



Term of Reference

TOR Title	Local Social Security and Formalization Coordination Consultant for Tripartite Groups in Basra		
Country	Iraq	Project Code	IRQ/20/06/EUR (108124)
Duration	From 01/06/2025	To	15/04/2026
Type of consultancy	National Individual Consultant (External Collaborator)	Number of working days	110
Application deadline	7th of May 2025	Duty Station	Basra, Iraq

BACKGROUND

In March 2023, Iraq ratified International Labour Organization (ILO) Convention No. 102 on Minimum Standards of Social Security. Following this, in November 2023, the Government enacted Law No. 18 of 2023 on Retirement and Social Security for Workers. This new law replaces the former Retirement and Social Security Law No. 39 of 1971 and aims to provide comprehensive coverage for all workers, including those in the informal economy, the self-employed, and contributing family workers. These legislative developments mark a significant step towards increasing the formalization efforts in the country. Indeed, the expansion of social security in itself will shed light on hereto hidden labour relations and enable efforts to ensure better protections.

Basra Governorate represents the highest Labour Force participation rate in all Iraq (at 40.7% as per 2021 LFS). Understanding the specific needs and challenges faced by Basra's labour force is crucial. Engaging in tripartite discussions is vital for the successful implementation of the new social security law, ensuring that the perspectives and requirements of Basra's diverse workforce are effectively addressed.

In that line, the ILO is committed to providing technical support for reforming and developing Iraq's social security system and enforcing relevant regulations, including the new law. This initiative is in collaboration with the Ministry of Labour and Social Affairs, workers' and employers' organizations, the Labour Committee and Civil Society Institutions within the Iraqi Parliament, with funding generously provided by the European Union in partnership with UNICEF and World Food Program.

As part of the project, in April 2024, the ILO conducted a one-day tripartite workshop in Basra Governorate, which included local government representatives, the Social Security Office in Basra, workers' and employers' organizations. The workshop aimed to facilitate social dialogue on the national implementation of the new social security law and highlighted proposed activities for 2023-2027. Discussions focused on implementation mechanisms, the commitments of local and national parties, challenges, strategies, and priorities for expanding coverage under the new law in Basra. The workshop concluded with an agreement to continue joint efforts between the Department of Pension and Social Security in Basra, workers', and employers' organizations to ensure the optimal application of the law.

In mid-2024, the ILO supported the establishment of the tripartite committee in Basra to provide facilitation and oversight to the extension of social security coverage under the new Law No. 18 in Basra and effective social security participation.

ASSIGNMENT OBJECTIVES

Under the EU-funded project "Social Protection Programme for Iraq: Leveraging Effective Response and Accelerating Reform," the International Labour Organization is seeking a Local Social Security Consultant in Basra to coordinate the work of the tripartite consultation group in the governorate.

The primary objective of the Local Social Security and Formalization Consultant is to facilitate the effective coordination and collaboration of the tripartite plus constituents in Basra Governorate, ensuring social dialogue among

all stakeholders to successfully facilitate and follow up on the expansion of social security coverage under the new Retirement and Social Security Law No. 18 of 2023, effective social security participation and progressive transition from the informal to the formal economy among workers and economic units.

This role focuses on strengthening coordination and information exchange between the Social Security Department, trade unions, employers' organizations, and other relevant stakeholders. Key responsibilities include organizing meetings, workshops, and coordination events; identifying and addressing challenges in tripartite-plus discussions; overseeing the implementation of the new Law; facilitating the exchange, interpretation, and preliminary analysis of information and data; and monitoring progress to assess impact and support the extension of social security coverage to all workers in the governorate and progressive transition to formality.

SCOPE OF WORK

The selected consultant will undertake the following activities:

1. Support in Tripartite coordination and Stakeholder Engagement:

- **Facilitate and convene regular in-person tripartite or tripartite-plus meetings** to support counterparts in developing a comprehensive framework for extending social security coverage and support formalization efforts in Basra. This includes leading discussions among the Social Security Department, trade unions, and employers' organizations to develop a joint action plan, ensuring that all stakeholders' perspectives are taken into account.
- **Coordinate closely with ILO tripartite constituents** — government, workers', and employers' organizations — as well as other relevant stakeholders in Basra to strengthen collaboration throughout the consultancy period. This coordination will contribute to the successful extension of social security coverage to workers in both the formal and informal economies, promoting more inclusive and comprehensive social protection.
- **Support the establishment of sectoral or geographical sub-groups** within the tripartite framework, in collaboration with local counterparts, to further tailor the extension of social security coverage.
- **Liaise with the National Social Protection Programme Officer**, ensuring alignment with project objectives and work plans.
- **Support in establishing and maintaining partnerships** with government entities, private sector actors, financial institutions, and local communities.

2. Field Implementation & Monitoring:

- **Conduct periodic analyses of the socio-economic landscape in Basra and/or priority sectors to identify the governorate's most prominent or emerging areas of activity** with a potential for the extension of social security coverage, generation of decent (formal) jobs and/or progressive formalization of workers and economic units. This will be done in collaboration with employers' and workers' organizations, as well as other relevant stakeholders, to inform outreach and social security coverage strategies.
- **Support the implementation of the awareness-raising activities** on the Social Security Law in Basra, as part of a national campaign led by the ILO in partnership with the Ministry of Labour and Social Affairs, workers' and employers' organizations, implemented by a local NGO.
- **Facilitate the development and negotiations the tripartite group roadmap on the extension of social security coverage and formalization oversight.** The consultant will support tripartite constituents along the development and negotiation of roadmap for the Basra tripartite group on social security and formalization group. The roadmap will include a context analysis, a detailed workplan, a coordination strategy, and a schedule of periodic meetings to monitor progress. It will also define key activities, indicators, and strategic objectives to guide and align the group's efforts.
- **Support in overseeing implementing partners' activities in Basra**, when relevant, tracking progress against work plans, identifying operational bottlenecks, and providing strategic recommendations.
- Conducting data collection for different types of activities.

3. Operational & Logistical Support:

- Managing schedules and timelines for project activities, ensuring efficient resource allocation and adherence to deadlines.

- Coordinating logistical arrangements for field missions and stakeholder engagements in Basra.
- Follow up with event management providers under supervision of the ILO team.

DELIVERABLES

The consultant is expected to submit the following deliverables:

Deliverables: **Monthly Report** (11 monthly reports in total).

Each month, the consultant will submit a report covering the following:

1. **Stakeholder Engagement & Coordination:** Summary of meetings, key decisions, and follow-up actions.
2. **Challenges, opportunities and way forward:** Overview of challenges faces along the implementation of coordination activities, steps taken for to overcome them and results; summary of the identified opportunities and ways forward.
3. **Data Collected:** Updates on social security registration and participation data, any other relevant data acquired (informality, employment in priority sectors, migrant workers, etc).
4. **Workplan & Timeline Updates:** Progress against planned activities, adjustments, and upcoming priorities.

DURATION OF ASSIGNMENT

The assignment will run from **1 June 2025** to **15 April 2026**, covering a total of **110 working days**, with an average of 10 working days per month.

SCHEDULE OF PAYMENTS

Payments will be released according to the schedule below, subject to the satisfactory completion of activities, as determined by the ILO, and the submission of corresponding monthly reports confirming the working time.

Payment	Percentage	Deliverables	Estimated number of working days	Paid on
First Payment	18%	Monthly reports (1 June – 31 July 2025)	20	By 15 th of August 2025
Second Payment	18%	Monthly reports (1 August – 30 September 2025)	20	By 15 th of October 2025
Third Payment	18%	Monthly reports (1 October – 30 November 2025)	20	By 15 th of December 2025
Fourth Payment	28%	Monthly reports (1 December 2025 – 28 February 2026)	30	By 15 th of March 2026
Final Payment	18%	Monthly reports (1 March – 15 April 2026)	20	By 30 th of April 2026

SELECTION CRITERIA: QUALIFICATION AND EXPERTISE

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

- A first-level university degree (Bachelor's or equivalent) in law, economics, social sciences, or a related field.
- Proven experience in project organization and management, with strong competencies in planning, coordination, and follow-up—particularly in facilitating multi-stakeholder committees or working groups related to social protection or labour initiatives.
- Excellent facilitation and communication skills, with the ability to lead inclusive dialogue and build consensus toward concrete outcomes.
- Demonstrated experience working with key national and local stakeholders, including the Ministry of Labour and Social Affairs (MoLSA), local government bodies, trade unions, employers' organizations, and civil society actors.
- Experience in development programming, with sound knowledge of Iraq's social security system and recent reforms, particularly the Retirement and Social Security Law No. 18 of 2023.
- Good understanding of Basra Governorate's economic and labour market context, including key sectors, workforce characteristics, informality, and levels of social security coverage. Familiarity with the roles and functions of trade unions, employers' organizations, and social security institutions is an asset.
- Strong analytical and research skills, with the ability to deliver clear, concise, and well-structured reports and documentation.
- Fluency (excellent written and verbal communication skills) in Arabic (mandatory) and English (desirable).
- The consultant should be based in Basra, otherwise will not be considered.

Note: *This consultancy is opened for national (Iraqi) applicants only.*

SUPERVISION

The consultant will conduct the assignment under the overall supervision of the Chief Technical Advisor on Social Security and in close coordination with the National Social Protection Programme Officer based in Baghdad.

Technical Proposal

The External Collaborator shall submit a Technical Proposal, not exceeding three pages, outlining their approach to fulfilling the requirements set out in the Terms of Reference (ToR). The Proposal should reflect a clear understanding of the ToR and describe the proposed methodology and implementation approach for activities in Basra (maximum a one-page section), risks, challenges and opportunities (maximum one-page section) and stakeholders and any other considerations related to the implementation of the TORs (maximum one-page section). In addition, the Proposal must include the CV of the applicant and a tentative timeline for tripartite and other possible meetings and activities, as foreseen in the Proposal. The External Collaborator may also attach any other documents or information that demonstrate their technical and professional capacity to successfully carry out the assignment.

Evaluation Process and Criteria

Proposals will be reviewed and evaluated by an Evaluation Panel, to determine compliance with the requirements in the TORs.

A two-stage procedure will be utilized in evaluating the Proposals, with evaluation of each Technical Proposal constituting 70 points of the total grade being completed prior to any Financial Offer which constitute 30 points of the total grade being opened and compared.

TECHNICAL PROPOSAL

Each Technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

The technical proposals will be evaluated according to the criteria described below. The minimum passing score is 50 points:

30 points maximum The proposed methodology and implementation approach for activities in Basra are both feasible and aligned with the requirements of the ToRs; risks, challenges, and opportunities are clearly identified, and stakeholders are effectively mapped in accordance with the expectations outlined in the ToRs.

25 points maximum Consultant's CV demonstrates professional experience in development programming, with expertise in liaising with government authorities, national/international technical counterparts, and building effective partnerships; he/she also has experience in similar consultancies in Basra.

15 points maximum The tentative timeline for tripartite and other proposed meetings and activities, as outlined in the Proposal, is clear and feasible, ensuring regularity of interactions with stakeholders while not overloading them.

The technical proposals can be submitted in English or Arabic.

FINANCIAL PROPOSAL

During the second stage of the evaluation, the Financial Offers (30 points) of all Bidders which have attained at least the minimum score (50 points) during the technical evaluation will be compared. The maximum number of points – 30 points – will be assigned to the lowest Financial Proposal submitted by applicants. All other Financial Proposals will receive points in inverse proportion.

- A financial proposal for conducting this assignment, based on a total of 110 working days, should be submitted in USD or IQD¹ as per the table below.
- Proposed daily fees should exclude transportation and daily allowances.
- All transportation within Basra governorate is under the responsibility of the consultant and it would not be compensated by the ILO.
- If travel is required outside Basra governorate, transportation costs and daily subsistence allowances will be covered by the agreement as per UN regulations and standards. Once dates are known, ILO will be estimating the amount and will be sharing it.

The financial proposal template includes the table below:

Reporting Period	Estimated Working Days	Daily Rate (USD or IQD)	Total (USD or IQD)
1 June – 31 July 2025	20		
1 August – 30 September 2025	20		
1 October – 30 November 2025	20		
1 December 2025 – 28 February 2026	30		
1 March 2026 – 15 April 2026	20		
TOTAL for 110 working days			

¹ As per April 2025 official ILO exchange rate, 1 USD = 1,310 I



PROPOSAL SUBMISSION

Please submit the following **by 7th of May 2025 at 17:00 Baghdad time** to: iraq-procurement@ilo.org

Please indicate the title of the consultancy in the subject of the email:

RFQ-019-25_Local Social Security Consultant in Basra

Required Submissions:

1. Technical Proposal (including implementation methodology, risks, challenges and opportunities assessment and stakeholder analysis)
2. CV
3. Tentative timeline
4. Financial proposal