**UN Women Terms of Reference**

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| **Objective** | Promotion of the Decent Work Agenda for Women in Formal and Informal Sectors in Georgia |
| **Duration** | 1 June 2023 – 15 July 2024 |
| **Organizational Unit** | UN Women Georgia Country Office – Women’s Economic  Empowerment (WEE) |
| **Geographic Area of**  **Implementation** | Tbilisi, Georgia |

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| **1. Introduction**  **a) Background / Context for Required Services / Results:**  UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. UN Women in Georgia supports state and non-state partners towards the achievement of substantive gender equality. In line with national and international commitments, UN Women works on the levels of policies and legislation, institutions and grassroots, in order to achieve transformative results for increased gender equality and greater protection of the rights of women and girls.  UN Women Country Office in Georgia with the generous support of the Swiss Agency for Development and Cooperation (SDC) and Austrian Development Cooperation (ADC) is implementing the “Women’s Economic Empowerment in the South Caucasus” (WEESC) project. The project’s overarching goal is to ensure that women, particularly the poor and socially excluded, in Armenia, Azerbaijan and Georgia are economically empowered and participate in relevant decision-making. The WEESC project applies a holistic approach to reach this goal, enabling linked interventions at three levels: grassroots, policies and legislation, and institutions. The chosen approach and the implementation of the WEE agenda in the South Caucasus during WEESC Phase I (2018-2021) served as a catalyst and supported the state and non-state partners to enhance progress towards the achievement of substantive gender equality in the region. In August 2021, UN Women started implementing the second main phase (2021-2024) of the WEESC project. Phase II of the project plans to leverage UN Women and its partners’ joint results in Phase I and further prioritize alignment with the UN Sustainable Development Cooperation Frameworks in Armenia, Azerbaijan, and Georgia with a view to improving the three countries’ progress towards the achievement of the Sustainable Development Goals as well as the compliance to their international human rights commitments under CEDAW and other legal instruments, particularly in terms of equitable economic development and addressing women’s rights.  Promoting decent work for women constitutes an important part of the WEESC Phase II project advocacy agenda in formal and informal employment sectors. Partnership with and the institutional strengthening of the Labor Inspection Office (LIO) is key towards achieving this objective. In the first phase, the WEESC project advocated for strong monitoring and enforcement mechanisms for anti-discrimination and labour rights legislation and the expansion of monitoring of workplace sexual harassment by the LIO. In addition, guidelines for assessing the harmful and hazardous work of pregnant, post-partum and nursing women were developed by UN Women in partnership with the ILO for the LIO. These guidelines[[1]](#footnote-1) came into effect by a Decree of the Minister of IDPs, Labour, Health and Social Protection in 2020 and form a part of the occupational safety standards that Labour Inspectors use during workplace inspections.  In the last quarter of the WEESC project’s first main phase, UN Women in partnership with ISET-PI developed a Gender Assessment of the Models for the Implementation of the Equal Pay Review and Reporting (EPRR) Methodology in Georgia—for the LIO. This report responded to the 2020 changes to the Labour Code, through which ‘pay’ was defined and the principle of equal pay was introduced. As a consequence of the same reform, the new Law on Labour Inspection was introduced, giving a mandate to this agency to monitor labour rights, including equal pay for equal work. The LIO intends to rely on the EPRR model as a methodological standard to conduct these assessments, however, it requires further adaptation to their institutional mechanisms and organizational priorities. The EPRR model combines the UN Women and Swiss models for assessing equal pay. In Phase II, the WEESC project continues to support the LIO to advance in all priority areas mentioned above.  The cooperation with the LIO enhances work standards for women in formal employment. Within the second main phase of the WEESC project, UN Women also intends to promote the decent work agenda among domestic workers, who are at present mostly informally employed, and the most vulnerable. According to the ILO, domestic workers are those workers who perform work in or for a private household or households. They provide direct and indirect care services, and as such are key members of the care economy. Their work may include tasks such as cleaning the house, cooking, washing and ironing clothes, taking care of children, or elderly or sick members of a family, gardening, guarding the house, driving for the family, and even taking care of household pets. A domestic worker may work on a full-time or part-time basis; may be employed by a single household or through or by a service provider; may be residing in the household of the employer (live-in worker) or may be living in his or her own residence (live-out).  Domestic workers represent 4.5 percent of employees globally (75.6 million), and 81 percent are in informal employment. Some 76.2 percent of all domestic workers are women, and domestic work is a more important source of employment among female employees than among male employees.[[2]](#footnote-2)  According to recent estimations based on the GEOSTAT Labour Force Survey (2017-2019), in 2019 there were 17,994 domestic workers in Georgia, 99 percent of whom were female.[[3]](#footnote-3) Research conducted within the WEESC project has identified significant gaps in the rights and protections enjoyed by domestic workers and aims to address these gaps within Phase II. Currently, Georgian legislation contains no definition of what constitutes domestic work and informal or service contractors in this sector do not receive the protections afforded in the Labour Code, leaving women exposed to greater risks of insecurity and exploitation. The Regulatory Impact Assessment of ILO Convention no. 189 on Domestic Workers, published by UN Women in 2021, provides an analysis of the current Georgian policy and legislative framework together with recommendations for improved labour standards.[[4]](#footnote-4) A further study was commissioned by UN Women to investigate the impacts of Covid-19 on women employed as domestic workers in Georgia.[[5]](#footnote-5) The findings show that the precarity of this sector had been exacerbated by restrictions on public transport, loss of livelihood, increased exposure to the virus, and the requirement of women to work a “second shift” of unpaid care work due to the closure of schools and kindergartens.  The large proportion of domestic workers within the informal sector faced additional challenges with limited access to State unemployment assistance or employer compensation, no employee health insurance, and limited access to formal channels to report harassment or abuse. This group and their employers reported a hesitancy to formalize their employment status due to concerns over tax status and reduced flexibility and work opportunities. However, the vulnerability of domestic work is not determined only by its informal nature, but also by fact that work is often performed for households instead of companies; therefore, domestic workers do not have co-workers to unionize and collectively advocate for their rights.  To address these issues, UN Women has invested in the capacity development of governmental and institutional partners on worker’s rights and will continue to advocate for increased protections and the ratification of ILO Convention no. 189 on Domestic Workers. In addition, UN Women has effectively employed social mobilization approaches to reach out and activate rural women to strengthen their awareness of women’s rights and achieve change in their communities. This also entails engaging, informing and motivating a wide range of partners at the national, local and grassroots levels to work together to achieve mutual objectives through dialogue and participatory decision-making. It is planned to adapt and expand these activities into urban areas, with the understanding that communities in urban areas are characterized by factors other than geographical proximity to mobilize the domestic workers.  The WEESC project also plans to increase public awareness of the issues faced by domestic workers, their rights, the responsibilities of employers, and vulnerabilities associated with the informal work of domestic workers. The WEESC project also plans to support those who wish to self-organize and strengthen the existing domestic workers associations, and / or establish a new association. The empowerment of domestic workers aims to increase their employment opportunities, promote improved working conditions, and contribute to the development of the local economy. The WEESC project also plans to continue the technical assistance to the Ministry of IDPs from the Occupied Territories, Labour, Health and Social Affairs to support in the process of ratification of ILO Convention no. 189 and aligning Georgian regulatory standard to this convention.  To this end, UN Women plans to partner with an organization or consortium (consisting of a maximum of two organizations) with an excellent combined track record in gender-sensitive policy analysis and labour rights technical assistance, and the mobilization and empowerment of workers in urban areas.  **b) General Overview of Services Required / Results:**  Under the overall guidance of the UN Women Country Representative and/or Deputy Country Representative in Georgia and the day-to-day management of the UN Women WEESC project team, the partner will be responsible for the following tasks:  Component 1: Partnership with the Labour Inspection Office   * Support the institutional strengthening of the LIO in the area of monitoring and enforcement of equal pay for equal work, occupation safety of pregnant and nursing women and gender equality in general.   Component 2: Mobilize and support domestic workers   * Strengthen the evidence base to advocate for policy and legislative measures that promote domestic workers’ rights; * Together with UN Women deliver an advocacy campaign to raise public awareness of issues facing domestic workers, the responsibilities of employers, and possibilities and benefits of formalizations of domestic worker’s informal work; * Mobilize domestic workers - increase their awareness on labour rights and legislation, including workplace sexual harassment, opportunities for formalizing their work, the right to self-organization, and support them to join an existing association of domestic workers or establish a new one. |
| **2. Description of required services/results [Please elaborate]**  **Component 1: Partnership with the LIO**   1. Ensure implementation of the Equal Pay Review and Reporting (EPRR) methodology within the Labour Inspection Office (LIO)    1. In close coordination with the LIO and UN Women review the EPRR methodology and support LIO in establishment of EPRR as an integral part of the LIO internal regulations and officially operational (review should include a legal assessment of the methodology by a qualified expert);    2. In close coordination with the LIO and UN Women develop a simplified, user-friendly manual for the implementation of the EPRR methodology that will be used by Labour Inspectors as well as for distribution among employers to increase their awareness of equal pay legislation and its enforcement;    3. Organize an informational meeting with employers, business associations and other relevant organisations to discuss EPRR methodology; ;    4. Provide training for Labour Inspectors on implementation of the EPRR methodology in practice. 2. Support LIO in implementation of the “the Guidelines on Harmful and Hazardous Work for Pregnant, Post-partum and Nursing Women” in compliance with the ministerial decree N01-20 on harmful and hazardous work for pregnant women, women in the post-partum period and nursing mothers    1. Develop a simplified guideline, including the checklist to be used by the Labour Inspectors to ensure implementation of labour inspections in compliance with the ministerial decree N01-20 on harmful and hazardous work for pregnant women, women in the post-partum period and nursing mothers (the guideline should extend beyond the assessment of hazardous work for pregnant and post-partum women and nursing mothers in line with above stated ministerial decree and include assessment of general physical/biological factors related to occupational safety and health).    2. Develop a simplified online course using moodle platform or similar e-course engine in compliance with the ministerial decree N01-20 on harmful and hazardous work for pregnant women, women in the post-partum period and nursing mothers to be integrated as an institutionalized training course for Labour Inspectors as well as used for general public information/awareness raising; 3. Increasing awareness around gender equality issues    1. Organize capacity building activities to ensure that LIO employees in relevant professional positions have increased knowledge of gender equality and labour rights;    2. Support LIO in the integration of standardised trainings on gender equality as part of its institutionalized capacity building of its employees. 4. Development of a gender strategy and action plan    1. In close coordination with UN Women and the LIO, develop an internal gender equality strategy and action plan for the LIO and support its adoption.   **Component 2: Mobilize and support domestic workers**   * Strengthen the evidence base to advocate for policy and legislative measures that promote domestic workers’ rights   + In close coordination with UN Women develop analytical papers identifying relevant international experience of formalizing domestic work, and of the most feasible, efficient, and effective way(s) to align Georgian legislation with the recommendations of ILO Convention no. 189 on Domestic Workers (to be developed in close consultation with domestic workers);   + Prepare technical briefs summarizing the results of the above analysis and present the findings to the Tripartite Commission. * Together with UN Women, deliver an advocacy campaign to raise public awareness of issues facing domestic workers, the responsibilities of employers, and the possibilities and benefits of formalizing domestic workers’ informal work   + Contribute to the development and dissemination of key messages through a multi-media communications campaign. * Mobilize domestic workers - increase their awareness on labour rights and legislation, opportunities for formalizing their work, the right to self-organization, and support them to join an existing association of domestic workers or establish a new one   + Adapt UN Women’s social mobilization methodology utilized in rural communities to engage rural women to urban areas and apply it to strengthen the existing informal networks of domestic workers, improve their awareness of labour and women’s rights among domestic workers, and the potential benefits of formalization and/or self-organization and provide the basic services for them to protect their labour rights as needed;   + To engage and encourage domestic workers in Tbilisi to join or form networks and associations to improve their opportunities and working conditions.   **Anticipated results:**  **Component 1:**   1. The EPRR methodology is reviewed and established as an integral part of the LIO internal regulations, resulting in making EPRR officially operational. 2. Simplified, user-friendly manual for the implementation of the EPRR methodology is developed and used by Labour Inspectors as well as is distributed among employers to increase their awareness. 3. Labour inspectors have increased understanding about the usage of EPRR methodology and are capable to use it in their daily work. 4. Awareness on EPRR methodology of employers, business associations and other relevant organisations is increased. 5. A simplified guideline, including a checklist to ensure implementation of labour inspections in compliance with the ministerial decree N01-20 on harmful and hazardous work for pregnant women, women in the post-partum period and nursing mothers is developed and used by labour inspectors. The guideline should also include assessment of general physical/biological factors related to occupational safety and health. 6. An online course using moodle platform or similar e-course engine in compliance with the ministerial decree N01-20 on harmful and hazardous work for pregnant women, women in the post-partum period and nursing mothers is developed and integrated as institutionalized training course at the LIO. 7. Awareness and knowledge of Labour Inspectors on gender equality and labour rights is increased and standardised gender equality capacity building is offered to Labour Inspectors; 8. Internal gender equality strategy and action plan for LIO is developed and adopted.   **Component 2:**   1. The general public in Georgia, including domestic workers and their employers have greater awareness of the issues facing domestic workers and their rights. 2. Policy makers have access to the evidence and analysis required to introduce legislative changes supporting domestic workers’ labour rights and ratify ILO Convention no. 189. 3. Domestic workers are organized in demand of their rights and enjoy improved working conditions   **Targets:**  **Component 1:**   * The EPRR methodology established as an integral part of the LIO internal regulations and EPRR is officially operational. * One simplified, user-friendly manual for the implementation of the EPRR methodology in Georgian; * One informational meeting with employers, business associations and other relevant organizations on implementation of EPRR methodology. * One training for labour inspectors on EPRR methodology. * One simplified manual for the implementation of the “the Guidelines on Harmful and Hazardous Work for Pregnant, Post-partum and Nursing Women”, including assessment of general physical/biological factors related to occupational safety and health in English, Georgian, Armenian and Azeri languages; * An online course using moodle platform or similar e-course engine in compliance with the with the ministerial decree N01-20 on harmful and hazardous work for pregnant women, women in the post-partum period and nursing mothers in Georgian. * One training for labour inspectors on gender equality and labour rights. * Gender equality strategy and action plan tailored to LIO.   **Component 2:**   * At least 100 Domestic workers in Tbilisi receive capacity building in labour and women’s rights. * At least 40 Domestic workers organize to advocate for improved working conditions. * Two policy papers and corresponding technical briefs on international experience on regulatory framework on domestic workers and alignment of Georgian regulatory standards with ILO Convention no. 189. * 2 consultative data verification workshops to present draft policy analysis to experts and stakeholders. * Awareness raising campaign targeting the general public and employers of domestic workers, with at least 6 communications outputs to include press, television, and social media. * 1 Stakeholder conference presenting the results of the project and advocating for ratification of ILO Convention no. 189. |
| **3. Timeframe: Start date and end date for completion of required services/results**  1 June 2023 – 15 July 2024 |
| **4. Competencies:**  Technical/functional competencies required (in case of consortium, the competences will be calculated cumulatively):   * Demonstrated staff capacity in gender-sensitive policy analysis in the areas of labour regulation and enforcement of labour standards * Demonstrated staff capacity of at least 1 years in the area of mobilization and support to domestic workers * 3 years’ research or publication record on issues related to domestic or informal work and labour rights * At least 2 years’ experience of technical assistance to governmental agencies on labour rights * Demonstrated experience in advocacy and awareness raising campaigns for different audiences |

1. <https://matsne.gov.ge/ka/document/view/4787924?publication=0> [↑](#footnote-ref-1)
2. ILO, *Who are domestic Workers?* Available on-line at: <https://www.ilo.org/global/topics/domestic-workers/who/lang--en/index.htm> [↑](#footnote-ref-2)
3. UN Women calculations based on GEOSTAT data, *Labour Force Survey* (2019) in UN Women, *Regulatory Impact Assessment of ILO C189 - Domestic Workers* Convention (2021). Available at: <https://georgia.unwomen.org/en/digital-library/publications/2021/05/regulatory-impact-assessment-of-ilo-c189-domestic-workers-convention> [↑](#footnote-ref-3)
4. UN Women, *Regulatory Impact Assessment of ILO C189 - Domestic Workers* Convention (2021). Available at: <https://georgia.unwomen.org/en/digital-library/publications/2021/05/regulatory-impact-assessment-of-ilo-c189-domestic-workers-convention> [↑](#footnote-ref-4)
5. UN Women, *Assessment of Covid-19’s Impact on Women Employed as Domestic Workers in Georgia* (2021). Available at: <https://georgia.unwomen.org/en/digital-library/publications/2020/12/assessment-of-covid-19s-impact-on-women-employed-as-domestic-workers-in-georgia> [↑](#footnote-ref-5)