

TERMS OF REFERENCE
National Consultant
Support the implementation, monitoring of activities in
Muthanna, Iraq

I. INTRODUCTION

Iraq faces significant challenges in unlocking its entrepreneurial potential due to heavy reliance on the oil sector and extensive government involvement in state-owned enterprises, hindering private-sector growth and diversification. This results in a small private sector struggling to compete against cheap imports and limited investments, compounded by a challenging business environment with complex registration processes, inadequate tax systems, and weak contract enforcement. Access to credit, especially for SMEs, is problematic, contributing to a prevalence of informal businesses. High unemployment rates, particularly among women and youth, worsen the situation. Iraq requires comprehensive structural reforms to address these issues, and the International Labour Organization (ILO) can play a vital role in supporting evidence-based policies, strengthening business and finance capacities, promoting formalization, and providing essential support to startups, ultimately aiming to boost job quantity and quality while diversifying the Iraqi economy.

In response to these challenges, 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 Riyadh 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 will be implemented in coordination with national partners, including the Ministry of Labour and Social Affairs, Directorate of labour and vocational training in Basra and Muthanna, employer organization in Basra and Muthanna, Basra and Muthanna local government, Iraqi federal industries, and other related stakeholders.

II. OBJECTIVE

The project needs to use the services of a consultant to arrange the coordination with national partners and oversee the quality and the implementation of the project in Muthanna, Iraq.

III. SCOPE OF WORK

The consultant will closely interact with the project manager and Senior National Project Officer. He/she will lead the coordination with the project's stakeholders, follow up with the project's beneficiaries, and organize the training in coordination with the trainers, logistics company, and related stakeholders.

The consultant is required to support the implementation of the activities as follows:

- Conduct regular meetings with the project's stakeholders to ensure that all activities are implemented in coordination with them and keep minutes of the meetings.
- Support the making of schedules for project activities in Muthanna to ensure that all activities are completed on time.
- Support in outreach and selecting beneficiaries who meet projects' criteria.
- Support the tracking of beneficiaries and filling of the relevant monitoring tools developed.
- Participate in activities related to data collection, assessments, focus group discussions, surveys, etc. with related stakeholders and communities.
- Supervise the training and workshops in Muthanna in coordination with the ILO, logistics company, and the project stakeholders.
- Support the organization of project training, workshops, seminars, etc.
- Review all deliverables and reports of contractors before submitting them to the ILO to ensure that the quality of these products meets relevant guidelines and terms of reference and holds the expected standard of quality.
- Prepare activity monthly progress reports and ensure the accuracy and timely submission of these reports.
- Perform any other tasks assigned by the Project manager and the National Senior Project Officer to achieve the project objectives.

IV. QUALIFICATIONS AND WORK EXPERIENCES

- Experience in programme planning, design, follow-up, implementation, monitoring and evaluation of the projects
- Strong communication skills and good ability to communicate in English.
- Professional experience in the field of development and monitoring activities, with experience liaising with government authorities, other national/international technical counterparts and NGOs, and building effective partnerships.
- Experience in communicating and working with a wide range of actors, including people of culturally diverse backgrounds, government and authorities, humanitarian actors (UN agencies and NGOs).
- Experience working in development or humanitarian programming

V. DELIVERABLES & EXPECTED TIMELINE & FEES:

- The contract duration from 25 January till 25 May 2024
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Deliverable	Reporting period	Daily rate	Total
• Report on the results of the work carried on: - Conduct regular meetings with the project's stakeholders to ensure that all activities are implemented. - Support in Access to finance mapping - outreach 200 entrepreneurs and select the best for the training. - Supervise the training in SIYB for 150 - Beneficiaries Tracking. - Two monthly reports	25 January – 24 March (30 working days)		
• Report on the results of the work carried on: - Conduct regular meetings with the project's stakeholders to ensure that all activities are implemented.	25 March – 25 May (30 working days)		

- Support in Access to finance mapping - outreach 200 entrepreneurs and select the best for the training. - Supervise the training in SIYB for 150 - Beneficiaries Tracking. - Two monthly reports			
Total			

VI. Submission:

Please submit the following by maximum 20 January 2024 to bgw-procurement@ilo.org, Baniawwad@ilo.org , al-hashamat@ilo.org, abdulameer@ilo.org:

- one page on how you perceive conducting the assignment and your CV. This one page will be considered as the technical proposal.
- Financial proposal should include the daily rate for the consultant to complete the deliverables table above

