

**Terms of Reference  
for  
a quick assessment of hazardous work for children in (Carpet and Kilim  
Weaving, Painting on Metal and Wooden Products, and Working in  
spraying, mixing, or selling insecticides),  
and review of OSH best practices  
in Balkh Province**

## **1. BACKGROUND AND RATIONALE**

The International Labour Organization (ILO) Afghanistan through the ILO/Japan Fund for Building Social Safety Nets in Asia and the Pacific funded Afghanistan Crisis Response: safety and health of workers, and child labour elimination in micro-, small-, and medium-sized enterprises (MSMEs) Project (SSN/JPN Project).

This project contributes to a quicker recovery of the 20 SMEs to ensure no child labour, OSH and businesses stay afloat and keep all staff employed for the next 6 months. The OSH training will ensure that staff are kept safe and continue to be productive as the SMEs step up on marketing and productivity improvement as part of recovery and resilience building. Given the number of persons with disabilities (PWD) after 4 decades of war MSMEs are an important source of employment. Information, Education, and Communication (IEC) materials will highlight Convention 159 (Vocational Rehabilitation and Employment (Disabled Persons), among others.

The addition of a component addressing the elimination of child labour, which includes training and activities that endeavour to ensure that MSMEs do not use children in their production lines or business activities and their personnel are adequately aware of how to prevent child labour from occurring in their sphere of responsibility.

This project is working closely with the Road to Decent Jobs for All Afghans (R2DJ4All) project in Mazar-e-Sharif. The R2DJ4All project which, started in 2020 sought to facilitate the creation of decent jobs for returnees, internally displaced persons (IDPs) and their host communities in Balkh province focusing on the city of Mazar-e-Sharif.

The SSN/JPN Project has an Immediate Objective: 20 women and men owned SMEs have improved OSH for 962 workers, free from the use of child labour and are recovering from the current political and economic crisis to keep workers in their jobs. The planned outputs under this project are:

- i. Occupational, Safety and Health (OSH) and action against violence and harassment have been promoted among SMEs and the capacity of the Balkh Chamber of Commerce and Investments (BCCI) is built to sustain the impact of the project.
- ii. SMEs have been able to keep their businesses operational.
- iii. The use of child labour has been prevented among SMEs, entrepreneurs, and the capacity of the relevant chambers of commerce and industries are strengthened.

The recent Income and Expenditure and Labour Force Survey 2019-20 estimated that approximately 1.06 million children aged 5-17 years, 9 % of this age group were involved in CL in Afghanistan. The worst forms CL remains a major issue for Afghanistan as it seeks to deal with high levels, and the aftermath of conflict. Afghanistan has ratified ILO Convention 182 on the worst forms of CL and the United Nations Convention on the Rights of Child.

In 2017, the Ministry of Labour and Social Affairs (MoLSA) identified 26 different occupations as hazardous and the worst forms of CL. Of these 26 occupations, 7 were declared priorities. Work in mining; electric welding; working in any types of kilns; working in spraying, mixing, or selling insecticides; working for more than 4 hours per day in carpet and Kilim weaving; any type of work during the night; working as a bodyguard and in guesthouses.

There are also legal frameworks and well-developed policies and strategies on the elimination of CL in the country, however, implementation remains an issue. Meanwhile little awareness exists about the laws and preventing CL across much of the country<sup>1</sup>.

Considering the importance of knowledge and update information on the CL in the sectors identified by the MoLSA, the project is planning to conduct a quick assessment of hazardous work for children in the Electric Welding, Carpet Weaving and Painting on Metal and Wooden Products in the Balkh province.

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<sup>1</sup> apr (2018), Chronic Conflict, Poverty, and Child Labor: Evidence from Kandahar, Bamyan, Herat, and Balkh.

## **2. OBJECTIVES**

The proposed research will aim at strengthening the knowledge base on child labour in Electric Welding, Carpet Weaving, and Metal and Wooden works production to inform stakeholder and intervention design.

In particular, the research will:

- i. Provide updated information on children's involvement in Electric Welding, Carpet Weaving, and Metal and Wooden works production, its existence, its gender dimension, and on the characteristics and conditions of work, recruitment patterns, main hazards and exposure to violence and socio-economic environment where CL occurs.
- ii. Identify knowledge gap.
- iii. Identify what are the main factors at family and community that push children into CL in the mentioned sectors, and what are those that prevent it.
- iv. Review national efforts to address CL in those sectors and identify best practices and remaining gaps.
- v. Provide recommendations on how to eliminate and prevent CL in those sectors and to address knowledge gaps.
- vi. Produce, present, and disseminate a report on CL in the mentioned sectors to provide guidance for stakeholders and implementation as well as action by stakeholders in the sector.

## **3. METHODOLOGY**

As a first step, a background review will take stock of available research on children involved in Electric Welding, Carpet Weaving, and Metal and Wooden works production and will review interventions related to CL in these sectors. This will allow informing the development of the research design. However, it is envisaged that the research will rely on quantitative and qualitative methods.

The research will be based on the Rapid Assessment methodology developed jointly by ILO-IPEC and UNICEF<sup>2</sup>, as well as in the guidelines developed by SIMPOC on data collection, processing, and analysis of CL data. Technical guidance on the baseline surveys shall be provided, as required, by ILO/FUNDAMENTALS Geneva.

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<sup>2</sup> [https://www.ilo.org/ipec/Informationresources/WCMS\\_IPEC\\_PUB\\_1819/lang--en/index.htm](https://www.ilo.org/ipec/Informationresources/WCMS_IPEC_PUB_1819/lang--en/index.htm).

The research will adhere, as much as possible, to the definition of CL based on national and international standards (see Panel 1. below).

#### Panel 1. Child labour definition based on international labour standards

In accordance concerning child labour and international standards, as set by the 20th International Conference on Labour Statisticians (ICLS) in the Resolution to amend the 18th ICLS Resolution concerning statistics of child labour:

- **Working children** are defined as children aged 5 to 17 years engaged in any activity to produce goods and to provide services for use by others or for own use.
- **Child labour** is work within the SNA production boundary performed by children below the minimum age and work, which, by its nature and circumstances in which is carried out, is likely to harm the health, safety, or morals of children (hazardous work). The minimum age shall be designated on the basis of national laws or regulations.
- **Hazardous work** by children is statistically defined in terms of the engagement of children in activities of a hazardous nature (designated hazardous industries and occupations), or as work under hazardous conditions, for example, long hours of work in tasks and duties which by themselves may or may not be of a hazardous nature for children (hazardous work conditions) or work at night. Designated hazardous industries and occupations shall be designated on the basis of national laws or regulations, where they exist. Similarly, long hours and night work may be determined on the basis of the national law.
- **Light work** is work that is not likely to be harmful to child's health or development and does not prejudice child's school attendance, participation in vocational orientation or training programmes, or their capacity to benefit from the instruction received. Light work shall be designated on the basis of national laws or regulations, where they exist.

The definitions above shall, however, be adapted to the national legislation as countries enjoy some flexibility concerning i) the minimum age of admission to employment; ii) the exception of some categories of work or employment and provisions for light work; iii) the list of hazardous occupation and activities.

### Background Review

The background review will aim at providing an overview of children involvement in Electric Welding, Carpet Weaving, and Metal and Wooden works production based on the knowledge already available; it will also identify key knowledge gaps related on CL in those sectors.

The background review will involve an analysis of the sector of Electric Welding, Carpet Weaving, and Metal and Wooden works production in Balkh province, a review of survey data and other data sources if exists, a literature review and a review of interventions related to CL in Electric Welding, Carpet Weaving, and Metal and Wooden works production.

### **Characterizing the sector**

An analysis of the Electric Welding, Carpet Weaving, and Metal and Wooden works production will allow understanding its structure (formal and informal) and functioning, the social context, and the locations where CL occurs, and of the stakeholders involved.

The analysis of the sectors will include the labour force composition (migrant workers from other provinces and regions, temporary or casual workers, etc.), the sector practices (labour procurement practices, including the role of private/recruitment agencies and working conditions, compliance, and due diligence practices) and regulatory and oversight mechanisms, aiming at identifying key factors and major players influencing CL in the sub sector.

### **Review of survey data and other data sources relating to CL Electric Welding, Carpet Weaving, and Metal and Wooden works production**

Country-level data sources often contain information on children's work that is not fully exploited. With this in mind, an assessment will be conducted on the availability of information on a range of variables relating to children's work in Electric Welding, Carpet Weaving, and Metal and Wooden works production if available from survey instruments, such as the Afghanistan Labour Force Survey.

### **Literature review**

Research papers, studies and reports using quantitative, qualitative or mixed methods methodologies on CL in Electric Welding, Carpet Weaving, and Metal and Wooden works production will be considered, including those produced by research organizations, government authorities, social partners, civil society organizations and private sector institutions if available.

The review shall cover information regarding the presence and extent, characteristics and causes of child labour. Within this framework, efforts shall be directed towards identifying characteristics and factors specific to children's engagement in those sectors, including poverty and lack of economic stability

and of employment and livelihood opportunities, lack of education, cultural and social construct.

All studies to be considered, whether qualitative, quantitative or mixed methods, must satisfy at least one of following criteria:

- Ensure the study design, methods, and procedures are sufficiently transparent and ensure an independent, balanced, and objective approach to the research;
- Provide the necessary information to reproduce or replicate the study;
- Provide sufficient description of the sample, the intervention, and any comparison groups;
- Use appropriate and reliable conceptualization and measurement of variables;
- Research submitted to a peer-review process;
- Adhere to quality standards for reporting (i.e., clear, cogent, complete, credible).

The literature review will explore:

- Prevalence/presence of CL in Electric Welding, Carpet Weaving, and Metal and Wooden works production.
- Background characteristics, aiming at identifying characteristics specific to children's involvement in those sectors.
- Attitudes towards CL in those sectors (of children, parents, employers and communities, government, civil society actors).
- Recruitment patterns/ practices, including the role of private/recruitment agencies.
- Work modality and working arrangements.
- Time-intensity.
- Remuneration and payment patterns (modality and flow of payment).
- Exposure to hazard, violence, and abuse.
- Health impact.
- Impacts on school attendance, education, learning skills and prospects.

### **Qualitative Methods**

Qualitative methods will provide in-depth information on the characteristics of the work performed by children involved in Electric Welding, Carpet Weaving, and Metal and Wooden works production, the socio-economic and cultural factors behind CL, the characteristics of the planned sectors and their influence

on CL, and the characteristics and effectiveness of the institutional response in preventing and eliminating CL.

Qualitative tools will include, but not limit to, in-depth interviews or focus group discussions with key informants.

In particular, qualitative methods will aim at:

- Gathering additional information on the availability of data and research on CL in the Electric Welding, Carpet Weaving, and Metal and Wooden works production sectors;
- Gathering a better understanding of the factors affecting CL in the planned sectors both from the demand (employers/contractors) and the supply (parents and children) side:
  - Interviews with children working in the mentioned sectors will aim at understanding the activities performed by children and the working conditions, the nature of the children's relationship with their employers, the extent and nature of direct surveillance of children by employers/contractors, exposure to dangers and hazards, the interplay of CL in the planned sectors with school attendance, and the reasons for involvement.
  - Interviews with employers/contractors will aim at building a better understanding of the factors influencing the demand of child work: interviews will therefore target both employers/contractors resorting to children's work/CL and employers who do not resort to children's work/CL.
  - Interviews with parents will aim at understanding households' dynamics regarding children's involvement in CL in the mentioned sectors.
- Gathering additional information on interventions addressed to eliminate CL in those sectors that the project is planned to conduct assessment;
- Obtain inputs from the stakeholders on perceived critical knowledge gaps to tackle CL those sectors;

Qualitative methods will target key informants, which will be identified through the background research.

Guiding questions for their identifications are:

- Who are the main actors involved in the Electric Welding, Carpet Weaving, and Metal and Wooden works production sectors, e.g., parents, recruitment agencies, etc?

- Which institutions (government institutions, employer's and workers' organizations, recruiting agencies, NGOs, international organizations, etc.) are involved in the elimination of CL in those sectors;

A sub-set of stakeholders will be selected, in close consultation with the ILO Country Office and the Research and Evaluation Unit (Fundamentals, ILO HQ), as key informants.

#### **4. REPORT: CHILD LABOUR IN ELECTRIC WELDING, CARPET WEAVING, AND METAL AND WOODEN WORKS PRODUCTION SECTORS**

Building on the background review and on the interviews with key informants, a report will be developed on children's involvement in Electric Welding, Carpet Weaving, and Metal and Wooden works production sectors. The final report will not exceed 40 pages, excluding annexes.

It is suggested to structure the report around the following themes:

- Executive summary.
- Introduction.
- Electric Welding, Carpet Weaving, and Metal and Wooden works production sectors in Afghanistan (general) in sampled locations (specifically).
- Child labour in Electric Welding, Carpet Weaving, and Metal and Wooden works production sectors: emphasis shall be on factors specific to children's involvement in these sectors, including both demand and supply side.
- Legal frameworks and interventions of the previous and present authorities regarding implications for CL in these sectors.
- Recommendations
- Conclusions, including key data gaps hampering interventions and recommendations for eliminating CL in Electric Welding, Carpet Weaving, and Metal and Wooden works production sectors.

#### **5. ETHICAL CONSIDERATIONS**

Conducting research on CL calls for serious ethical considerations to protect interviewees and interviewers, as outlined in the ILO Ethical considerations when conducting a research on children in the worst forms of CL<sup>3</sup>.

Participants should not be harmed in any way as a result of their participation. To this end, ethical principles will be respected during the conduct of the study.

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<sup>3</sup> <https://www.ilo.org/ipeinfo/product/download.do?type=document&id=3026>



Also, the participant's consent will be obtained before the questionnaire is administered. Under no circumstances will the individual economic or financial data collected be used for tax, economic or social control purposes, nor for research purposes by administrative, political, police, military, or judicial authorities. All members of the collection team will undertake measures to keep the information collected confidential.

The final data will also be anonymised to prevent individual information from being identifiable.

## **6. SCOPE OF THE ASSIGNMENT AND REPORTING LINES**

The ILO is seeking the services of a consultancy company to design and implement the proposed assessment study in Balkh province of Afghanistan. The consultancy company will be fully responsible for adequate and timely implementation of the rapid assessment including drawing sample, coordinating and administering interviews, traveling, lodging/boarding, making necessary photographs, data processing, analysis and drafting the report. The partner should consider making the best use of existing knowledge, experiences, and materials. The implementation strategy will be finalized in close consultation with the SSN/JPN Project Coordinator, with technical backstopping of relevant ILO Specialists (as appropriate).

## **7. CONTRACT DURATION**

- The duration of task is for **two months** after issuing the Purchase Order PO.

## **8. RESPONSIBILITIES AND MAJOR ACTIVITIES**

The collaborating partner will work to undertake following activities:

- Develop detailed work plan and share with the ILO's SSN/JPN Project.
- Undertake desk research and analyze all the necessary documents to fully understand the ground situation and learn from good practices.
- In consultation with ILO, refine research questions on the basis of the results of the desk review.
- Develop research tools and finalize them on the basis of ILO's feedback.
- Draft a list of key informants/stakeholders for interviews and finalize it in consultation with ILO.
- Prepare a draft report and finalize it on the basis of comments and inputs from the ILO.

- Manage necessary logistical arrangements including communication, data processing, analysis, report writing, photocopying, traveling, scheduling meetings/interviews with key informants among others.
- Participate and contribute to relevant meetings/workshops organized by the SSN/JPN Project to present the key findings and recommendations of the assessment for validation.
- Any other activity suggested by the project as appropriate and within the scope of this assignment.
- Visit companies that ILO had already conducted OSH training for them. Interview staff and observe workplaces and note the best practices of safety and health at work, and produce a report on it.
- Capture photos from the site during assessment of hazardous work for children and OSH best practices. Provide all those photos to the ownership of ILO.
- Take written and signed consent of parents/children and business owner while capturing photographs.

## **9. RESPONSIBILITIES OF THE ILO**

- Share/connect with the relevant available resources and stakeholders (as appropriate).
- Review the deliverables and extend technical support for their refinement and finalization.
- Review, extend technical support and approve the draft and finalize.

## **10. DELIVERABLES**

- i. Inception report – which will contain the detailed work plan, Research methodology, Annotated outline, List of key informants and research tools, List of companies to be visited for observing OSH best practices and CL in coordination with ILO.
- ii. Draft report assessment of hazardous work for children in English.
- iii. Final report assessment of hazardous work for children English with Dari and Pashto translated version.
- iv. A well designed factsheet out of data collected from the assessment of hazardous work for children.
- v. Draft OSH best practices report in English
- vi. Final OSH best practices report in English with Dari and Pashto translated version.
- vii. Photo collection captured from the site during assessment of hazardous work for children and OSH best practices.

## **11. REQUIRED QUALIFICATIONS AND COMPETENCIES**

The successful applicant should have the following minimum qualifications and skills:

- Having an organizational structure with qualified research team.
- Experience in conducting research (quantitative and/or qualitative) and report writing on human rights in English, Dari, and Pashto and experience on child labour and child work/child protection/education will be an advantage.
- Demonstrated understanding/familiarity with human rights. The knowledge and experience on child rights, child labour among others will be added advantage.
- Understanding of gender dimensions will be an added value.
- Proven experience and track record of timely completion of assignments.
- Demonstrated capacity to mobilize and meaningfully engage/work with relevant target groups i.e., provincial, and local government bodies.
- A demonstrated good track record in serving international development organizations in Afghanistan is an advantage.
- Financially capable of rendering all requested services.
- Ability to guarantee the timely submit the agreed deliverables.
- Ability to translate the report from English to Dari and Pashto.
- High familiarity with Afghanistan context and cultural dynamics. Knowledge of ethnic language/s is an advantage.
- Willingness to accommodate the ILO's inputs to deliverables

## **12. TERMS OF PAYMENT**

Any single payment shall be limited to a maximum of 30 per cent of the total contract amount and be subject to the condition that the ILO quality standards are met satisfactorily. By ILO financial rules, the first (advance) payment cannot be exceeded 30 per cent, and a minimum of 20 per cent of the total contract amount shall be retained as the final payment which may be paid only after satisfactory completion of all activities and providing to the ILO all outputs/reports as stated in the contract.

It is important to note that should there be any problem in the delivery of outputs pertaining quality and schedule, the contractor is expected to make the necessary corrective actions without affecting the overall project delivery deadline dates. This will be at no additional cost to ILO.

The amount shall be paid as follows:

- 1<sup>st</sup> payment: 30% upon submission of final inception report and approved workplan with final methodology, questionnaires, and instruments.
- 2<sup>nd</sup> payment: 35% upon submission of draft report.
- Final payment: 35% upon acceptance of final report to the satisfaction of ILO.

### **13.SUBMISSION OF PROPOSALS AND SELECTION PROCESS**

The ILO invites Request for Proposals from qualified firms having relevant experience in delivering similar product services as mentioned in this Terms of Reference (TOR). Only a single technically responsive and financially viable vendor/ service provider will be selected following ILO procurement rules/procedures and awarded with the contract for the expected deliverables and outputs as per the TOR.

Bids should be submitted in two separate attachment files clearly marked 'Technical Bid' and 'Commercial Bid' on the file name to the ([ahmadi@ilo.org](mailto:ahmadi@ilo.org)).

Subject of the email should be: "Bidder Company Name – RFP-ILO-KBL-22". The deadline for submission is **Tuesday, 24 May 2022, 23:59 hours**.

No late submission will be accepted.

### **14.CONTENT OF OFFERS**

#### **Technical Offer**

The offer should be provided in the English language. The following details shall be included in the Technical Offer:

- A valid company license from an authorized agency in Afghanistan.
- A company profile outlining the company history, capabilities, staff structure with a proven list of research team.
- Research team leader's CV that includes previous work.
- Brief research proposal (not more than 3 pages, briefly describing the objectives, research design, and major activities).
- Links or examples of previous relevant work (especially research works).

#### **Financial Offer**

The Financial Offer must cover all the required services to be provided (price "all inclusive, final prices") and contain a price list in USD. ILO's standard payment

terms are within 30 days after satisfactory implementation and receipt of deliverables in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

## **15. EVALUATION OF PROPOSALS**

The Cumulative Evaluation Method will be used for this procurement exercise and the Contract will be awarded to highest scorer in Cumulative analysis considering Technical and Financial Evaluation. The technical proposal will contain 70% and the financial proposal will contain 30% weight. Bids failing to score over 50% in the technical evaluation will be eliminated.