

Call for Expressions of Interest

Consultancy to review the Occupational Accidents and Diseases Reporting System in Province Sindh - Pakistan

How to submit:

Expressions of interest from interested consultants/institutions should be submitted to the ILO Country Office Islamabad by email to **hameeds@ilo.org** by midnight (Pakistan time) **Sunday 7th January 2024**. Expressions of interest should be clearly marked as “Eoi for OSH Accidents and Diseases Research” in the subject line and contain:

- A letter (2 page maximum) setting out the consultant’s relevant qualifications and experience.
- A daily rate (expressed in PKR) and number of days allocated to deliverables along with a CV of the consultant.
- In case of team of institution, a CV of each member of the team should be included, with defined roles and responsibilities, remuneration of each consultant, number of days allocated to each individual.
- Individual consultant will be responsible for own health insurance and need to provide information to the ILO when required.
- Individual consultant upon selection also need to complete the UNDSS field security training (online one day training) if already do not have valid certificate from UNDSS.

Expressions of interest not meeting the basic content above will not be considered.

Terms of Reference

Consultancy to review the Occupational Accidents and Diseases Reporting System in Province Sindh - Pakistan

1. Background and Introduction

The International Labour Organization (ILO) estimates that approximately 2.3 million women and men globally experience work-related accidents or diseases every year. This translates to more than 6000 deaths every single day. Worldwide, there are around 340 million occupational accidents and 160 million victims of work-related illnesses every year. The ILO periodically updates these estimates, and the updates reveal an increase of accidents and ill health¹.

The experts highlighted the vital role of collecting, recording and notifying data on occupational accidents and diseases for prevention. In addition, they stressed the important to identify and study the causes of these incidents to formulate effective preventive measures².

In Pakistan, following the 18th constitutional amendment in 2010, all provinces were required to enact their own labour laws. The Sindh province took the lead in enacting the provincial OSH law, "Sindh Occupational Safety and Health Act 2017". The Act aims to prevent accidents, injuries, and diseases resulting from work activities by establishing and enforcing minimum standards for OSH. The Act applies to all workplaces in the province of Sindh, defined as establishment, except for mines. The Act also explains the rights and duties of employers and workers, including the obligation to report any accidents or diseases to the competent authority. The Act also explains the procedure for reporting, investigation and notification system for OSH accidents and diseases.

The Sindh Factories Act 2015 was enacted to regulate the conditions of employment in factories and to ensure the safety, health and welfare of workers. The Act applies to all factories operating in the province of Sindh, and it sets out the requirements for the registration of factories, the inspection of factories, and the welfare facilities that must be provided for workers. The Act also provides details on the OSH accidents and diseases reporting system.

It has been identified in a recently updated National OSH Profile of Pakistan that the Labour Department Sindh needs to effectively compute data on reported cases of OSH accidents and diseases in a practical format which can be analysed to understand trends and the most hazardous sectors. In contrast, the Sindh Employee Social Security Institute (SESSI) data shows that in year 2022, SESSI processed a total claim to 28 death cases, 564 diseases or injuries, 4,296 sickness and 10 disablement cases. There is an acute need to improve the system to record occupational diseases in the province, and train medical staff to investigate, record and report. Therefore, Labour Department of Sindh intends to improve occupational safety and health system in the province by improving the reporting mechanism for OSH accidents and diseases. This initiative aims to better understand true situation in the province and develop strategies to prevent accidents and diseases.

¹ https://www.ilo.org/moscow/areas-of-work/occupational-safety-and-health/WCMS_249278/lang-en/index.htm#:~:text=The%20ILO%20estimates%20that%20some,of%20work%2Drelated%20illnesses%20annually.

²

https://www.ilo.org/wcmsp5/groups/public/@ed_protect/@protrav/@safework/documents/normativeinstrument/wcms_107800.pdf

The International Labour and Environmental Standards Application in Pakistan's SME (ILES) project, funded by the EU, is providing support to the Sindh Labour Department to improve the OSH situation in the province as part of its work plan agreed with the Department. The ILES project is providing support to the department to assess the current situation, challenges, and bottlenecks in occupational accidents and diseases reporting system through research under this ToR.

2. Scope and Objectives

The main purpose of this consultancy is to understand and identify non-compliance in provincial policies, laws and practices in line with national laws, international labour standards and ILO code of practice on recording and notification of occupational accidents and diseases. The research report will serve as a useful instrument to the competent authorities in developing systems for recording and notification of occupational accidents and diseases. It will also provide valuable guidance for joint actions by employers and workers and for activities carried out by governments, social security institutions and other organizations aimed at the overall prevention of occupational accidents and diseases.

Specific objectives are:

- 2.1 A comprehensive overview of legislative provisions on recording, notification and investigation of occupational accidents, occupational diseases and dangerous occurrences, and related statistics and non-compliance with international labour standards.
- 2.2 A comprehensive gap analysis in the institutional and administrative arrangements for setting up reporting, recording and notification systems at provincial and enterprise level.
- 2.3 An overview of existing arrangements at provincial and enterprise level for recording and notification occupational accidents and diseases, including assessment of non-compliance with provincial laws, international labour standards, and ILO code of practice.
- 2.4 Conduct a comprehensive analysis of existing practices and instances of non-compliance with provincial laws regarding reporting, recording, notification, and investigation of OSH, and dangerous occurrences in Sindh.
- 2.5 Identify bottlenecks and challenges contributing to the underreporting of OSH accidents and diseases in the provinces.
- 2.6 Propose actionable improvements for government, employers' organizations, and workers' organizations to improve the OSH accidents and diseases reporting system in the province.

3. Key research questions:

1. **Occupational accidents and disease:** Examine the extent of the problem using data from relevant departments, safety departments, social security records, and news reports from social, print, and electronic media from past three years, if available.
2. **Policy, legal framework:** Assess the policy, legal framework, and statutory instruments related to reporting, recording, notification, and investigation of occupational accidents, occupational diseases, and dangerous occurrences, along with related statistics at both the provincial and enterprise level.
3. **Institutional and administrative arrangements:** Evaluate the institutional and administrative arrangement for setting up reporting, recording, investigation and notification systems for occupational accidents, occupational diseases and serious occurrence.

4. **Classification of occupational disease:** Examine the classification of occupational diseases for compensation purpose, including diagnostic and exposure criteria, and provide guidance on prevention.
5. **Reporting and notification responsibilities:** Explore reporting and notification processes at the enterprise level, outlining the responsibility of employer and the workers' duties in recording, report, and investigating incidents.
6. **Role of social security institutions** investigate the role of social security institutions in prevention of occupational accidents and diseases, and assess the coordination mechanisms between social security institutions and the Directorate of Labour for data exchange on accidents, injuries and diseases.
7. **Self-employed individuals:** Examine arrangements for recording, and reporting accidents and diseases among self-employed individuals.
8. **Coverage for micro and small enterprises and informal sector:** Assess mechanisms, and guidelines developed for the coverage of micro and small enterprises and the informal sector
9. **Identify bottlenecks and difficulties:** Identify bottlenecks and difficulties related to the recording and notification of occupational accidents and diseases.

4. Tasks and Deliverables

The consultant will work under the guidance of the ILO senior OSH specialist and ILES project manager, and in close coordination with the Sindh labour and human resource department. The consultant is expected to perform the following tasks and produce deliverables.

- 4.1 **Research methodology development:** The consultant will develop and apply a rigorous research methodology to analysis the national and provincial regulatory framework on occupational accidents and diseases reporting, recording, notification and investigation system. This analysis should align with the international labour standards, especially P155 - Protocol of 2002 to the Occupational Safety and Health Convention, 1981, as well as the ILO Code of Practice on recording and notification of occupational accidents and diseases and other related conventions.
- 4.2 **Data collection:** The consultant is required to obtain data from all relevant institutions. If the data is not already digitalized, the consultant is expected to digitalize it. In addition, data should be sourced from various news outlets, including social media, prints and electronic media, to understand the extent of the problem in the province.
- 4.3 **Review and compilation:** The consultant required to review and compile a list of the laws, regulations, policies, notifications, programmes or other measures relevant to the provisions of the occupational accidents, diseases and dangerous occurrences. This compilation should also cover institutional arrangements, coordination mechanisms and the standardisation of reporting arrangements.
- 4.4 **Stakeholder engagement:** The consultant will conduct stakeholders' interviews and focus group discussion with employers and workers organizations. Visit of the enterprises will be made to understand the arrangements at enterprise level, identify bottlenecks, and gather suggestions for improvements.
- 4.5 **Comprehensive meetings:** The consultant will organize comprehensive meetings with all relevant government departments, relevant officials, stakeholders and researchers from various institutions.

5. Expected deliverables

The following are the expected deliverables from the EXCOL, subject to review and approval by the ILO:

5.1 Inception report: The inception report should include:

- A draft outline of the report, research methodology,
- A list of documents for desk review (international framework and national framework)
- A list of institutions, organizations, and experts to consult.

5.2 First draft report: The first draft report should be submitted as per agreed report outlines. The report should include important statistical tables, an analysis and conclusion of the existing situation as per ILO conventions and code of practice.

- Inconsistencies with Protocol 155 and code of practice
 - Identify gaps in laws/policies and practices.
 - recommendations for actions required to achieve compliance with relevant conventions, particularly P 155 and code of practice.
- Summary of all recommendations.
- A list of the relevant legal and policy sources, including web links.
- A Table (deliverable 4.2) summarizing relevant information on each provision (existing regulatory and policy frameworks implementing the provision, identification of gaps or inconsistencies, and proposed recommendations). This table will serve as a basis for discussion during the tripartite validation workshop.

5.3 Second draft report: submit a second draft report after incorporating comments from the ILO and the labour and human resource department Sindh=.

5.4 Participation in and facilitation of validation workshops: Participate in and facilitate validation workshop to present findings of the report and gather feedback from the key stakeholders. This include preparation the PPP presentation to present the report.

5.5 Final report: Based on feedback and inputs from the validation/consultation workshop and technical comments provided by the ILO, the consultant will finalize the Report.

6. Arrangements and support from ILO

The ILO will provide support to the EXCOL in arranging consultations with tripartite constituents, enterprise visit and stakeholders.

The EXCOL shall contact the ILES Project Manager in ILO CO for Pakistan for this consultancy, and OSH Specialist for DWT for South Asia/ Delhi.

7. Timeframe

The work of this research should be conducted and finalized within from 15 Jan to 15 May 2024.

8. Fee and terms of payment

- The ILO will pay the fee agreed in instalments as per below plan,
 - **The first payment:** 30% of the total fee will be made upon submission of the inception report and draft Table of Content of the legal assessment report to the satisfaction of the ILO.

- **The second payment:** 40% of the total technical fee will be made upon completion and submission of the 1st draft report of the analysis to the satisfaction of the ILO.
- **The final payment:** 30% of the fee will be made upon completion and submission of the final draft of the analysis, incorporating all the comments and feedbacks through the consultation and to the satisfaction of the ILO.
- **Travel and lodging expense** – in case consultant is based outside Karachi, the travel related payment will be made on the actual expenses. The consultant is required to book the ticket with at least comparable options and submit the boarding passes upon the completion of the mission. Any balance left will be deducted from the following payment.

9. Qualification

The EXCOL should have the following qualifications:

Qualifications of the consultant:

- A master's degree in occupational safety and health or in a relevant area of health, medicine, engineering, or social science with at least 10 years of work experience as an OSH-related Officer of a reputable public or private institution.
- A sound technical understanding of occupational safety and health, relevant legal frameworks, institutions and international frameworks particularly occupational accidents and diseases.
- At least 5 years' experience of conducting research in safety and health, statistics or social science.
- Knowledge of the ILO, its mandate and work in Pakistan would be an advantage.
- Strong analytical skills and ability to integrate diverse and complex quantitative and qualitative data from a wide range of sources.
- Ability to work under time pressure and deliver work of outstanding quality.
- Comfortable in presenting research results to a high-level audience.
- Outstanding writing skills in English, including a demonstrated ability to draft clear, concise and policy analysis-oriented reports.
- Demonstrated capacity to carry out the assignment within the allocated timeframe.

Individual consultants, and consultancy firms will be considered. Consultants should be based in or entitled to work in Pakistan. The project will not support international air travel or visas.

Please note that:

Individual consultants will be responsible for own health insurance and need to provide information regarding insurance to the ILO at the time of contracting. Individual consultants upon selection also need to complete the UNDSS BSAFE field security training (online training) unless already holding a valid certificate from UNDSS. SSAFE certification would be an advantage.