

## TERMS OF REFERENCE FOR EXPERTS

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**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 2 – Training on OSH – Modules 1 & 2*

**Date of implementation of activity:** *within the period from September 15<sup>th</sup> to October 15<sup>th</sup>.*

**Partner institution:** *Lagos State Safety Commission*

**Version :**      ☒ Draft      ☐ Final      Date: August 7<sup>th</sup>, 2019

**Positions to be filled :**

- ***Expert in Occupational Safety and Health schemes Experts***
- ***Expert in Occupational Safety and Health Managers in Small and Medium Enterprises (SMEs) Experts***

**Deadline for submission of applications:** September 15<sup>th</sup>, 2019

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SOCIEUX+ is implemented by

Leader:

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 Cooperation 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.

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 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

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 & 4

## 3 DESCRIPTION OF THE ASSIGNMENT

### 3.1 Implementation methodology

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, the first two training-of-trainers modules will be displayed by two teams of experts. The participation to the ToTs modules will be secured by the Partners, it shall be adequate and substantial in qualitative and quantitative terms.

The first two modules regard "The principles of prevention" and "Occupational safety and health management for SMEs". A tentative, detailed agenda of both modules has been prepared during activity 1; it will be shared with shortlisted or with selected candidates. Each module shall last 4 days (plus an on-site preparation day) and will be implemented in a row within two-weeks time.

### 3.2 Tasks

The minimum tasks expected from the experts shall include:

#### General tasks

- Preliminary contacts with the Partner in view of the definition of the technical assistance 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);
- Timely submission to SOCIEUX+ of the Activity's final deliverables (10 working days after the mission);

- 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.
- During the mission, to conduct consultations with the Partner's executives and staffs, as well as any other external actor that can support a context assessment (enterprises, employees, legal authorities, safety actors, health facilities, etc.)
- To present the outcomes of the mission during a participatory round-table that allows the partner to intervene on the contents of the deliverables before their finalization;
- To contact the EU Delegation in the country and envisage a meeting for the presentation of the mission and/or its outcomes;
- 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).

### 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:

- D4: Delivery of trainings and their materials
- Evaluation questionnaire filled by participants to capacity-building activities
- An Expert mission report (ExMR), based on a SOCIEUX+ template.

### 3.4 Additional details

**Place :** Abuja, Nigeria

**Duration :** Total estimated workload 25 days

**Estimated workload:**

**Provisional work load (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.

## 4 EXPERTISE PROFILE

**FOR THE MODULE : Trainers in Principles of Prevention**

**Experts 1 & 2**

**Area of expertise: Occupational Safety and Health schemes**

*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 within an EU public entity relating to the management of OSH schemes and tools.
- 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.

## **FOR THE MODULE : Trainers on OSH Management for SMEs**

### **Experts 3 & 4**

**Area of expertise: Occupational Safety and Health Managers in Small and Medium Enterprises (SMEs)**

*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 within an SME relating to the management of OSH policies and tools.
- 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

## **5 APPLICATION**

### **5.1 4.1 Documentation:**

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

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

### **5.2 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/NIG/2** position, and click on “Apply.”

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

## 6 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](http://www.socieux.eu).

## 7 REPORTING

**Intermediate deliverables** (Methodological Note, Agenda) are to be transmitted to SOCIEUX+ at least 5 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** are to be transmitted to SOCIEUX+ no later than 10 working days after the Activity's completion. They shall be presented in an A4 editable format, font size 12, single line spaced. D1 and D2 shall not exceed 20 pages, excluding annexes charts and tables.

An **Expert Mission Report (ExMR)** shall be prepared by the expert after the assignment. 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.

## 8 COMMUNICATION AND VISIBILITY

SOCIEUX+ may use its own communication channels, such as web, newsletter and other media, to inform about this Action. In this purpose, the collaboration of the Partner will be appreciated, as well as the contributions of the mobilized experts. Thus, it is expected experts to be available for a brief talk, before and after the mission, with the Communication officer at SOCIEUX+, as well as to deliver other limited contributions for the purpose of communication, such as taking photographs, graphic material or provide short texts. In order to ensure the visibility of SOCIEUX+ and of the European Union in the course of the Action, the use of templates for presentations and the logo of the Facility will be promoted. Other visibility materials, such as brochures, USB sticks, notebooks and pens, among others, may be disseminated for specific activities.

## **9 CODE OF CONDUCT**

The experts mobilised by SOCIEUX+ will provide technical assistance from the preparatory stages of each activity to post-delivery follow-up. SOCIEUX+ 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.

## **10 DISCLAIMER**

The proposed activity and mission is 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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