



**INTERNATIONAL LABOUR ORGANIZATION
TECHNICAL COOPERATION**

INCREASING WORKPLACE COMPLIANCE THROUGH LABOUR INSPECTION PROJECT (VIE/12/02/NET)

Terms of Reference

**Revision and Localisation of “Investigation of Occupational Accidents and Diseases
– A Practical Guide for Labor Inspectors” (1.3.4)**

I. Background

In 2014 the International Labour Organization estimated that occupational accidents and work-related diseases cause over 2.3 million fatalities per year, of which over 350,000 result from occupational accidents and close to 2 million from work-related diseases. In addition to these fatalities, it is estimated that there were over 313 million non-fatal occupational accidents (requiring at least four days of absence from work) in 2010. These figures, while astounding, do not convey the pain and suffering of the global workforce and their families or the global economic losses to enterprises and societies.

To effectively settle and prevent the accidents, it is crucial that the inspectors are equipped with a proper tool which enable them to identify the root causes and apply appropriate risk control measures in order to reduce the likelihood of recurrence. In Vietnam, the roles of conducting investigations mainly lie on labour inspection agencies at both central and local levels.

The ILO has developed the book of “Investigation of Occupational Accidents and Diseases – A Practical Guide for Labour Inspectors” (referred as the Guide hereinafter), which is a document to provide information, guidance and a methodology to assist the labour inspectors with this important task.

The Guide has been translated into Vietnamese for internal use purpose. To finalise the official Vietnamese version of the book, it is necessary to engage professional editing and localisation to ensure the quality and consistency of the book before being published.

Under the ILO initiative “Increasing Workplace Compliance through Labour Inspection”, the Office will work with the Vietnamese Labour Inspectorate to review the tools used by labour inspectors with a view to improve their usefulness in carrying out inspection visit and in gathering data on inspection activities. The Guide shall be a good and relevant tool for the labour inspection system in improving their current investigation procedures, especially in the context of the new Law on Occupational Health and Safety issued in June 2015.

II. Overall Objective

The overall objective of the consultancy is to provide professional editing and adaptation to ensure the quality of “Investigation of Occupational Accidents and Diseases: A Practical Guide for Labour Inspectors” in terms of its consistency of language and in line with the ILO standards and Vietnamese legal and social context.

III. Expected outputs (2)

A revised Vietnamese version of the Guide and a summary of the guide.

1. The Vietnamese version of the Guide

The consultant is expected to revise and localize the Guide so that the content is clear and straightforward to labour inspectors' level of understanding in terms of its structure, consistency of expression, and applicable legal and professional terms in Vietnamese language. The localisation may include the modification of names, locations, etc. mentioned in the English version of the Guide.

2. A summary of the Guide in Vietnamese

The consultant is expected to develop a summary of the Guide in Vietnamese in less than 1,000 words for the purpose of introducing and promoting the Guide through briefing materials (e.g. a flyer, web page etc.). The summary is expected to include the purpose and method to use the Guide as well as information to encourage the inspector to utilise the Guide in their work.

IV. Suggested timeline

The outputs are expected to be completed, to the satisfaction of the ILO, by the end of August 2015.

V. Degree of expertise and qualifications

- University Degree or equivalents in laws, economics, social sciences, or related field, advanced degree is an asset;
- At least ten years working on OSH field;
- Demonstrated expertise in areas relevant to this consultancy assignment; especially publications on Occupational Safety and Health (OSH);
- Sound knowledge of legal framework of Vietnam on labour issues;
- Deep understanding on International Labour Standard, the ILO and Labour Inspectorate is an advantage;
- Excellent Vietnamese and sound writing/editing commands of English.