

TERMS OF REFERENCE
For Responsible Party (CSO/NGO)

A. PROJECT TITLE

MARKETS FOR CHANGE - PHASE I SAMOA

B. IMPLEMENTATION TIMEFRAME

AUGUST-OCTOBER 2022

C. PROJECT DESCRIPTION

The Markets for Change (M4C) is a UN Women project in partnership with the UNDP and the governments of Fiji, Samoa, Solomon Islands and Vanuatu. Funded by the Governments of New Zealand, Australia, and Canada, it is a 5-year initiative aimed at ensuring that marketplaces in rural and urban areas in the four countries are safe, inclusive, and non-discriminatory environments, promoting gender equality and women's socio-economic empowerment.

The Markets for Change Project focuses on four main project objectives of: Outcome 1: Inclusive, effective and representative marketplace groups are created and grow, further enabled and recognized; Outcome 2: The socioeconomic security of women market vendors is improved; Outcome 3: Local governments, market management and other decision-makers are gender-responsive, effective and accountable to women market vendors; and Outcome 4: Physical infrastructure and operating systems are improved to make markets more gender-responsive, safer, more accessible and resilient to disaster risks and climate change. Results and lessons from the implementation of Phase I in Fiji, Solomons and Vanuatu helped to shape Phase II in those countries and Phase I in Samoa. The UNDP Samoa MCO is the implementing partner for the implementation and delivery of Project Outcome 2 of the Markets for Change, which focuses on the socio-economic security and rights of women market vendors in Samoa.

D. SCOPE OF WORK

The Responsible Party engaged for this assignment will implement and deliver Output 2.1 of the Markets for Change Phase II Project. Informed by the findings of the Needs Assessment Survey, the RP is expected to develop and customize training modules, and effectively deliver relevant capacity building training for Women Market Vendors on financial management to include financial technology solutions or fintech as well as digital business skills, and on the priority, needs identified through the assessment, targeting a minimum number of 100 Vendors trained with 80% are women.

The Responsible party will also monitor and evaluate how the acquired knowledge and skills of the vendors are utilized to improve their vending business and report on the results. The Responsible Party is expected to have an existing service for business support and most importantly a strong network across private sector organizations, civil society, government ministries and international partners.

The selected Responsible Party (RP) will be required to deliver the following Outputs and Activities of the M4C Joint Programme.

OUTPUT 2.1 Market Vendors' lives improved due to strengthened financing competencies and record keeping so that they better leverage business and financing access opportunities

Relevant activities:

- a) Informed by the findings of the Needs Assessment Survey, develop, and customize training modules
- b) Coordinate and facilitate the selection and identification process of Vendors for the Training Workshops
- c) Implement and deliver capacity building training for Market Vendors on financial management to include financial technology or fintech solutions, digital business skills, and priority areas identified through the Needs Assessment, targeting a total minimum number of 100 Vendors (90% are women and girls)
- d) Conduct monitoring and evaluation of the Training Programs to ensure that the expected outputs and results of the project (M4C Phase II) are achieved.
- e) Coordinate and provide relevant networking opportunities for knowledge sharing, mentoring, and coaching for women vendors.

E. EXPECTED OUTPUTS AND ACTIVITIES

Under the guidance of the UNDP Samoa MCO Assistant Resident Representative (ARR), Governance and Poverty Reduction Unit (GPRU), the NGO/CSO will support capacity building activities of the Markets for Change Phase II Project targeting Women Vendors in Samoa.

Expected Outputs and Deliverables

DELIVERABLES/OUTPUTS	TARGET DUE DATES	Amount (USD) to be paid upon UNDP Certification of Deliverable and Satisfactory Performance
Upon certification and approval by UNDP, design and develop a relevant Training Programmes for Women market vendors on financial (incl. financial technology or fintech solutions) & digital business skills, and priority needs identified through the Assessment.	9 th September 2022	XXX
Upon Certification and approval by UNDP, deliver training workshops, practical learning opportunities for Market Vendors	15 th October 2022	XXX
Upon Certification and approval by UNDP, conduct monitoring and evaluation activities to ensure that the expected outputs and results of the M4C Phase II are achieved.	29 th October 2022	XXX
TOTAL DURATION	50 days	

F. INSTITUTIONAL ARRANGEMENT

Under the direct supervision of the ARR-GPRU, with technical backstopping from the UNDP M4C PMU the successful CSO/NGO as the Responsible Party is expected to deliver and produce the required deliverables.

G. DURATION OF WORK

The duration of the assignment is approximately 80 Days

H. DUTY STATION

The successful CSO/NGO will be stationed at their headquarters and coordinate as well as implement all activities from their headquarters.

I. TECHNICAL CRITERIA FOR EVALUATION:

The Responsible Party will be selected according to the Collaborative Advantage Criteria listed below:

1. Geographical access to Beneficiaries
2. Prominent player in the Development Community
3. Track record in Developing Solutions and methodologies aligned with UN Values and Approaches (e.g., Innovation, Human Rights)
4. Key Leadership role in resolving development issues.

J. PAYMENT SCHEDULE

DELIVERABLES/OUTPUTS	TARGET DUE DATES	Percentage to be paid upon UNDP Certification of Deliverable and Satisfactory Performance
Upon certification and approval by UNDP, design and develop a relevant Training Programmes for Women market vendors on financial to include financial technology or fintech solutions, & digital business skills, and priority needs identified through the Assessment.	1 st July 2022	40%
Upon Certification and approval by UNDP, deliver training workshops, practical learning opportunities for Market Vendors	19 th August 2022	50%
Upon Certification and approval by UNDP, conduct monitoring and evaluation activities to ensure that the expected outputs and results of the M4C Phase II are achieved.	16 th September 2022	10%
TOTAL		100%