Terms of Reference

TECHNICAL ASSISTANCE FOR THE DEVELOPMENT OF AN OCCUPATIONAL SAFETY AND HEALTH (OSH) ELECTRONIC REGISTRY AND REFERRAL SYSTEM

1| OBJECTIVE OF ASSIGNMENT

The objective of the assignment is to develop a centralised database and referral system for OSH matters. The system is anticipated to integrate and link national OSH registry systems in Samoa for efficient and effective updating and use amongst the responsible organisations for referral and reporting.

2| GENERAL BACKGROUND

Samoa identified OSH data and information gaps during the 2017 World OSH Day under the theme "Data Source for Optimizing the Collection and Use of OSH Data". The discussions among multiple stakeholders like the International Labour Organisation (ILO) Office, Accident Compensation Corporation (ACC), Ministry of Health (MOH), Samoa Fire Emergencies Services Authority (SFESA), and MCIL were able to identify gaps of OSH information across each organization. For instance, the ACC has OSH-related information on their compensation pay outs; whereas MCIL records are bypassed as victims avoid the law once they are compensated by their workplaces/employers. Moreover, OSH-related fatalities only involve SFESA, Ministry of Police (MOP) and MOH as first respondent organizations. These cases may never be reported to the MCIL and the ACC or it may be reported well after the incident.

Following the identification of these data and information gaps, the MCIL was subsequently assigned with the task of leading the work to centralise OSH data and link them to responsible organisations. Hence, the MCIL and the ACC signed a Memorandum of Understanding (MoU) for OSH data and information sharing in 2018. Another three additional MoUs were signed in April this year between MCIL and SFESA, MOH and MOP.

To complement the work done thus far, the UN Multi-Country Office via the Social Protection Project in Samoa and the ILO Office are providing support to further propel developments in addressing national labour and OSH related issues. Hence, to give effect to Samoa National OSH Framework 2018, priority will be given to increase level of awareness and ensure the application of procedures for the notification of occupational accidents and diseases, by employers and when appropriate, insurance institutions and others directly concerned and the production of annual statistics on occupational accidents and diseases. In addition, a developed and central data management system will set the basis for future review of the OSH legislation in the next two to three years. One of the key areas that require improved monitoring is vulnerability in terms of hazardous and high-risk work disaggregated by gender, age and mental and physical capacity.

The commitment between key agencies established through the MoUs marks an important crossroads for MCIL to continue to push forward efforts to consolidate data across key agencies. However, MCIL has limited resources and capacity to develop an online registry, database and referral system and therefore needs technical assistance to establish and put in place measures for to complement work that has been done thus far. It is also important to note that the technical issues relating to sharing data/registries across ministries/agencies will also present its own set of challenges, reinforcing the need for suitable technical expertise.

3| SCOPE OF WORK

The technical assistance is anticipated to:

- Assess the data management needs of OSH in MCIL – specifically assessment of current needs for OSH unit in terms of data collection and maintenance;
- Propose feasible database management system that fits the needs of OSH and discuss with MCIL the most relevant and user-friendly system to use;
- Create the database for consolidating OSH related information with capability to link with other registries across key agencies;
- Develop Standard Operating Procedures for users of database;
- Provide training for immediate users of the database.

4| APPROACH/METHODOLOGY

The TA is anticipated to conduct consultations and needs assessments in the initial five days of the assignment. The TA will determine with MCIL the arrangement for these consultations, that is whether to conduct one-on-one consultations or multiple stakeholder's consultation. The TA is required to properly document findings from these consultations to form basis for needs analysis.

With findings from the needs analysis, the TA is required to propose feasible database systems options for MCIL's consideration. It is initially anticipated that the task will be to harmonize statistics compiled from data collected from different sources, the same indicators as those used in the national reporting system of occupational accidents and diseases should be used. Additionally, the MCIL prefers low-cost but high-security systems. The TA's outcome for this task is a final Conceptual Framework for the Database System. This should ideally connect data sources to the fields of the database with relationships established.

There should be clear understanding among the TA, MCIL and other stakeholders throughout the assignment. Hence, the building of the system should be a swift undertaking given the finalisation of the Conceptual Framework for the Database System. Therefore, the third TA deliverable will be the Database System.

The TA is required to provide Standard Operating Procedures (SOP) for the Database System and also provide training for the responsible MCIL staff. The populating of the Database System should be done during the training phase, as this may be the best way for MCIL staff to familiarise themselves with the system.

5| LEVEL OF INPUTS AND TIMEFRAMES

The proposed indicative timeframe for this assignment is as follows:

#	INPUT	BILLABLE DAYS	TENTATIVE TIMEFRAME
1	Consultation and documenting needs analysis	3	November
2	Proposing System options to MCIL and finalising Conceptual Framework for Database System	4	November
3	Development of Database System skeleton	3	November
4	Develop Standard Operating Procedures	5	November
5	Train responsible MCIL staff and populate the database	5	December
TOTAL		20	

6| DELIVERABLES

There are five deliverables in this assignment, and they are:

1. Conducting of consultations and developing needs analysis to form basis for Database System;

2. Pitch System options to MCIL and develop Conceptual Framework for Database System once MCIL determines most feasible option.
3. Database System skeleton;
4. Develop Standard Operating Procedures;
5. Conduct training for responsible staff and populate the Database System.

7| CONTRACTING AND WORKING ARRANGEMENTS/RELATIONSHIPS

The governance and management role of this TA assignment will be fulfilled by the Industrial Relations, Occupational Safety and Health, and Work Permits (IROSHWP) Division of MCIL. The ACEO for IROSHWP, Albert Meredith, will be the leading counterpart of MCIL.

The TA is paid by the International Labour Organization under their Joint SDG funding for enhancement of Social Protection Systems.

Additionally, Samoa has an established National OSH Taskforce under the Samoa National Tripartite Forum (SNTF) and acts as the coordinating committee chaired by the Chairman of the SNTF with the presence of all technical sectors of workers and employers (e.g. maritime, electrical, telecommunication, aviation, health, fire and emergencies, police, Red Cross, hotel workers etc.). There are instances where the TA will work with the OSH Taskforce.

Therefore, MCIL (via ACEO-IROSHWP, with advice from the OSH Taskforce) will:

▪ Provide guidance for the TA in carrying out the assignment;
▪ Review all deliverables prior finalisation;
▪ Address any issues that arise during the assignment;
▪ Organise any conference calls with stakeholders so that the TA can consult them and/or present her/his work.
▪ Provide working space and office support for the TA;
▪ Facilitate TA access to MCIL and relevant agencies records, data and systems as necessary;
▪ Assist TA in arranging meetings and accompany TA to all meetings.

8| SELECTION CRITERIA

The TA will be assessed against the following selection criteria:

#	SELECTION CRITERIA	SCORING
TECH1	Minimum qualification of a Bachelor's degree in computer science, computer engineering or related field	20
TECH2	At least five years' experience in database building and information systems management	20
TECH3	Evidence of excellent analytical, writing and interpersonal skills demonstrated through undertaking of similar assignments and from referee feed-back	20
TECH4	At least two years' experience working with Government Ministries and designing relevant information management systems	10
TECH5	At least two years' experience in occupational safety and health management systems	10
FIN1	Availability and competitiveness of daily billable rate	20
TOTAL SCORE		100

The Selection Criteria is comprised of five technical criteria making up 80 points of the total scoring. The competitiveness of financial bid makes up 20 points of the overall score. The Technical Proposal will be assessed by a Panel of Assessors. For the financial bid evaluation, the lowest price will be noted 20 points. The formula for determining the financial score (Sf) for other bidders is:

$$Sf = 20 * Pi/Pm$$

Where: **Sf** is the financial point given to the Proposal;

Pi is the lowest price

Pm is the price of the evaluated proposal

Bidders are advised to use the Government of Samoa Consultancy Remuneration Framework (https://www.mof.gov.ws/wp-content/uploads/2019/09/Consultancy-Framemwork-Booklet_FINAL.pdf) as a guide for financial bid. All financial bids should be tax inclusive.

9| REGISTERING INTEREST

Consultants wishing to register their interest in undertaking this assignment should send the following to Albert Meredith (ACEO-IROSHWP, MCIL) by 28th of October 2020:

1. Cover letter of up to two pages explaining how s/he meets the selection criteria and would be a good fit for this assignment
2. Daily rate
3. CV of no more than 4 pages
4. Contact details of two referees

Bidders are able to hand deliver signed copies of the above documents directly to:

Albert Meredith

Assistant CEO – Industrial Relations, Occupational Safety & Health, and Work Permits,

Ministry of Commerce, Industry and Labour,

Level 4, ACC Building

Or send via email at albert.meredith@mcil.gov.ws