



Terms of Reference

Change starts at the workplace.

Swedish Workplace Programme's approach enables dialogue between management and employees at the workplace to improve working conditions and contribute to sustainable business.

The programme is managed and implemented in partnership between, International Council of Swedish Industry (NIR) and the Swedish Industrial and Metalworkers' Union (IF Metall) and financed by Sida.

www.swpglobal.org

Call for Facilitators and Trainers – Kenya and South Africa

Background

The purpose of the Swedish Workplace Programme (SWP) is to contribute to decent work and sustainable business through workplace cooperation. The programme provides a practical tool for companies and bridges the gap between business operations and local sustainability challenges. The programme enables stronger workplace cooperation and dialogue between management and employees as a mean to jointly address challenges at the workplace. The Swedish Workplace Programme is implemented in partnership with IF Metall, funded by Sida and runs between 2019 and 2023.

The Scope of Work

Under these TORs, SWP is seeking for applications from interested facilitators and trainers that can be called upon. Specifically, under these TORs, the trainers, and facilitators(s) are expected to submit a proposal that outlines their capacity to deliver in either of the below areas:

- Diversity, equity and inclusion (includes gender, sexual harassment etc)
- Social dialogue/ workplace cooperation
- Change management.
- Conflict resolution and dispute handling
- Occupational safety and health
- Leadership
- Negotiation
- Sustainability and Ethical business
- And other topics within the, decent work agenda. agendas

Expected Proposal should include >

- i. An outlined proposal on facilitation methodology.
- ii. A proposed structure on how you would structure a training.
- iii. A framework for monitoring and evaluating the success of the intervention.
- iv. Covid-19 preparedness - whether you can/ how you can deliver on an online capacity.
- v. Include a list of at least three reference from your previous clients in your application.
- vi. Indicate the languages you can deliver in – should the audience not be proficient in English.

Your proposals will be kept in the SWP consultant's database and you will be called upon when a relevant training is to take place in your area of expertise, should you be available for this. Engagement for the successive steps and possible contract extension will be based on the successful undertaking of previous deliverables.

Application Deadline 4th March 2021

Qualification and competencies

- i. Prior work experience in the relevant field - industrial relations, labour market and relations, public policy, international development, political economics, labour systems management, or other relevant themes as outlined above.
- ii. Experience working within specific thematic areas above in reference in Kenya and South Africa in particular. (advantage on regional experience)
- iii. Knowledge and experience of ILO standards, guidelines, and best practices as applicable in different sectors.
- iv. Demonstrated experience in conducting fit for purpose upskilling for adult learners with different levels of language proficiencies and educational levels.
- v. Excellent analysis and report writing skills including the ability to report on the monitoring and evaluation element of training and capacity building programmes.

Consultancy Fees and payment schedule

Consultants should provide rate required (negotiable in line with available budget). Payments will be made in local currency in line with the deliverables and spelt out upon the signing of the contract.

GDPR

By responding to this tender, you agree to the International Council of Swedish Industry (NIR) storing your personal data on its internal database. The data will be stored for the duration of the Swedish Workplace Programme and any personal data processed will be solely for the purpose of evaluating tenders and notifying you of future tender opportunities. Such data will be handled confidentially and processed in accordance with relevant data protection laws and NIR's privacy policies. In case you wish to verify which personal data is stored on your behalf, or modify, correct or delete your personal data being held by NIR, please contact NIR's Compliance Officer at lauren.mcintosh@nir.se, and clearly describe your request.