



Terms of Reference for Local Consultancy

FOR DETERMINING THE SECTORS WITH THE MOST IMPORTANT DECENT WORK DEFICITS WITH A MARKET SYSTEMS APPROACH TO DECENT WORK

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 2, the project aims to improve the workplace compliance through strengthening guidance services and awareness raising on decent work. The compliance in elaborately selected sectors, in consultation with social partners with a decent work centered market systems approach, will be improved through guidance. Moreover, awareness of institutions, social partners, the private sector and the general public on decent work will be increased.

Within this scope, the sectors with the most important decent work deficits with a Market Systems Approach to Decent Work will be determined and consultation meetings will be organized for the verification of pilot sectors and Guidance Action Model and Plan. These Activities aim at ensuring that compliance in selected sectors is reinforced through developed guidance model.



Scope of Work

The Consultant will conduct an analysis in order to configure the guidance services, which would play a transformative role in improving the workplace compliance, 3 sectors at maximum, where the most important decent work deficits clusters will be determined with a decent work centred Market Systems Approach. The Consultant is expected to work in close collaboration with DoGI Guidance Team. The ILO HQ related departments will also provide technical guidance to the consultant. The gender specific sectoral decent work deficits will also be taken account in the design of the analysis.

The Guidance Action Model and Plan will be prepared and presented for verification at 3 consultation workshops and for evaluation at another evaluation workshop. 3 consultation meetings and 1 evaluation meeting will be organized with the participation of 50 participants in one of the cities, where the action will take place (Ankara, İstanbul, Bursa, Adana, İzmir).

The ILO Office for Türkiye seeks to recruit a local consultant to support the delivery of the Project's Outcome 2 / Output 2.1: The compliance in selected sectors is reinforced through developed guidance model.

This expression of interest seeks a highly qualified consultants who will conduct analytical studies on the workplace compliance of labour inspection particularly determining the sectors with the most important decent work deficits with a Market Systems Approach to Decent Work.

1. Duties and Responsibilities

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

- The Consultant will carry out the Market Systems Approach to Decent Work analysis, in close collaboration with the Guidance Team of the DoGI and will conclude with the provision of the Guidance Action Model and Plan.
- 3 sectors at maximum, where the most important decent work deficits clusters will be determined with a decent work centered Market Systems Approach in consultation with DoGI Guidance Team.
- In line with the results of the analysis, the consultant will present the Guidance Action Model and Plan at 3 consultation meetings to verify the Guidance Action Model and Plan.
- These meetings will be organized by the ILO Office for Türkiye in selected cities where the project is being implemented (Ankara, İstanbul, Bursa, Adana, İzmir) with the participation of sectoral level social partners and related other stakeholders including the Ministry departments, and related CSO's to discuss, nourish and verify the results of the analysis. The consultation meetings will also serve as an awareness raising activity, where the sectoral level social partners and related other stakeholders will be made aware of the root causes of sectoral problems.
- The consultant will finalize the Guidance Action Model and Plan in line with the results of these consultation meetings.
- The Consultant will present the final version of the Guidance Action Model and Plan at an evaluation meeting that will be organized at the end of the implementation of the guidance visits, in order to evaluate the results of the pilot Model, with the participation of the afore-mentioned stakeholders.

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 and technical reports/article.
- Proven experience in labour policies, decent work, workplace compliance 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, social partners, private sector 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 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 for some occasions and may need to travel to other provinces where the project is implemented during the contract duration (Ankara, Istanbul, Izmir, Bursa and Adana).

6. Duration of Contract and Payment Details

Duration: 60 working days (preparation of the Guidance Action Model and Plan, reporting and facilitation the consultation workshops and evaluation meeting).

Starting date: 15 January 2024

Ending date: : 15 October 2024

Consultancy Fee: 60 working days x 188 USD /day = 11280 USD

Total Contract Amount: 11280 USD



The consultant is expected to work 60 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 60 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.	Draft report on Market Systems Approach to Decent Work analysis The provision of the Guidance Action Model and Plan.	Within 08 weeks after contract signature	20%
3.	Present the Guidance Action Model and Plan at 3 consultation meetings. Facilitation of discussions during the 3 consultation meetings.	To be determined later	20



4.	Review and finalise the Guidance Action Model and Plan as a result of the discussions in the evaluation meeting.	To be determined later	30%
5.	Present the final version of the Guidance Action Model and Plan at an evaluation meeting.	To be determined later	20%

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>.