



## **Terms of Reference**

### **Training Expert**

**Contract within the Period: 20 January 2025– 30 August 2025**

**Deadline for Application: 1 January 2025**

#### **I- Background:**

The ILO is implementing the We CARE project which aims to address the growing need for care in Lebanon and the increasing vulnerabilities faced by care workers in healthcare, education, and domestic work sectors. Since 2019, Lebanon has experienced significant socio-economic changes that have adversely affected working conditions of care workers who are often women, limiting progress towards Sustainable Development Goals (SDGs) 5, 8, and 10.

The current phase of the project is focused on enhancing the capacity of care workers to protect their rights as workers and the project is working closely with workers' organizations. Improving the working conditions and promoting decent work for care workers requires improving the understanding of workers' rights among the care workers themselves, as provided in relevant international labour standards, international guidelines, national laws and policies, and considering the local contexts as a first step. This will be the basis for the workers to identify priority areas of concern and develop a strategy to address challenges in accessing decent work. This can also help workers to advocate and negotiate to ensure their access to decent work.

In this context, the ILO Regional Office for Arab States (ROAS) is seeking to engage one national consultant to provide trainings to trade union leaders and care workers in the selected sectors, these trainings will be tailored based on the needs of the concerned group of workers.

The objectives of these training sessions/ workshops is to enhance awareness on workers' rights as provided in international labour standards and existing labour laws, and strengthen the bargaining power of care workers.

#### **Objectives:**

- 1- Increase awareness of leaders of trade unions, women committees at Union levels and domestic and other care workers unions on C189 and other relevant international labour standards
- 2- Improve care workers understanding and skills on collective bargaining and advocacy with employers and at the national level.

#### **SCOPE OF CONSULTANCY**

The consultant will work closely with the National Project Manager of the We CARE and under close technical guidance of the Senior Specialist on Gender Equality and Non Discrimination, the Senior Specialist of Workers' Activities, and ILO ROAS Decent Work Team.

All materials prepared are shared with ILO including the report post training which should include feedback on the session and suggestions of other potential audience for accessing this material and guiding recommendation for potential Trainers from the Unions concerned.

The trainer will be briefed on the targeted audience and will need to prepare the sessions in line with the targeted audience and through consultation with the worker specialist and trade unions.

Locations of the trainings will be determined at a later stage.

## **DELIVERABLES**

### **1- Deliverable 1: Training for leadership**

A total of 4 sessions of 4 hours each are provided to Trade union leaders and including women committees and relevant syndicates (health, teachers, domestic workers) this will be completed with support from the Senior Specialist on Gender Equality and Non Discrimination

Task 1: Initial discussion with trade union leaders through bilateral meetings and/or focus group discussions to identify training needs, The training among other concepts will include C189 and other relevant international labour standards

Task2: Submit a pre-training assessment identifying the gaps, the weaknesses and misconceptions

Task 3: Identify the topics and thematic of focus of the training and develop the training materials training materials, session preparations, tools, and knowledge in a training manual format with usage restrictions, which are subject to the discretion of the ILO.

Task 4: Develop the training materials and a post training questionnaire and share materials with ILO for clearance

Task 3: conduct the training

Task 4: submit a report based on the post training questionnaire findings

### **2- Deliverable 2: Training for care workers (health)**

-A training program will be provided to care workers in the health sector, consisting of 3 sessions (8 hours each) or six sessions (4 hours each). The program will focus on collective bargaining, advocacy with employers, labour law, and International Labour Standards, with specific emphasis on the developed sector priority demands.

-Submission of finalized and enhanced training materials, session preparations, tools, and knowledge in a training manual format, with usage restrictions determined at the discretion of the ILO.

Task 1: conduct pre-training assessment to identify the gaps, the weaknesses and misconceptions – share the report results with ILO.

Task 2: Develop the training materials and a post training questionnaire and share materials with ILO for clearance

Task 3: conduct the training

Task 4: submit a report based on the post training questionnaire findings

### **3- Deliverable 3: Training for care workers (education)**

-A training program will be provided to care workers in the education sector, consisting of 3 sessions (8 hours each) or six sessions (4 hours each) on collective bargaining, advocacy with employers, labour law, and International Labour Standards, with specific emphasis on the developed sector priority demands.

-Submission of finalized and enhanced training materials, session preparations, tools, and knowledge in a training manual format, with usage restrictions, determined at discretion of the ILO.

Task 1: conduct pre-training assessment to identify the gaps, the weaknesses and misconceptions – share the report results with ILO

Task 2: Develop the training materials and a post training questionnaire and share materials with ILO for clearance

Task 3: conduct the training

Task 4: submit a report based on the post training questionnaire findings

### **4- Deliverable 4: Training for domestic care workers**

- A training program will be provided to care workers in the domestic work sector, consisting of 3 sessions (8 hours each) or six sessions (4 hours each ) on collective bargaining, advocacy with employers, labour law, and International Labour Standards, with specific emphasis on the developed sector priority demands.

-Submission of finalized and enhanced training materials, session preparations, tools, and knowledge in a training manual format with usage restrictions, determined at the discretion of the ILO.

Task 1: conduct pre-training assessment to identify the gaps, the weaknesses and misconceptions – share the report results with ILO

Task 2: Develop the training materials and a post training questionnaire and share materials with ILO for clearance

Task 3: conduct the training

Task 4: submit a report based on the post training questionnaire findings

## Roles and responsibilities

Deliverables will be considered final once approved by the ILO.

The consultant will be responsible for:

- All technical preparations
- Coordination with CGTL and FENASOL
- All logistics preparations for trainings including printing, agenda preparation, inviting participants are the responsibility of the trainer
- All submissions to the ILO must be provided in English and training must be provided in either English or Arabic depending on the audience

The ILO will be responsible for:

- Organizing introductory meetings with relevant specialists at the ILO and constituents (FENASOL CGTL)
- Reviewing submissions and provide comments
- Providing relevant project documents and guidance through meetings with relevant specialists
- Only logistics related expenses for the training venue

## PAYMENT

Four instalments based on the deliverables **subject to the clearance and satisfaction of the ILO:**

- Amount pertaining for deliverable 1 will be paid upon completion of Deliverable 1, as described in the deliverables section.
- Amount pertaining for deliverable 2 will be paid upon completion of Deliverable 2, as described in the deliverables section.
- Amount pertaining for deliverable 3 will be paid upon completion of Deliverable 3, as described in the deliverables section.
- Amount pertaining to deliverable 4 will be paid upon completion of Deliverable 4, as described in the deliverables section.

## EXPRESSION OF INTEREST

Expression of interest should include the below:

- Curriculum Vitae including references.
- Workplan and technical offer
- Financial offer clearly describing the rate per day and number of days per deliverable.

All on or before 1 January 2025, at the following email address: [baderm@ilo.org](mailto:baderm@ilo.org)

Please mention “**CARE - Trainer**” in the subject of the email.

Please use the template below to submit your financial offer:

Deliverable	Task	# of days	Total # of days per deliverable

## QUALIFICATIONS

- Education: Law degree, social sciences and other that relates.
- At least 18 years of relevant professional experience with focus on gender equality and labour.
- Experience in conducting trainings for workers and unions on rights and duties and role.
- Extensive knowledge and previous working experience within the field of labour and human rights.
- Experience working with trade unions
- good knowledge of the Lebanese labour legislations and industrial relations) as part of the competencies needed.
- knowledge of of ILS.

## Languages

Excellent command of English and Arabic

## Core Values

- Respect for Diversity.
- Integrity.
- Professionalism.
- Ethical conduct.

## Core Competencies

- Awareness and Sensitivity Regarding Gender Issues.
- Accountability.
- Creative Problem Solving.
- Effective Communication.
- Inclusive Collaboration.
- Stakeholder Engagement.
- Leading by Example.

## Functional Competencies

- Substantive experience and record of accomplishment in gender equality and women's empowerment.
- Good knowledge of ILO and the UN system.
- Demonstrated analytical and technical skills in managing development projects/Programmes.
- Ability to introduce new approaches and strategic innovations.