

ANNEX 1 - Call for Proposals VP/2007/004

for the Senior Labour Inspectors' Committee (SLIC) information and inspection campaign on manual handling of loads in 2007 - phase II.

1. AIM OF THE CALL FOR PROPOSALS

The aim of this call for proposals is to assist the SLIC Working Group on Manual Handling of Loads (and its subsidiary working groups) to deliver a training course and an e-learning module that will help to prepare the labour inspectors who will participate in the Campaign. The specific objectives are to:

- draft the curriculum for a course for trainers nominated by the labour inspectorates; hereafter referred to as the "train the trainers" course;
- edit the training material;
- recruit suitably qualified tutors to deliver the "train the trainers" course;
- design an e-learning module for labour inspectors; and
- produce the e-learning module in the 22 official languages of the European Community.

The applicant will provide two professional tutors for the "train the trainers" course(s). This course

will be designed to help the nominated trainers from the individual labour inspectorates train their national inspectors in a harmonised way with regard to inspecting the manual handling of loads in the workplace. The course will enable these nominated trainers to achieve the following aspects:

- to set up, in their Member State, a training programme for their inspectors who will be participating in this campaign, to achieve the following:
 - to improve inspectors' competencies to identify possible problems with manual handling in the care and transport employment sectors;
 - to use the inspection techniques and risk assessment tools provided for this campaign;
 - to familiarise the inspectors with the e-learning module developed for this campaign;
 - to check existing risk assessments of manual handling situations;
 - to use the communication products made for this campaign; and
 - to give the campaign an effective launch in each participating Member State.
- to organise a national training programme and its content in a way that can be adapted to all types of labour inspectors (whether technical, medical or legal in discipline), and allows for embedding in the Member State's inspection methods and cultures.

The applicant develops an e-learning module for inspectors that will help to train and support them in inspecting manual handling of loads situations within the scope of this European inspection campaign.

The module will contain:

- training exercises,
- access to the campaign materials, and
- background knowledge.

2. PRODUCTS TO BE DELIVERED BY THE APPLICANT

Two products are to be delivered: a "train the trainers" course and an e-learning module for labour inspectors.

2.1 TRAIN THE TRAINERS' COURSE

2.1.1 Requirements

- the curriculum for a two day "train the trainers" course,
- two tutors with the following qualities:
 - knowledge of the subject;
 - sufficient knowledge of the work of labour inspectorates;
 - fluent in English and, in either French or German or both;
 - capable of dealing with an international group of trainers.

The curriculum should be based on the materials, advice, and instructions of a subsidiary working group of the SLIC (prepared for phase 1 of the Campaign). The curriculum should seek to cover the following topics, as a minimum, in relation to musculoskeletal disorders and the manual handling of loads:

- the purpose of the Campaign and its key activities;
- the extent of musculoskeletal issues across the European Union;
- key legislative requirements and enforcement practice across the European Union;
- the anatomy/biomechanics of the spine/muscles and how injuries/damage can occur;
- core elements for the effective management of manual handling in the workplace;
- workplace case studies;
- key presentation/communication skills to prepare/deliver training programmes.

2.1.2 Course delivery

The course(s) should be delivered in June 2007.

The course(s) should be organised in one or more trainings centres with adequate facilities.

A total of 45 trainers from about 20 European countries are expected to attend the course(s). The number of delegates per course will be limited to between 12 to 15 participants. The applicant should therefore plan to deliver at least three courses.

Courses should be carried out in English, German and French as the demand requires, where the latter two will offer translation in English, or take place in English with translation, by the applicant, into French and German.

2.2 E-LEARNING MODULE FOR INSPECTORS

2.2.1 Requirements

The purpose of the module is to help train and support inspectors in inspecting manual handling of loads situations within the scope of this European inspection campaign. The module should:

- present training situations/ exercises,
 - to improve knowledge about the risks from manual handling of loads in professions in the care and transport employment sectors;
 - to provide information on state of the art solutions and developments;
 - to practice and to develop competencies in inspecting manual handling of loads;
 - to learn to work with the inspection techniques and risk assessment tools provided for this campaign.
- present reference material on the campaign in order to equip inspectors who participate in the campaign;
- possess the contemporary state of didactics on e-learning;
- be adaptable to national use and inspection methods; and
- possess a structure for e-learning which SLIC could adopt for future inspection and communication campaigns on other occupation health and safety topics.

The applicant should possess the following qualities in relation to the e-learning module:

- specific knowledge and experience to design an e-learning module,
- knowledge of the subject of the manual handling of loads and its risks,
- knowledge of the work of labour inspectorates,
- effective writing skills in English, French or German,

2.2.2 E-module delivery

The basic (technical) content of the e-learning module will be presented to the (successful) applicant at the start of the grant Agreement.

The draft version of the e-learning module will be approved by the Commission after consultation with the SLIC Working Group for the Manual Handling of Loads 2007 Campaign; an English language version of the e-learning module should therefore be submitted to the Commission before 1 June 2007.

Translation of the textual content of the e-learning module into the other 21 official Community languages should be completed before 15 August 2007.

The e-learning module (finished product) – *in a universally accessible software format* - should be submitted to the Commission in a CD-ROM format in the 22 official Community languages (one language per CD-ROM) by 1 September 2007.

2.3 ADDITIONAL REQUIREMENTS

The applicant should be represented by a single coordinator who functions as the key person and communicator for all products, questions and appointments with third parties, and the SLIC Working Group Manual Handling of Loads 2007 during the carrying out of the grant Agreement.

For the coordinator, a CV should be submitted to the Commission to demonstrate their project management skills and fluency in the English language.

The applicant should demonstrate experience in training labour inspectors, and making an e-learning module.

For the "train the trainers" course tutors, CVs should be submitted with the application to demonstrate their training experience and that they can fulfil the requirements set out in this proposal.

The applicant will use the materials and information supplied by the SLIC Working Group on Manual Handling of Loads in the development of the products. To facilitate the production of the products specified above in the Community languages required, the applicant will also translate information contained on a (pre)formatted CD-ROM designed under phase 1 of the campaign (that is, an inspection plan, a communication plan and related printable materials) into Bulgarian and Romanian, which are complementary to the products described above. The applicant will deliver these two language versions on a CD-ROM (one language per CD-ROM) and in an equivalent format as the source material by 1st July 2007.

The applicant must submit draft texts of the products to be made and a detailed curriculum for the "train the trainers" course, and will take into account advice provided the SLIC Working Group regarding these draft texts and detailed curriculum.

3. TIME SCHEDULE AND REPORTING TO THE COMMISSION

The products specified must be completed within the timescales set out in the preceding sections.

A (short) written report must be submitted to the Commission which summarises the products delivered, by **31 December 2007**.

