# **Term of Reference**

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| **Towards more and better employment through enhanced support to private sectors in southern Iraq – with a focus on green business (PSD\_GREEN)** | | | | | |
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| **TOR Title** | Consultant to support project implementation and monitoring in Basra and Muthanna | | | | |
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| **Country** | **Iraq** | | **Project Code** | | IRQ/22/03/ITA (109048) |
|  | | | | | |
| **Duration** | From | 10/04/2025 | To | 12/10/2025 | |
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# **BACKGROUND**

the International Labour Organization (ILO), with support from the Italian Agency for Development Cooperation (AICS), is implementing a project in Southern Iraq. The project focuses on enhancing private sector development and creating decent jobs, emphasising sustainable green businesses and support for startups. The project operates on three levels: at the macro level, it supports evidence-based policy options for micro, small, and medium-sized enterprises (MSMEs) through business environment assessments. At the meso level, it builds the capacities of financial institutions to better serve their clients' needs and provides training to intermediary organizations. At the micro level, it offers training to youth, small business owners, and startups, focusing on business management and financial literacy, while facilitating their access to financial services. The project collaborates with various ministries, employers' and workers' organizations, and financial institutions, ultimately benefiting vulnerable workers in Iraq. This initiative aligns with the Iraq Decent Work Country Programme and the government's Riyada' initiative for development and employment, with a focus on the green economy, improving MSME capacities, enhancing financial inclusion, and providing essential support to startups. It includes enterprise assessments, identification of constraints in green business development, and training and support for trainers, financial institutions, and businesses.

The project is actively implementing various initiatives in Basra and Muthanna, targeting MSMEs and aspiring entrepreneurs. These initiatives include Start and Improve Your Business (SIYB) training, financial education, and green business development. Additionally, the project facilitates connections between entrepreneurs and financial institutions to enhance access to finance, ultimately supporting business growth and sustainability.

The implementation of these activities is carried out in collaboration with key stakeholders in Basra and Muthanna to ensure effective coordination and impact. To further strengthen and support these efforts, the project requires a national consultant to assist in the implementation of activities across both governorates.

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| **ASSIGNMENT OBJECTIVES** |

The objective of this consultancy is to support the effective implementation of project activities in Basra and Muthanna by strengthening connections with key stakeholders, reaching out to MSMEs and potential entrepreneurs, and ensuring smooth execution of interventions. The consultant will oversee field activities, including organizing meetings, FGDs, workshops, training sessions, and events while also updating and managing monitoring tools to track progress and impact.

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| **SCOPE OF WORK** |

The selected consultant will support the effective implementation, coordination, and monitoring of project activities in Basra and Muthanna by engaging stakeholders, overseeing field operations, and maintaining quality control. He/ She will be responsible for:

1. **Support in Project Coordination & Stakeholder Engagement:**

* Liaising with the Senior National Project Officer and the project manager, ensuring alignment with project objectives and work plans.
* Support in Establishing and maintaining partnerships with government entities, private sector actors, financial institutions, and local communities.
* Organizing and facilitating high-level meetings, stakeholder consultations, and technical discussions, while documenting key outcomes and action points.

1. **Field Implementation & Monitoring:**

* Conducting regular field visits continuously for the project activities for quality assurance.
* Support in Overseeing implementing partners’ activities, tracking progress against work plans, identifying operational bottlenecks, and providing strategic recommendations.
* Conducting field assessments and data collection for different types of activities.
* Fill the monitoring tools under supervision of the ILO team.

1. **Operational & Logistical Support:**

* Managing schedules and timelines for project activities, ensuring efficient resource allocation and adherence to deadlines.
* Organizing and coordinating training programs, workshops, and knowledge-sharing sessions tailored to MSMEs, financial institutions, and implementing partners.
* Coordinating logistical arrangements for field missions, stakeholder engagements, and capacity-building initiatives.
* Follow up with event management providers under supervision of the ILO team.

1. **Supporting any other technical or operational tasks assigned by the Senior National Project Officer to achieve project outcomes effectively.**

# **DELIVERABLES**

The consultant is expected to submit the following deliverables:

Deliverables: **Monthly Report**

Each month, the consultant will submit a report covering the following:

1. **Stakeholder Engagement & Coordination:** Summary of meetings, key decisions, and follow-up actions.
2. **Field Visits & Activity Monitoring:** Updates on project implementation, challenges, and recommendations.
3. **Implementing Partner Oversight:** Assessment of partners’ progress, bottlenecks, and corrective actions.
4. **Data Collection & Evaluation:** Updates on surveys, FGDs, KIIs, and beneficiary tracking.
5. **Training & Capacity Building:** Reports on training sessions conducted, participant feedback, and materials used.
6. **Workplan & Timeline Updates:** Progress against planned activities, adjustments, and upcoming priorities.

# **Schedule of Payments**

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| --- | --- | --- | --- |
| Payment | Percentage | Deliverables | Paid on |
| First Payment | 25% | Monthly reports (April – May) | 10 May 2025 |
| Second Payment | 25% | Monthly reports (June – July) | 10 July 2025 |
| Third Payment | 25% | Monthly reports (Aug – Sep) | 10 SEP 2025 |
| Fourth Payment | 25% | Monthly reports (OCT – NOV – 10 DEC) | 10 DEC 2025 |

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| **SELECTION CRITERIA: Qualifications and Expertise:** |

The consultant should meet the following qualifications and possess the necessary expertise:

* Proven experience in program planning, design, implementation, monitoring, and evaluation of projects.
* Strong communication and coordination skills, particularly in engaging with ILO's social partners.
* Professional experience in development programming, with expertise in liaising with government authorities, national/international technical counterparts, NGOs, and building effective partnerships.
* Skilled in working and communicating with diverse actors, including government authorities, humanitarian agencies (UN and NGOs), and people from culturally diverse backgrounds.
* Experience in both development and humanitarian programming.
* Familiarity with ILO tools and methodologies (desirable).
* Familiarity with Decent work country programme in Iraq (desirable)
* Fluency in Arabic as the trainings will be delivered in Arabic, and good level in English for reporting.
* The consultant should be based in Basra, otherwise will not be considered.

# **SUPERVISION**

The consultant will conduct the assignment under the overall supervision of the project manager, and the Sr. Project officer.

# **Technical Proposal**

The External Collaborator shall describe in the Technical Proposal how it intends to meet the requirements described in the Terms of Reference.

In preparing the Proposal, the External Collaborator shall review all requirements and will reflect its understanding of and approach to meeting these requirements in the Proposal.

In preparing the Technical Proposal, the Excol shall provide details of the one page explains the implementation methodology and approach in Basra and Muthanna as well as CVs which will deliver the works specified in this TOR.

The External Collaborator may also add any other document and information to demonstrate its technical and professional capacities and competencies to fulfil the requirements as specified in the Terms of Reference

# **Evaluation Process and Criteria**

Proposals will be reviewed and evaluated by an Evaluation Panel, to determine compliance with the requirements in the TORs.

A two-stage procedure will be utilized in evaluating the Proposals, with evaluation of each Technical Proposal constituting 70% of the total grade being completed prior to any Financial Offer which constitute 30% of the total grade being opened and compared.

Each Technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

The technical proposals will be evaluated according to the criteria described below:

* 20% The proposal and CV should demonstrate thorough compliance with the Terms of Reference.
* 25% Consultant’s Professional experience in development programming, with expertise in liaising with government authorities, national/international technical counterparts, NGOs, and building effective partnerships.
* 15% Consultant’s experience in similar consultancies in Basra and Muthanna.
* 10% familiarity with ILO’s programmes and DWCP.

During the second stage of the evaluation, the Financial Offers (30% grading) of all Bidders which have attained at least the minimum score during the technical evaluation will be compared.

* 20% Overall cost
* 10% Reasonable cost

**FINACIAL PROPOSALS SHOULD BE SUBMITTED IN IQD**

The financial proposal template includes the table below:

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| --- | --- | --- | --- |
| Reporting Period | Estimated Working Days | Daily Rate (IQD) | Total (IQD) |
| “10 April – 10 June” | 26 |  |  |
| “10 June – 10 August” | 26 |  |  |
| “10 August – 10 October” | 26 |  |  |
| “10 October – 10 December” | 26 |  |  |
| TOTAL | | |  |

# **TIME FRAME AND PROPOSAL SUBMISSION**

The assignment will take place from **10 April** **2025 to 10 December 2025**.

Please submit the following by 3rd of April 2025 at 17:00 Baghdad time to:

* [iraq-procurement@ilo.org](mailto:iraq-procurement@ilo.org)

Please indicate the title of the consultancy in the subject of the email: ***Consultant to support implementation in Basra and Muthanna***

**Required Submissions:**

1. Technical Proposal (including previous experience in similar works, and implementation methodology, timeline)
2. CV
3. Financial proposal (daily rate & actual working days)