and final evaluation report to the ILO Office for Türkiye.

2. Professional Qualifications

The Consultant must have:

- a high level academic degree from OSH related departments such as faculty of medicine and engineering, public health, labour law, public administration, or related disciplines
- a OSH Certificate obtained from Republic of Türkiye, Presidency of Measurement, Selection and Placement Centre (ÖSYM) (minimum b class, c class certificate is an advantage)
- specific experience in adult training especially in OSH,
- a doctorate degree in OSH with minimum 3 years of professional experience on OSH, or minimum 10 years of professional experience on OSH,
- knowledge and working experience in delivering training to vulnerable groups (women, refugees, and persons with disabilities) would be an asset,
- a good knowledge of English,
- a previous experience on working with ILO would be an asset.



3. Language Requirements

The working language of this contract is English and Turkish; all deliverables shall be submitted in both languages.

4. Administrative 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 Governance & Compliance Officer.

5. Payment Details

Starting date: 04/03/2024

Ending date: 20/03/2024

Fee: 6,000.00 TRY per day*max. 10 days; total fee TRY 60,000.00.

6. Deliverables and Timeframe

The Consultant is expected to fulfil the required tasks and execute the deliverables in the timeframe given below:

Deliverables Expected for the Payment	Deadline	Amount of Payment upon Approval
Submission of timesheet showing the workdays, training module, training report, attendance lists, all materials related with the training M&E related surveys, test results, etc. * If travel is required within the scope of this contract, a BSAFE certificate and a UNDSS clearance of each travel shall be delivered before the travel arrangements.	20.03.2024	Max. 10 working days *6,000 = 60,000.00 TRY

7. Other Information

The assignment does not require any travel, in case of any travel, the Consultant will be responsible for all travel, boarding, lodging, administrative costs and any other costs as incurred for activities outlined in this ToR. In the case of additional official field visits and meetings requested and organized by the ILO Office for Türkiye, travel, boarding and lodging expenses will be covered by the ILO Office for Türkiye.

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>.