

TERMS OF REFERENCE FOR EXPERTS

Action code and partner country: *SOCIEUX+ 2019-13 NIGERIA*

Action title: *Development of Occupational Safety and Health (OSH) in Nigeria*

Activity number and title: *Activity 4.2 – Training on OSH – Module 4 (road safety)*

Date of implementation of activity: *flexible, from november 2020 onwards**

Partner institution: *Lagos State Safety Commission, Lagos (Nigeria)*

Version : Draft Final Date: February 13th,
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*** Please note that the dates could be subject to change according to the evolution of the sanitary situation**

SOCIEUX+ is implemented by

Partnership led by:



Co-financed by the European Union



About SOCIEUX+

The European Union (EU) promotes and maintains dialogue on social protection and inclusive employment policies with an increasing number of partner countries. This effort has been confirmed in the European Commission (EC) Communication COM (2016) 740 final - "Proposal for a new European Consensus on Development Our World, our Dignity, our Future". A significant number of cooperation activities in different countries related to these fields are funded by geographic or thematic instruments. However, a gap had been observed in the EU cooperation with third countries with regard to providing support to short-term measures and peer-to-peer cooperation to promote the development of social protection.

SOCIEUX+ - EU Expert Facility on Employment, Labour and Social Protection – (hereafter: "the Facility" or "SOCIEUX+") is a technical assistance facility set-up and co-funded by the EU (through the EC's Directorate for Development and Cooperation - EuropeAid), France, Spain and Belgium and implemented by a partnership composed of four partners: Expertise France, leader of the implementation Partnership (hereafter: "the Partnership"), the Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP), Belgian International Cooperation on Social Protection (BELINCOSOC) and Belgium Technical Cooperation (BTC).

The general objective of the facility is to expand and improve access to better employment opportunities and inclusive social protection systems in partner countries.

The specific objective is to enhance the capacities of partner countries to better design, manage and monitor inclusive, effective, and sustainable employment strategies and social protection systems through peer-to-peer short-term technical assistance and knowledge development.

SOCIEUX+ supports the efforts of Partner Countries (PCs) of the EU in the reform, development and extension of their social protection systems and the strengthening of labour & employment policies. The Facility aims at enhancing the capacities of partner countries to better design, manage and monitor inclusive, effective, and sustainable employment strategies and social protection systems through peer-to-peer short-term technical assistance and knowledge development. SOCIEUX+:

- Recognises the impact of social protection and employment in reducing poverty and vulnerability;
- Supports the efforts of partner governments in promoting inclusive and sustainable social protection and employment systems;
- Complements the efforts made through other European Union initiatives.

SOCIEUX+ makes European expertise quickly available with minimal transaction costs for partner institutions. It draws on the expertise of public or mandated bodies, non-governmental organisations, and relevant civil-society organisations of EU Member States and international specialised organisations. It can also support South-South and triangular cooperation through the mobilisation of practitioners from partner countries. SOCIEUX+ is operational since September 2016.

The Facility is an expansion of SOCIEUX - Social Protection European Union Expertise in Development Cooperation -, which was established in 2013 and progressively incorporated.

1 BACKGROUND INFORMATION

1.1 Country overview

A key regional player in West Africa, with approximately 184 million inhabitants, Nigeria accounts for 47% of West Africa's population, and has one of the largest populations of youth in the world. A federation that consists of 36 autonomous states, Nigeria is a multi-ethnic and culturally diverse society. With an abundance of resources, it is Africa's biggest oil exporter, and also has the largest natural gas reserves on the continent.

Nigeria has made significant progress in socio-economic terms over the last 15 years. Between 2005 and 2015, Nigeria's Human Development Index value increased by 13.1%. However, the country continues to face massive developmental challenges, which include reducing the dependency on oil and diversifying the economy, addressing insufficient infrastructure, and building strong and effective institutions, as well as governance issues, public financial management systems, human development indicators, and the living conditions of the overall population.

Inequality in terms of income and opportunities has been growing rapidly and has adversely affected poverty reduction. The North-South divide has widened in recent years due to the Boko Haram insurgency and a lack of economic development in the northern part of the country. Large pockets of Nigeria's population still live in poverty, without adequate access to basic services. The lack of job opportunities is at the core of the high poverty levels, of regional inequality, and of social and political unrest in the country.

1.2 Sector situation

Youth unemployment is one of the major problems facing Nigeria. About half of the population is made up of youth, defined as individuals between 15 and 34 years of age. Unemployed youth numbered about 55.4 % in 2018. Graduates of tertiary institutions seem to be badly hit by unemployment too—making up about 20 percent of youth unemployment. At least around 1.8 million youth are entering the labour market every year.

Many youths in Nigeria are ill-prepared to secure decent work and are vulnerable to hazardous labour due to low school completion rates; inadequate formal or vocational training opportunities; insufficient technical and/or soft skills; and lack of entrepreneurial skills needed to identify local market opportunities; negative perceptions about youth; and pervasive poverty. OSH training to graduates of tertiary institutions and other youths with only secondary education is considered increase employability.

1.3 Role of partner institution in sector

The Action has a main institutional partner (the Lagos State Safety Commission - LSSC) and a technical implementation partner (the Safety Advocacy and Empowerment Foundation - SAEF).

The Lagos State Safety Commission is an office of Public Safety under the Ministry of Special Duties of the Lagos State to set safety standards for all sectors involved in the socio-economic activities in the state. It was signed into

law on 26th of July 2011 and subsequently began operations, which consist in raising consciousness on safety issues.

The Safety Advocacy and Empowerment Foundation (SAEF) was established in 2012 as a Non-Governmental Organisation (NGO). SAEF is dedicated to the promotion of a safer Nigeria through: advocacy and awareness programmes; trainings, knowledge sharing, communication, and strategic alliances with both local and international organizations and Government agencies; youth empowerment in the field of quality, health and safety in the professional environment; professional support to corporations and Small and medium enterprises (SME) to enhance business safety.

2 ACTION DESCRIPTION

2.1 Overall objective

To promote and support the development of a preventative safety and health culture in the work-place.

2.2 Specific objective

To train OSH professionals (belonging to the Lagos State Safety Commission and the Safety Advocacy and Empowerment Foundation) as trainers of trainers.

2.3 Expected result

OSH professionals would have undergone train the trainers' workshops.

2.4 Proposed activities

A1. Definition of the Partner's training needs

A2. Training on OSH – Modules 1 & 2

A3. Study-visit to DGUV installations (Germany) in order to learn from advanced OSH administration and practice

A4. Training on OSH – Modules 3 (vision 0; act. 4.1) & 4 (road safety; act. 4.2)

3 DESCRIPTION OF ACTIVITY 2

3.1 Implementation methodology

The training programme is based on the assessment, resulting from activity 1, of the individual capacity development needs of the Partners (both the Lagos State Safety Commission – LSSC – and the Safety Advocacy and Empowerment Foundation - SAEF) with regards to their role in the industry and the objectives of strengthening OSH administration and practice as a tool for ensuring security in the work-place, covering occupational risks, and promoting youth employment. Training modules are displayed by teams of two European public experts or, possibly, mixed teams of an EU experts and a local expert. The

participation to the training modules will be secured by the Partners; it shall be adequate and substantial in qualitative and quantitative terms.

Modules 3 & 4 relate to "Promoting Vision Zero" and "Road Safety and Traffic". A tentative agenda of both modules has been prepared during activity 1; it will be shared with shortlisted candidates, who may adapt the agenda within an appropriate methodological framework. Each module lasts 4/5 days (including an on-site preparation day).

3.2 Tasks

The minimum tasks expected from the experts shall include:

- Ahead of the mission, to get substantial knowledge of the local context; review any relevant background documents provided by the SOCIEUX+ Team and/or the Partner.
- Preliminary contacts with the Partner in view of the preparation of the mission's methodology and agenda, to be transmitted ahead of mission to the SOCIEUX+ team for approval;
- Taking part to the pre-departure briefing with SOCIEUX+ team (around 1 week before the mission);
- During the mission, to conduct consultations with the Partner's executives and staffs, as well as any other external actor that can support the positive deployment of the mission. In particular, experts shall engage in consultations both with the EU Delegation, which will ultimately support the implementation of a project aiming at establishing and running a M&E system at MoSD.
- To present the outcomes of the mission to the partner in order to discuss and take into account comments on the contents of the deliverables before their finalization;
- At the end of the mission, timely submission to SOCIEUX+ of the final deliverables (10 working days after the mission), and availability to go through an eventual round of comments and adjustments in interaction with SOCIEUX+ and the Partner;
- To channel to SOCIEUX+ Communication officer any material that can be useful to inform the public about the activity (pictures, interviews, brief notes or articles);
- To employ the different templates and evaluation forms provided by SOCIEUX+.

3.3 Deliverables

Intermediary deliverables (to be presented in the pre-departure briefing)

- A methodological note, including a risks analysis (max. 3 pages);
- An agenda of the mission agreed with the Partner (meetings, persons involved).

Final deliverables:

- Action Report (AcR).
- Final deliverable D4 (annex 1 to Action Report). The training materials used by experts, and the Participants' Assessment Form (PAF).
- Experts' Mission Report (ExMR).

4 EXPERTISE PROFILE

FOR THE MODULE: Road Safety and Traffic

Experts 3 & 4

Area of expertise: Occupational Safety and Health prevention policies (road and traffic)

Requirements (essential/required):

- Education: university level (Masters or PhD relating to the subject are considered a plus)
- At least 10 years of professional experience within an EU public administration, the academia, international organization, social partners;
- Relevant experience relating to prevention of traffic-related occupational hazards.
- A previous experience in animating information sessions/trainings on OSH
- Fluent in English, written and oral;
- Acute sense of diplomacy and institutional relations.

Additional assets (advantageous in selection):

- A previous experience in delivering short-term technical assistance in international cooperation;
- A previous professional experience in Nigeria; previous knowledge of the local context

Provisional workload (for each expert and for each module): 4 days for the preparation; 5 days on-site; 2 days travel; 2 days reporting and finalisation of deliverables.

1 REPORTING

Intermediate deliverables (Methodological Note, Agenda) are to be transmitted to SOCIEUX+ at least three working days ahead of the activity, in A4 editable format, font size 12, single line spaced; the Methodological Note shall not exceed 3 pages, the Agenda 2 pages.

Final deliverables (the Action Report and the Final Deliverable) are to be transmitted to SOCIEUX+ Facility Management Team no later than 10 days working days after the Activity's completion. The AcR is based on a specific SOCIEUX+ format. The Final Deliverable shall be presented in in A4 editable format, font size 12, single line spaced.

A joint **Experts Mission Report (ExMR)** shall be prepared by the experts after the assignment, under the coordination and overall responsibility of the Principal Expert. The ExMR is based on a specific SOCIEUX+ format and should serve to inform on the (i) the objectives of the activity, (ii) the approach and methodology applied, (iii) the main tasks performed and results achieved. Furthermore, it shall contain (iv) an assessment of involvement of Partner

institutions/participants and expected impact as well as give (v) some recommendations.

The reporting language is English.

Submission procedure of final Deliverables and ExMR:

Step 1: The Deliverables and the Expert Mission Report shall be submitted in an editable electronic format (MS Word) to the SOCIEUX+ Facility Management Team by Email (contact@socieux.eu) within two weeks (10 working days) of the conclusion of the Activity/Action for comments and review.

Step 2: SOCIEUX+ Facility Management Team will have 5 working days to submit comments, revisions and requests of amendments to the Deliverables and ExMR to the attention of the experts.

Step 3: The Expert(s) will then have 5 working days to amend the Deliverables and ExMR and send it back to the SOCIEUX+ team for final approval.

ExMR are internal documents solely intended for SOCIEUX+ Facility Management Team. There are not intended or are to be shared with any other stakeholders, in draft or final form.

Step 4: Once the documents have been approved by the SOCIEUX+ Facility Management Team, the Deliverables will be shared with the beneficiary institution, EuropeAid and all other relevant stakeholders.

The documents shall be sent by e-mail to: contact@socieux.eu.

2 CODE OF CONDUCT

The experts mobilised by SOCIEUX+ will provide technical assistance from the preparatory stages of each activity to post-delivery follow-up. The SOCIEUX+ Facility Management Team will assist experts to fulfil their assignments by supporting and advising on the preparation of background materials prior to meetings. The SOCIEUX+ team will collect feedback from partner countries and ensure that mission reports and recommendations are delivered to national authorities, the EU Delegations in the partner countries and EuropeAid.

The experts mobilised are not representing SOCIEUX+ or the EU. Technical opinions and recommendations expressed are their own. They shall not express negative opinions on the implementation or actions supported by SOCIEUX+ to third-parties. Nevertheless, they shall be aware of SOCIEUX's objectives and functioning, and promote the facility at the best of their knowledge, whenever possible and feasible.

Finally, the experts shall perform their duties in the Partner Country in a way that is fully compliant with and respectful of the local institutions, policies and cultural behaviours; they shall particularly adopt an institutionally sensitive behaviour in their way to deal with the local counterparts.

3 APPLICATION

3.1 4.1 Documentation:

Curriculum Vitae in *ENGLISH* and Europass format – available at:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

3.2 4.2 Submission of applications

Interested experts submit their application on the website: <https://pmt.socieux.eu>

The application process is the following:

1. If not already created, experts create their own personal SOCIEUX+ account (by clicking on “create an account”). To have access to all SOCIEUX+ Call for Applications, experts are required to fill out at least the fields marked with an asterisk.

2. Once their account is created and approved by the SOCIEUX+ team, experts sign in their personal account, click on the “Call for Applications” tab, identify the **19-13/NGA/4.2** position, and click on “Apply.”

If more information is needed, please contact SOCIEUX+ team by email to experts@socieux.eu with the application reference.

4 SELECTION PROCESS

If you do not receive a response within 30 days of the application deadline, please consider that your application has not been shortlisted.

Only short-listed applicants may be contacted. The selection process may include interviews by phone or other communication means.

Public civil servants or employees (active or retired) and private individual experts are eligible and preferred for this position. Private consultants may also apply.

Contracted public civil servants or employees (active or retired) are entitled to standard fixed allowances of 250 Euro per working day. Fees for private consultants will be negotiated based on the number of years of relevant expertise of the selected applicant.

Interested candidates may download the **Guide for Experts with detailed information on contracting with SOCIEUX+** at www.socieux.eu

5 DISCLAIMER

The proposed activity and mission are subject to the final review and approval of SOCIEUX+ Quality Assurance Committee. A confirmation of dates of missions and contracting of experts may only be confirmed upon the formal approval.

Short-listed candidates may be required to provide contact of employer or proof of their ability to be directly contracted under their status as civil servant or public employee.

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