

TERM OF REFERENCE (ToR)

GENERAL INFORMATION

Services/Work Description:	International Consultant as Event Planner and Manager for a policy dialogue 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 B (Specialist)
Duty Station:	Home-based
Expected Places of Travel:	With possibility of travel to arrange and implement the policy dialogue (if not held virtually) in Africa
Duration:	30 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, what are 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 and representative organizations to bring their voices and knowledge directly to respective decision-makers and among other things facilitate the transformation of the informal economy.

For this purpose, the task team will be engaging a qualified and experienced consultant to assemble the knowledge, analysis and findings drawing on existing work done by ILO/UNDP as well as supplement these by working with organizations and representatives of those who labour 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 and their representative organizations; by providing an evaluation of the policy conclusions drawn by external/expert-led studies, and by empowering the informal economy actors through both their organization and a process of engagement with government, social partners and development partners that brings a new/renewed focus to informal economy policies and programmes. In the long term, this process is expected to create new partnerships between decision-makers, development partners and informal economy actors and their representative organizations.

Along with the consultant engaged to assemble the data and analysis (background report), this initiative is seeking to engage a qualified and creative **events planner and manager** that can work with the task team and brainstorm, design and implement an innovative policy dialogue event in partnership with a host of stakeholders. The task team is envisioning a face-to-face event some time in November 2021 in Africa. This will bring together representatives of the informal sector in Africa, policy makers, development organizations as well as policy researchers to tease out the issues, challenges and help shape a longer term UNDP-ILO agenda/initiative on the informal economy for inclusive growth in Africa. The policy and research participants will be drawn from a wide range of sectors in which the informal sector operates. The consultant will conceptualize, design/plan, organize and lead the logistical implementation of the event.

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 event planner will:

1. Hold regular consultative meetings with the task team to develop a good understanding of the assignment as well as the organization of an innovative policy dialogue between decision-makers and informal economy actors and their representative organizations.
2. Engage with the consultant developing the background paper and elicit ideas for the policy dialogue event.
3. Propose ideas for what would be the most impactful arrangements for the design of the policy dialogue by brainstorming with the task team and the consultant.
4. Finalize the agreed design of the event including when, where it will be held and in what form (virtual, hybrid or face-to-face).
5. Lead on the dissemination of invitations and follow-up with engaging internal and external stakeholders.
6. Arrange the venue (and in case face-to-face) as well as all the related logistics required (e.g. floor plan design, translations/interpreters, catering, sound and visuals such as speakers, microphones, screens, podium, etc.) for the policy dialogue.
7. Arrange the signage at the venue (likely to be ILO and UNDP and partners posters).

8. Ensure the event is well-captured by arranging recordings as well as well as a photographer for the event.
9. Support the consultant and communications experts in UNDP/ILO with the development of key messages, press briefs and other advocacy documents related to the event.
10. Remain flexible and available for any other duties that may arise in the organization and delivery of the event.

III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Write-up on the finalized agreed design of the policy dialogue	10 Working days	Policy Specialist, Economics and Poverty, Inclusive Growth Team, RSCA
2	Development of press briefs and advocacy documents related to the policy dialogue	5 Working days	Policy Specialist, Economics and Poverty, Inclusive Growth Team, RSCA
3	Delivery of a successful policy dialogue	15 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 stakeholders from 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 ensure they are invited and their participation confirmed.

VI. DURATION OF THE WORK¹

- a. The duration of work will be from 1 August 2021 to 15 December 2021 for 30 effective person-days 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, arrangements etc.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Relevant bachelor's degree in public relations, communications or a related area. A master's degree in a relevant field is desirable.

b. Experience:

- A minimum of 5 years of progressively responsible experience in event planning and management is required.

c. Language:

- Excellent knowledge of English, including the ability to effectively communicate in a team setting;

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.

- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff)
- Proficiency in French is an asset.

d. Functional Competencies:

- 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.
- Sound experience in relationship management and ability to foster strategic relationships.
- Strong communications, networking and teamwork skills.
- Ability to work under pressure and deliver on tight deadlines.
- Previous experience in designing policy dialogues among and between a diverse set of stakeholders is a definitive advantage.

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. Understanding the Scope of Work (SoW); relevant degree; and experience of event planning and management	50 pts	
▪ Criteria b. Previous experience in designing and implementing policy dialogues	7 pts	
▪ Criteria c. Previous experiences in engaging a diverse set of stakeholders	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.

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

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	Write-up on the finalized agreed design of the policy dialogue	Policy Specialist, Economics and Poverty, Inclusive Growth Team, RSCA	30%
2 nd Installment	Development of press briefs and advocacy documents related to the policy dialogue	"	30%
3 rd Installment	Delivery of a successful policy dialogue	"	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

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: **ETH2705**