

## Terms of Reference

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**Strengthening the capacities of labour inspectors in the Ministry of Labour – NEBOSH IGC Certificate- COMPONENT B: Decent Work in Export Industries- Output-2 “Decent Work through Employment Services and Exports (NDICI-GEO NEAR/2023/450-112 - PC-25001)”**

## Background

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The ILO Country Office for Jordan/Better Work Programme is implementing a technical co-operation project entitled “Decent Work through Employment Services and Exports”; funded by the European Union. Under this project, ILO/ Better Work Jordan is working with the Ministry of Labour to enhance capacity of MoL; especially the labour inspectors, and on promoting decent working conditions in the targeted enterprises and sectors benefitting from EU-Jordan trade scheme.

Based on identified capacity building needs, MoL in collaboration with ILO intends to continue provide capacity building on Occupational Safety and Health (OSH) to meet its vision; thus, aiming to build labour inspectors’ capacity for the prevention of work-related injuries and diseases as well as the protection and promotion of the health of workers and the improvement of working conditions and environment.

## Assignment

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As part of ILO ongoing support in building the capacity of labour inspectors it is agreed with MoL to ensure technical support to improve labour inspectors’ knowledge, capacity and skills in OSH and ensure continued professional development.

The main objective of this consultancy is to identify qualified supplier/service provider to support second batch of labour inspectors totalling to (20) to prepare for and undertake NEBOSH International General Certificate in Occupational Health and Safety (IGC) to help acquire certificate/qualification thereof<sup>1</sup>. The service provider is also expected to support the Human Resources department at MoL in identifying the selection criteria for the labour inspectors candidates who can enrol for this certificate.

## Scope of Work

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The scope of work will involve following tasks towards fulfilment of the assignment:

- Develop a timeline for delivery in close consultation with the ILO/BWJ and MoL
- Identify the qualifications for the trainees who can enroll in the NEBOSH IGC certificate
- Lead, guide and coordinate inputs from the MoL inspection and human resources directorate and ILO technical team
- Complete the necessary documentation and ensure prerequisites for enrolment for the NEBOSH IGC certificate
- Draft and finalize the documents and application for the NEBOSH IGC and guide targeted inspectors in making an application for certificate;
- Organize trainings/meetings with relevant MoL and ILO officials as required
- Upon further consultation with HR department at MoL and ILO team, design Two-Week training programme that includes classroom and online interactive learning; including materials and handouts that follows project branding guidelines
- Provide access to learning resources and materials and ensure all learners /labour inspectors targeted understand what is expected of them
- Organize revision workshop prior to exam; including revision guide, concise notes and exam practice
- Follow with exam team and learners to support in booking exam of NEBOSH certification and make necessary payments and follow-on documentation thereof
- Submit final report and recommendations including summary of test results obtained per labour inspector and detailed feedback and ensure where applicable certifications are delivered.

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<sup>1</sup> NEBOSH: National Examination Board in Occupational Safety and Health

## Deliverables

The supplier will provide the following deliverables for review and acceptance by the ILO/BWJ:

#	Tasks	Deliverables/ Outputs
1	Develop and share Timeline of delivery for this assignment in close consultation with MoL and ILO	Report of Timeline of delivery
2	Submit qualifications for the trainees who can enrol in the NEBOSH IG certificate	Letter of qualifications for the trainees who can enrol in the NEBOSH IG certificate
3	Share Training programme materials, guides, presentations, handouts (all in editable format where possible)	Training programme materials, guides, presentations, handouts (all in editable format where possible)
4	Conduct two-week face to face classroom training programme including materials and documentation (for IG1 and IG2)	Summary report detailing the materials and activities delivered, as well as the performance of attendees, within one week of completing the two-week training programme
5	Organize one day revision workshop	Revision Guide
6	Coordinate with the exam team and learners to ensure all requirements for booking the NEBOSH exams are met, including making necessary payments for IG1 and IG2.	Letter of confirmation of completion promptly after all bookings and payments are finalized.
7	Submit final report and ensure delivery of certificates for successful learners	Final report and certificates for successful learners

## Payment

Payment will be issued upon submission of the following to the satisfaction of the ILO/BWJ and the corresponding supplier invoice:

Payment	Deliverable
20 % of total value of consultancy	Upon submission and ILO/BWJ sign off related to Deliverables 1, 2 and 3 above.
40 % of total value of consultancy	Upon submission and ILO/BWJ sign off related to Deliverables 4 and 5 above.
40 % of total value of consultancy	Upon submission and ILO/BWJ sign off related to Deliverables 6 and 7 above.

## Selection and evaluation Criteria

The service provider must demonstrate:

- Extensive and proven mix of skill and expertise in the field of NEBOSH certification, with expertise related to IGC certification gained through previous experience of similar work in or outside Jordan;
- Expertise and knowledge on NEBOSH certification and be a supplier approved and examined by NEBOSH, *an internationally recognised health & safety body*
- Experience on executing and advising on NEBOSH certifications in the government sector supported by statistics;
- Minimum of 10 years of professional experience in OSH consulting and related certification with recognized profile of the profession
- Tutors are qualified, knowledgeable and competent on the subject matter

The proposal will be evaluated according to the following:

### Cost/financial proposal: 40%

- Budget estimation: Reasonable budget for the proposed goals and activities and proper budget breakdown; excluding VAT.

**Technical proposal: 60%**

- Completeness of the Proposal: Outline, Methodology, Timeline, Expected output(s) (20%)
- Capability and meeting selection criteria: (40%)

**Administration, Reporting and Coordination**

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The contract for this assignment will be issued by ILO /BWJ -CO-Amman. The Contractor will work closely with EU-ILO/BWJ project team and the Head of HR department at MoL, and will report directly to BWJ- assigned focal point based in CO-Amman.

Logistical arrangements for the face to face/classroom training will be the responsibility of the ILO.

**Duration**

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The duration of contract will start from the signing date and is anticipated to end after one month from the submitted of Deliverable no. 7.

**Language**

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The training, materials and exam should be in Arabic.

**Confidentiality**

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The supplier will sign a contract with International Labour Organization that contains clauses on confidentiality and non-disclosure.

**Intellectual property**

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The ILO will retain the intellectual property of any original work that is produced as part of this assignment.

**Submission**

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All applicants must send their technical and financial proposal via Email Only to [JORDAN@BETTERWORK.ORG](mailto:JORDAN@BETTERWORK.ORG) entitled "EU-ILO Outcome2- NEBOSH".

The deadline to submit your application is **7th July 2024, 5:00PM (Jordan time)**.