

TERM OF REFERENCE (ToR)

GENERAL INFORMATION

Services/Work Description:	International Consultant for a Background Report on the Informal Economy
Project/Program Title:	UNDP/ILO Task Team on the Informal Economy Initiative in 2021
Post Title:	International Consultant (IC) Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)
Consultant Level:	Level C (Senior Specialist)
Duty Station:	Home-based
Expected Places of Travel:	With possibility of travel to participate in the Policy Dialogue (if in person) to be held in November 2021
Duration:	50 working days distributed over 5 months
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

The Framework for Action between UNDP and ILO for 2020 and beyond builds on key areas of collaboration and seeks to add concrete value to both organizations' strategic priorities within the context of the UN System-wide Socio-Economic Response to the COVID crisis, including in the humanitarian-development-peace nexus, in the short-term; and to chart pathways for a prompt, sustainable and inclusive recovery once the pandemic is under control in a longer-term perspective.

To operationalize the Framework for Action, effective coordination and action at the regional level has been deemed to be instrumental, leveraging expertise, stimulating the use of common tools and launching joint initiatives with joint fundraising strategies in line with the five streams of action, as set out in the UN framework for the immediate socio-economic response to COVID-19.

At the regional level, the Principals for ILO and UNDP Regional Bureau for Africa agreed on a framework for deeper collaboration between the two institutions. For this purpose, a concept note was developed which enlisted three key areas for collaboration, namely: social protection, youth empowerment and the informal economy, which will be supported by joint UNDP/ILO task teams for each of these three key areas.

The goal of the task teams has been to work jointly within the respective key areas and develop concept notes for collaboration that set out the joint ILO/UNDP actions in support of the partnership.

The task team on the informal economy (henceforth "the task team") under the ILO-UNDP Partnership Framework in Africa approached this initiative with practicality and innovation in mind. The idea has been to keep things simple yet innovative in this first year (2021) of this task team's collaboration and concentrate on producing a tangible knowledge product weaved around an innovative, formative process of engagement and empowerment. Building on this experience of working jointly, the task team will update its collaborative plans based on lessons learned and the resultant emerging issues on further areas of collaboration under the rubric of the informal economy.

The task team for 2021, therefore, decided to further hone in on the evolving aftermath of the impacts of the COVID-19 pandemic and the increasing attention brought on the informal economy in Sub-Saharan Africa. While the COVID-19 pandemic has certainly brought recognition to the importance of the informal economy in Sub-Saharan Africa, broad knowledge of the impacts on the informal economy actors, their needs and what to do through effective

policies and programmes to trigger recovery and building back better remains limited (including on building climate resilience, managing the environment and the provision of energy). This presents a unique opportunity for ILO-UNDP task team to play a connecting and enabling role by assembling the analysis and findings through direct interaction with informal economy actors and their representative organizations (on the impacts, their coping, needs and grassroots innovations), and by providing an innovative platform that empowers informal economy actors to bring their voices and knowledge directly, in particular through strengthening their organizations and capacities, to respective decision-makers and among other things facilitate to facilitate their active engagement and participation as agents of inclusive economic growth and policy change by addressing their particular needs and challenges as well as harnessing their comparative advantages.

For this purpose, the task team seeks to engage a qualified and experienced consultant to assemble the knowledge, analysis and findings drawing on existing work done by ILO/UNDP and others as well as supplement these by working with organizations and representatives of those who operate in the informal economy, such as informal economy associations, employers and workers organizations, NGOs, consumer associations, women groups, or professional associations in Africa. The overall objective of this initiative is to inform and ultimately contribute to the strengthening of policies and programmes to better address the needs of the informal economy through innovative research and analysis as well as the organization, engagement, and empowerment processes for a better recovery. More specifically, this will be achieved by enriching and broadening the understanding of the informal economy through analysis and findings by the informal economy actors themselves; by providing an evaluation of the policy conclusions drawn by external/expert-led studies, and by empowering the informal economy actors and their representative organizations through a process of engagement with government, social partners and development partners that brings a new/renewed focus to informal economy policies and programmes (including to build on the aspirations of informal economy actors to advance climate resilience, biodiversity management and nature-based solutions). In the long term, this process is expected to create new partnerships between decision-makers, development partners and informal economy actors.

II. SCOPE OF THE WORK

Under the supervision of the ILO/UNDP task team on the informal economy, and with direct reports to Policy Specialist, Economics, Inclusive Growth Team, UNDP RSCA, the select consultant will:

1. Hold regular consultative meetings with the task team to develop a good understanding of the assignment as well as the knowledge resources required to prepare the background report, which will be used as a basis for the organization of an innovative policy dialogue between decision-makers and informal economy actors.
2. Develop a draft annotated outline to be shared with the task team and finalize it after feedback received.
3. Gather information from relevant sources/institutions/ministries/departments, social partners, development partners and UN agencies on ongoing measures, interventions, research, and policy work relevant to informal economy including in response to COVID-19.
4. Juxtapose the above by collecting, reviewing and analysing existing (UNDP accelerator labs and ILO sectoral studies) and new data on the effectiveness of policy responses (including to COVID-19) from the perspective of informal economy workers and economic units paying particular attention to the perspectives of women, young people and vulnerable groups such as persons with disabilities and possibly returnee migrants, as well as government, organised business, organised labour, and informal economy associations and representative employers and workers organizations;
5. Together with existing data generated by UNDP accelerator labs, as well as ILO sectoral studies, diagnostics and assessments, identify gaps and carry out further discussions/meetings/interviews with key informants/stakeholders/individuals in the informal economy and assemble their perspective on policies that would work for the informal economy generally and as new shocks unfold.
6. Analyse and interpret the results and discuss initial results with the key stakeholders including presenting key findings/recommendations in validation meetings/seminars.
7. Prepare draft background paper for review by the task team and broader ILO/UNDP colleagues.
8. Finalize the paper after the innovative policy dialogue and submit for approval.

III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Annotated outline of the Background Report	5 Working days	Policy Specialist, Economics and Poverty, Inclusive Growth Team, RSCA
2	Submission of first full draft of the Background Report for review and acceptance	20 Working days	Policy Specialist, Economics and Poverty, Inclusive Growth Team, RSCA
3	Submission of written, summarized material for the policy dialogue	5 Working days	Policy Specialist, Economics and Poverty, Inclusive Growth Team, RSCA
4	Submission and approval of the finalized Background Report	20 Working days	Policy Specialist, Economics and Poverty, Inclusive Growth Team, RSCA

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. The consultant will work under the guidance of the UNDP/ILO Task Team on the Informal Economy. The consultant will however report directly to the Policy Specialist Economics and Poverty, Inclusive Growth Team, UNDP RSCA who will act on behalf on the UNDP/ILO Task Team on the Informal Economy to provide approval on and acceptance of outputs.
- b. As mentioned above, the consultant will work under the guidance of the UNDP/ILO Task Team on the Informal Economy. The consultant is expected to engage with different informal economy associations, relevant government institutions, ministries and departments, social partners, development partners and UN agencies identified through the process of dialogue with the task team and the identification of information sources in the annotated outline of the background report.
- c. The consultant will be supported throughout the process of developing and finalizing the background report through access to studies, UNDP Accelerator Labs personnel and data on the informal economy as well as contacts with informal economy associations.

VI. DURATION OF THE WORK¹

- a. The duration of work will be from 50 working days distributed over 5 months as laid out in III above.
- b. An estimated 10 working days Lead Time (LT) will be allowed for UNDP/ILO Task Team on the Informal Economy to review outputs, give comments, certify approval/acceptance of outputs, etc.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Master's degree in development studies, social policy, public policy, politics, economics, or a related area

b. Experience:

- A 10 solid years of progressively responsible experience in innovative development-oriented research.

c. Language:

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

- Excellent knowledge of English, including the ability to set out a coherent argument in reports, presentations and advocacy materials;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, UN staff);
- Proficiency in French will be considered a strong asset.

d. Functional Competencies:

- Knowledge of the diverse development constraints and challenges related to the informal economy in Sub-Saharan Africa.
- Capacity to work in multicultural settings and engage with a diverse set of partners and stakeholders including Government, development, and community and business organizations and associations.
- Extensive experience in research, qualitative and quantitative data, and strategic level analysis.
- Strong communications, networking and teamwork skills.
- Hands-on research experience with civil society, local communities and/or vulnerable groups is an asset.
- Previous experience in designing and implementing policy dialogues among and between a diverse set of stakeholders is an asset.

e. Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils 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 Proposals. 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 weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV and interview)	70%	100
▪ Criteria a. Master's degree in the preferred subject and high demonstration of knowledge and experience of the informal economy in Africa	50 pts	
▪ Criteria b. Sound research experience including on the theme of the informal economy as well as in Africa	7 pts	
▪ Criteria c. Demonstration of innovation on research and/or policy dialogues	7 pts	
▪ Criteria d. Proficiency in French	6 pts	
Financial (Lower Offer/Offer*100)	30%	
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

- The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive² lump-sum contract amount** when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Approved annotated outline for the background report on the informal economy	Policy Specialist, Economics, Inclusive Growth Team, UNDP RSCA	30%
2 nd Installment	Approved first full draft of the background report on the informal economy	Policy Specialist, Economics, Inclusive Growth Team, UNDP RSCA	30%
3 rd Installment	Approved materials for the policy dialogue and approved finalized version of the background report on the informal economy	Policy Specialist, Economics, Inclusive Growth Team, UNDP RSCA	40%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

TECHNICAL PROPOSAL COVER PAGES

Cover Page

Cover Letter

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference
- 1.7 Academic Credentials

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto) – use separate pdf file

Annex b. Duly Signed Personal CV's/P11 (use the template hereto) – use separate pdf file

Annex c. Financial Proposal – BREAKDOWN OF COSTS Template (use the template hereto) use separate pdf file

² The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy 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. HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications **through:**

<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH2704**