

TERMS OF REFERENCE: *Drafting of Occupational Health and Safety Guidelines and Communication Strategy on COVID19 for Informal Economy in South Africa*

Date: 26 November 2020

## 1.0 Background

The ILO approved a development cooperation project under the Regular Budget Supplementary Account (RBSA) to support the implementation of (i) South Africa's Decent Work Country Programme 2018-2022 and (ii) ILO Recommendation 204 concerning the transition from the informal to the formal economy adopted by the International Labour Conference at its 104th session in 2015. The overall project objective is to *strengthen Government and Social Partners' efforts to mitigate health and socioeconomic impact of the COVID-19 pandemic on enterprises and workers in the informal economy*, and medium and long term transitioning to formalization will run until end of 2021.

The development cooperation project aims i) to support the establishment of safe and healthy workplaces for different categories of workers and businesses in the informal economy; ii) to facilitate access to government relief schemes and government procurement schemes and; iii) to ensure that informal economic unit operators have access to integrated business development services (BDS) that over time can support their transition to the formal economy.

Targeting especially women workers and women run economic units in selected sectors of the informal economy, the project identified a number of activities for immediate as well as medium to long-term response, including assisting **workspaces to implement health and safety measures to reduce the risk of COVID-19 infection for workers and customers.**

As South Africa is at the epicentre of the Corona-virus pandemic in Africa, workers in particular, women who are concentrated in the informal economy are severely affected. As frontline workers in spaces with limited or no health and safety measures, workers in the informal economy are at higher risk of contracting the virus and falling further into poverty. Restrictions on movement, loss of income, and the difficulties faced by informal workers - particularly women who must balance care work while generating an income, have been compounded by the increased incidence of violence and harassment, including gender based violence.

The Government of South Africa has developed measures and relief schemes to prevent, treat, and cushion the population from the virus and its socio-economic impacts. However, most informal economy workers and businesses have not been able to access relief schemes owing to various challenges including their informal status, difficulties in using online platforms, and employers' failure to act to protect informal workers (including domestic workers). Furthermore, informal enterprises' access to local private markets have been severely affected, as local customers do not see them as "safe for business".

South African Constitution assures everyone the right to an environment that is not harmful to his or her health or well-being. The legislation on occupational health and safety has evolved over decades and gradually extended protection through specific regulations for specific sectors and hazards as well as delegation of occupational health and safety functions to key role players, such as local authorities. Such evolution is however still to visibly benefit workers in the informal economy.

Criteria such as (i) contribution of the sector/occupational group to overall informal employment, (ii) gender breakdown of the sector/occupational group, (iii) presence of serious occupational safety and health risks, and (iv) vulnerability to poverty and social exclusion; guided the focus of this consultancy to three groups, namely domestic workers, street traders and waste pickers.

While all sectors face a degree of occupational hazards, the emergence of COVID19 increased the presence of serious occupational safety and health risks for some groups of workers in informal economy. Domestic workers, for example, often play a role as informal care workers for their employers and families. Yet, they do not have access to the same protective equipment as formal care workers. Similarly, street traders are constrained with workspace and welfare facilities hence unable to maintain necessary infection prevention control measures physical distance and hand hygiene, on top of possible exposure to traffic related air pollution, biomass fuels etc. Waste pickers are an extremely vulnerable group that are potentially exposed to airborne dust, inhalation or skin contact with domestic chemicals such as organic solvents, pesticides and cleaning agents, noise, biological vectors, accidental cuts and injuries, burns and inhalation of smoke from fires or burning of waste on site as well as ergonomic risks.

## **2.0 Objectives**

The overall objective of this consultancy is twofold. The consultancy will through relevant literature review and stakeholder consultations; develop (a) comprehensive and gender-responsive Occupational Health and Safety (OHS) Guidelines and (b) Communication Strategy on COVID19, with particular focus on domestic workers, street traders and waste pickers.

The Guidelines will aim to contribute to reduction in the vulnerability to poverty associated possible loss of earnings because of inadequate labour protections, and workplace ill health and accidents amongst the identified groups of informal workers. In addition to providing for tools and channels for promotion of the OHS Guidelines, the Communication Strategy will facilitate the identification and mitigation of barriers impeding access to COVID19 information and services, including for COVID-19 and ability to comply with recommended practices. The following specific objectives will form basis of the Guidelines and Communication Strategy.

- i. To map the actual and potential occupational health and safety issues with direct or indirect impact of the identified groups of informal economy workers;
- ii. To document existing COVID19 as well as occupational health and safety support and services for informal economy and accessibility thereof;
- iii. To propose, through consultative mechanisms, strategies for the prevention of accidents and work-related illnesses; heeding to relevant regulations and by-laws;
- iv. To promote collaborative and inclusive support arrangements for providing the relevant information, education and training by MBOs in collaboration with OHS and labour inspectorates and other relevant authorities;
- v. To improve statistical data collection and develop the information base of workplace and workspace incidents, accidents and injuries;
- vi. To define OHS roles and responsibilities of MBOs, their members and affiliates as well as customers;
- vii. To map social, economic, gender, regulatory, cultural and other barriers to inclusive and effective risk communication and mitigation measures;
- viii. To explore and highlight media and networks as potential communication methods and channels; and

- ix. To better integrate OSH (including COVID19) interventions for informal economy into national OHS systems in accordance with relevant ILO instruments.

### 3.0 Methodology and work to be performed

Drafting of the Guidelines and Communication Strategy will follow the below explained methodology:

- i. Conduct an analytical review of policies, laws, regulations and support programmes and initiatives in relation to OHS, gender and informal economy in South Africa. This review shall also cover the finding of national OHS profile/status as recently compiled as well as other assessment conducted for objectives of the RBISA development cooperation project.
- ii. Conduct a desk review and analysis of relevant documentation on South Africa informal economy as well as available best practices.
- iii. Undertake a comprehensive stakeholder consultation covering the tripartite plus stakeholders for consensus on the essential elements and contents for the Guidelines and Communication Strategy.
- iv. Draft the OHS Guidelines and Communication Strategy on COVID19 for selected groups of workers in accordance with the conclusions from literature reviews and recommendations of the stakeholders.
- v. Convene a tripartite plus validation meeting.

### 4.0 Deliverables

The consultancy has three deliverables as follows:

- i. Inception report to satisfaction of ILO (4 pages max) - including scope of work and overall research questions, methodology of guidelines and strategy development (interviews, focus groups, key informant interviews, roundtable discussions, list of stakeholders and informants, research tools, list of data sources) along with a proposed report outline.
- ii. Technical report (not more than 10 pages, Arial font 11, and line space 1, in English, plus annexes, and with source reference in footnotes) on the stakeholder consultation and validation meeting.
- iii. The final draft OHS Guidelines with Communication Strategy on COVID19 for informal economy workers (domestic workers, street traders and waste pickers (not more than 45 pages, in English, Arial font 11, line space 1, with source reference in footnotes, plus annexes).

### 5.0 Timeframe and payment schedule

The consultancy will submit deliverables set out in section 4.0 within a maximum period of **25 days** as presented in the table below

Activity	Deliverables	Number of Days
Desk review	Inception report	2 days
Stakeholder Consultation and document review	Technical report on the national consultation	7 days
Drafting the Guidelines with Communication Strategy	First Draft of the Occupational Health and Safety Guidelines and	12 days

	Communication Strategy on COVID19 for Informal Economy	
Validation of Guidelines and Communication Strategy	Draft presented at Validation workshop	1 day
Consolidation of inputs	Final Occupational Health and Safety Guidelines and Communication Strategy on COVID19 for Informal Economy	3 days
<b>Total number of days</b>		<b>25 days</b>

The first payment, 50% of total cost, will be payable upon receipt of the first draft of Guidelines with Communication Strategy.

The final payment, 50% of total cost, will be payable upon satisfactory receipt of final validated document.

The final delivery date of final validated document shall be **31 March 2021**.

#### **5.0 Minimum qualifications and experience**

**The Individual Consultant must demonstrate or provide evidence of meeting the following minimum requirements:**

- i. Master Degree in business administration, development studies, social studies, economics, labour, occupational safety and health, occupational hygiene or related field of study;
- ii. At least 7 year experience in consultation, advocacy, capacity building, assessment and policy/program/guideline design for informal economy in South Africa;
- iii. Excellent analytical thinking, interpersonal, interviewing and communication skills;
- iv. Practical experience in the field of safety, health, wellness, hygiene and workspace improvement;
- v. Adequate insight on South African OHS and labour legislative context;
- vi. Adequate insight on regulation of public spaces in South Africa;
- vii. Adequate insight on ILO's instruments on OHS, gender and informal economy;
- viii. Substantive knowledge on gender mainstreaming and human rights-based approach; and
- ix. Excellent report writing skills and command of written and spoken English
- x. Availability to conduct and complete the consultancy within the stipulated period
- xi. Not conflicted, in any form, to conduct this consultancy or part thereof.

The CV and proof of qualifications of the designated Consultant must accompany the proposal submitted by an institute.

Proposal submitted by team of consultants or consortium will not be considered.

#### **7.0 Administrative contacts**

Technical and financial proposals should be sent only by email to: [velaphi@iloguest.org](mailto:velaphi@iloguest.org) with copies to [hlongwane@ilo.org](mailto:hlongwane@ilo.org) and no later than **10 February 2021**. Offers sent after the date indicated will not be considered. Please email under heading: "*Consultancy: Drafting of Occupational Health and Safety Guidelines and Communication Strategy on COVID19 for Informal Economy in South Africa*".

## **8.0 Contact details**

### **8.1 Technical contacts**

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### **8.2 Other contacts**

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