



## Terms of Reference National Consultant

### Training of Contractors and workers on Occupational Safety and Health (OSH) at employment-intensive construction sites in Kassala state (SDN/24/50/NLD)

#### Background and Introduction

Under the Government of the Netherlands' funded "Partnership for Improving Prospects for Forcibly Displaced Persons and Host Communities" programme, also known as the PROSPECTS partnership, the ILO partners with IFC, UNICEF, UNHCR, and WB Group to develop a joint and fully integrated approach to respond to the forced displacement situation in Sudan. The Partnership focuses on improving the quality of life and livelihood opportunities for refugee and host community populations in Kassala and White Nile states.

Technical assistance under the partnership focuses on four main pillars; namely, 1) Education, 2) Employment, 3) Protection, and 4) critical infrastructure. Under Pillars 2 and 4, the ILO's Employment Intensive civil works programme will play a central role in employment creation, public asset creation, and value chain upgrading in the target locations.

The ILO's interventions thus aim to maximize labour intensity (i.e. the ratio of labour inputs in comparison to capital inputs) of the infrastructure rehabilitation works without compromising technical standards. Through the approach, the intervention can equally generate much needed income, job, and skills development opportunities to as many project beneficiaries as possible.

Construction is a hazardous industry by nature, having the highest rate of serious injuries and fatalities worldwide. Shedding the light on the conditions in Sudan, the situation is beyond serious. The absence of training and awareness, lack of national Occupational Safety & Health (OSH) Policy, unavailability of enforcement of rules and regulations, and poor safety culture in general, played a role in increasing the fatalities and injuries rates, which led to a loss on the individual, company, and society levels. Additionally, workers in the construction sector are exposed to environmental hazards such as high temperature, direct sunlight, and humidity. There is a lack of data on OSH incidents and diseases due to the absence of proper records and declaration, however, the discussion with different contractors and the other stakeholders disclosed a serious and considerable number of fatal and major incidents in the construction field in Sudan.

The ILO has recently developed the [Code of Practice on Safety and Health in Construction](#). This Code aims to play an important role in countries where construction is an economic driver for recovery from the COVID-19 pandemic and other crises, and where urbanization rates and population growth are high. It can also improve the attractiveness of the sector for new generations of women and men. This code takes into account new areas of the sector that require improved health and safety practices and other protective measures in view of the changes in working practices and conditions in the construction industry over the past decades.

Under the PROSPECTS Sudan project, the ILO aims to intervene in the improvement of OSH practices with the aforementioned code of practice tailored to the local contexts in its target areas in Kassala and White Nile states.

#### Overall Objectives

The main objective of this TOR is to recruit a national consultant (trainer) to prepare and deliver training sessions on Occupational Safety and Health (OSH) practices in construction sites for the local contractors, workers, and government institutions in Kassala state.

The PROSPECTS project will engage local contractors from Kassala state. Each contractor will recruit local workers (host communities and refugees) from the vicinity of the project areas and implement the labour-based methods of construction work. The contractors will select the construction workers under the guidance of the ILO.

At the onset of the construction work, there will be a need for additional and practical on-site training on OSH principles for the contractors, workers as well as representatives from the partner institutions. After this OSH training, the implementing partner will provide day-to-day supervision of the contractors on site in the adherence to the OSH principles.

In order to achieve the aforementioned objectives, main duties and responsibilities for this assignment include the following:

1. Contribute to the promotion of awareness of safety and health measures as well as to promote the safe working culture in Kassala state.
2. Extend OSH protection to the local contractors and workers by applying participatory action-oriented training methodology.
3. Formulate a network of OSH trained workers/contractors at state levels and enhance the understanding of the OSH principles.
4. Adapt the ILO code of practice on safety and health in construction to the local context and use it in the training curriculum.
5. Deliver training sessions to the local contractors, workers, and government institutions as well as implementing partners and PROSPECTS partners (UNICEF and UNHCR).
6. In coordination with the ILO and implementing partners, organize a one-day construction site visit and workplace safety demonstration after the training sessions. Training participants will be able to identify good practices, hazardous behaviors, and improvement points in the construction works.

### Key deliverables

Key deliverables under this consultancy are detailed below:

Key Deliverables	Duration
<b>Deliverable 1:</b>	
<b>Inception report:</b> Includes detailed workplan covering all the activities for the duration of the consultancy, training materials and modalities, sessions plan (to be developed in consultation with implementation partners and local training institutions).	3 weeks
<b>Deliverable 2:</b>	
<b>Interim progress report:</b> First training report containing the training sessions delivered in Kassala state	6 weeks
<b>Deliverable 3:</b>	
<b>Final training report:</b> Training completion report that captures the beneficiaries' feedback on the topics delivered during the training, lessons learned and recommendations.	2 weeks

### Reporting Lines

The consultant will be under the general supervision of the PROSPECTS Sudan Programme Manager, under the direct supervision of the EIIP Specialist and the technical supervision of the OSH specialist. The consultant will get guidance and work in close consultation with the PROSPECTS' national EIIP Engineer.

### Qualifications and Competencies:

The consultant shall meet the following minimum requirements:

- Bachelor's degree in environmental and social sciences (Occupational Health and safety and/or environment), Health and safety Engineering or relevant field.
- At least 5 years of relevant working experience in OSH management systems.
- Competency and previous experience in preparation of training documents and delivering trainings on OSH in construction sector (please attach training completion reports and references in the last 3 years).
- Previous experience in technical assessment and carrying out similar works.
- Previous experience with a national training institution in Kassala or White Nile state is an asset.

### Evaluation Criteria:

In evaluating the documents, the score allotted in the next table shall be used:

Evaluation Criteria	Maximum points
At least 5 (Five) years of relevant working experience in OSH management systems	30 points
Competency in preparation of training documents and delivering capacity buildings on OSH in construction sector.	30 points
Technical proposal and narrative and detailed workplan clearly demonstrate competencies and practical experience in conducting similar assignments.	30 points
Previous experience working with government departments, UN organization, and other international organizations in a similar assignment.	10 points
<b>Maximum Points</b>	<b>100 points</b>
<b>Minimum Acceptable Score for candidates to be considered for financial evaluation</b>	<b>60</b>

### Contract duration

The duration of this consultancy is 3 months (63 working days) from the date of contract signature.

### Payment Schedule

The consultant will receive a fixed daily professional fee. This fee should cover local transportation to deliver training sessions in Kassala state. The consultant is responsible to arrange his/her transportation at his/her own cost, no additional cost will be given to transportation.

The ILO will, in coordination with the consultant, organize the venue and other necessary logistical arrangements for the training sessions and site demonstration.

Any additional cost related with number of workdays will be entertained only with the prior approval of the ILO.

The consultant should use the table below to indicate his/her financial proposal:

Item	Description	No. of days	Daily rate (USD)	Total fees (USD)
1.	Professional fees			

No.	Deliverables	Price (USD)
1	<b>Deliverable-1: Inception report</b> Includes detailed workplan covering all the activities for the duration of the consultancy, training materials and modalities, sessions plan (to be developed in consultation with implementation partners and local training institutions).	
2	<b>Deliverable 2: Interim progress report:</b> First training report containing the training sessions delivered in Kassala state	
3	<b>Deliverable 3: Final training report:</b> Training completion report that captures the beneficiaries' feedback on the topics delivered during the training, lessons learned and recommendations.	

The ILO will provide all the necessary documents and reports relevant to this consultancy; assist in coordination with relevant stakeholders, review and approve progress report, provide feedback as necessary and ensure timely payment of agreed amounts are made.

Payments will be released upon submission and final approval of the below reports:

- (15%) as a first payment after submission of Deliverable-1 (inception report).
- (70%) as a second payment upon submission and approval of Deliverable-2 (interim progress report).
- (15%) as a third and final payment upon submission and approval of Deliverable-3 (final report).

The consultant bears the charges levied by his/her own bank.

### Instructions to Bidders

The candidates should submit a technical (CV and technical narrative) and financial proposal.

The CV should clearly indicate relevant past experience in preparing and delivering trainings on OSH in construction sector, highlighting comparative advantages.

The technical narrative should indicate how the consultant intends to undertake the activities, summary of similar projects and work done in the past; and include the proposed workplan.

The financial proposal should include the daily professional fees to carry out activities according to the total number of working days indicated in this TOR. The consultant should use the tables above to prepare their financial offer.

### Submission of Documents

Interested candidates should send their technical proposal and financial proposal to [addis\\_procurement@ilo.org](mailto:addis_procurement@ilo.org) no later than **03 July 2025**. Requests for documents as well as questions related to the assignment can be submitted to [addis\\_procurement@ilo.org](mailto:addis_procurement@ilo.org) by **22 June 2025**. All candidates will receive a response latest by **26 June 2025**.