



Terms of Reference for Local Consultancy

FOR PREPARING A REPORT ON THE ROLE AND FUTURE OF LABOUR INSPECTION AND GUIDANCE IN THE FUTURE OF WORK AND IN POST COVID PERIOD

Introduction

Achieving decent, safe and healthy working conditions has been central to the mission of the ILO since its creation in 1919 and an objective that has been reaffirmed in the 1944 Declaration of Philadelphia and the ILO Declaration on Social Justice for Fair Globalization. Almost half of all ILO Conventions and Recommendations, either wholly or in part, address issues related to occupational safety and health (OSH) and a significant number of Conventions and Recommendations similarly address the important role that labour administration and labour inspection play in assisting countries to achieving compliance with international labour standards.

On the other hand, all ILO Conventions and Recommendations, including the Convention on Labour Inspection (No.81), regulate the different aspects of decent work and set the international norms to be pursued by national legislation. Thus, the ILO plays a crucial role strengthening the capacities of public institutions as well as workers' and employers' organizations to ensure workplace compliance and creating an enabling environment for decent work for all women and men.

Background Information

The ILO Office for Türkiye has an ongoing engagement with its tripartite constituents in Türkiye for over 69 years and has contributed to building the capacity of the government, workers' and employers' organizations through several projects including in the areas of workplace compliance: promotion of decent and non-discriminatory workplaces, productive employment and decent work for vulnerable groups, as well as social dialogue.

The ILO Office for Türkiye has been implementing “Workplace Compliance through Labour Inspection Guidance and Social Dialogue (WPC)” project since March 2023 which is funded by the European Union Delegation (EUD), in close cooperation with the Ministry of Labour and Social Security of the Republic of Türkiye (MoLSS) – Directorate of Guidance and Inspection (DoGI).

Scope of the Project

The project is envisaged to contribute to creation of a more decent work environment for all women and men in Türkiye through achieving 2 major outcomes including:

Outcome 1: Institutional capacity of the Directorate of Guidance and Inspection (DoGI) of the Ministry of Labour and Social Security (MoLSS) and the social partners was improved to increase workplace compliance.

Outcome 2: The workplace compliance was improved through strengthening guidance services and awareness raising on decent work.

Under Outcome 1, the project aims to increase the effectiveness and the technical capacities of the DoGI on International Labour Standards, EU Acquis and national labour legislation with an equality and rights-based approach. Within this scope, the role and the future of labour inspection in post-COVID period will be reviewed while developing necessary inspection tools in this context; and accordingly, the Report on the Role and Future of Labour Inspection and Guidance in the Future of Work and in Post COVID Period will be prepared.



Scope of Work

The purpose of this report is to generate a knowledge base to develop evidence-based and sustainable policies. The report will also set policy advice on the possible legislation on new and emerging working modalities in order to create decent work conditions in the future of work in Türkiye. The final report will be also launched in an International Conference on the Role and Future of Labour Inspection and Guidance in Post COVID Period. The event will be organized in one of the cities, where the project is taking place (Ankara, İstanbul, Bursa, Adana, İzmir) that will be determined during the implementation period. The conference will be a one-day event with the participation of 200 persons invited among the representatives of social partners, industry stakeholders, company representatives, related public institutions, related CSO's and other relevant stakeholders. A gender-sensitive approach will be taken during the organization of the event. In line with the EU Green Deal, the conference will be organized with an environment-sensitive approach. Furthermore, the report will be made available online, with a view to reducing environmental costs.

The ILO Office for Türkiye seeks to recruit a local consultant to support the delivery of the Project's Outcome 1/Output 1.1: **“The effectiveness of the DoGI is improved through a multi-pronged approach.**

This expression of interest seeks a highly qualified consultant who will conduct analytical studies on the role and future of labour inspection in the future of work and post-COVID period.

1. Duties and Responsibilities

The consultant will conduct the study based on an analytical analysis of literature review, legislative framework on new and emerging work modalities, good practices in the EU and other countries and qualitative and quantitative analysis with a gender equality and right-based approach.

The study will also include online interviews with private sector representatives, social partners and other experts in the area. It will conclude with recommendations on how to position the labour inspection and guidance system in the post COVID period in Türkiye, from a gender equality perspective, considering the emerging new working modalities including remote work, telework, home-work, platform work under gig economy, etc. The report will also set policy advice on the possible legislation on new and emerging working modalities in order to create decent work conditions in the future of work in Türkiye.

The consultant is expected to work in close collaboration with DoGI. He/she will provide technical inputs and finalize the draft of the report on the Role and Future of Labour Inspection and Guidance in Post COVID Period. The consultant will be provided with technical support from the ILO HQ related departments.

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

- Desk research to review all relevant documents (i.e., laws, regulations, directives, circulars, manuals, standard operation procedures etc.)
- Facilitate or co-facilitate key informant interview/focus group discussions with the private sector representatives, social partners and other experts in the area.
- Conduct qualitative and quantitative surveys to generate the necessary information for accomplishing the objectives of this consultancy.
- Analyze data and write a report based on the results of the conducted research and surveys. A preliminary draft will be shared with the ILO representatives that will include a set of strategic



recommendations. The draft report should be revised and finalized taking the views of the DoGI and the ILO into consideration.

- Present the final report to the stakeholders at the international conference to be conducted in the last quarter of 2024 (tentatively).

2. Professional Qualifications

Required Qualifications

The consultant will be expected to possess the following qualifications:

- Advanced university degree in business, social sciences, economics, law, engineering or relevant discipline.
- A minimum of seven years of experience in conducting analytical research, drafting technical reports/articles.
- Proven experience in conducting qualitative research / analysis on labour policies preferably labour inspection and labour administration.
- Excellent communication and facilitation skills, including in multi-cultural settings.
- Knowledge of Turkish labour inspection context, the national legislation, International Labour Standards particularly on labour inspection and Occupational Safety and Health.
- Excellent written and verbal communication skills both in English and Turkish, with the ability to effectively communicate technical information to non-technical stakeholders.

Preferred Qualifications

- Good communication skills, partnering, conduction of workshops or events, collection of feedback, etc. will be an asset.
- Experience in working with government institutions and social partners will be an asset.
- Problem-solving skills.
- Ability to work calmly and effectively under pressure and adapting to changing priorities.
- Extremely detail-oriented, with strong analytical and inquisitive thinking skills to identify and resolve potential issues.
- Highly motivated and committed to the values of transparency, integrity, and compliance with the law.
- Excellent written and verbal communication skills, with the ability to effectively communicate technical information to non-technical stakeholders.
- Excellent record of engaging with local and social partners and targeted groups.

Nationals of the Republic of Türkiye are required to apply for.

3. Language Requirements

The working languages of the individual activities included in the scope of this subcontract are **English and Turkish**. The final outputs will be submitted in **English**.

4. Administrative Requirements

All activities within the scope of this Terms of Reference will be carried out under the overall supervision of the Director and Senior Project Coordinator of ILO Office for Türkiye.



5. Place of Work

Place of work is home based. However, the consultant will have to work physically from Ankara and may need to travel to other provinces where the project is implemented during the contract duration.

6. Duration of Contract and Payment Details

Duration: 44 working days

Starting date: 15 January 2024

Ending date: : 15 June 2024

Consultancy Fee: 44 working days x 188 USD/day= 8272 USD

Total Contract Amount: 8272 USD

The consultant is expected to work 44 workdays in total within the duration of this assignment in order to fulfil required tasks and successfully execute the deliverables.

Travel Cost:

In case the consultant has to travel to Ankara and other provinces, travel and accommodation expenses will be covered by the ILO and the consultant's travel expenses will be calculated based on average prices of flight tickets as well as considering accommodation and meals that are in line with actual UN DSA (Daily Subsistence Allowance) rates set for the respective provinces. The details of the expected travels and the methodology for making the payments associated with these travels will be provided at the time of signing the consultancy contract. All amounts referring to travel are maximum amounts. ILO will not be responsible for overpayments of the consultant and any reimbursement will not exceed the given amounts respective to the indicated item.

* The travel expenses and the accommodation expenses are reimbursable up to the given amount in respect to the invoices to be submitted to the ILO. The reimbursement payments for travel and accommodation expenses will be made in USD. The realized amount on the expense invoices will be converted from TRY to USD in line with the effective UN exchange rate on the date of exact invoice.

** Lunches and Dinners are fixed rate and are payable in respect to the #of overnight spent in the destination upon proof of stay.

7. Deliverables and Timeframe

The contract will be for 44 working days and the consultant is expected to produce the following deliverables as set out in the below timeframe at the approval and satisfaction of the ILO.

No.	Deliverables Expected the Payment	Deadline	Amount of Payment
1.	Inception Report including a Methodology and a Work Plan.	Within 4 weeks after contract signature	10%
2.	Submission of interview questions/focus group discussion topics.	Within 8 weeks after contract signature	10%



3.	Draft final report considering the recommendations/revisions of the ILO.	Within 12 weeks after contract signature	40%
4.	Final Report including a set of policy and strategic recommendations.	Within 18 weeks after contract signature	40%

All payments will be proceeded upon the submission of the deliverables and the approval of the deliverables by the ILO.

8. Other Information

In the case of any local or international missions, requested by ILO; the Consultant has to take necessary actions in order to compliance with the security requirements of UN System when he/she travels within the country in the framework of his/her ILO Contract.

The Consultant will be responsible for all travel, boarding, lodging, administrative costs and any other costs as incurred for activities outlined in this ToR. The Consultant will make necessary travel arrangements for the conduct of field visits.

Please note that the External Collaborator is responsible for completing the new security awareness online training course (BSAFE) if she/he needs to undertake any travel out of her/his city of residence within the course of this assignment. The course is available through registration on <https://training.dss.un.org/user/login>. Additionally, the External Collaborator will be requested to submit a security clearance generated via web-based "Travel Request Information Process" (TRIP) system prior to any travel out of her/his city of residence. TRIP system is accessible through registration on <https://trip.dss.un.org/dssweb>.