

Terms of Reference for Consultancy

As Trainer for Occupational Safety and Health Training for Handlooms Small/Micro Enterprise, Islampur (Mingora), Swat

Expressions of interest to be submitted by 5pm on 29 February 2020

1. Introduction

The ILO under its European Union funded project “International Labour and Environmental Standards Application in Pakistan’s SMEs (ILES)” intends to organize and deliver a training on occupational safety and health for small and micro enterprises in textile sectors (power and hand loom). The training is planned in District Swat, Mingora (Serena Hotel and Islampur village) from 7 - 9 April 2020.

According to the Islampur Cottage Industry Association (ICIA) the centuries-old industry in the tiny village of Islampur has more than 10,000 men and women who are actively serving the trade, while over 30,000 people are benefiting from it indirectly. Most of the handlooms are located inside house or in dedicated places adjacent to the houses. The cottage industry comprises 3,000 handloom units owned by several individuals with over 80pc of the population making up its workforce.¹ Even though the industry is flourishing and sales per annum are high, people in Islampur are encountering several difficulties. For example, the condition of female handloom workers is of particular concern for social activists in the area. The artisans contribute greatly towards the constant running of the looms and the ongoing production of handloom products but at the same time facing many problem including proper education and healthcare facilities both at home and work places. Most of the workers in the handloom cottage industry of Islampur work under harsh conditions including a very meagre situation of OSH at the work place. The handloom cottage industry of Islampur needs awareness and training on OSH to improve the working conditions of the workers working therein.

The target audience of the training includes workers and supervisors of the handlooms cottage industry (micro enterprises) of Islampur. At least 90 such workers and supervisors (60 male and 30 female) are expected to receive training on Occupation Safety and Health using ILO WISE methodology with a group of 30 participants per day. For male participants the two days training is planned at Serena Hotel, Mingora, while for female workers and supervisors the training will be at the village level i.e. Islampur. The training will include classroom plenary session, group-work activities & presentation, and enterprise visits. Moreover, the trainer will customize the training contents according to the real need and OSH situation in the handlooms micro-enterprises of Islampur.

WISE Methodology

Work Improvement in Small Enterprises (WISE) is a training programme that empowers small and medium enterprises to take practical and low-cost action to improve working conditions. The

Objectives of the training

- To enhance awareness on OSH, key concepts of OSH at enterprise level focusing on the growing OSH needs of the industry and the market.
- To enhance awareness on importance of prevention, learn assessment tools and improvement plans.
- To build enterprises skills through hands on training on assessment and improvement plans at factory level.
- To improve their understanding on and importance of cooperative relations at workplace.

Target Sectors

Small and micro handloom enterprises of Islampur (Mingora), Swat.

Targeted Audience

Management, supervisors, workers of the selected enterprises (handlooms small & micro enterprises).

2. Purpose of the Assignment

The purpose of this assignment is to add local good example photos to the already developed participatory training material for the power and hand loom sector with the technical support from the ILO Senior OSH Specialist. Prepare and deliver the ILO's participatory occupational safety and health training to train selected handlooms, small & micro, enterprises located in the village of Islampur, Mingora located in district Swat.

3. Tasks and Deliverables

The consultant will be responsible to deliver the following tasks in full coordination with the ILES Project Manager and Senior OSH Specialist.

- 3.1 The national consultant will visit local selected handlooms enterprises before the training in identifying local good examples and areas for improvement, taking their photos for the use during the training.
- 3.2 Add the newly collected local OSH example photos to the existing OSH training material (powerpoint presentation files) according to the need and situation of OSH at work places (small & micro enterprise of handlooms) before training in full coordination and with approval of the ILO Senior OSH Specialist.
- 3.3 Deliver training to the already identified groups at selected venue.
- 3.4 Collect and analyse pre-post assessments, implementation plans, prepare report on trainings organized. Planning and carrying out follow-up activities including the follow-up visits if needed under a separate contract. The consultant is required to fully understand ILO's participatory, action-oriented training methodologies to design and deliver the training.

4. Duties and Responsibilities

The consultant will be responsible to deliver the tasks as per following deadlines;

Tasks	Timeframe
Visiting local handloom small & micro-enterprises taking good example OSH photos to be used during the training	One (1) day
Customization of the training material (power point presentation and action checklist in English and Urdu)	six (6) days
Actual training delivered	Two (2) days
Prepare detailed report on the training organized with annexes of the report all actual filled forms, including first draft and final draft	three (3) days
Total days	12 days

5. Budget and Duration

Technical fee:

Travel and DSA:

Travel and DSA will be covered by the ILO according to its rules and regulations.

- 100 % payment upon submission of the final report according to the satisfaction of the ILO.

6. Required qualifications and skills:

Master's degree or equivalent in the relevant subjects such as social sciences, Occupational Safety and Health, industrial development, and other relevant fields etc.

At least 3 years of proven experience of planning, organizing and imparting training on OSH using participatory training methodologies. Having knowledge and work experience of using ILO's training methodologies like WISE will be added advantage. Working experiences in the textile and leather sector is desirable. Good report writing and analysing skill is also required.

Having certificate of "Safe and Secure Approaches in Field Environments" from United Nations Department of Safety & Security will be added advantage.

The selected consultant/s will be responsible for their insurance as per ILO requirements and ILO may ask to provide proof of insurance in case of selection.

7. Expressions of Interest

Expressions of interest from interested consultants (national) should be submitted by email to Islamabad@ilo.org and copied to bates@ilo.org by 5pm (Pakistan time) on **Saturday 29 February 2020**. Expressions of interest should contain:

- A letter (2 page maximum) setting out the consultant's relevant qualifications and experience;
- A CV of the consultant;
- Expected daily fee rate.

8. Coordination and Communication

The consultant will be required to work closely with the ILO Senior OSH Specialist Mr. Tsuyoshi Kawakami and ILES project Project Manager, Ms Caroline Bates.