INTERNATIONAL LABOUR ORGANIZATION

THE OFFICE OF THE ILO LIAISON OFFICER

Call for Expression of Interest ILO/YGN/21/12

31 JULY 2021

Title | Delivery of COVID-19 Prevention Support and Training to Peripheral Workers in Myanmar.
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Organization | International Labour Organization (ILO)
Technical Cooperation Programme | Safety and Health for All (SHFA) Workers in Myanmar Project
Location | Yangon, Myanmar
Type of contract | National/International Consultant (External Collaborator)
Duration | 10 working days over August to October 2021
Closing date | 8th August 2021

Submission of applications | Expressions of interest must be submitted by email to: link@ilo.org
International Labour Organization
No. 1(A), Kanbae Thitsar Road, Yankin Township
Yangon – Myanmar.
Only short listed candidates will be contacted for further consultation process.

1. Background

COVID-19 in Myanmar

Myanmar detected its first positive COVID-19 case on 23rd March 2020 with an initially low number of confirmed infections and single-digit deaths until mid-August 2020. The number of confirmed cases began to increase quickly and a second wave was confirmed later that month. Since early July 2021, high numbers of confirmed COVID-19 cases and deaths have been reported in Myanmar on daily basis, culminating in a third wave. Currently, there are 284,099 confirmed cases of COVID-19 with 8,210 deaths from 3rd January 2020 to 28th July 2021.

Myanmar commenced COVID-19 vaccination roll-out in late January 2021. As of 27th of May 2021, 3,368,042 vaccine doses have been administered. However, the roll out of vaccinations is still in its early stages. To augment efforts to control the spread of COVID-19 during the third wave, updated training detailing preventive measures must be provided to Myanmar workers, including peripheral and informal economy workers. The provision of COVID-19 prevention support will

include the distribution of communication materials (handouts) and support materials, including Food and Personal Protective Equipment, such as face masks. The COVID-19 prevention training currently under development will target workplace periphery, such as commuting, employer-controlled eating and sleeping areas, etc.

**Safety and Health for All (SHFA) Workers in Myanmar Project**

The ultimate objective of SHFA project is for workers in Myanmar to be safer and healthier. In order to reach this ultimate goal, the project will implement holistic approach towards 1) building promotional framework for OSH including recording and notification, 2) enhancing access to occupational health services, 3) social partners and educational institutions to implement programmes to address OSH issues, and 4) workers increasingly demanding safety and healthy workplaces. The project is being implemented in the framework of the ILO Flagship Programme on OSH Safety + Health for All, and the ILO OSH Project Portfolio in the ILO Liaison Office in Yangon.

With the aim of workers in Myanmar to be safer and healthier, the SHFA project is developing Training of Trainer (ToT) package on COVID-19 prevention for workers in Myanmar. This training will target COVID-19 prevention in workplace periphery activities in employer-controlled spaces. The training will also address work-related behaviors where risk of transmission of COVID-19 is elevated, including entrance, egress, commuting, movement between life and work, community interactions including in shared spaces like workplace dormitories or eating areas, public/client and worker interactions, etc. Additional updates such as information on variants, transmission, vaccinations, and other relevant information identified since summer 2020, will also be addressed.

### 2. Objective

The objective of this activity is to distribute COVID-19 prevention support materials (PPE/Food/Communication and training materials which are currently under development) in the target areas in Yangon. The delivery of COVID-19 prevention training will be based on materials developed by the ILO-SHFA project, to workers in target areas.

### 3. Activities

The consultant will contribute to and complete the following activities:

a) Discuss with the project team, and relevant colleagues, to define expectations of the distribution plan for support materials, support in planning training delivery and help guide the scope.

b) To procure COVID-19 prevention support materials

c) To distribute COVID-19 prevention support materials based on the distribution plan and targeted population agreed with the ILO-SHFA project team and relevant colleagues.

d) To familiarize with the COVID-19 prevention Train the Trainer (ToT) package developed by ILO-SHFA.

e) To deliver COVID-19 prevention training to workers in the target areas.
f) To deliver and support in delivering the ToT to the targeted population together with the trained volunteers/members.

The assignment will be conducted under the guidance of the SHFA Technical Officer in the ILO Liaison Office Yangon. Additional support will be provided from the SHFA Program Officer and/or translators for meetings and interviews as needed.

4. Deliverables

In consideration of the abovementioned activities, the consultant will be expected to deliver the following products:

**Deliverable -1: An Inception Report (approximately 3-5 pages in English) that includes**

- The plan for distribution of COVID-19 prevention support materials as identified and agreed with ILO-SHFA, and the plan for delivery of Train the Trainer (ToT) package on COVID-19 prevention training for peripheral workers.
- The distribution plan should articulate, the administrative, logistics, procurement and financial commitments required in distributing the suggested materials, which are based on the targeted population's identified needs.
- The plan will be subsequently reviewed and approved by the ILO-SHFA team.

**Deliverable -2: Distribution of COVID-19 Support Materials to the targeted population and a short financial report.**

- The distribution items would include basic food items, PPE (Masks, Hand Sanitizers), Feminine Hygiene Product to the targeted population as defined and agreed.
- Visual records (Photos), which shows the distribution of items, to be submitted to ILO-SHFA.
- The financial report should state the items purchased for distribution and include relevant proof of receipts for each items.

**Deliverable - 3: Training on COVID-19 prevention for delivery and training report and training report (4-5 pages in English)**

- The external collaborator should be trained on (half-day) ToT package on COVID-19 prevention for workers in targeted areas.
- A short training report (4-5) pages on training delivery is to be submitted together with the signed attendance sheet (in annex), and visual records (Photos) to be kept by the ILO-SHFA team. Such visual records will not be published.
- The short report should contain, but not limited to, numbers of trainees and their demographics, plans for the subsequent training delivery to the workers in targeted population, list of materials distributed, participants’ feedbacks, challenges, recommendations and etc.
**Deliverable - 4:** Delivery of COVID-19 prevention training and support materials to the workers, a training report (5-7 pages in English) and a short financial report (in English).

- The delivery of COVID-19 prevention training to workers is to be conducted.
- A short training report (4-5) pages on training delivery is to be submitted together with visual records (Photos) to be kept by the ILO-SHFA team. The short report should contain, but not limited to, numbers of trainees and their demographics, list of materials distributed, participants’ feedbacks, challenges, recommendations and etc.
- The training report should also contain a clear Monitoring & Evaluation framework of this activity, indicating the inputs, activities, outputs and outcomes. The inputs include resource mobilization and activity planning. The activities include the distribution of PPE and provision of related training. The outputs would include the numbers of workers (broken down by gender) trained and benefited with supplies. The ultimate outcome would be an increased awareness of COVID, its updates, and proper usage of PPE provided, and increased coverage of preventive materials provision among the workers in targeted areas.
- The financial report should state the items purchased for distribution.

5. Timeframe and Payment Schedule

The work will start by 20th AUGUST 2021 and the completion of all assessments and reports finalised and cleared by no later than the 30th OCTOBER 2021.

The contract will be daily fee + lump sum for procurement of items and associated distribution costs; the service provider is expected to fund logistical, administrative and all other expenses included in this TOR.

The payment schedule, subject to clearance and acceptance of delivered outputs, in English language, is as follows:

<table>
<thead>
<tr>
<th>Deliverable (in year 2021)</th>
<th>Payment (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliverable 1 (by 3rd September 2021)</td>
<td>45</td>
</tr>
<tr>
<td>Deliverable 2 (by 16th September 2021)</td>
<td>5</td>
</tr>
<tr>
<td>Deliverable 3 (by 23rd September 2021)</td>
<td>45</td>
</tr>
<tr>
<td>Deliverable 4 (by 31st September 2021)</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</tbody>
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6. Requirement

The consultant should have a university degree in a relevant field (Occupational/Environmental Health, Public Health, Medicine, Medical Science, Business, Logistics, etc). Specific experience in humanitarian or development assistance and COVID-19 mitigation and awareness raising or training development in workplaces and/or community level is required. The candidate must have access to the locations for distribution of PPE and training.
Technical competencies:

- Capacity to plan, design and implement the distribution of aids and/or aids materials to the communities and hard to reach communities.
- Capacity and access to targeted areas and populations.
- Experiences in delivering COVID-19 prevention training.
- Experiences in dealing with working conditions in particular workplace safety and health.
- Capacity to analyze institutional and governance arrangements.
- Excellent written and spoken command of English and Myanmar languages.
- Capacity to produce high-quality reports.
- Creativity and the required IT skills to create training content.
- Strong knowledge on local politics, economics and social context in Myanmar.

7. Application Process

Candidates are invited to submit proposals that must include the following:

- A CV and a summary of qualifications and experience to deliver this assignment.
- A short summary/cover letter including how this assignment would be delivered, the estimated timeframe and number of days, and any key risks that would need to be managed.
- A short financial proposal which should list the breakdown of the consultant’s daily fee, required items to be distributed, the budget required for purchasing, distributing, transporting, implementation cost for the delivery of ToT training, and etc., in MMK (for National) and USD (for International).

Please note candidates are not required to submit information on their ethnicity, religion, or personal medical history as part of the application process.

Proposals should be written in English and be emailed to link@ilo.org at the ILO, Liaison Office, Yangon no later than 8th August 2021.