

TERMS OF REFERENCE FOR A CONSULTANT TO CONDUCT A NEEDS ASSESSMENT IN THE MUNICIPAL DISTRICTS OF WATERBERG AND OR TAMBO TO INFORM THE DESIGN OF THE UN SIGNATURE PROJECT FOR BUSINESS SUPPORT TO SMALL MICRO & MEDIUM ENTERPRISES AS WELL AS INFORMAL BUSINESSES IN THE DISTRICTS.

Submission Deadline: *Close of Business 29 November 2021 and should be sent to the following emails - flongombo@yahoo.co.uk and moitse@ilo.org*

Candidates should submit:

- Updated CV.
- A Financial proposal (Comprehensive Quote that relates to the requirements of the consultancy with break-down of costs) for undertaking assigned tasks.

1. Background

The United Nations' 75th anniversary celebrated in 2020 marked a critical milestone for the future envisaged and the change much needed in the realization of the 2030 Agenda for a better world. The upgrading of the United Nations to strengthen collective action and adapt to unforeseen threats is unfolding at a time when countries of the world are faced with multiple challenges including the Covid-19 pandemic.

Tackling South Africa's poverty, inequality and unemployment, the United Nations has embarked on the implementation of a five-year Cooperation Framework (2020-2025) underpinned by a theory of change aligned to the country's national development 2030 agenda (National Development Plan 2030). UN agencies commit to act collectively at local level to support the government of South Africa towards the attainment of sustainable development by 2030.

The Cooperation Framework outlines four interconnected pillars: i. Inclusive, just and sustainable economic growth; ii. Human capital and social transformation; iii. Effective, efficient and transformative governance and iv. Climate resilience and sustainably managed natural resources. These strategic priorities are acting as key enablers for the overall prosperity of the South African people and are deeply anchored in principles of inclusiveness, human rights, gender equality, resilience, sustainability and accountability.

The UN South Africa's commitment set forth in the Cooperation Framework is materialized through the signing of Memoranda of Understanding with the Government of South Africa (Department of Cooperative Governance and Traditional Affairs) to support the District Development Model in Eastern Cape, Kwa-Zulu Natal and Limpopo. The UN South Africa support

is realized through three key delivery mechanisms also referred to as Signature Projects: i) Business Solution Centres; ii) Thuthuzela Care Centres and iii) Thusong Centres.

The District Development Model (DDM) is a new operational model approved by the government of South Africa in August 2019 and launched by President Cyril Ramaphosa the same year in November. The model is being institutionalized by the Department of Cooperative Governance and Traditional Affairs and consists of a process by which joint and collaborative planning is undertaken at local, district and metropolitan by all three spheres of governance resulting in a single strategically focused One Plan for each of the 44 districts and 8 metropolitan geographic spaces in the country, wherein the district is seen as the 'landing strip. The approach is centered on women, youth and persons living with disabilities as beneficiaries of interventions and builds on integrated government coordination in addressing economic, environmental and social, challenges over multi-year and beyond municipal, provincial and national election cycles. The South African Government is currently piloting the district development model in eThekweni (KwaZulu – Natal), OR Tambo (Eastern Cape) and Waterberg (Limpopo). The International Labour Organization (ILO) is championing the work of UN South Africa Result Group 1 on Inclusive, Just and Sustainable Economic Growth in selected districts. Business Solution Centres are means and mechanisms adopted to support the achievement of Sustainable Development Goals by 2030.

2. Objective of Business Solution Centers

The objective of Business Solution Centres is to foster entrepreneurship and enhance capacity for business start-ups, targeting the vulnerable segments of the population such as women, youth and persons with disability. The business centers are expected to provide technical support and IT facilities; a wide range of services including vocational, technical and entrepreneurial skills training, guidance on access to markets; mentorship and advocacy for ease of access to credit services. They would also support the development and utilization of innovations and new technologies for the benefit of local enterprises and informal businesses; and facilitate the integration of such entities into local and global value chains.

2.1 Purpose of the Needs Assessments

The needs assessment for OR Tambo and Waterberg District Municipalities is forward-looking and will objectively diagnose issues, questions and concerns to be addressed through Business Solution Centres framework. Additionally, the needs assessment will determine the priority of problems, inform the definition and implementation of appropriate interventions and reduce the likelihood of duplication. Identified needs should be strategically aligned to RG1 goals and contribute to the attainment of desired outcomes.

3. Scope of work to be undertaken

The needs assessment will be expected to focus on the identification and prioritization of problems/development challenges and issues relating to the small business environment including for informal businesses in the OR Tambo and Waterberg District Municipalities; a review of policy and other programmatic responses already in place and gaps that could inform support towards further interventions. The needs assessment will entail a review and consolidation of key documents developed by the United Nations in South Africa and concerned district municipalities on the subject under inquiry. It will also establish the relevance of projects aiming at filling gaps outlined and determine the extent to which UN interventions will add value to Government's efforts. (where there are gaps in terms of documentation available, the review could also entail interviews with key government focal points in the District Municipalities).

4. Methodology

The consultant is expected to employ the following data collection, analysis and interpretation techniques:

Desk-review of documents: collection and review of existing empirical information using secondary data sources including the United Nations Sustainable Development Cooperation Framework (2020 – 2025), One Plan - District Development Model, Integrated Development Plans and Meeting Minutes, existing research studies undertaken etc.

Key Informant Interviews: prepare and conduct open-ended interviews with key officials of UN agencies participating in Result Group 1, relevant key government focal points in the OR Tambo District Municipality and the Waterberg District Municipality as well as other stakeholders. Interviews will be conducted telephonically and virtually.

5. Timeframe

This consultancy assignment will commence on 29 November to end on 16 December 2021 and should not exceed 12 working days.

6. Financial Proposal and Schedule of Payment

The consultant is expected to submit a well thought out financial proposal (including budget breakdown) with all-inclusive daily fee. Payment will be made as follows upon completion of milestones:

- 50% after submitting after submitting satisfactory first draft needs assessment reports
- Final payment (50%) after submitting satisfactory final needs assessment reports

7. Working and reporting arrangements

The Consultant will work under the overall supervision of **the** ILO Pretoria DWT/CO Director and under the close supervision of the ILO Programming Unit. The consultant will also work in close collaboration with the United Nations Resident Coordinators Office (RCO) and OR Tambo and Waterberg District Municipalities.

Inception presentation, draft and final needs assessment reports will be submitted to the Director of the ILO Pretoria DWT/CO, Dr Joni Musabayana with copy to Ms Sindile Moitse at moitse@ilo.org and Ms Florence Ngombo Butedi at (flongombo@yahoo.co.uk).

8. Qualifications and Competencies Required

- A minimum of a master's degree in social sciences, humanities, development studies or a related field.
- Extensive experience in conducting needs assessments for international development projects.
- Excellent analytical skills.
- Excellent written and verbal communication skills in English.
- Demonstrate integrity by modeling the UN's values and ethical standards.
- Ability to work independently with minimum supervision.
- Proven experience in working with international organizations (successful experience in working with UN agencies).
- Familiarity with UN work in South Africa.
- Knowledge of the District Development Model approach and interventions.
- Detailed knowledge and practical experience of social research methodologies.

How to apply

Interested candidates may submit their CV, letter of motivation and financial proposal to Ms Sindile Moitse at moitse@ilo.org by no later 23 November 2021.