

## TERMS OF REFERENCE FOR EXPERTS

Terms of reference for on-site activities and missions

**Action code and partner country:** *SOCIEUX 2019-13 NRA*

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

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

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

**Date of implementation of activity/ies:** *December 15, 2020 to February 15, 2021*

**Expert positions and responsibilities (by activity):**

Activity #4.2 : Expert # (principal) – *Individual’s capacity building and training*

Activity #4.2 : Expert # – *Individual’s capacity building and training*

**Workload:**

Activity #4.2 - Expert #1 : 12 days

Activity #4.2 - Expert #2 : 12 days

**Call for experts’ reference:** **19-13/NRA/4.2**

**Version - #:** 2

Draft

Final

Date: *November 13, 2020*

SOCIEUX+ is implemented by

Partnership led by:



Co-financed by the European Union

## **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 the 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 26<sup>th</sup> 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 (s) (purpose)**

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 results**

OSH professionals would have undergone train the trainers' workshops.

### **2.4 Final deliverables**

*D1: Assessment of the Partners' individual capacity needs with regard to OSH administration and practice*

*D2: A training plan composed of 4 thematic modules*

*D3: The terms of reference of a study-visit to Germany (DGUV), inclusive of learning objectives and an indicative agenda*

*D4: Delivery of trainings and their materials*

*D5: A report of the study-visit*

*D6: A mission report from the participants to the study-visit*

## **3 METHODOLOGY**

### **3.1 General methodology (of the action)**

Experts assessed (Activity1) 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, particularly through training. Based on the assessment conducted together with the Partners, the experts developed a training plan for activities 2 and 4.

Following the agreed training plan based on the capacity assessment deployed during Activity 1, experts designed, prepared and conducted the two first training modules (Activity 2) on "The principles of prevention" and "Occupational safety and health management for SMEs".

Activity 3 will consist in a study visit to Germany in order to visit the DGUV premises and installations, and get acquainted with DGUV administration and practice in OSH. The study-visit will task to address the learning objectives, as well as constitute an opportunity for strengthening the partnerships between DGUV and SAEF/LSSC.

Activity 4 is composed on two sets of training modules: one on OSH – Vision Zero (Activity 4.1), which was delivered in November 2020, and a second one (Activity 4.2) on OSH – Road safety, which is the subject of the present TOREX.

### 3.2 Planned activities (work plan of the action)

The following activities are currently planned for the action:

- 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)**

The present terms of reference cover the services expected for activities of the above work plan:

- Activity #4.2.

### 3.3 Inclusion of cross-cutting issues

SOCIEUX+ recognises the importance to include cross-cutting issues in social protection, labour and employment policies and systems. The following cross-cutting issues are duly taken into account:

- Good governance;
- Human rights (including rights of children, people living with disabilities, vulnerable groups and minorities); and,
- Social and economic inclusion of vulnerable groups.

## 4 ACTIVITIES DESCRIPTION

### 4.1 Tasks

Until end of 2020, SOCIEUX+ has suspended all on-site missions, due to the current emergency situation. An assessment will determine whether the present activity will be conducted remotely or on site. In case the training will be conducted from the distance, SOCIEUX+ will provide Experts and Participants with adequate IT support, e.g. Moodle platform for trainings and ZoomPro licence for online meetings.

The principal expert will lead the remote/on-site mission. He/she will be responsible for the delivery of all deliverables of the activity (see below Section **iError! No se encuentra el origen de la referencia.**). He/she will be responsible for the preparation, coordination, implementation and reporting of the overall activity towards SOCIEUX+. Experts will use at all times SOCIEUX+ templates.

Module 4 relates to "Road Safety and Traffic". A tentative agenda has been prepared during activity 1; it will be shared with shortlisted candidates, who may adapt the agenda within an appropriate methodological framework. The module will last 4/5 days.

A team of two European public experts will prepare, organise and conduct the training sessions. The participation to the training modules will be secured by the Partners; it shall be adequate and substantial in qualitative and quantitative terms.

The main tasks of the mission team include:

1) Preparation phase:

- Experts will get substantial knowledge of the local context by reviewing relevant background documents provided by SOCIEUX+ and the Partner Institution, familiarise themselves with the SOCIEUX+ templates and materials, consider possible communications and knowledge management aspects of the activity.
- A resource-person from the Lagos State Safety Commission will be identified to guide experts and collaborate in the formulation of the activity, for example by making a list of participants, keeping them informed and facilitate preparation and access to the online/on-site trainings.

- Experts will prepare a methodological note and agenda (intermediate deliverables) based on discussions with the resource persons and to be agreed by the partner institution and approved by SOCIEUX+. The methodological note will outline a specific proposal for the trainings. The agenda will include a calendar for implementation of proposed activities and a list of actors that will be included in the implementation.
- A briefing meeting will be organised between experts and the SOCIEUX+ team ahead of the on-site/distance mission. The purpose of this meeting will be to validate the intermediate deliverables and clarify any other aspects to take into account, including possible communications and knowledge management opportunities. A separate meeting may be organised with SOCIEUX+ Communications specialist and/or the Knowledge development specialist as needed.

## 2) Implementation phase:

- During the (remote) mission, the expert team will conduct the training module on road safety as per the outlined methodology and agenda. In case the activity will be conducted remotely, SOCIEUX+ Moodle learning platform shall be used to share materials, interact with the participants and conduct the distance training sessions.
- Following the implementation of the training sessions, the Experts will disseminate evaluation online forms, to be compiled by the participants to the sessions (PAF). The effective compilation of these reports by participants is not under the Experts' responsibility.
- During the mission, experts should arrange a meeting with the EU Delegation office in Abuja with the purpose of informing the Delegation of the ongoing activity, gather supplementary information and/or showcase results.
- Depending on the visibility and/or knowledge development opportunities identified in the preparation with the SOCIEUX+ team, experts may channel to SOCIEUX+ any material that can be useful to inform the public about the activity (pictures, interviews, brief notes or articles), as well as take short videos introducing the actors involved, the activity and the results.

## 3) Reporting phase:

- Within 10 working days from the end of the training, Experts will produce the final deliverables (see 4.2.2)
- The Annex to the AcR will consist in all training materials and any other additional tools elaborated during the training sessions. The AcR report and the Annex will be shared with SOCIEUX+ team for approval, and with the Partner institution.
- A final round of comments and adjustments may be organized before finalisation.

## **4.2 Deliverables**

### **4.2.1 Pre-mission deliverables**

- P1: A methodological note, detailing the working approach, tools and methods to employ, a risks analysis, etc. The Methodological Note shall not exceed 3 pages (excluding cover page and annexes).
- P2: A activity/mission agenda, detailing the meetings and working sessions to be held, persons to meet, etc. The Activity/mission Agenda shall not exceed 2 pages.

### **4.2.2 Final deliverables**

- An individual Expert Mission Report (ExMR) in SOCIEUX+ format (template provided). This report is a confidential product intended solely for and use by SOCIEUX+. The expert team may also submit a single-joint ExMR report if they prefer to do so (see instructions on the template).
- An individual completed Expert Feedback Form (ExF) completed online (see instructions and link on the ExMR template).
- A collective Activity Report (AcR) in SOCIEUX+ format (template provided). This AcR is to be produced jointly by the mission team. It is intended for the Partner

Institution, and will be shared, most probably, with key stakeholders of the action. The report will reflect the tasks conducted in during the activity. It shall provide a meaningful contribution towards the final deliverables of the action.

- Annex to AcR: Delivery of trainings and their materials on “Road safety and traffic”.

## 5 REPORTING AND SUBMISSION OF DELIVERABLES

### 5.1 Formats

All deliverables and products of the activity (notes, reports, presentations, etc) shall comply with the formats and templates provided by the SOCIEUX+ Team.

All deliverables are to be submitted in electronic in electronic editable versions [Microsoft Word 97-2003 [doc], PowerPoint 97-2003 [ppt] and Excel 97-2003 [xls]; or in equivalent OpenDocument format). Non-editable electronic document such as in Portable Document Format (PDF) shall not be accepted.

Templates for electronic presentations during the activity/mission are provided by the SOCIEUX+ Team. These templates are in Microsoft PowerPoint format and comply with the SOCIEUX+ Corporate Image standards. These templates are to be used as a sole format by all members of the expert mission team. They are to be used for all presentations by the experts during and for the activity/mission. The use by the experts of their own, or their organisation(s), templates or formats are not allowed unless otherwise instructed in written [by email] to the experts by the SOCIEUX+ Team.

All versions of deliverables or other products used or produced during activity/mission by the experts shall include the following disclaimer:

*"Disclaimer:*

*The responsibility of this publication sole lies with its authors. The European Union, the European Commission, the implementation partners of SOCIEUX+ and the SOCIEUX+ Staff are not responsible for any use that may be made of the information contained therein."*

Please refer to the expert information package for further guidance on communication and templates.

All deliverables are to be provided in English.

### 5.2 Submission and approval

All deliverables versions (drafts, final or other) shall be submitted directly and only to SOCIEUX+ Team, unless otherwise instructed in written [by email] to the experts by the SOCIEUX+ Team.

#### 5.2.1 Pre-mission deliverables

- Pre-mission deliverables shall be submitted no later than 5 working days before the start of activity or departure of the mission of the experts, whichever is the earliest.
- Pre-mission deliverables will be shared and reviewed by the SOCIEUX+ and the Partner Institution. Feedback on the deliverables should be provided to the Principal Expert at latest 2 days before the start of activity or departure of the mission of the experts, whichever is the earliest. Comments and recommendation of this feedback shall be taken into account for the implementation of the activity/mission by the experts. Only the mission agenda shall be resubmitted with revision if requested by the SOCIEUX+ Team.

#### 5.2.2 Final deliverables

- The first draft versions of the final deliverables are to be submitted no later than 10 working days upon completion of the activity or return of the experts.
- Feedback to the first draft version of the report should be provided 10 working days after its submission.

- Inclusion of the feedback on drafts versions is expected 5 working days upon reception of the comments by the principal expert. (In general, no more than one round of feedback and revision is required, unless the quality of the deliverables is considered unsatisfactory by the SOCIEUX+ Team or/and the Partner Institution.)
- Final versions of the deliverables should be approved or rejected no later than 10 working days upon their submission to the SOCIEUX+ Team.
- Final payments and reimbursement of travel costs to experts can only be authorised upon approval of the final version of the deliverables by SOCIEUX+.

## 6 REQUIRED EXPERTISE

### 6.1 Expertise profile

#### **Principal expert (Expert #1):**

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

**Specific skills:** Individuals' capacity building/training

*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

#### **Expert #2**

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

**Specific skills:** Individuals' capacity building/training

*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

#### **OR/AND**

**Collaborative institution:**

**Area of expertise:** \_\_\_\_\_

Geographic and institutional span: \_\_\_\_\_

## 6.2 Estimated workload

*To adjust as necessary*

	<b>Preparation</b>	<b>On-site work</b>	<b>Travel</b>	<b>Reporting &amp; deliverables</b>	<b>Total Working days</b>
Principal expert (#1)	3	5	2	2	12
Expert (#2)	3	5	2	2	12
<b>Total</b>	<b>6</b>	<b>10</b>	<b>4</b>	<b>4</b>	<b>24</b>

## 7 APPLICATIONS

### 7.1 Call for experts

All calls for experts for SOCIEUX+ activities are published online on the SOCIEUX+ website. Interested experts should submit their application on the SOCIEUX+ on-line expert database: <https://pmt.socieux.eu> (currently only available in English). The application process is:

1. If they have not already, experts create their SOCIEUX+ account by clicking on "Create an account" using an email address.
2. Login details for their account will be sent to experts by email, experts should create and submit their profile for review by<sup>1</sup>:
  - a. Providing contact details
  - b. Providing information on the competences, skills and working history of the expert. Experts are required to provide only limited information through fields marked with an asterisk. However, *experts are encouraged to complete in most detail de sections on skills and competences as the SOCIEUX+ Team also regularly reviews profiles in the roster to identify and contact potential experts for future missions.*
  - c. Uploading of a curriculum vitae, preferably in Europass format<sup>2</sup>.
3. Once their profile is approved by the SOCIEUX+ Team, they can apply to any available calls for experts accessible under the tab "Call for experts" and click on "Apply."

If more information is needed, please contact SOCIEUX+ by email at [experts@socieux.eu](mailto:experts@socieux.eu) with the reference number of the application.

Collaborative or interested institutions wishing to make expertise available for a specific call for application may directly contact the team of SOCIEUX+ at [experts@socieux.eu](mailto:experts@socieux.eu).

### 7.2 Selection of experts

In principle, SOCIEUX+ mobilises experts from the public administrations and mandated bodies of EU member states, and practitioners working for social partners, including:

- Practitioners, civil servants and employees from publicly mandated bodies;

\_\_\_\_\_

<sup>1</sup> SOCIEUX+ expert database and other management tools comply with the General Data Protection Regulation (GDPR) -Regulation (EU) 2016/679.

<sup>2</sup> Europass templates for CVs are available here: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>



- Collaborators and employees of social partner institutions, such as trade unions and employer associations; and,
- Academic and research institutions.

Active public experts from collaborative institutions are given priority in the selection. Private consultants may also apply. Their application will be considered in case an appropriate public expert cannot be identified.

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

Socieux+ reserves the right to contact applicants before the deadline for this call finalises.

Interested candidates may download the **Guide for Experts and Collaborative Institutions** with detailed information on contracting with SOCIEUX+ at [www.socieux.eu](http://www.socieux.eu)

### 7.3 Contracting of public experts

Public experts can be in active duty or retired. Retired employees from international specialised agencies or cooperation agencies can also be mobilised, without regard to their former employer's collaborating with SOCIEUX+ on a specific action. Retired experts are considered as public experts for all purposes, benefits, and financial compensation provided by SOCIEUX+.

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

### 7.4 Financial compensations

Contract officials or active-duty or retired employees are entitled to standard fixed allowances of 350 euros per working day worked. The fees of private consultants are negotiated according to their number of years of relevant expertise and the standard scale of SOCIEUX+.

Retired experts are assimilated to public employees for all intents and purposes, benefits and financial compensation provided by SOCIEUX+.

National regulations on remuneration and compensation of public employees and civil servants applies, and may limit the payment of allowances by SOCIEUX+. The responsibility for compliance and verification lies with individual experts and their institutions of origin. The payment of income or other taxes is the sole responsibility of the mobilised experts and/or their organisations.

### 7.5 Travel costs

All travel expenses for the mobilised experts (public, private or international institutions) are covered by SOCIEUX in accordance with the **Guide for Experts and Collaborative institutions** with detailed information on contracting with SOCIEUX+ (version as on date of signature of the contract).

## 8 COMMUNICATION & VISIBILITY

SOCIEUX + can use its communication channels, such as the web, newsletter and other media, to share information about the implementation and results of the activities. For this, contributions of the experts mobilised are expected. The experts may be requested to provide such contributions in the field of communication as photographs, provide short texts, and interviews.

Short briefings, before and after the mission, with the Communication Officer of SOCIEUX+. This briefings will provide the opportunity to identify communication opportunities and strategies.

For specific activities, visibility products, such as brochures, USB sticks, notebooks and pens, can be made available to experts for on-site distribution.

## 9 CODE OF CONDUCT

The experts mobilised by SOCIEUX+ will provide technical assistance from the preparatory stages of each activity to the delivery of products. The SOCIEUX+ Team will assist experts to fulfil their assignments by supporting and advising on the preparation of background materials before meetings. The SOCIEUX+ team will collect feedback from partner institutions and relevant

stakeholders to 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 of actions supported by SOCIEUX+ to third-parties. Nevertheless, they shall be aware of SOCIEUX+'s objectives and functioning, and promote its services at the best of their knowledge, whenever possible and feasible.

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 a culturally-sensitive behaviour in their way to deal with the local counterparts.

## **10 OTHER CONSIDERATIONS**

*If applicable*

...Text...

## **11 ANNEXES**

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## 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 by the European Commission (EC) Communication COM (2016) 740 final - "Proposal for a new European Consensus on Development, entitled *Our world, our dignity, our future*. A significant number of cooperation initiatives in these fields are funded by geographic or thematic instruments of the EU in different countries. Those initiatives are highly structured and address the medium- to long-term needs of partner countries. However, short-term measures and peer-to-peer cooperation to promote the development of social protection systems are needed to complement the EU's cooperation with third countries. SOCIEUX+ - EU Expert Facility on Employment, Labour and Social Protection responds to this need.

The SOCIEUX+ facility was setup by the EU through co-funding from France, Spain and Belgium and the resources managed by the European Commission's Directorate for Development and Cooperation (EuropeAid). The facility is implemented by a partnership composed of development cooperation agencies from Member States: Expertise France (the partnership lead), Fundación Internacional y para Iberoamérica de Administración y Políticas Públicas (FIIAPP) from Spain, Belgian International Cooperation on Social Protection (BELINCOSOC), and the Belgian Development Agency (Enabel).

The general objective of the Facility is to expand and improve access to better employment opportunities and inclusive social protection systems in partner countries. Its 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 short-term, peer-to-peer technical assistance and knowledge development.

SOCIEUX+ recognises the impact of social protection and employment in reducing poverty and vulnerability. It supports the efforts of partner governments in promoting inclusive and sustainable social protection and employment systems. SOCIEUX+ also complements the efforts made through other European Union initiatives.

The Facility is an expansion of SOCIEUX Social Protection EU Expertise in Development Cooperation, established in 2013.

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