

TERMS OF REFERENCE
National Consultant
Support the implementation, monitoring of ILO's projects
activities in Basra, Iraq

I. INTRODUCTION

Despite being the major centre for oil exports, Basra governorate has a high rate of unemployment, poverty, and a lack of basic services. In Basra, a city of more than 4 million, unemployment reached 21.8% in 2021, higher than the national average of 16.5% and the 5th highest rate in the country. Basra also has the 3rd highest NEET rate amongst young women in the country, and the 5th highest amongst young men (at 62.5% and 27.5% respectively). Moreover, SMEs are 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. As a response, The ILO under Decent work country programme (DWCP) is implementing two projects in Basra a project:

- “Increasing Access to Employment Opportunities for Vulnerable Urban Population in Basra City in Response to the COVID-19 Crisis” in partnership with UN-Habitat and funded by the EU. The project aims to enhance job opportunities for unemployed young men and women in three underserved settlements in Basra (Al-Ahrar, Al-Kubiyah, and Jurf Al-Melah) through development interventions including (1) Construction interventions at the project adopting the Employment Intensive Approaches and Decent Work, (2) Improve employment services through employment centers and digital employment platform (3) Enhance skills and capacities of vulnerable urban populations and SMEs to increase employability and productivity.
- “Towards more and better employment through enhanced support for the private sector in southern Iraq with a focus on green business 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, emphasizing 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.

Both projects will be implemented in coordination with national partners, including the Ministry of Labour and Social Affairs, Directorate of labour and vocational training in Basra , employer organizations, Basra local government, Iraqi federal industries, Universities in Basra, and other related stakeholders.

To that end, the ILO is looking for a national consultant from Basra to support for the implementation, and monitoring of activities in Basra under both projects, and develop the relationship with local communities of the targeted neighborhoods.

II. OBJECTIVE

The project needs to use a consultant's services to coordinate with national partners and monitor the project's quality and implementation in Basra, Iraq.

III. SCOPE OF WORK

The consultant will closely interact with the Senior National Project Officer and the Technical Officer. He/she will be provided with any supporting documents as required, including the Project Document, the Project Work Plan, and the Progress Report. In addition, he/she will be responsible for the coordination with the project's stakeholders and arrange meetings with them and monitor the projects' implementing partners.

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

- Conduct regular field visits to the targeted neighborhoods, hold meetings with local communities to involve them in the project activities, and ensure quality program implementation.
- Conduct field assessment for the oil companies (local and international) in Basra.
- Monitor the projects' implementing partners activities for quality assurance, workplans tracking, identify bottlenecks and report them.
- Organize 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 Basra to ensure that all activities are completed on time.
- 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.
- Support the evaluation and monitoring of project and program activities, establish ways to systematically assess achievement, and recommend corrective action as needed.
- Support the organization of project trainings, workshops, seminars, etc.
- Review all deliverables and reports of contractors before submitting them to the project Senior National Project Officer to ensure that the quality of these products meets relevant guidelines and terms of reference and holds the expected standard of quality.
- Prepare activity progress reports (in English) and ensure the accuracy and timely submission of these reports.
- Perform any other tasks assigned by the National Senior Project Officer to achieve the project objectives.

IV. DELIVERABLES & EXPECTED TIMELINE & FEES:

The contract duration from 1 March till 31st August 2024.

Report on the results of the work carried on:

Field Assessment for Oil Companies:

Execute a comprehensive field assessment for 30 oil companies, both local and international.

Implement the designed survey to systematically collect relevant data.

Obtain necessary clearances and approvals to access company locations.

Vocational Training Supervision:

Oversee the delivery of 23 days of vocational training for 150 participants within the contracted period.

Ensure the effective completion of training, addressing any challenges that may arise during the process.

Monitor the quality of training content and delivery methodologies.

Distribution of Business Toolkits and transportation allowance:

Supervise the distribution of business toolkits and transportation allowances to project beneficiaries.

Verify the completeness of all supporting documents associated with the distribution process.

Engineering Training Supervision:

Oversee the training of 50 engineers throughout the contracting period.

Ensure the training aligns with project objectives and meets the required standards.

Event Supervision in Basra:

Supervise various events conducted in Basra under both projects.

Manage logistics, invitations, and other event-related tasks to ensure smooth implementation.

Monitoring Implementing Partners:

Monitor and evaluate the activities of implementing partners.

Provide necessary support and guidance to partners as required for successful project implementation.

Community Engagement and Relationship Building:

Conduct regular weekly visits to targeted communities.

Develop and strengthen relationships with project stakeholders, fostering positive engagement.

DOLSA Collaboration and Employment Center Oversight:

Follow up with DOLSA to expedite the completion of the employment center in Basra.

Coordinate with the contractor to facilitate participants' involvement in on-the-job training and employment opportunities.

Stakeholder Coordination:

Coordinate with MOLSA, local government, trade unions, and employers' organizations.

Enhance collaboration during the contracting period to improve the overall quality of project implementation.

V. QUALIFICATIONS AND WORK EXPERIENCES

- Experience in programme planning, design, follow-up, implementation, monitoring and evaluation of the projects
- Strong communication skills, and coordination skills especially with ILO's social partners.
- Professional experience in the field of development and monitoring activities, with experience in 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.
- Familiar with ILO tools (desirable)

Timeframe and working days:

The activities of this technical support are expected to be carried out between **Contract duration: 1st March 2024 by 31 August 2024.**

The working days will be distributed on the reporting period as below to complete the required deliverables successfully in the ToR.

Month	Actual Working days	Daily rate (IQD)	Total (IQD)
March	22		
April	18		
May	20		
June	20		
July	19		
August	21		
Total			

Payment Schedule:

Payment	Deliverables
First Payment	33% - Submitted the first invoice up to 30 April. Submission of Monthly report for March, and April technical report approved by the ILO.
Second Payment	33% - To be paid upon receiving the invoice up to 30 th June. Submission of Monthly reports for May, and June Technical reports approved by the ILO.
Final Payment	34% To be paid upon receiving the invoice up to 30 th August including the Final Technical report for July and August approved by the ILO

VI. Submission:

Please submit the following by maximum 21 February 2024 to bgw-procurement@ilo.org, Baniawwad@ilo.org, al-hashamat@ilo.org, abdulameer@ilo.org: shareef@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 in IQD for the consultant to complete the deliverables using the table above.
- Subject of the email "ILO-National Consultant-Basra"