



**International
Labour
Organization**

Terms of reference

Strengthening of Business Development Services (BDS) in Belize, with a focus on youth and women

1. Context and Justification

The ILO, as part of the Joint SDG Fund Programme: Building a resilient Belize through universal, adaptive, and sustainable social protection, seeks to support Belize, in line with its national plan, to recover from the devastating impact of the pandemic, particularly on vulnerable groups such as women, microentrepreneurs and rural population. The main results of the Joint Program (JP) are centered on two interconnected outcomes, both of which are articulated in the Government's Medium-Term Development Strategy Priority Areas: Poverty Reduction and Economic Growth. Amongst others, the JP aims to achieve the following result: Male and female entrepreneurs whose incomes and livelihoods were further devastated by COVID-19 will have access to a strengthened environment for Micro, Small, and Medium Enterprises (MSMEs), to enable their growth and to reduce their vulnerability to shocks.

Participation and local dialogue help connect people and their resources to improve opportunities for economic growth. Output 2.3 will deliver a capacity building programme with an integrated approach to support MSMEs and employment creation with a focus on youth, women, indigenous and vulnerable groups. The capacity building programme will include local governments and key stakeholders, such as representatives of civil society, faith-based organizations, informal economy, workers, and employers. The capacities of these actors and the structures already existing will be reinforced to introduce a gender-sensitive approach and better link the needs of communities and key groups with concrete responses. Progress in this regard will be in line with indicators 2.3.1: pilot programme designed, implemented, and evaluated (design market-led intervention models for greater MSME creation and growth); 2.3.2: Four (4) financial and non-financial service providers and other relevant LED actors trained or supported (identify service providers and LED actors to support implementation of innovative and inclusive intervention models for MSME development to decent work); 2.3.3: 300+ women, youth, and men trained/coached or supported for enterprise creation or formalization (support service providers in the design and introduction of innovative products e.g. business and formalization training); 2.3.4: fifty (50) existing self-employed and owners of micro/small businesses economic outlook after the programme (facilitate market linkages between value chain actors and local business development service providers); and 2.3.5: document the interventions-models and organize a

knowledge sharing event to present success cases, lessons learned and offer a platform for exchanges partnership building.

The national plan emphasises the recovery and empowerment of MSMEs in that over 60 per cent of jobs being generated are relevant to women and youth. Most enterprises in Belize are MSMEs (over 90 per cent). The pandemic has even widened this sector due to loss of formal jobs within the economy. The small enterprises are often characterized by low productivity, high informality (over 90 per cent) and a short life span. To assist the Belizean Government in its reactivation efforts, the ILO constituents and partners will work with the key stakeholders to support MSMEs with particular attention for vulnerable groups as women, youth, and indigenous peoples and to generate integrated support in an articulated manner.

Objective, activities, products, timeline, and payment method

The main objective of this consultancy is to develop a business development service framework, utilizing ILO Methodology in Get Ahead. The target group for this consultancy will be mostly women, youth, and indigenous populations. The work must be centered on value chains that have been previously identified by the ILO. To do so, the consultancy firm is expected to do the following:

- a) Carry out a Training of Trainers – ToT (at least 20), including the corresponding follow-up, in Get Ahead. The training will take place within one week.
- b) Once the ToT has been carried out, the new coaches must be coached and mentored to carry out their replicas to at least 300 beneficiaries, which will have to be agreed upon with the ILO team. Note the importance to sensitize, train, coach, and support them so as to support them in completing the process for certification.
- c) Document the knowledge sharing of ToT.
- d) Prepare and submit a final report, which will have to be agreed upon and approved by the ILO.

The products of the consultancy are the following:

1. Workplan – June 2023.
2. Intermediate report including all the session plans and all materials to be used – July 2023.
 - a. Training of Trainers (one week training cycle) to train the 20 new trainers in Get Ahead.
 - b. Get Ahead methodology must be carried out between June – July 2023.
3. Final report of the consultancy, with emphasis of the number of actors (disaggregated data) that participated, meeting notes and recommendations – August 2023

Payment schedule

First payment: submission of product 1 – **30 per cent of the total amount**

Second payment: submission of product 2 – **30 per cent of the total amount**

Third payment: submission of products 3 – **40 per cent of the total amount**

2. Required qualifications

The ILO is seeking to hire the services of a consultancy company, ideally with prior experience in the Caribbean. The team would include at least one member from Belize; with strong knowledge of local context, business development services, small scale enterprise services and formalization.

Work Experience

- ▶ 5 years of work experience in business development services, particularly with a gender and youth focus and certified knowledge of the ILO methodologies Get Ahead.
- ▶ Proven experience developing reports and written documents of high quality.
- ▶ 2 previous experiences with international organizations. UN experience will be highly valued.
- ▶ Strong communication skills.
- ▶ Proficiency in English.
- ▶ Ability to multi-task and work with tight deadlines and to lead participative processes.
- ▶ Excellent planning and prioritization skills.
- ▶ Experience in working in multi-cultural and varying socio-economic contexts.

3. Application Procedure

Interested candidates are invited to submit the following by email to colley@ilo.org and copied to bliiek@ilo.org and bradley@ilo.org

- ▶ Statement of interest;
- ▶ Technical and financial proposal including expert(s) CVs (for identified expert(s) – two-page maximum); and
- ▶ Detailed workplan to carry out the consultancy.

4. Deadline for submission of application

29th of May 2023 5:00 pm (Eastern Caribbean Time).

Project	ILO - Building a Resilient Belize
Assignment	The consultancy firm will be expected to carry out capacity building and ensure certification for at least 20 training of trainers who will then be trained/coached to replicate the training to an additional 300+ women, youth, and men (40% women and youth) in ILOs methodology - Get Ahead. At the end of the consultancy, it is expected that a human impact story as well as a testimonial is presented.

Location of the assignment	Belize
Period of contract	60 working days within a six-month period
Type of contract	Consultancy
Open to	Firms
Deadline for submission	29 May 2023
Submitted to	colley@ilo.org with copy to blied@ilo.org and bradley@ilo.org