



Ministry of Foreign Affairs of the
Netherlands

TERMS OF REFERENCE

Duty Station: Nigeria

Services: Development of training tool kit for Workers on Fundamental Principles and Rights at Work (FPRW) on principles and unionism.

Duration: 25 working days within two months

1. Context

The project '*Accelerating action for the elimination of child labour in supply chains in Africa*' (ACCEL Africa) is a Dutch-funded regional project with particular focus on the specific supply chains, namely Cocoa, Coffee, Cotton, Gold and Tea. Building on lessons learned from over 25 years of the International Programme on the Elimination of Child Labour (IPEC) and overall ILO experience, the ACCEL Africa project will work on public policy and good governance; empowerment and representation, and partnership and knowledge sharing among global supply chain actors working in Africa.¹ Countries covered are Côte d'Ivoire, Egypt, Mali, Malawi, Nigeria, and Uganda.

In Nigeria, ACCEL aims at the elimination of child labour in supply chains in particular Cocoa and Artisanal Small-Scale Gold Mining. The project has a national coverage, with direct interventions to be implemented mainly in two states, namely, Ondo (cocoa plantation) and Niger States (Artisanal Small Scale Gold Mining, ASGM). The project is collaborating with NLC and TUC to strengthen workers organisation to combat child labour, through promoting social dialogue and fundamental principles and rights at work (FPRW), including freedom of association, collective bargaining and unionisation of workers in project communities, and across Cocoa and ASGM supply chains.

To this end, in order to support the promotion of FPRW, NLC and TUC seeks to hire a consultant to develop a training toolkit on Fundamental principles and rights at work. The training tool kit will help to build the capacity of workers generally and specifically in the Cocoa and ASGM sectors to negotiate/demand for the respect and actualization of the Fundamental Principles and Rights at work (FPRW), including the strengthening of Unionism.

2. Objectives

The objectives of this assignment are:

1. to develop a training toolkit for Workers on FPRW Principles and Unionism in the elimination of child labour.

¹ See https://www.ilo.org/ipec/projects/global/WCMS_698536/lang-en/index.htm



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2. To test the toolkit with a selected group of TU trainers skilled in developing and utilising a TU training manual.
3. To conduct a TOT for members of workers in the cocoa and ASGM sectors using the developed/validate FPRW/Unionism toolkit.
4. Follow-up with the Trained Trainers on the stepdown training to be held in Niger and Ondo States and include report in the general report for the consultancy

3. Scope of Work

Under the direct supervision of NLC and TUC Child Labour focal points, with technical backstopping of the ILO Abuja Office Workers Specialist, the consultant will be engaged to develop this toolkit and assist in the validation and facilitate the testing meetings and TOT workshops.

Specific tasks to be covered by this assignment include:

1. Desk review relevant documents including project document, reports and evaluations; ILO standards, tools and manuals developed in the areas of FPRW, child labour, Unionism, occupational health and safety and decent work agenda.
2. Conduct a capacity gap assessment on the understanding of TU on FPRW and Unionism
3. Prepare and submit an inception report on findings and methodology for the implementation of the assignment including operation plan and proposed table of content for the development and testing of toolkit
4. Organize consultative meetings with the TUC and NLC to collect their inputs, views and recommendations on the training plan proposed;
5. Present draft toolkit to TUC, NLC and ILO for technical review and input.
6. Based on the consultative meetings and in close collaboration with ILO Workers Specialist, NLC and TUC focal points, finalize the toolkit incorporating inputs and recommendations received;
7. Conduct a meeting to test and validate the toolkit
8. Provide final and clean version of the training toolkit.
9. Organize a TOT training for TUC/NLC Member organisations, using the developed Tool kit on FPRW;
10. Follow up on the stepdown of the TOT
11. Provide a detailed report on all activities conducted under this consultancy and related trainings/meetings/workshops.
12. Provide the template for the report

4. Deliverables

- Inception report: Outlining details of actions to be implemented, with proposed methodology, work plan rapid assessment findings and chapters for the training toolkit (timeline/delivery dates).
- Final copy of the validated toolkit for workers on the elimination of child labour



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- Detailed report of the consultancy (report on all activities conducted under this consultancy and TOT, evaluation of step down/meetings/workshops.).

5. Required Qualification and skills

- University degree, preferably in Social Science, Law, Humanities or an equivalent combination of training and experience;
- A minimum of five years' work experience in the areas of research and analysis, project/programme development, development of pedagogical materials, and conducting trainings /facilitation of workshops for national stakeholders
- knowledge and understanding of issues of child labour and trade union issues in Nigeria
- Development of pedagogical materials
- Knowledge of Fundamental Principles and Rights at Work (FPRW)/ Trade Unionism
- Good research, analytical, reporting, presentation and writing skills, skills including the ability to develop presentations and deliver them to national level stakeholders
- To provide examples of such work and references
- Ability to analyse and interpret data.
- Extensive work experience and proven record in development of national documents and Toolkits
- Proof of evidence of similar consultancy services rendered and references
- Excellent command of oral and written English
- Demonstrate experience of having undertaken similar assignments
- Good communication and facilitation skills
- Cultural awareness and sensitivity to gender issue
- Knowledge of the functioning of the NLC and TUC, International Labour Organization, other international organizations

6. Consultancy fee and Payment schedule

The duration of the consultancy is for 25 working days within two months the first tranche payment of 30% of the amount will be paid upon signing of agreement and submission of an inception report and work plan. The 2nd tranche of 40% upon submission of the first draft toolkit. The final tranche of 30% will be paid at the submission of the final validated toolkit and a final report. Payments of deliverables as enumerated above is subjected to the satisfaction of the NLC and TUC.



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7. Procedure for submission of expression of interest

Interested consultants should submit below mentioned documents only by email to the address: hassananka@gmail.com ; myushau@gmail.com and acelafrica.fellowship@gmail.com not later than **November 5 at 6 p.m.** (Nigeria time):

- An updated Curriculum Vitae
- An application letter
- **Examples of such work**

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted.

8. Confidentiality

The consultant is required to respect strict confidentiality vis-à-vis third parties, for any information relating to the assignment or collected on its occasion (no reproduction/ dissemination reports or documents is allowed). Failure to comply with this clause will result in immediate termination of the assignment. This strict confidentiality remains the rule, without limitation, after the end of the assignment.

Field Code Changed