



## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF AN INDIVIDUAL CONSULTANT

### GENERAL INFORMATION

**Services/Work Description:** Capacity building and provision of business advisory support to Community beneficiaries of the Rapid Financing Facility (RFF) funding

**Project Title:** Reduction of Economic and Social Vulnerability of the Poor and Marginalized populations in Protected Areas affected by COVID-19

**Activity 2.3:** Provide business advisory services to promote survival and adaptation of businesses impacted by COVID-19

**Post Title:** National Consultant

**Consultant Level:** Level B (Specialist)

**Duty Station:** UNDP Gambia Country Office

**Expected Places of Travel:** North Bank Region, Lower River Region and Central River Region

**Duration:** 7 Months

**Expected Start Date:** Immediately after Concluding Contract Agreement

**Offer submission deadline:** 27 April 2022 to [bids.gm@undp.org](mailto:bids.gm@undp.org)

### I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Development Programme (UNDP), through the Rapid Financing Facility (RFF) is implementing the Economic and Social Vulnerability project to mitigate the negative effects of COVID-19. The project seeks to reduce economic and social vulnerability of the poor and marginalized populations affected by COVID-19 through green and eco-friendly community livelihood interventions, and through use of digital solutions to promote financial and socio-economic inclusion. It will provide alternative livelihoods; prioritizing green economic pathways to mitigate environmental degradation, including socio-economic empowerment of youth, women, and other vulnerable populations to build beneficiaries' resilience to cope with and mitigate the socio-economic effects of COVID-19 pandemic on the population.

Leveraging the opportunities offered by digitization as a tool with special focus on green development pathways and the youth, the project will promote nature based sustainable tourism as a means of economic empowerment to improve and sustain livelihoods and resilience for rural communities particularly women and the youth. Hopefully, the foundational enablers built by the project outputs will contribute to the deployment of a national social protection scheme in the country that will address the needs of rural dwellers and in particular informal sector workers. The project has three components which are briefly described below.

#### 1. Social Protection

The project will implement a community based social protection initiative for communities living around Four Protected Forest Areas (PAs) which are Kiang West National Park, Jokadu Forest Park, Baobolong Forest reserve and Kunkilling Forest Park, and eco-tourism destinations; Juffureh, Albreda and Tumani Tenda, to compensate for

lost incomes due to decrease in tourism. The scheme will provide productive assets to members of small groups such as women (especially female headed household heads and widows), the youth and people living with disabilities to make investments in agriculture (seed and cereal banking), horticulture, small ruminant rearing, back yard poultry, oyster culture and harvesting, beekeeping, forest fruits and nuts harvesting etc. Communities will also be able to install solar technologies to ensure food security and environmental protection.

## **2. Sustainable/ Green livelihoods**

To build the resilience of these vulnerable communities that depend on the surrounding natural resources for their livelihoods, the project will provide alternative greener sustainable livelihood options so that the diverse natural habitats, species, and ecosystems which make The Gambia a popular ornithological tourist destination, are sustained. Interventions will include redefining the ecotourism offer, modernizing PA infrastructure, and promoting sustainable practices such as beekeeping, tree nurseries, grafting, composting. The project will also support and upscale other livelihood interventions to reduce dependence of PA communities on eco-tourism as their main source of livelihood.

## **3. Digitization**

To support the revival of the Eco-Tourism industry, interventions will include studies on the digital economy and financing schemes, training, and building capabilities focusing on women-led households and decentralized systems through on technologies to help reduce the carbon footprint of both individuals and businesses. Climate change adaptation and climate-related interventions will promote rebuilding of social relations while developing/designing more climate-resilient communities and restoring their vital services, ultimately resulting in more resilient livelihoods.

## **II. SCOPE OF THE WORK (SOW)**

It is against this background that UNDP Gambia is hiring an independent consultant to undertake training/capacity building for community institutions in the RFF beneficiary communities in Daru Fodeba in Jokadu, Salikene and Bureng Ya in Badibou, Wurokang and Kwinella in Jarra Central, Korop, Kesser Kunda, Bukary Kunda and Boraba in Fulladou.

The independent consultant would work closely with UNDP and the RFF Project Manager, to ensure that the work under specification consists of provision stated on the SOW on the following description:

1. Provide business management and enterprise development training to group members that are beneficiaries of the RFF project within a 7-month period (May – November 2022)
2. Provide Business advisory services to the groups within a 7-month period (May- November 2022)
3. Provide product marketing support; both online and Offline during the same period

## Objective

The Training/capacity building of beneficiary groups seek to ensure that recipients of funds from the RFF have the required management capacity as well as entrepreneurial and business management skills to ensure viability and profitability of their business ventures.

### The expected outputs for this assignment are:

1. Report on Business management and enterprise development training conducted
2. Monthly reports on business advisory services and marketing support provided
3. Final report on capacity enhancement support provided

### III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Review and Approvals Required
1	Report on business management and enterprise development training	UNDP
2	Report of Business advisory services and marketing support provided	UNDP
3	Final report on capacity enhance support provided	UNDP

### Indicators to evaluate the consultant's performance

All deliverables/outputs must be submitted in English and meet the satisfaction of the UNDP according to the following indicators:

- Quality of the deliverable produced
- The evaluation of the consultant's performance (the quality of the report and products, the technical competence shown, and the timeliness of the reports) will be determined by UNDP.

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. Through the RFF Project Manager, UNDP will manage and oversee the process with support from Management. The consultant would oversee and submit the deliverables to **the UNDP RFF Project Manager.**

### V. LOGISTICS AND ADMINISTRATIVE SUPPORT

The consultant is fully responsible for the transportation to and from all the sites

### VI. DURATION OF THE WORK

- a. The duration of the consultancy is expected to be 30 **working days**

### VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

#### a. Academic Qualifications:

- Advanced university degree in social sciences or rural development or any related field.
- Recognized qualification in enterprise development and or business management

**b. Years of experience:**

- At least 5 years experience in enterprise development and or business management
- Experience in training/capacity building in these areas  
Experience working with international organizations such as the International NGOs, UN is desirable.

**b. Competencies:**

- Ability to demonstrate a genuine knowledge and interest business management, enterprise development and Women's economic empowerment issues in The Gambia
- Excellent teamwork, communication and interpersonal skills, computer, analytical, and report writing skills

**d. Language and other skills:**

- Excellent command of English.
- Capacity to communicate fluently with different stakeholders

**e. Compliance with UN Core Values:**

- Demonstrates integrity by modeling the UN's values and ethical standards
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

**VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposal. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weights of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Points
<b>Technical</b>	70%	70
<ul style="list-style-type: none"><li>• Educational background</li></ul>		5
<ul style="list-style-type: none"><li>• Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li></ul>		20
<ul style="list-style-type: none"><li>• At least 5 years of relevant experience in enterprise development and/or business management</li></ul>		15
<ul style="list-style-type: none"><li>• Experience in providing enterprise development and/or business management training/capacity building and advisory services</li></ul>		20
<ul style="list-style-type: none"><li>• Experience working with rural communities</li></ul>		10

<b>Financial</b>	30%	30
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## IX. PAYMENT MILESTONES AND AUTHORITY

The Independent Consultant would receive payment upon certification of the completed deliverables satisfactorily, as per the following payment schedule:

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained</b>	<b>Percentage of Payment</b>
1 <sup>st</sup> Installment	Submission of inception report	DRR	10%
1 <sup>st</sup> Installment	Submission of reports on enterprise development and business management trainings conducted	DRR	40%
2 <sup>nd</sup> Installment	Submission of reports on the Business advisory services and product marketing support provided	DRR	30%
2 <sup>nd</sup> Installment	Submission of consolidated and Final Report on the capacity building provided to the beneficiary groups	DRR	20%

## XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The consultants during the term or after termination of the assignment, disclose any proprietary or confidential information related to the contract service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

## XII. ANNEXES TO THE TOR

**This TOR is approved by:** Titus Kavalo

**Signature:** 

**Name and Designation:** Programme Specialist

**Date of Signing:** 19 April 2022