



International
Labour
Organization

Call for Expression of Interest - External Collaboration

Terms of Reference (ToR)

Updating the Iraqi Labour Inspection guides and manuals

Deadline for submission of proposals: 29 January 2022

I. BACKGROUND AND JUSTIFICATION

The International Labour Organization, with support from the European Union, is implementing a project to enhance labour governance, inspection and working conditions in Iraq, in response to the COVID-19 pandemic. The project addresses a number of labour market challenges imposed by the pandemic, as well as some of the longer-term decent work priorities of Iraq.

It focuses on strengthening the labour inspection system and improving occupational safety and health (OSH) in line with international labour standards, through policy development and capacity building. The project will also work closely with social partners to raise their awareness on labour inspection, OSH and fundamental principles and rights at work, so they can better engage in programs to promote compliance with labour legislations and respond to COVID-19.

The labour inspection system is the main tool for verifying the implementation of legal provisions to ensure the protection of employees. Therefore, the presence of an efficient and effective inspection system in any country will reflect positively on the labour market; It provides protection for employees, with a strong, transparent and fair system that encourages investment because it ensures sustainability and stability. This is exactly what employers are looking for.

According to a labour inspection study upon the request of the International Labour Organization, “Strengthening Labour Governance, Inspection and Work Conditions in Response to Covid-19 in Iraq” Project, which is currently being conducted in 2021 to evaluate the labour inspection system in its two parts (labour inspection and occupational health and safety inspection) for which the results show that “There is a clear weakness and lack of equipment for labour inspection and occupational health and safety. Including transportation, automation, database, electronic inspection tools, and electronic interconnection between departments”. And for this, enhancing labour inspection effectiveness and improving OSH, through developing and using modern inspection tools, among other relevant measures, would contribute to the protection of labour rights and ensuring safe and healthy working environment.

II. ROLE OBJECTIVE

The purpose of this consultancy is to develop or update (if existing) the labour inspection guides and manuals in Federal Iraq and the Kurdistan Regional Government - Iraq currently used by labour inspectors that would contribute to improving the quality of labour inspection visits and reports and would enhance the effectiveness of the labour inspectors' work. Such tools, particularly the updated guides and manuals would serve as the basis for automating labour inspection activities in the future.

III. FUNCTION AND RESPONSIBILITIES

Given the above objective, the consultant will be expected to undertake the following tasks:

- Develop a complete work plan that identifies key activities with stakeholders to update the guide and manuals and develop the guides and manuals;
- Facilitate the identification and collection of data and information from reliable sources;
- Review the labour inspection system including the current guides and manuals to understand the current labour inspection system addressing both the Federal Iraq and the Kurdistan Region of Iraq (KRI).
- Updating the main labour inspection guides and manuals used by the labour inspectors and OSH inspectors to respond to workplace issues and incorporate COVID-19 preventive and protective measures at workplace level.
- Developing new guides/ manuals, in case that there are no existing guides/ manuals.
- Through updating and/or developing the labour inspections guides and manuals, ensure labour inspection procedures are standardized, gender-responsive and can be used as a basis for automating labour inspection and establishment of comprehensive electronic data bases on labour inspection and OSH.
- Explore main modern features and developments in the labour inspection system.
- Consider the international standards and conventions when updating and developing the guides and manuals.
- Addressing the gaps and needs existing in the labour inspection system identified by the study.
- Consult with the experts within the Ministry of Social Affairs and Labour (MoLSA).
- Produce the 1st draft with the technical working group using all available data and information and with reference to ILO standards, instruments and practices;
- Support and facilitate workshops, consultations, meetings, fora, focus group discussions to identify issues, concerns and gaps (including gaps in knowledge and compliance) that will be used in developing/ updating the guides and manuals;
- Present the draft version for validation of stakeholders. Facilitate the validation exercise, addressing the concerns of national stakeholders;
- Submit the final version of the developed/ updated guides/ manuals for endorsement.

IV. DELIVERABLES

- A detailed work plan that identifies key activities covering start-up to conclusion with defined dates, lead partners, and resource requirements and mentions the sources of information and ways to collect data that are foreseen.
- Draft developed or updated guide and manual, in line with the relevant ILO guidelines, for the ILO and MOLSA's initial comments. A Power Point presentation of the main contents of the draft developed or updated guide and manual, to be presented in a tripartite workshop, to be organized in Iraq for sharing it with the ILO constituents and get their feedback and comments on them. The consultant will revise the report accordingly and finalize it in line with the comments of the ILO constituents and concerned technical departments and specialists.
- A final draft of the guide and manual covering all Iraq, including Kurdistan Region, to be submitted to the ILO in electronic copies in Arabic language.

V. DELIVERABLES AND SCHEDULE OF PAYMENT:

The consultant is expected to produce the following deliverables as set out in the below at the approval and satisfaction of the Chief Technical Advisor of the project and the Regional Senior Labour Inspection and OSH Specialist:

DELIVERABLE	DISBURSEMENT IN USD
1. Detailed workplan report	10%
2. A first draft of developed or updated labour inspection guides and manuals and a PowerPoint presentation.	50%
3. Final labour inspection guides and manuals, addressing ILO's and MoLSA's comments and recommendations incorporated accordingly.	40%

VI. DURATION OF THE ASSIGNMENT

The number of working days for the assignment is 30 working days during the period from February to April 2022.

VII. REQUIRED QUALIFICATIONS

As a consultant, you will be expected to possess the following qualifications:

- Advanced university degree in business, economics, law, or computer science.
- The consultant must have previous experience in a similar assignment.
- Demonstrated work experience with a public enforcement agency in developing and updating tools, preferable on labour inspection system guides and manuals.
- Knowledge of or experience in the region, including of Arabic.
- Excellent communication and facilitation skills, including in multi-cultural settings.
- The consultant should make him/herself available to collaborate with the relevant stakeholders including MoLSA.
- Fluency in Arabic and English (both written and spoken).

VIII. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

All data and information received from ILO for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (ToRs). The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the express advance written authorization of the ILO. All intellectual property rights arising from the execution of these ToRs are assigned to the International Labour Organization. The intellectual property rights of the materials modified through the assignment remains with the International Labour Organization.

IX. MISSION ARRANGEMENTS

Any field missions will be conducted under the assignment shall be approved by the ILO, followed by a submission of a short report indicating the number of days in the field and the work that have been done. The travel cost is to be paid in a separate payment based on the actual cost and receipt of travel supporting documents.

Transportation cost of any field visits will be covered by the ILO.

X. APPLICATION SUBMISSION

All interested individual consultants must submit the following documents/information by COB **(29th of January 2022)**

1. **Technical Proposal** explaining their suitability to undertake the assignment
2. **Financial Proposal** Based on the activities proposed, the consultants are required to propose a detailed budget. The proposed budget must be justifiable and rational. The ILO holds the right to negotiate the proposed budget.
3. **Methodology/work plan** on approaching the assignment.
4. **Time frame**
5. **Personal CV** including past relevant experience in similar activities and three traceable references.

The technical and financial proposals together should not exceed four pages. Proof of similar assignment (incl. papers produced if possible) are required as an annex.

1. Timeline

Submission of proposals to khidhir@ilo.org and al-hashamat@ilo.org by 29th of January 2022. Please mention "Updating the Iraqi Labour Inspection guides and manuals" in the subject of the email.