



TERMS OF REFERENCE TO ASSESS FACTORS AND CAUSES LEADING TO POOR OCCUPATIONAL SAFETY AND HEALTH AND WORKING CONDITIONS IN MINING SECTOR

I. BACKGROUND

Rwanda Extractive Industry Workers Union (REWU) established in 2014, is a Rwandan trade union, which organizes all workers in Mining and Quarry Companies and cooperatives in Rwanda and was published in Rwanda Official Gazette No. 49 Bis of 08/12/2014.

The mission of REWU is to provide ways to bring together workers of extractive industry, to defend their interests and living conditions.

REWU's vision is to empower workers and their families, beneficiaries of mining fruits by improving the quality of their lives along with contributing to the attainment of social justice and sustainable development in an atmosphere of democracy and solidarity.

In the framework of promoting workers' labor rights and social dialogue, REWU is partnering with Belgian Development Agency (Enabel) to implement the intervention: The Thematic Portfolio for Decent work and Social Protection in Rwanda. Thematic Portfolio aims at enabling young people and women of working age to engage in decent work, to be better protected by labor laws and standards and to benefit from social protection and more inclusive social dialogue.

Inline with the above, REWU has set out a number of activities to implement the intervention and they include assessing factors and causes leading to poor occupational safety and health and working conditions in mining sector in order to inform subsequent actions.

In this regard, REWU is seeking to hire a competent consultant to perform the above-mentioned assignment.

II. OBJECTIVES OF THE ASSIGNMENT

The main objective of the assignment is to assess factors and causes leading to poor occupational safety and health and working conditions in mining sector.

The assignment has the following specific objectives:

- Assess the status of occupational safety and health in mining sector which will include risk and related causes and factors as well as compliance with relevant standards
- Assess the status of working conditions in mining sector which will include general decent work conditions.
- Propose the action plan and recommendations for improving occupational safety and health and working conditions in mining sector

III. THE AREA OF INTERVENTION:

The data shall be collected in some mining companies with their boardie's, civil society organizations and the concerned Government institutions.

IV. APPROACH AND METHODOLOGY

- The selected consultant will do a desk review of existing legal and regulatory documents and other documents related to the occupational safety and health and working conditions in the mining sector.
- The consultant shall use qualitative and quantitative methodologies, focus group discussions with REWU Representatives, interviews with workers, employers and other key stakeholders of mining sector.

V. SCOPE OF WORK

In order to achieve assessment objectives mentioned above, the Consultant shall have to:

- Conduct field assessment among mining establishments;
- Conduct sectoral occupational safety and health risk assessment with its impact
- Conduct sectoral working conditions' compliance assessment and its impact
- Conduct an extensive review of existing policies, strategies and laws to inform the survey;
- Conduct Focus Group Discussions (FGDs) among Trade Unions, Employers Organizations and relevant Government Institutions;
- Conduct a desk review on similar or related assessments for international and national benchmarking and best practices;
- Develop assessment report taking into account specific areas which the assessment aims to address.
- State the recommendations of the study done.

VI. DELIVERABLES

The Consultant will deliver the following outputs to the full satisfaction of REWU:

1. **Inception Report:** with clear methodological framework, timeframe and reflecting the understanding of the assignment which will be submitted to REWU within **2 weeks** after the date of contracting.
2. **Draft Assessment Report:** the report shall be developed with adherence to these ToRs and will cover specific areas mentioned in the scope of work. It will be submitted to REWU within **60 days** after delivery and approval of Inception Report.
3. **Final Assessment Report and publication:** will be submitted to REWU within **2 weeks** after validation meeting and will include all inputs from validation meeting.
4. **Dissemination of the findings:** will be done within **2 weeks after** the publication of report

VII. TIME FRAME

The consultant is expected to commence work immediately after the signing of the contract and complete the work within a period of 120 days from the date of signing of the contract.

VIII. PAYMENT MODALITIES

Payments for this assignment will be made as follows:

- 20% of the total budget upon approval of the inception report
- 30% of the total budget upon approval of the draft assessment report
- 30% of the total budget upon approval and publication of the report
- 20% of the total budget upon approval of the dissemination of findings.

IX. LANGUAGE AND PLACE OF THE CONSULTANCY

The language of consultancy services will be English and will be based in Kigali, Rwanda.

X. SUPERVISION AND REPORTING MECHANISM

The consultant will work closely with the project officer and report to the Secretary General of REWU.

XI. QUALIFICATION AND EXPERIENCE REQUIREMENTS

The consultant to perform this assignment will be required to meet the following requirements:

- Will be a local firm or local individual consultant
- Having a master's degree in occupational safety and health
- Demonstrate evidence of the technical capacity

- The ability to deliver the results on time
- Having conducted at least two (2) assessment studies on working conditions at National scale
- Having conducted at least two (2) assessment studies on occupational safety and health at National scale
- Having developed at least one (1) policy on working conditions/occupational safety and health
- Having an understanding of working with Governmental institutions, non-governmental and private organizations
- Having an understanding of Rwanda’s labour market
- Experience with regular reporting in accordance with deadlines
- Monitoring and evaluation methods and processes in the field of occupational safety and health and working conditions at large;
- Good knowledge in analysis and interpretation of Labour standards indicators and its compliance;
- Strong analytical and communication skills;
- Fluent written and oral knowledge of English.

XII. ETHICAL CONSIDERATION/CONFIDENTIALITY

Introductory letter will be sought from Rwanda Extractive Industry Workers Union (REWU). The consultant should protect the anonymity of individual information, and respect the confidentiality of all information which is being handled during the assignment. The consultant shall be allowed to use documents and information provided only for the tasks related to the terms of reference of this assignment. Data will be stored in a secure location, kept confidential with access restricted to competent authorities. The assessment data will be used only for the purpose of this assignment. Consultant will follow the research’s regulation activities in Rwanda

XIII. EVALUATION CRITERIA

No	Requirement/Criteria	Score
1.	The consultant general experience	10
2.	Having a master’s degree in occupational safety and health	10
3.	Methodology to execute the assignment	30
4.	The consultant has conducted at least two (2) assessment studies on working conditions at National scale	20
5.	The consultant has conducted at least two (2) assessment studies on occupational safety and health at National scale	20

6.	The consultant has developed at least one (1) policy on working conditions/occupational safety and health	10
Total		100

The Technical Proposal should contain:

- A Cover letter expressing interest in this assignment;
- Consultant general experience
- Technical Proposal with a brief description of why you would be considered as the most suitable firm for the assignment, relevant expertise, and a detailed clear methodology
- Recommendation letters/certificates of similar services concluded
- Presentation of academic requirements/master's degree in occupational safety and health.

The Financial Proposal should contain:

All-inclusive total contract price, supported by a breakdown of all costs.

Please submit your Technical & Financial Proposals in two hard copies (original + one copy) and a PDF file on CD in a well sealed envelop to the REWU Headquarters located at KG157, Kimironko Sector, Bibare Cell, Ingeri Village, email: rewu.tradeunion@gmail.com not later than 28/02/2023 at 10:00 am; late bid will be rejected.

Done at Kigali, on 09th February 2023

Eng. MUTSINDASHYAKA André
Secretary General

