

***Safety + Health for All Plantation Workers in South Asia-
Nepal Component***

Terms of Reference

Requirement	National Consultant/Team (Maximum of 2 persons)
Assignment	Visual Documentation of WIND and WISE training to tea and cardamom stakeholders
Expected Start Date	October 31, 2022
Expected End Date	November 4, 2022
Total Number of days	3 days

Background information/context

Tea and Cardamom are among the major plantation crops in Nepal with an increasing export market. Nepal is the largest producer of large cardamom in the world followed by India and Bhutan. About 67,000 families are directly and indirectly involved in production of large cardamom. Taplejung, Sankhuwasabha, Panchthar and Ilam are the four major districts that contribute more than 80% of the national production. The supply chain of this spice usually begins in the hills of eastern Nepal where home-based farmers (predominately women) tend and harvest the crop before it reaches the local market, and then on to the processing units of Birtamod, where thousands of women work to sort, grade and prepare the spice for export.

Several reports, including recent investigation from the ILO, indicate that the tea and cardamom sectors present significant challenges in establishing infrastructure and services necessary to support Occupational Safety and Health (OSH) improvements in rural and semi-rural settings. Production in plantations, whether these are large estates or small holdings, is characterized by high labour intensity especially in remote rural areas with female workers representing half of the total workforce. Overall conditions of plantation workers are very poor and characterized by low wages, poor hygiene, sanitation and health conditions, as well as limited workers' representation. An important part of tea workers are working for estates, but the number of smallholders is growing and the productivity of smallholder farmers is usually higher than the one of big estates. Several reports highlight that OSH is a major area of concern for the actors in the sector, in particular chemical and biological hazards resulting from the use of agro-chemicals with little or inadequate protection and scarce access to proper water and sanitation. It is important that collective, coordinated and convergent approaches are used to target the OSH challenges in the plantation sector. This requires the tri-partite partners to work together in a comprehensive manner, strategically planning progressive steps that can be undertaken to make improvements and enable decent working conditions, improve safety and health at work. In this

context, Safety + Health for All Plantation Workers in South Asia project is organizing a three-day training of trainers to ILO constituents from November 1, 2022 to November 3, 2022 in Birtamod, Jhapa.

The training will focus on capacitating tea and cardamom stakeholders from the tri-partite constituents to use the ILO participatory tools – WIND and WISE – that can be used at the workplace level. These tools enable a joint approach to identify issues and challenges, and themselves come up with home-grown, low cost/not cost solutions in the workplaces.

This assignment is related to capturing the visual documentation of the three-day WIND and WISE training of trainers to tea and cardamom stakeholders.

Purpose of the assignment

The consultant/team (maximum of 2 person) will be present in the training workshop and conduct the visual documentation of the three-day training of trainers.

In the three-day Training, the selected consultant will be required to travel to the field sites on day 1 and day 3.

Deliverables

The consultant/team (maximum of 2 person) is required to produce the following deliverables

Video Clips

- Shots on Day 1 and Day 2 (Small clips of 5-7 each day; maximum duration of each clip can be 5 – 10 min)
- Day 1 (Clip of the inaugural session and the rest in the field)
- Day 3 – 10 shots (2-3 of the training sessions in the field, one on the plantation and factories shot, and 4-5 testimonials on Day 3 from workers (at the worksite) and from ToT Participants)
- 3 shots of ILO trainers

Photographs

- Day 1: 100 shots
- Day 2: 50 shots
- Day 3: 100 shots (40 of the field trainings and 60 shots of factories, plantations and natural environment)

Tentative Timeline

S.N.	Major Activities	Date/Days
1	Training of Trainers	November 1, 2022 to November 3, 2022 (3 days)
	Total days	3 days

The consultant/team (maximum of 2 person) is required to travel to and from the training venue in Birtamod, Jhapa. Kindly include the cost for the travel in addition to the daily consultancy rate.

Required Qualifications and Experiences

Education: Educational qualification or certified trainings in Visual documentation (videography + photography)

Experience: At least three years of work experience on the visual documentation. Experience related to visual documentation of OSH related trainings and orientations is desirable.

Reporting Lines

The consultant/team (maximum of 2 person) will directly report to the National Project Coordinator, S+H for All Project, ILO CO for Nepal. The assignment will be carried out in consultation with the Chief Technical Advisor, S+H for All, ILO DWT for South Asia, New Delhi.

Consultancy Fee or Financial Proposal

The consultant/team (maximum of 2 person) is expected to mention his/her per day consultancy fee for this task while submitting the Expression of Interest (EoI). If applying as team of two, mention per day consultancy fee for both the team members. Claim of such fee should be provided with proper evidence i.e. contract or payment made by other company or organizations. If the consultant/team (maximum of 2 person) has worked with ILO or any other UN organizations, such evidence is preferred for this purpose. ILO holds its right to negotiate on the proposed consultancy fee or financial proposal submitted by the consultant/team (maximum of 2 person) considering the qualifications, experience and market factors.

Payment Modality

The payment of consultancy fee based on per day rate and total days of engagement will be paid as follows: - 100% of the total consultancy upon completion and submission all deliverables to the satisfaction of the ILO.

Application Procedures:

Interested individuals/team (maximum of two) are invited to submit an expression of interest (EoI) electronically to KTM_Procurement@ilo.org by 17:30 hrs. on Tuesday, 11 October 2022.

Applications should have the subject heading "**EoI: Visual Documentation OSH**". The EoI should be submitted along with following documents:

- Concept note
- Updated CV highlighting relevant past experiences with at least three references
- Evidence of similar kind of work/assignment
- Daily rate of consultancy fee, additional cost required for travel and any other cost related to the assignment
- Evidence to support/justify the consultancy fee proposed