



Term of Reference

Towards more and better employment through enhanced support to private sectors in southern Iraq – with a focus on green business (PSD_GREEN)

TOR Title	Local Consultant for Supporting Project Activities in ILO - Baghdad			
Country	Iraq		Project Code	IRQ/22/03/ITA (109048)
Duration	From	05/09/2024	to	5/03/2025

PROJECT BACKGROUND

1. General background

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.

Assignment background:

The project aims to enhance support for private sector development and decent job creation in Southern Iraq, with a focus on promoting sustainable green businesses. It operates at macro, meso, and micro levels to improve the business environment, build institutional capacities, and support MSMEs.

At the macro level, the project supports evidence-based policy options for micro, small, and medium-sized enterprises (MSMEs) through business environment assessments, developing MSME development strategies, and establishing the Business Disability Network. These activities require close collaboration and coordination with the government, ILO constituents, and partners in Iraq.

The PSD_GREEN project aims to enhance support for private sector development and creation of decent green jobs. The Local Consultant will assist the project team in Baghdad by facilitating communication, coordinating activities, and ensuring smooth project execution.



Objective of the Consultancy

The Local Consultant will provide comprehensive support to achieve the project's objectives in Baghdad, focusing on:

- Effective stakeholder engagement
- Coordination of meetings, workshops, and training sessions
- Monitoring and reporting on project progress

SCOPE OF WORK

The consultant will be responsible for the following tasks:

4.1 Project Coordination and Follow-up:

- Maintain regular communication with the project team (Estimated Activities: Daily)
- Track project deliverables and activities, highlighting any delays or concerns (Estimated Activities: Ongoing)
- Prepare progress reports for the Project Manager (Estimated Activities: Bi-weekly)

4.2 Meeting Arrangements:

- Schedule and organize meetings with stakeholders (government, employers, workers, financial institutions, MSMEs) (Estimated Activities: 20 meetings)
- Prepare and distribute meeting agendas, minutes, and documentation (Estimated Activities: For all 20 meetings)
- Ensure proper record-keeping of meeting outcomes and action points (Estimated Activities: For all 20 meetings)

4.3 Training and Workshop Coordination:

- Organize training sessions and workshops based on project activities (Estimated Activities: 3 training sessions)
- Coordinate with trainers, participants, and venues (Estimated Activities: For all 3 sessions)
- Assist in preparing and distributing training materials (Estimated Activities: For all 3 sessions)

4.4 Stakeholder Engagement:

- Maintain communication with key stakeholders involved in the project (Estimated Activities: Ongoing)
- Facilitate stakeholder consultations for green business development (Estimated Activities: 3 consultations)
- Promote dialogue between stakeholders for collaborative efforts (Estimated Activities: Ongoing)

4.5 Green Business Action Plan Development Support:

- Moderate workshops (Estimated Activities: 4 workshops)
- Conduct stakeholder meetings (Estimated Activities: Up to 10 meetings)
- Follow up with stakeholders for arrangements (Estimated Activities: Ongoing)
- Attend meetings as requested (Estimated Activities: As needed)

4.6 Reporting and Documentation:

- Prepare and submit regular progress reports to the Project Manager (Estimated Activities: Bi-weekly)
- Document success stories, lessons learned, and best practices (Estimated Activities: Ongoing)
- Maintain organized project documentation (Estimated Activities: Ongoing)

4.7 Additional Tasks:

- Perform any additional tasks assigned by the Project Manager or National Senior Project Officer, aligned with project objectives.

DELIVERABLES & FEES

The assignment will take place from **5 September 2024 to 5 March 2025**.

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 (up to 10 and meetings and 2 training sessions)	5 September 2024 – 5 November (20 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 (up to 10 and meetings and 2 training sessions)	5 November 2024 – 31 December 2024 (20 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 (up to 10 and meetings and 2 training sessions)	1 January 2025 – 5 March 2025 (20 working days)		



SELECTION CRITERIA: Qualifications and Expertise:

The consultant should meet the following qualifications and possess the necessary expertise:

- 1- University degree in a relevant field (e.g., business administration, environmental science, development studies).
- 2- Minimum 3 years of experience in a relevant field.
- 3- Demonstrated experience in program planning, design, implementation, and follow-up.
- 4- Strong communication, interpersonal, and organizational skills.
- 5- Experience working with government authorities, NGOs, and other stakeholders in Baghdad.
- 6- Excellent organizational and project management skills with proven experience in planning, follow-up, and coordinating multi-stakeholder committees or working groups, preferably in the MSMEs, private sector development, Decent work.
- 7- Strong facilitation and communication skills, with the ability to lead discussions and ensure productive outcomes.
- 8- Good experience working with local government agencies, trade unions, employers' organizations, and civil society.
- 9- Sector Knowledge: Familiarity with the private sector and green business initiatives in Iraq would be advantage.

SUPERVISION

The consultant will conduct the assignment under the overall supervision of the PSD-GREEN project manager and the and the Senior National Project Officer

TIME FRAME AND PROPOSAL SUBMISSION

The assignment will take place tentatively from **5 September 2024 to 5 March 2025**.

Please submit the following by 31 August 2024 at 17:00 Baghdad time to:

iraq-procurement@ilo.org

Please indicate the title of the consultancy in the subject of the email: Local Consultant for Supporting Project Activities in ILO - Baghdad

Required Submissions:

1. Proposal (one page including previous experience in similar works, and implementation methodology)
2. CV
3. Financial proposal (daily rate & actual working days)