



International
Labour
Organization

DWT/CO–Pretoria: ILO DWT for Eastern and Southern Africa and Country Office for South Africa, Botswana, Lesotho and Eswatini

Request for Proposals (RFP): A Gender-responsive Assessment of the Incidence and Forms of Informality and Decent Work Deficits in Homework Arrangements in Eswatini.

Deadline: June 11 2022 at 23:59 South African Standard Time and proposals should be sent to the following email: lpc_pry@ilo.org

Eligible: Registered entities or companies

The ILO DWT for Eastern and Southern Africa and Country Office for South Africa, Botswana, Lesotho and Eswatini is seeking proposals from **national** or **international** consulting teams to conduct a Gender-responsive Assessment of the Incidence and Forms of Informality and Decent Work Deficits in Homework Arrangements in Eswatini. The assignment is estimated to take place between **June and October 2022**. International Service providers will be requested to have at least one national researcher as a team member.

These Terms of Reference (1) provide background information on the assignment; (2) describe the specific inputs and outputs required from the Consultants and (3) list the terms and conditions of the assignment.

1. BACKGROUND

1.1 Introduction

Even after decades of effort in attempting to bring it down, inequality in the distribution of earnings and labour protection remains high in most countries, and Southern Africa is one of the regions in which these inequalities are highest. The COVID-19 pandemic has further exposed the uneven distribution of labour protection among workers, hitting some harder because they were inadequately protected against the virus and loss of livelihood. Among such workers are the home-based workers.

According to ILO estimates, in 2019, there were 260 million workers, accounting for 7.9% of the employed population, in the category of “home-based work”, which includes work carried out by independent, self-employed workers in their home (or adjacent grounds or premises) as well as employees working in out of their home, also known as homeworkers. The ILO Convention No. 177 is a convention on home work and does not cover home-based workers who are not employees, although its guidelines may be useful in discussing all types of home-based work.

Though ILO standards for homework assignments were adopted 25 years ago, many countries still exclude homeworkers and home-based workers from certain provisions in labour law and

the application of the law in places where it does exist is often wanting. Eswatini has not ratified ILO's Home Work Convention, 1996 (No. 177) and no makes reference to the Recommendation, 1996 (No. 184) in its labour laws.

Given the continued struggle to improve the rights and working conditions of those who work at home and the renewed interest in working from home as a result of the COVID-19 pandemic, it is time to revisit the nature and development of home-based work as well as its challenges and the possible ways forward for achieving decent work.

In Eswatini, home-based work has been made visible by Gone Rural, a social enterprise that started in 1992. Today, Gone Rural produces over 100 products made by over 780 female artisans working as 13 producer groups throughout Eswatini. Embracing a unique and inspiring philosophy, Gone Rural, through home-based work, produces unique home accessories combined with traditional skills and high-end design, hand-woven from sustainable natural fibres. Natural grasses and fibres from Eswatini are sustainably harvested by rural women to make these products. The grass is bought from the women, processed and dyed into different colours and shades before being given back to the women for weaving. The women produce the home accessories according to specification and high standard of weaving. Gone Rural then purchases the finished products for marketing and sales. Gone Rural has in-house design teams to create new and different products as well as empowering artisans with training to create their own designs.

Many homeworking women are isolated and have little or no other options for earning an income. They engage in home-based work as a means to earn an essential supplement for the family income and are thus "more likely to be concerned with 'target earnings' than with fair recompense for their labour". In addition, while earning an income may in some instances empower them and elevate their status in the household, their continued presence in the home can also reinforce traditional gender roles. The importance of gender – how it creates a pool of available labour – and how businesses have used women homeworkers over time in different sectors and occupations, as well as the implications for women of engaging in home-based work, is a recurring theme.

According to the 2021 Integrated Labour Force Survey, a full 14% of workers in Eswatini (including the self-employed) worked out of their own homes. This means home-based work is quite important as a source of employment in Eswatini – higher than the 8% of global employment working from home found in the ILO Working from Home Report. For women the total is even higher at 18% of employment and a full 2/3 of home-based workers are women. Finally, 84% of home-based workers are self-employed, meaning that support for this mode of employment is crucial for improving livelihoods.

In line with the vision of the SMME unit, in the Ministry of Commerce, Industry and Trade, of creating an enabling environment that encourages activities of SMMEs in the creation of productive rural families and other communities by creating jobs at home and competitiveness in the international markets, the ILO, under its Decent Work country Programme for Eswatini has resolved to pursue, among others, the goal of ensuring that women, men and youth, including marginalised persons, contribute to and benefit from economic progress through greater access to decent employment, equitable social economic

opportunities, sustainable enterprise opportunities as well as resilient, financially sustainable social protection systems.

It is within this background that the ILO would like to work with bodies like Ministry of Commerce, Industry and Trade, as the lead Ministry, the Ministry of Labour and Social Security, the Eswatini Investment Promotion Authority, , the Eswatini Investment Promotion Authority, Small Enterprises Development Company (SEDCO), Eswatini Fair Trade (SWIFT), the Trade Union Congress of Eswatini (TUCOSWA), Federation of Eswatini Business Community (FESBC) and Eswatini Federation of employers (EFE) in making decent work a reality for home-based workers in Eswatini by understanding their working conditions particularly as regards to wages; working time; work-life balance; gender equality and women's empowerment; training and career prospects; freedom of association and collective bargaining rights; occupational safety and health; and social protection.

1.2 Objectives

The main objective of this consultancy is to conduct and validate a Gender-responsive Assessment of the Incidence and Forms of Informality and Decent Work Deficits in Home-based Work Arrangements in Eswatini. In addition to the working conditions (physical environment, work intensity, working time quality, etc.), the diagnosis will assess the macro-economic environment, the policy, legal and institutional frameworks as well as micro-determinants of informality in the sector, with emphasis on how to improve livelihoods of home-based workers. Specifically, the consultancy calls for an analysis of:

1. An analysis of home-based work using the 2021 Integrated Labour Force Survey will be done by the ILO, in which the profile of home-based workers; micro-determinants of home-based work, of informality and of informality among home-based workers; decent work deficits; and determinants of low earnings will all be investigated. The results of this work must be integrated into the work of the consultancy.
2. A qualitative analysis of home-based workers, their working conditions and their aspirations, with special emphasis perceived barriers to improving their livelihoods.
3. An analysis of market conditions, of availability of inputs, of barriers to commercialization (including exports) and of possible gains from cooperation, using Gone Rural as an example.
4. An analysis on how the informal sector can be capacitated on enterprise development, with a focus on the home-based informal traders.
5. A review of the legal and regulatory framework and the extent to which it limits or enhances the transition to formality in homework in Eswatini.
6. An analysis of how the social security schemes can be extended to accommodate the home-based workers.

2. THE ASSIGNMENT

2.1 Deliverables

1. Develop an **inception report**, which details a clear-cut approach to the assignment, including a work plan with a calendar, and annotated outlines of proposed reports and strategy;

2. Detailed **secondary review and analysis of the operating context** of homeworkers in Eswatini highlighting linkages, or the lack thereof, among existing multi-sectoral policies, legislation, regulations and institutional measures governing the sector. It should include a mapping of actors and/or coordination mechanism(s) in place, if any. In addition, identify the key research, studies and reports on the informal economic units/enterprises and those that address the gender dimensions in the sector over the past 5-6 years and summarize the findings, planned actions, the identified barriers to formalisation for economic unit and workers and the measures taken by government and others to facilitate transition to formalisation.
3. Hold separate **consultative sessions with government, workers and employers** and submit brief summaries (4-5 pages) of the outcomes of these sessions including the positions of each partner and a list of participants (and contact information of participants) for each session. This includes a special session with informal economy associations;
4. A **brief report outlining the recommendations** of the tripartite plus validation meeting(s)
5. A well-written **final draft report**, which consolidated all the findings including the recommendations of all key stakeholders

2.2 Time Frame

The selected consultant team shall be contracted for a maximum of **40 Working Days** between **June 30 and October 15, 2022**.

Activity	Deliverables	Number of Days
Desk review	Inception report	10 days
Stakeholder Consultations and document review	Technical report on the national consultation	14 days
Drafting the Report	First Draft of the report shared with MCIT and ILO	10 days
Validation of the report	Draft presented at Validation workshop(s)	2 day
Consolidation of inputs	Final draft of the report	4 days
Total number of days		40 days

2.3 Fees for the Assignment

The fees for the service will be per workday. The selected Consultant will be paid daily fees for the actual contracted days. The rate of daily fee will be determined based on a competitive process, through submissions of proposals by the qualified and interested companies. In

consideration of the same, fee per workday for similar assignment(s) with the ILO or other UN and international agencies will be taken into account. Logistical expenses, where applicable, should be included in the budget to be presented.

The first payment, 30% of total cost, will be payable upon receipt of a signed contract and submission of inception report.

The second payment, 40% of total cost, will be payable upon receipt of the first draft of the assessment

The final payment, 30% of total cost, will be payable upon satisfactory receipt of final validated document.

The final delivery date of final validated document shall be **15 October 2022**.

2.5 Profile of the Company or Registered Entity

A. Team Leader

Functional Competencies

- Relevant experience in social and economic development issues with focus on Eswatini and/or other developing economies.
- Excellent oral and writing skills with strong policy experience.
- Capacity to interact with senior officials of government, donors, CSOs, etc.
- Outstanding analytical and negotiations skills.
- Ability to present coherent and convincing positions both in writing and orally. There must be evidence of similar works done in the past on issues of poverty and inequality.
- Strong ability to take initiative to move complex processes forward to achieve articulated results, work at varying levels and on different initiatives simultaneously (personal organization and ability for multi-tasking). The consultant must also possess ability to work under pressure and to accommodate change.
- Demonstrable networking capability, interpersonal skills and strong ability to promote teamwork.

Education:

- Advanced University degree in development, labour economics, social sciences, business management, business administration or equivalent qualifications.

Experience:

- Minimum of ten years of work experience in the areas of interest (development economics, labour economics, social sciences) or a related field with a minimum of seven years progressive in business development services, business management training, enterprise development, and employment promotion related projects
- Relevant experience and skills in research institutions, with a focus on socio-economic analysis, experience with gendered analysis and social impact assessment
- Experience providing technical advisory services in the field of workers' and employers activities is an added advantage

B. Team Member(s)

- a. University degree in development, labour economics, social sciences, business management, business administration or related graduate qualifications.
- b. A minimum of 3-5 years of professional experience in the areas of interest (development economics, labour economics, social sciences) or a related field with a minimum of seven years progressive in business development services, business management training, enterprise development, and employment promotion related projects
- c. Relevant experience and skills in research institutions, with a focus on socio-economic analysis, experience with gendered analysis and social impact assessment
- d. Experience providing technical advisory services in the field of workers' and employers activities is an added advantage
- e. Excellent consultative, communication and interview skills;

3. EXPRESSION OF INTEREST

The 2-part Request for Proposals (RFP) should include:

Part 1 - Technical proposal:

- a cover letter and updated Company Profile (with accompanying CVs of Team leader and other Team members in the registered entity) describing how their skills, qualifications and experience are relevant to the requirements of this assignment.
- A technical proposal (max. 5 pages) outlining the methodology, timeline, budget and experience and qualifications along with CVs of all team members. The ILO will then assess the technical quality of the proposals received and best value for money.
- Evidence of similar work done and experience to undertake the assignment;
- The names and contact details for two references from previous clients with similar contracting experience;
- In addition, the Team Leader of the applying entity should present at least one (1) relevant report, developed by the entity (or key resource persons in the team) related to this assignment.

Part 2 - Financial proposal:

- Asking rate (fees) in USD per workday and estimated number of workdays required to perform the assignment. Other logistical expenditures, if applicable, must be included in the budget breakdown.
- The RFP must reach the ILO no later than **10 June 2022** and should be sent to the email below according to the procurement rules of ILO:

lpc_pry@ilo.org

4. SPECIAL TERMS AND CONDITIONS

4.1 Confidentiality Statement and Intellectual Property of Data

All data and information received from the ILO and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to ILO according to the contract. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO.

4.2 Unsatisfactory or Incomplete Work

For the assignment, the ILO's Standard Rules and Procedure for External Collaborators and Service Contracts shall be applicable. In the event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate, to interrupt it, to request that it be corrected or modified, or to refuse to accept the service.