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1. BACKGROUND INFORMATION

1.1. Partner country

The Republic of Turkey

1.2. Contracting authority

Directorate of European Union and Financial Assistance (DEUFA) in the Ministry of Family, Labour and Social Services of the Republic of Turkey (MoFLSS)

1.3. Country background

Today, approximately 90 different mineral commodities are mined around the world and nearly 60 different minerals are mined in Turkey. Based on Directorate General of Mineral Research and Exploration (MTA) data, out of 132 countries around the world, Turkey ranks 28th in terms of total amount of mineral production and 10th in terms of mineral diversity.

For mining sector in 2015, total number of employees is 128.741 and the number of occupational accidents is 10.336 which gave the number of 8.029 occupational accidents per 100.000 employees. Fatal number of occupational accidents for mining sector is 79 which holds the 61,4 accidents per 100.000 employees. As a result, mining is one of sectors that have high risks of accidents and fatalities. The share of mining employees among the total working force in the world is only 1 per cent while 8 per cent of the occupational accidents take place in mining sector.

The Law on Occupational Health and Safety No. 6331 is to regulate the duties, powers, responsibilities, rights and obligations of employers and employees to ensure occupational health and safety in workplaces and to improve current health and safety conditions encountering International Labour Organization (ILO) ratifications and European Union (EU) accession requirements as framework directive 89/391 EEC.

Brief Information about Directorate General of Occupational Health and Safety (DGOHS)

The main role and responsibilities of the DGOHS are to prepare and implement the OHS legislation, to develop national policies, to act on the results of workplace inspections carried out by the Directorate for Guidance and Inspection to improve OHS conditions at workplaces, to ensure cooperation and coordination with national and international organizations and institutions, to carry out standard studies, prepare and develop norms, carry out activities such as; measurement, evaluation, technical control, training, counselling, expertise, etc. and evaluate and authorize institutions that carry out such activities to determine the compatibility of the personal protective equipment (PPE) to the standards and to define the methods and principles on this subject, to plan, program and ensure the implementation of study and research activities on occupational health and safety and prevention of occupational accidents and diseases, to carry out activities on publishing and documentation in its field and to do statistical works, to carry out necessary activities and to ensure the protection of all workers, including those who are having occupational training, those who are rehabilitated, special risk groups and public servants, and to ensure that the necessary measures are taken.

A total of 421 staff is working at the DGOHS, 202 of which are OHS experts, 7 physicians and 58 technical staff. DGOHS has been the Beneficiary in many EU funded and nationally funded OHS projects and experienced on high budgeted and site implementing projects. From 2000 to 2016, total 53 projects were carried out with a total budget of 41.750.000,00 €; 11 of which were funded by EU and 42 of by national resources. Today DGOHS continues to manage 23 various projects with a total budget of 9.500.000,00 € by national resources. In sustainable manner, the mentioned projects have been implemented consecutively.

1.4. Current situation in the sector

Law No. 6331 was enacted with the consensus of social partners' and based on significant pillars; encouraging active participation of employees on OHS, adopting proactive approach and ensuring continuous improvement of OHS for all employees. The most important innovations of OHS Law can be defined as preventive manner based risk assessment, provision of OHS services (external or internal by OHS professionals) without any limitation for number of employees, introduction of employee representative and state subsidies to OHS services for micro size enterprises.

The sub-legislation for mining which is aiming to transpose the EU directives of 92/104 EEC¹ setting minimum requirements for the safety and health protection of employees in surface and underground mineral-extracting industries and 92/91 EEC² laying down minimum requirements for the safety and health protection of employees in the mineral-extracting industries through drilling was published as The Implementing Regulation on Health and Safety for Mining Operations in the Official Journal no. 28770 dated 19.09.2013 which is prior to Law No. 6331. On the other hand, ILO Convention no. 176 concerning Safety and Health in Mines was enforced upon its publication in the Official Journal no. 29203 dated 12.12.2014. The convention comprises 24 articles and the provisions that have been covered in the national legislation through Law No. 6331 and the Implementing Regulation for OHS in Mining Extracting Industries.

In the light of statistical and legislative analysis, it has been shown that there is a need to improve OHS conditions in mining sector. Based on the inspections carried out in mining workplaces in 2015 by Labour Inspection Board, designation of occupational safety experts and occupational physicians are fulfilled and OHS Committee is set up by most of the workplaces. However, preventive measures such as risk assessment, emergency preparedness, OHS trainings, health and safety document, health surveillance, guidance and other plans were found insufficient. In this regard, the Operation aims to provide technical consultancy for OHS experts, employers and employees; trainings for employers, employees and other stakeholders and health surveillance.

In this context, this project, the service component of the Improving Occupational Health and Safety Especially in Mining Sector Operation, aims to help developing safer and healthier working conditions, improving occupational safety and health system especially for mining sector in line with international OHS standards.

1.5. Related programmes and other donor activities

Between 2004 and 2009, the DGOHS has conducted two projects funded by the EU to improve occupational safety and health implementation (Upgrading Occupational Health and Safety in Turkey – ISAG-I, (2004-2006) and Upgrading Occupational Health and Safety – Phase II, ISAG II, (2007-2009)).

Upgrading Occupational Health and Safety in Turkey Project (ISAG-I) was co-financed by the EU and Turkey by a budget of 8.160.000,00 €. The aim of the project was to adjust Turkish OHS standards to the EU OHS standards. Within this context, laboratory of İSGÜM-Ankara was refurbished with new high technology instruments and a new regional laboratory was established and furnished in Kocaeli. In ISAG II Project, mobile health and safety units came into service in May 2009 and provided the opportunity to give occupational health and safety services and carry out investigations in different regions throughout the country. Mobile units have been created in two sets; each set consists of 3 vehicles. One of the vehicles is for the evaluation of heart and lung functions, the second is for the measurement of medical and biological parameters and the third is for physical measurements.

One of the important EU projects that has been carried out by DGOHS is “Improvement of Occupational Health and Safety Conditions at Workplaces in Turkey- İSGİP” supported by Turkey and the EU (IPA), was initiated in 2010 and completed in February 2012. The project focused on

¹ <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:01992L0104-20070627&from=EN>

² <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:31992L0091&from=EN>

metal, mining and construction sectors. Initially, OHS management system (OHS-MS) models were developed specially for the sectors in the scope of the project. The management system models were then implemented in and disseminated to a total of 112 workplaces in 12 provinces; including Ankara, Zonguldak, Kocaeli, Denizli, and Kütahya. As part of project activities, relevant sector-specific documents were disseminated to all stakeholders. The following guides and manuals for mining sector are part of the project documentation: OHS-MS Guide for SMEs: Mining Sector; Risk Assessment, Performance Monitoring, Health Hazards: Mining Sector: Marble; Risk Assessment, Performance Monitoring, Health Hazards: Mining Sector: Coal. The DGOHS and the Turkish Standards Institution (TSE) jointly developed a national OHS-MS specific to the mining sector based on the said Guide. The overall objective of the project derived as “Decreasing the risk levels by 5 per cent, 7 per cent and 10 per cent respectively in construction, mining and metal sectors in target pilot enterprises till the end of 2011” has been achieved. In the pilot businesses operating in construction, mining and metals sectors, improvements were made at the rates of 35 per cent, 10 per cent and 21 per cent respectively. Concerning the OHS management practices, the improvements were even 75 per cent in coal mining (measured by the OHS-MS rating system).

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is as follows:

“to create decent jobs for Turkish labour force by means of improving health and safety and work peace”.

2.2. Purpose

The purpose of this contract is as follows:

“to promote better working conditions based on proactive approach, increase public awareness and improve knowledge of all stakeholders on OHS especially in mining sector”.

2.3. Results to be achieved by the contractor

The results to be achieved according to Employment, Education and Social Policy Sectoral Operational Programme (EESP SOP) for this specific Contract are as follows:

➤ Category of Intervention I: Service and trainings to the target groups

- *Employees in most vulnerable sectors;*

Result 1: Enhanced capacity of employees and employers on OHS and work life.

- Seminars and health surveillance for mine employees are conducted.
- Employers are trained.

➤ Category of Intervention II: Institutional capacity building

- *Participants to trainings from relevant actors;*

Result 2: Enhanced capacity of university students and related stakeholders on OHS.

- University students, branch instructors working at Vocational and Technical High School-Mining Technologies, engineers, occupational safety experts are trained.

Result 3: Improved capacity of DGOHS about upcoming OHS applications and management systems and project management.

- Start-up training for the Operation is conducted.
- DGOHS experts are trained.

➤ **Category of Intervention III: Awareness-raising**

- *Persons accessed through awareness-raising campaigns/events;*

Result 4: Increased public awareness on OHS.

- Wide range of people accessed through awareness raising campaigns/events such as kick-off and closure meetings, information meetings, publicity and promotional materials, cartoons and public service advertisement, photo competition and exhibition, technical guidelines, etc.
- Digital application for smart devices is developed.
- Project website is revised/updated and social media accounts are opened.
- Achievement book of the Operation is prepared and distributed.

➤ **Category of Intervention IV: Scientific & technical studies**

- *Researches/field studies/reports/impact assessment, monitoring & evaluation studies;*

Result 5: Improved institutional memory in terms of work life dynamics.

- Field report, evaluation report, and impact assessment report are prepared.

➤ **Category of Intervention V: Coordination/cooperation mechanisms**

- *Workshops, conferences, seminars, twinning/IO agreements, etc. with participation of relevant actors*

Result 6: Improved coordination capacity for OHS activities and participative decision making with relevant actors.

- Workshops are organised.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

- Stability in institutional structures of MoFLSS and legislative framework of the OHS.
- No major modifications on OHS legislation.
- Good working relations, effective communication and cooperation between MoFLSS and the different institutions involved in the Operation and contract at national, regional and local levels.
- Target groups are willing to take part in both Operation and contract activities.
- Awareness of enterprises on OHS is at a desired level.
- Strong ownership of MoFLSS and relevant institutions involved in implementation of this Operation and contract.

3.2. Risks

- Political, economic or social instability that would hinder the smooth running of IPA II in Turkey.
- Any major modifications on OHS legislation and national policy that may require major amendments in the Operation and contract.
- Insufficient cooperation between the various stakeholders involved and their relatively isolated functions.
- An insufficient number of SMEs willing to actively participate in the Operation and contract as best practices.
- Unwillingness of social partners and public institutions to participate and take active role in the project activities.
- Lack of interest and commitment of the target groups and the media.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Project description

“Improving Occupational Health and Safety Especially in Mining Sector” Operation is composed of service, direct grant and grant scheme components, and serve to Activity I.I Promoting Decent Work of the EESP SOP including all relevant actors especially for coal and metal mining sector.

This contract is the service component of the Operation and aims to improve competency of target groups by training activities to increase coordination between related stakeholders and to build a safety culture nationwide by means of awareness raising activities.

Direct Grant component aims to improve OHS conditions in Turkey especially in mining sector by providing technical consultancy for employers and employees, adopting proactive management system approach, increasing the capacity of workplaces about OHS applications, and raising public awareness on OHS. In this regard, workplaces will be supported financially for twenty four months.

The activities determined under Intervention 1.1., Intervention 1.2., Intervention 4.1. and Intervention 4.3. in this contract are directly linked to the Direct Grant component which is planned to be initiated in the second quarter of this contract. 70 mining workplaces will be selected through a set of criteria designed under Direct Grant component. These workplaces are estimated to be located in the provinces given in Appendix-I and constitute the priority target group and final beneficiary of the related activities designed under this contract.

4.1.2. Geographical area to be covered

Base of the contract is Ankara. Some of the contract activities (such as organising trainings, seminars, meetings, workgroups, training needs analysis, etc.) will be implemented in nationwide.

4.1.3. Target groups

The target groups of this contract are:

- Employees,
- Employers,
- OHS professionals,
- Non-governmental organizations (NGOs),
- Students in the relevant fields of Universities and Vocational Higher Schools of Mining Technologies,
- Branch instructors working at Vocational and Technical High School-Mining Technologies,
- DGOHS staff,
- Other relevant actors.

4.2. Specific work

In the implementation of the contract, it is expected to ensure achievement of the results listed by also taking into consideration the horizontal issues such as environmental issues and gender equality. The gender equality needs to be considered within each and every activity to be carried out by the project and it is expected disadvantaged women and men to benefit the project outputs and activities as much as possible. The principle of ensuring equal access to services for men and women will be established as one of the main criteria in the selection of beneficiaries of the project. All persons irrespective of gender enjoy equal opportunities when applying for training or work. All training activities and communication materials used in the contract will be gender-sensitive. Emphasis will be given to ensure gender sensitivity in actions taken and in analysis of needs and opportunities. All the data to be collected and published within the contract will be disaggregated by gender.

Category of Intervention I: Services and Trainings for Target Groups

Intervention 1.1.: Half-day interactive seminars will be conducted by the Contractor to allow team-building activities that encourage communication and cooperation among participants i.e. mine employees. Facilitating a drama group will play a key role in creating interactive seminars that address the issues of informing the employees about the legal liabilities and duties regarding OHS Law and unionization and other rights regarding Labour Law and technical implementations specified for mining. 10.000 mine employees in total will attend the seminars which will be held in Ankara and other provinces. This kind of seminars will help to develop strong understanding or personal experience among participants such as union of workers by actively taking part in scenario building, location selection, etc. 8 scenarios which will be approximately 8-10 minutes will be prepared according to field research based on the determined main themes. The scenarios and field research on working condition of mine employees in underground mines will be conducted by the drama group. The drama group will consist of at least 6 performers including one moderator who will provide the interaction between audience and the drama group. Plays will be designed interactively and performed to DGOHS in Ankara at first.

The plays will be performed in venues with capacity of at least 210 people. 200 of the participants will be mine employees. Totally 50 seminars will be carried out in different provinces that will be determined among the provinces given in Appendix-I as explained in section 4.1. Access of mine employees to the event place and return to workplace will be provided by the Contractor in accordance with safe transportation conditions. 3 seminars determined by DGOHS will be recorded as audio visual.

The priority target group of these seminars will be mine employees in the workplaces to be addressed under Direct Grant component. Therefore, design and preparation of this intervention are expected to be completed within 4 months after the start date of the contract.

Intervention 1.2.: Health surveillance will be provided for 10.000 mine employees in total from the selected mining regions that will be determined among the provinces given in Appendix-I as explained in section 4.1. This surveillance will include chest x-ray, biochemistry, hearing test, respiratory function test and complete blood count test. In addition, in selected underground metal mines determined by the DGOHS, toxicology test will be implemented.

Minimum requirements for tests are given below:

- Chest x-ray tests and examinations will be compatible with Regulation on Dust Fighting, Communiqué on the Practices about Fighting Dust, the ILO International Classification of Radiographs of Pneumoconiosis Training.
- Expected tests for liver are ALT, AST, and GGT; and for kidneys are urea, uric acid, and creatinine.
- Respiratory function tests will be repeated 3 times for each mine employee.
- Blood tests will be compatible with TS EN ISO 15189.

3 days in health surveillance determined by DGOHS will be recorded as audio visual.

The Contractor shall take all the necessary measures to provide information for the mine employees about the subject surveillance, as well as the details of the preconditions that must be in place before testing can start to ensure accurate testing process. Regarding the health surveillance, results and related information per worker will be provided by the Contractor throughout a digital programme. All the information about health surveillance shall be digitalized and items will be able to use by other programs such as SPSS, MS excel, etc.

At the end of the health surveillance, an assessment report throughout a sample determined, will be prepared to reveal current situation of mine workers from selected mines and to analyse current practices, deficiencies and requirements regarding the health surveillances provided by employers.

Intervention 1.3.: One-day trainings regarding the cost and benefits of preventing occupational accidents, pneumoconiosis and its results on employees, compensation and unionization, legal liabilities related to mining and administrative fines, etc. will be provided to employers of mine workplaces and NGOs engaged with employers in 25 destinations as: Manisa, Zonguldak, Ankara, Kütahya, Çorum, Muğla, Balıkesir, Bolu, Bursa, İzmir, Kayseri, Elazığ, Adana, Antalya, Karaman, Denizli, Tekirdağ, Sivas, Aydın, Artvin, Çanakkale, Kahramanmaraş, Konya, Afyon, Erzincan aiming to reach 625 participants. Also, in order to ensure the participation of the target group, the employers will be informed about the project. Each training will be delivered in a local destination. 27 participants, 25 of whom are local and 2 of whom are from other provinces as DGOHS staff will be included. This intervention will be completed within 4 months after the start date of the contract.

Category of Intervention II: Institutional capacity building

Intervention 2.1.: One-day trainings based on risk assessment methodologies designed with a proactive approach and practical applications in particular will be delivered to 1.800 students in total who study in mining engineering and related earth science and processing departments and vocational higher school of mining technologies in 18 destinations which are Adana, Afyon, Ankara, Çanakkale, Denizli, Diyarbakır, Eskişehir, Isparta, İstanbul, İzmir, Konya, Kütahya, Malatya, Manisa, Muğla, Sivas, Trabzon, and Zonguldak. In this context, common mine risks will be emphasized for the students. Each training will be delivered in a local destination. 102 participants, 100 of whom are local and 2 of whom are from other provinces as DGOHS staff will be included.

At the beginning of the training, each student participating in the training and the academic staff of the departments will be provided a set of promotional materials including coffee mug, USB, notepad, pen, etc. and hard copy of presentation papers.

Intervention 2.2.: Two-day trainings will be delivered to 135 branch instructors working at Vocational and Technical High School-Mining Technologies in order to raise their awareness and technical knowledge. Trainings will be conducted in 3 destinations to be determined during the project implementation period. Each of the trainings will be delivered in a local destination. 48 participants, 45 of whom are from other provinces as the branch instructors and 3 of whom are DGOHS experts will be included. Vocational high school of mining technologies are located in Ankara, Artvin, Bilecik, Elazığ, Eskişehir, Kahramanmaraş, Kastamonu, Kütahya, Manisa, Mardin, Muğla, Sivas, Tekirdağ, Zonguldak. Related branch instructors will attend from those provinces and from provinces where related new high schools to be opened.

Each instructor participating in the training will be provided a set of promotional materials including coffee mug, USB, notepad, pen at the beginning of the training.

Intervention 2.3.: One-day theoretical and applied technical trainings will be provided to 1.800 engineers and occupational safety experts in total. These trainings will include implementations of risk assessment methodology on OHS and new methods and risk-based guidelines to serve as preventive implementations in mining. Each training will be delivered in 30 local destinations as Manisa, Zonguldak, Ankara, Kütahya, Çorum, Muğla, Balıkesir, Bolu, Bursa, İzmir, Kayseri, Elazığ, Adana, Antalya, Karaman, Denizli, Tekirdağ, Sivas, Aydın, Artvin, Çanakkale, Kahramanmaraş, Konya, Afyon, Erzincan, Edirne, Amasya, Eskişehir, İstanbul, Kastamonu. 62 participants, 60 of whom are local and 2 of whom are from other provinces as DGOHS staff will be included.

The scope of the training is expected to include topics particularly in technological underground mining applications, best OHS practices in mining, crisis management for emergency preparedness, risk assessment methods and management system approach, health and safety document for mine workplaces, etc. However, before the trainings, it is expected from the Contractor to perform a Training Needs Analysis to define training requirements per target group, coal and metal mines and region, together with a timetable and resources utilisation plan and stakeholders/actors collaboration plan. According to this analysis, training topics may vary with respect to needs of target groups.

Applications to the trainings will be received via the website developed under Intervention 3.7. and the selection will be conducted by the Contractor based on the selection criteria to be determined by DGOHS. Profile details of safety experts, related engineers and employers will be reached from the İSG-KATİP³ software which is the “e-Government Portal” application of MoFLSS on OHS.

Each participant will be provided a set of promotional materials including coffee mug, USB, notepad, pen at the beginning of the training.

Intervention 2.4.: Three-day start up training will be delivered to 50 participants from DGOHS OCU, DGOHS Support Team, Project Team and NGO’s stated under Steering Committee for introducing the Contract and Direct Grant component of the Operation and informing the participants about OHS management system for mine workplaces and the strategies to be followed in order to engage the subject management system to the selected workplaces. The training will be held in a province other than Ankara which will be selected according to the training facilities and other related conditions during the implementation period.

Each participant will be provided a set of promotional materials including coffee mug, USB, notepad, pen at the beginning of the training.

Intervention 2.5.: Five-day training of trainers on project management, new legislations and EU *Acquis* on OHS, and etc. will be delivered to 100 DGOHS staff in Ankara.

Each participant will be given a set of promotional materials including coffee mug, USB, notepad, pen at the beginning of the training.

Category of Intervention III: Awareness-raising

The Contractor shall take all the necessary measures to inform the related stakeholders especially in provinces concerned about the related awareness-raising activities, as well as the details of the meetings, events, etc. so that to ensure getting widening participation and arisen visibility of the Contract. In addition, timely and proper arrangement of the necessary visibility materials such as banners, posters, etc. in the event venues will be ensured. All promotional outputs regarding awareness raising activities including social media visibility will be designed within holistic approach.

Intervention 3.1.: One full day kick-off meeting with participation of 300 people will be held in Ankara in order to introduce the Operation to other relevant parties. Meeting will be recorded as audio visual and will be submitted to DGOHS.

Each participant will be provided a set of promotional materials including coffee mug, USB, notepad, pen at the beginning of the training.

Intervention 3.2.: Two information meetings, each covering one full day, will be organized for introducing the financial support mechanism under Direct Grant component to relevant parties. Meetings will be held in Ankara and İzmir and each meeting is expected to host 250 participants, 150 of whom are expected to come from other provinces.

Intervention 3.3.: Design, publication, printing and dissemination of awareness raising and promotional materials such as billboards, brochures, posters, banners, USBs, pencils, guidelines, notebooks, training materials, etc. for the related trainings and workshops will be prepared and published. The materials will also be distributed in electronic format. Quantities of each material will be as;

- Training materials (15.000 copies)
- Brochures for health surveillance (10.000 copies)
- Banners (3 pieces)
- USBs (5.000 pieces)

³ All the records of OHS professionals are kept in İSG-KATİP software as well as records of those actively working for 81 provinces in Turkey.

- Technical guidelines (5.000 copies)
- Promotion materials such as pencils, notebooks, etc. (5.000 pieces)
- Printing of photos (100 copies).

This activity will include preparing and designing of printed, audio and audio-visual promotional materials and organisation of promotional activities. All printed materials will also be prepared to be delivered in electronic format. The designs of the promotional materials can vary during the Project implementation period if necessary.

A 25 seconds radio spot with jingle will be prepared by the Contractor and played during the campaigns to be organized for introducing the Project activities in the provinces that will be introduced in virtue of the decision of the DGOHS. The subject radio spot will be broadcasted 4 times a day during drive time for 5 days in each 25 local radio stations.

Posters and advertisements to be used in billboards and station boards will be designed, prepared and disseminated by the Contractor in the provinces where the Project activities will be introduced in virtue of the decision of the DGOHS. The billboards and station boards will be rented for 5-7 days by the Contractor.

Intervention 3.4.: 10 cartoons⁴ aiming to explain OHS and safety culture to children and a public service advertisement will be prepared to be used in safety culture activities. The cartoons and the public service advertisement will be shown in several events and national broadcasts to promote OHS among society.

5 cartoons will be 10 to 12 minutes for primary and secondary schools and 5 of them will be 3 to 5 minutes for pre-school and primary schools and all cartoons will be prepared as 2D. Story bands produced in the scope of Integration of OHS into Education System Project given in Appendix-II will be given to the Contractor by the Operation Beneficiary. Production of 10 cartoons out of the story bands provided by the Operation Beneficiary is expected to be at least at the same quality by means of contextual and visual aspects with the existing ones. By using the story bands, draft and full scenarios will be prepared by the Contractor with support of pedagogues and training professionals. The theme and exact duration of the cartoons with respect to age and other aspects will be decided by pedagogues and training professionals. The theme of the public service advertisement will be determined by DGOHS. The language of the cartoons and public service advertisement will be in Turkish and vocalizing will be performed by native speakers.

Intervention 3.5.: A photo competition concerning OHS in very hazardous sectors will be carried out. Applications for the competition will be made through announcement on the Operation web site. Photos will be assessed by a jury constituted from the Steering Committee, DGOHS staff, Photographic Arts Federation of Turkey and other related parties. Selected photos will be exhibited in related events of the Operation such as closure meeting, workshop and etc. In addition, photos will be exhibited at public exhibition halls for seven days in total.

Intervention 3.6.: A digital application will be developed to be used in smart devices and will be uploaded to online application stores that the Operation Beneficiary has accounts. The application will include information about OHS legislation and its implementation, useful data for mine employees, engineers, students, safety experts, etc. and question and answer section for mining sector.

⁴ Storybands that was produced in the scope of Integration of OHS into Education System Project will be used to produce cartoons. Those storybands will be the baseline of producing cartoons.

Intervention 3.7.: Social media accounts will be opened and Operation website will be designed, developed, and updated to host the information and outputs regarding all components of the Operation i.e. service, direct grant, and grant. The workplaces and participants will be selected via the website through user interface controls and the selection criteria to be provided by DGOHS will be used in order to ensure clear selection. Announcements, documentation control of the selected workplaces, participation for the events, etc. will be followed up via the web site. Technical guidelines to be prepared under Intervention 3.8. and other related reports and documents will be accessible on the web site as well.

Intervention 3.8.: Technical guidelines in 5 specific issues related to mining will be prepared by considering the frameworks of ISO 31000 and ISO 31010 and will be distributed in relevant events and/or submitted to the persons, institutions to be determined by DGOHS. Topics of the guidelines will be selected by DGOHS among the topics such as ventilation, supports in mines, spontaneous combustion, safe behaviour, coal dust explosion, mines gases, etc. Each guideline will cover one topic.

Content of the guidelines will be prepared by the Contractor and will be presented in English and Turkish. The design, printing details, content, etc. of the subject guidelines will be submitted to DGOHS for the final decision. Draft guidelines approved by DGOHS will be printed in Turkish, 1.000 copies each with a total of 5.000 copies for 5 types of guidelines. Also soft versions of guidelines in Turkish and English will be submitted to DGOHS. Guidelines will be delivered to the participants in training given under Intervention 2.3., the participants of which may vary as metal or coal mining sector. Therefore, types of guidelines delivered will vary in trainings. Rest of the guidelines will be submitted to DGOHS.

Intervention 3.9.: Achievement book of the Operation will be prepared and published 300 items, 200 of which will be in Turkish and 100 of which will be in English. The subject books will be delivered to stakeholders of DGOHS mainly located in Ankara. The design and the content of the book will be finalised in 1 month before the Project ends.

Intervention 3.10.: One-day Project closure meeting will be held in Ankara with the participation of 300 local participants in order to share the results of the Operation with the relevant parties. The subject meeting will be recorded as audio visual and these records will be submitted to DGOHS.

Each participant will be provided a set of promotional materials including coffee mug, USB, notepad, pen at the beginning of the training.

Category of Intervention IV: Scientific & Technical Studies

Intervention 4.1.: A field report including current situation of unionization in mine workplaces, reasons of unwillingness to be a member of a union and importance of becoming a union member in terms of OHS will be prepared by conducting studies in the relevant workplaces.

First of all, a preliminary meeting will be held with the related unions and a method will be prepared by the Contractor. The number of the control group and the person to be surveyed will be determined according to the subject method and will be submitted to DGOHS for the final decision. Surveys will be conducted with mine employees during seminars described in Intervention 1.1. Also face to face interviews will be conducted with each employer or employer representative, technical staff (occupational safety expert, engineer, etc.) or managers separately. Interviews are expected to be conducted in the workplaces that are entitled to the financial support provided under the Direct Grant component of the Operation.

Intervention 4.2.: Evaluation of current OHS curricula in mining engineering departments will be conducted by having interviews with related academic staff in Ankara and other provinces. In this context, each academic staff of 18 universities aforementioned under Intervention 2.1. will be interviewed separately. Questions and methodology of the interviews will be presented to the DGOSH before carrying out the subject interviews. The surveys and interviews will be scheduled to be completed before the workshop targeting universities with mining engineering departments to be held under Intervention 5.1. Based on the interviews, a draft report will be prepared. This draft report will be submitted to the participants of the subject workshop and it will serve as a common base for discussions during the workshop.

Intervention 4.3.: An impact assessment report of financial supports given under the Direct Grant component of the Operation will be prepared to measure the effectiveness of subsidies and to determine the type of financial supports for future subsidies. The extent to which subsidies have contributed to the workplace will be measured by questions such as; what are the technical benefits, what are the opinions of technical staff, employers and employer representatives about support, etc. Face-to-face interviews will be conducted with employers or employer representatives, technical staff (occupational safety expert, engineer, etc.) or managers individually and also a survey will be conducted with mine employees. The study report will be submitted firstly as draft report and then as a final report to DGOHS. The final report will be prepared in Turkish and English.

Category of Intervention V: Coordination/cooperation mechanisms

Intervention 5.1.: 3 one-day workshops will be held in Ankara for 60 participants each, 44 of whom are from Ankara and 16 of whom are from other provinces. The participants will be the target groups and the stakeholders of the Operation such as public institutions, universities, governmental bodies, NGOs, Council of Higher Education (CoHE), etc. The workshops will be carried out in order to cooperate about mining and OHS policies. Reports prepared under Intervention 1.2., 4.1., and 4.2. will be used as basis for discussion in these workshops on how to define and tackle obstacles and to determine the measures to be taken. After each workshop, brief reports including a summary of the discussions and conclusions derived in the workshops and a list of and plans of actions to be taken will be prepared and distributed to the participants via e-mail.

Each participant will be provided a set of promotional materials including coffee mug, USB, notepad, pen at the beginning of the training.

4.3. Project management

4.3.1. Responsible body

Directorate of European Union and Financial Assistance (DEUFA) in the Ministry of Family, Labour, and Social Services (MoFLSS) is the Contracting Authority (CA) of this Project. The Contracting Authority is the responsible institution for the overall implementation and management of the project including tendering, contracting, administration, project supervision, review and final approval of the reports, financial management, accounting and payments of project activities.

Directorate General of Occupational Health and Safety (DGOHS) in the MoFLSS is the Operation Beneficiary (OB) institution which will be receiving the technical assistance and the owner of the deliverables and outputs of the project.

4.3.2. Management structure

The overall management of the project will be carried out by the following structures:

- Contracting Authority (CA),
- Operation Beneficiary (OB),
- Senior Representative of the Operation Beneficiary (SROB),
- Operation Coordination Unit (OCU),
- Technical Assistance Team (TAT)

This project will be implemented as the service component of the Operation named “Improving Occupational Health and Safety Especially in Mining Sector” under the Employment, Education and Social Policies Sectoral Operational Programme (EESP SOP) which is managed by the MoFLSS as the Operating Structure (OS) which also fulfils tendering and contracting tasks as the CA. The OS will be represented by the Deputy Undersecretary of MoFLSS as the Head of OS while the CA will be represented by the Director of DEUFA as the Project Manager. CA will also appoint an expert as the Contract Manager who will be responsible for monitoring the implementation of the project on behalf of the Project Manager and the main contact point of the OS for any communication and correspondence for the implementation aspects of the Project.

DGOHS as the OB will be responsible for the technical and thematic implementation of this project, closely monitoring Contractor’s activities and performance, and performing the tasks and responsibilities defined in the Operational Agreement which has been signed with the OS. To that end, it will assign high level manager who will act as SROB that will be the official representative of the OB. OB will also establish an OCU which is the responsible body for supervision of implementation of the Operation.

The Project will be implemented under the authority of the SROB on the side of beneficiary. The SROB will act as the formal representative of the DGOHS and will assume ultimate responsibility for the successful implementation of the Operation against the Operating Structure. He/she cooperates with the teams responsible to implement contracts ensuring that the tasks are performed in accordance with the pre-defined deadlines and the standards of quality required. Before final approval by the CA, he/she will provide prior approval of the deliverables and outputs of the project. Within this context he/she will formally approve the reports and requests of the contractor including the technical and financial documents such as timesheets of experts, payment requests and invoices (read and approved); requests on modification to contract, authorisation for the use of incidentals, recruitment of non-key experts, etc. He/she will appoint one risk manager and one irregularity officer among OCU members.

Operation Coordination Unit (OCU) will be composing of satisfactory number of staff, at least an OCU Coordinator, a risk manager and an irregularity officer, who are having appropriate profession and experience so as to provide efficient supervision and control of the project. It will perform the following tasks which are also defined in the Operational Agreement signed with the OS (it is not an exhaustive list):

- Following operation activities and working in close cooperation with the teams responsible to implement contracts,
- Coordinate and facilitate processes between SROB, the teams responsible to implement contracts (contractor, TAT, etc.) and the CA regarding any kind of reports, requests, documents which need approval of SROB,
- Ensuring the required coordination with other departments within the OB and institutions,
- Ensuring timely delivery of all electronic and in paper reports, documents, transactions and information as well as first level check and control of administrative, technical and financial aspects of the reports in accordance with the forms and instructions forwarded by the CA.

OCU will ensure that the responsibilities regarding delivery, check, control and approval of reports and documents defined in the Operational Agreement and in the contracts of operation are duly performed. OBs are responsible to submit necessary information and documents to the OS like semi-annual “monitoring report (sheets)” and risk management table on the overall progress of the Operation. Reports on irregularities or suspicious cases including quarterly Nil and follow-up reports are also submitted together with the monitoring sheet. OCU will act in line with the instructions delivered by the CA in terms of on desk and on spot checks/controls. In fulfilling its tasks the OCU will be supported by the key and/or non-key experts of the project.

TAT will be composed of experts directly recruited and assigned by the Consultant/Contractor within the framework of the service contract shall work under the direct supervision of the OCU and act as the operational and technical support unit for the OCU. The TAT will provide support to

the implementation and monitoring of all project activities, including the mobilization of (key and non-key, short and long-term, junior or senior) experts.

The overall monitoring of the project will be performed under the daily supervision of OCU and the secretariat of the TAT via monthly management and semi-annually Steering Committee meetings.

Monthly Management Meetings will be convened in order to monitor the activities of the project, discuss and assess the progress and provide solution to the problems arising during the implementation. These meetings will be chaired by SROB/SROB Delegate or OCU Coordinator. Representatives of OCU, TAT, Contractor, Contracting Authority and EUD will be participants of the monthly management meetings.

Operation Steering Committee (OSC) has been established by the OB to serve as a platform to share results achieved; follow-up of progress under all component of the operation; exchange experiences and ideas; ensure consistency between activities and objectives and; strengthen links between operation components. OSC is composed of OCU, TAT, Contractor and the stakeholders such as the first three trade unions with the highest number of members representing employers and employees separately, The Union of Chambers and Commodity Exchanges of Turkey, Turkish Medical Association, Union of Chambers of Turkish Mining Engineers and as governmental bodies Ministry of Energy National Resources, Turkish Standards Institution, Council of Higher Education, Ministry of National Education and Social Security Institution etc. CA and Delegation of the European Union to Turkey (EUD) are ex officio members of the Committee. Representatives of other relevant institutions, local authorities, experts, and NGOs may be invited to meetings of the Committee whenever needed. Steering Committee meets two times in a year before the submission of monitoring sheet to the OS.

The Contractor is responsible for the organization of the meetings mentioned above and preparation of the draft agenda, relevant documents (such as monitoring sheet and risk tables of operation and/or progress report of contract) and brief notes on the issues that will be discussed in the meetings. These documents and notes include the achievements in the previous period regarding output and result indicators and risks of the project. During the meeting, the Contractor will provide information about the current state of implementation of project, as well as planned activities for the upcoming period. Administrative and budgetary issues will also be discussed. The Contractor is responsible for drafting minutes.

4.3.3. Facilities to be provided by the contracting authority and/or other parties

The Contracting Authority and OB will provide necessary information such as relevant documents, reports that will facilitate the implementation of the project to the Contractor.

Regarding the Intervention 2.3., OB will make an announcement through İSG-KATİP and the Operation website in order to inform engineers and occupational safety experts.

DGOHS has accounts on online application stores. Application to be developed under Intervention 3.6. will be uploaded to the mentioned stores via DGOHS accounts.

Regarding the Interventions 4.2. and 4.3., if required; DGOHS will provide the necessary links and contact information to the Contractor before the survey or face-to-face interviews conducted.

5. LOGISTICS AND TIMING

5.1. Location

The base of the Project is Ankara. The project activities (such as organising trainings, seminars, meetings, workgroups, training needs analysis, etc.) will be implemented in nationwide (Appendix-II).

5.2. Start date & period of implementation

The intended start date is October, 2019 and the period of implementation of the contract will be 36 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

6. REQUIREMENTS

6.1. Staff

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

6.1.1. Key experts

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The Contractor is expected to make all experts present in Turkey for a minimum of 90 % of the allocated working days. Home-based working of experts will be accepted in only duly justified cases with approval of the Beneficiary and prior authorisation of the Contracting Authority. The tenderer shall submit CVs and statements of exclusivity and availability for the following key experts:

Key expert 1: Team leader

Qualifications and skills

- Bachelor degree in one of these fields:
 - Engineering
 - Earth sciences
 - Business Administration
 - Economics
 - Occupational Health and Safety
- Excellent command of written and spoken English,
- Full computer literacy,
- Post-graduate degree (master and/or PhD degree) in the fields of earth science, project management, occupational and health safety will be an asset.

General professional experience

- Preferably 8 but a minimum of 5 years of experience as a team leader or managing a team in a project,

Specific professional experience

- Minimum 5 years of experience in projects at least one of the following fields:
 - Occupational health and safety
 - Engineering in earth sciences (mining, geological, mine processing, etc.)
- Minimum 5 years of experience in OHS management systems (OHSMS)⁵ will be an asset.

Key expert 2: Training Expert

Qualifications and skills

- Bachelor degree in one of the fields of earth science engineering departments (mining, geological, mine processing, etc.) preferably mining engineering,
- Excellent command of written and spoken English,
- Full computer literacy,
- Excellent knowledge on occupational health and safety management systems,
- Post-graduate degree (master and/or PhD degree) in the fields of earth science engineering department (mining, geological, mine processing, etc.) will be an asset.

General professional experience

- Preferably 7 but a minimum of 5 years of professional working experience in field of training including design and/or implementation of trainings.

Specific professional experience

- Minimum 5 years of experience in underground mining,
- Preferably 4 years but a minimum of 2 years of experience in OHS trainings in mining,
- Minimum 3 years of experience in application of management systems will be an asset.

Key expert 3: Awareness Raising and Communication Expert

Qualifications and skills

- Bachelor degree in one of the fields of public relations, communication, journalism or in the absence of such a degree, any bachelor degree with at least 8 years of working experience in those fields,
- Excellent command of written and spoken English,
- Full computer literacy,
- Master degree in one of the fields of public relations or communication will be an asset.

General professional experience

- Preferably 7 but a minimum of 5 years of professional experience in the field of public relations and/or communication.

Specific professional experience

⁵ An OHS managements system is a part of an organization's management system used to develop and implement its occupational health and safety policy and manage its occupational health and safety risks. A management system includes organizational structure, planning activities (including, for example risk assessment and the setting of objectives), responsibilities, practices, procedures, processes and resources (OHSAS 18001:2007 Standard).

- Minimum 3 years of experience in developing communication strategy/plan and materials (e.g. press release, case study, website, brochures, etc.) and/or in organizing communication/visibility events,
- At least 2 years of experience in stages of activity planning and implementation of public relations and/or awareness raising campaigns in EU-funded projects,
- Experience in managing official social media accounts/website of public or private institution/international organization/corporations will be an asset.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6.1.2. Non-key experts

The areas of proficiency of the non-key experts for this contract are as follows:

- Policy and strategy development in the field of occupational health and safety,
- Process and guideline development in the field of occupational health and safety,
- Translating documents in the field of occupational health and safety,
- Training and content development on occupational health and safety,
- Implementation of occupational health and safety management systems,
- Research methods,
- Designing, conducting, analysing and evaluating surveys and using related methodologies,
- Software and/or content development,
- IT applications,
- Communication/visibility/awareness-raising material and/or content development, etc.

CVs for non-key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles.

The contractor must select and hire other experts as required according to the profiles identified in the organisation & methodology and/or these terms of reference. It must clearly indicate the experts' profile so that the applicable daily fee rate in the budget breakdown is clear. All experts must be independent and free from conflicts of interest in the responsibilities they take on.

The selection procedures used by the contractor to select these other experts must be transparent, and must be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection panel must be recorded. The selected experts must be subject to approval by the contracting authority before the start of their implementation of tasks.

6.1.3. Support staff & backstopping

The Contractor will provide support facilities to their team of experts (back-stopping) during the implementation of the contract.

Backstopping and support staff costs must be included in the fee rates.

6.2. Office accommodation

Office accommodation of a reasonable standard and of approximately 10 square metres for each expert working on the contract is to be provided by the Contractor.

The costs of the office accommodation are to be covered by the fee rates.

6.3. Facilities to be provided by the contractor

The contractor must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

The Contractor will be responsible for:

- Providing technical experts qualified to implement the tasks defined for each of the contracts' activities in accordance with the ToR,
- Ensuring timely and proper implementation of contract activities and delivery of the reports and other relevant outputs identified in the ToR,
- Timely assignment and mobilization of experts during the implementation of the contract,
- Coordination of all organizational and logistical arrangements for all experts including per diems and travel expenses,
- All relevant operations and resources with regard to public information, visibility and dissemination of the contract and its outcomes,
- The necessary support equipment deemed necessary to enable the experts to efficiently fulfil their duties, including but not limited to workstation and portable computers,
- The necessary measures to be taken to reach the relevant indicators and targets specified in the ToR,
- Providing any required training (attendance to courses and seminars) and translation facilities to its own staff in connection with the performance of the contract,
- Working in coordination and cooperation with the permanent staff of the OB to ensure the sustainability,
- Providing office and any equipment necessary such as IT equipment, stationary, etc. for the successful implementation of the contract.

Furthermore, the Contractor should cover these costs (The Contractor should ensure high quality of these services):

- Office related commodities including office furniture, all logistical support including project car, the cost of the necessary equipment (e.g. PCs, printers, desks, file cabinets, telephone, fax, photocopy machines, office consumables etc.),
- Cost of the communication (the bills for the internet, telephone and fax lines) for all experts,
- Cost of all required patented/licensed software not requiring specific supply tenders within the scope of the project as well as any contractual license fees, duties or royalties related with its use by the Beneficiary until the end of the Contractor's contract,
- Cost of backstopping and support staff

The Contractor should meet these in line with the outcomes of each activity stated in Article 4.2 including the number of participants and high quality of services.

6.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract that is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

6.5. Incidental expenditure

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the contractor as part of its fee rates, as defined above. Its use is governed by the provisions in the general conditions and the notes in Annex V to the contract. It covers:

- Travel costs and subsistence allowances for missions, outside the normal place of posting, undertaken as part of this contract. If applicable, indicate whether the provision includes costs for environmental measures, for example CO₂ offsetting.
- Travel (plane, bus, train), full-board accommodation and other expenditures (interpretation, intercity travel, etc.) will be covered from the incidental budget. Please note that no per-diem to the participants to be given, only actual costs defined in this item could be reimbursed upon receipt of supporting documents (invoices, receipts, etc.). It should be also noted that full-board accommodation costs with intercity travels per participant should not exceed the per diem rates published on the below given website of the Europe-Aid.
- Costs of workshops, seminars, conferences, information days, training organizations (in at least 4-star hotel or equivalent) including rent of venue, professional interpretation required; meal catering to be provided during the events and any other ancillary costs regarding all events mentioned in the ToR.
- Costs of travels, accommodation (in at least 4-star hotel or equivalent), coffee breaks and meal costs of participants (Staff of the Beneficiary, participants of the relevant stakeholders, social partners, NGOs participants of the Operation meetings/events) of the events in Ankara and/or out-of Ankara.
- Costs of preparation, translation, printing, duplication, and distribution of training/education and visibility materials, for workshops, meetings and conferences.
- Costs of interpretation and translation whenever needed during the project activities such as training, conferences, seminars, meetings etc. as well as translation of project documentation and other relevant documents.

The provision for incidental expenditure for this contract is **EUR 381.860,00**. This amount must be included unchanged in the budget breakdown.

Daily subsistence costs may be reimbursed for missions foreseen in these terms of reference or approved by the contracting authority, and carried out by the contractor's authorised experts, outside the expert's normal place of posting.

The per diem is a maximum fixed flat-rate covering daily subsistence costs. These include accommodation, meals, tips and local travel, including travel to and from the airport. Taxi fares are therefore covered by the per diem. Per diem are payable on the basis of the number of nights spent on the mission by the contractor's authorised experts for missions carried out outside the expert's normal place of posting. The per diem may be paid in full or in half: for each night spent on the mission= 100% of the per diem rate is paid, for periods of missions not entailing overnight stay= 50% of the per diem rate is paid. Travelling time is to be regarded as part of the mission. When an expert travels during night time the full per-diem rate of the country of arrival shall be paid. In case of multi-country missions, the per diem rate of the country where the night is spent shall be paid. In case of longer stop-overs in another country the per diem rate of the country where the stop-over takes place shall be paid. Any subsistence allowances to be paid for missions undertaken as part of this contract must not exceed the per diem rates published on the website - http://ec.europa.eu/europeaid/funding/about-calls-tender/procedures-and-practical-guide-prag/diems_en - in force at the time of contract signature.

The contracting authority reserves the right to reject payment of per diem for time spent travelling if the most direct route and the most economical fare criteria have not been applied.

Prior authorisation by the contracting authority for the use of the incidental expenditure is not needed.

6.6. Lump sums

The costs of Intervention 1.1., Intervention 1.2., Intervention 3.3., Intervention 3.4., Intervention 3.8., and Intervention 3.9. are foreseen as lump sums.

Lump sum price will cover all the costs for related interventions and neither fees nor incidental budget will be used.

6.7. Expenditure verification

The provision for expenditure verification covers the fees of the auditor charged with verifying the expenditure of this contract in order to proceed with the payment of any pre-financing instalments and/or interim payments.

The provision for expenditure verification for this contract is **EUR 42.290,00**. This amount must be included unchanged in the budget breakdown.

This provision cannot be decreased but can be increased during execution of the contract.

7. REPORTS

7.1. Reporting requirements

Please see Article 26 of the general conditions. Interim reports must be prepared every six months during the period of implementation of the tasks. They must be provided along with the corresponding invoice, the financial report and an expenditure verification report defined in Article 28 of the general conditions. There must be a final report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks. The draft final report must be submitted at least one month before the end of the period of implementation of the tasks. Note that these interim and final reports are additional to any required in Section 4.2 of these terms of reference.

Each report must consist of a narrative section and a financial section. The financial section must contain details of the time inputs of the experts, incidental expenditure and expenditure verification.

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the contractor shall provide the following reports:

Name of report	Content	Time of submission
Inception report	Analysis of existing situation and work plan for the project	No later than 1 month after the start of implementation
6-month progress report	Short description of progress (technical and financial) including problems encountered; planned work for the next 6 months accompanied by an invoice and the expenditure verification report.	No later than 1 month after the end of each 6-month implementation period.
Draft final report	Short description of achievements including problems encountered and	No later than 1 month before the end of the implementation period.

	recommendations.	
Final report	Short description of achievements including problems encountered and recommendations; a final invoice and the financial report accompanied by the expenditure verification report.	Within 1 month of receiving comments on the draft final report from the project manager identified in the contract.

7.2. Submission & approval of reports

3 copies of the reports referred to above must be submitted to the project manager identified in the contract. The reports must be written in English. The project manager is responsible for approving the reports.

The reporting requirements is summarised in much more details as followed:

- **Inception Report**

Inception Report will provide information on at least the following:

- 1) Clarify specific aspects of the ToR;
- 2) Update the organisation and methodology according to the actual situation and the needs;
- 3) Develop detailed work plan and time-schedule of activities, along with planning of resource utilisation of the available man days;

- **Interim Reports (6 month Progress Reports)**

Interim reports will provide sufficiently detailed information which accurately reflects the progress of the contract in the light of its objectives, indicators, the work-plan and the budget.

Interim Reports will provide information on at least the following:

- 1) The progress of the contract activities with the descriptions of the main difficulties and the results achieved;
- 2) Assessment of success and major constraints per activity and tasks;
- 3) Overall achievements of the contract;
- 4) Recommendations for future actions to ensure sustainability to the contract activities.

- **Draft Final and Final Report**

It should demonstrate fulfilment of contract objectives. It should summarize contract achievements, including the tasks and recommendations listed above under “Specific Activities” and final situation for the issues listed in interim reports.

Time of submission should be interpreted as the date of submission of final versions of the reports in which all comments are received and reflected into the document and submitted to the CA. All parties should take necessary actions to ensure timely submission including submitting draft version to parties a reasonable time before.

The Contractor shall submit final versions of each report to the Beneficiary, CA and to the EUD, as required. An electronic copy of each report shall be sent to each of the parties. If requested, Turkish translation of the executive summary of the final version of the reports will be prepared.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The Contractor will continuously monitor the implementation of contract activities according to standard procedures (inception phase monitoring, periodic monitoring and final assessment), project monitoring and evaluation will be based on a periodic assessment of progress on delivery of specified project results and towards achievement of the project objectives.

The CA will monitor the contract activities and ensure implementation in a timely and efficient manner, in particular through commenting on inception, progress, and final reports and advising on progress on the delivery of specific project results and towards achievement of project result. All data under the contract will be collected and analysed with a sex-disaggregated approach.

The Contractor will furthermore address the issue of impact evaluation, i.e. contribution or influence of the Project's results towards meeting the overall objective on a sector-wide perspective.

The output indicators under this assignment are:

- Interactive seminars for mine employees were conducted (10.000 participants).
 - 3 seminars determined by DGOHS were recorded as audio visual.
- Health surveillance for employees was provided (10.000 participants).
 - 3 seminars determined by DGOHS were recorded as audio visual.
 - An assessment report was prepared.
- Employers were trained (625 participants).
- University students were trained (1.800 participants).
- Branch instructors working at Vocational and Technical High School-Mining Technologies were trained (135 participants).
- Engineers and occupational safety experts were trained (1.800 participants).
- Start-up training for the Operation was realized (50 participants).
- DGOHS experts were trained to be trainers (100 participants).
- A kick-off meeting were held (300 participants).
 - Meeting was recorded as audio visual.
- Information meetings for Direct Grant component were held (500 participants).
- Publicity materials and promotional materials for the related trainings and workshops were prepared and distributed:
 - Training materials (15.000 copies)
 - Brochures for health surveillance (10.000 copies)
 - Banners (3 pieces)
 - USBs (5.000 pieces)
 - 5 technical guidelines (5.000 copies)
 - Promotion materials such as pencils, notebooks, etc. (5.000 pieces)
 - Printing of photos (100 copies)
- 10 cartoons were prepared and broadcasted to promote OHS among society.
- A public service advertisement was prepared and broadcasted nationally to promote OHS among society.
- A photo competition concerning OHS was carried out and the photos were exhibited.
- A digital application for smart devices was designed and released of.
- Operation website was developed and social media accounts were opened.
- Achievement book of the Operation was prepared and distributed (300 copies).
- A closure meeting was held (300 participants).
 - Meeting was recorded as audio visual.
- A field report on current unionization in mine workplaces was prepared.
- An evaluation report on OHS curriculum for mining engineering departments was prepared.

- An impact assessment report on effectiveness of financial supports given under Direct Grant was conducted.
- 3 workshops were held to increase coordination and cooperation among stakeholders (180 participants).

8.2. Special requirements

The Contractor should monitor and report the indicators for this project based on gender breakage.

9. PUBLICITY AND VISIBILITY

The Contractor shall take all necessary measures to publicize the fact that the European Community has financed the Program. The Contractor shall take all necessary measures to publicize the fact that the European Community has financed the Program. EU Delegation's agreement should be sought for the content, scope, design and materials of major visibility and publicity events, publications and audio-visual materials in addition to this all of the visibility materials will be approved by the CA before utilization of relevant materials.

In addition, the Contractor shall take the necessary measures to ensure the visibility of the European Union financing or co financing. These measures must comply with the rules laid down and published by the Commission on the visibility of external operations: https://ec.europa.eu/europeaid/sites/devco/files/communication-visibility-requirements-2018_en.pdf

All projects /contract implemented under this programme shall comply with the Visibility Guidelines for European Commission Projects in Turkey published by the EU Delegation to Turkey, at <https://www.avrupa.info.tr/en/learn-about-eu-visibility-guidelines-16>

All communication and visibility activities should be carried out in close cooperation with the CA. The CA is the main authority in charge of reviewing and approving visibility-related materials and activities. Before initiating any information, communication or visibility material and activity, contractors and implementing partners should seek the approval of the CA in writing.

The EU-Turkey cooperation logo should be accompanied by the following text:

“This project is co-financed by the European Union and the Republic of Turkey.”

Whether used in the form of the EU-Turkey cooperation logo for information materials or separately at events, the EU and Turkish flag have to enjoy at least double prominence each, both in terms of size and placement in relation to other displayed logos and should appear on all materials and at all events as per the Communication and Visibility Manual for European Union External Actions. At visibility events, the Turkish and the EU flag have to be displayed prominently and separately from any logos.

Logos of the beneficiary institution and the CA should be clearly separated from the EU-Turkey partnership logo and be maximum half the size of each flag. The logos will not be accompanied by any text. The CA and beneficiary logo will be on the lower left-hand corner and lower right-hand corner respectively. The Contractor logo with the half size will be in the middle of the CA and beneficiary logo. If the Contractor is a consortium, only the logo of the consortium leader will be displayed.

Any publication by the Contractor, in whatever form and by whatever medium, including the Internet, shall carry the following or a similar warning: “This document has been produced with the financial assistance of the European Union”. In addition, the back cover of any such publications by the Contractor should also contain the following disclaimer: “The contents of this publication is the sole responsibility of name of the author/Contractor/implementing partner- and can in no way be taken to reflect the views of the European Union”.

The EU Delegation’s agreement should be sought for concerning content scope, design and materials of major visibility and publicity events and publicity and visibility materials, publications and audio-visual materials.

Taking into consideration the nature of the services to be provided and the type of activities defined in these Terms of Reference, the Contractor is to present a communications plan, outlining his approach and proposed activities to raise the visibility and publicity of the project results within the wider framework of EU-Turkey relations. Sufficient resources should be committed to be plan, which is to form part of the Organizational and Methodology of the technical offer. The communications plan must be relevant to the nature of the project and seek to raise awareness among Turkish publics of the project activities and results within the context of EU financial assistance to Turkey.

The costs of implementation of the communications plan should be taken into consideration under financial offer.

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