



## **Terms of Reference**

### **National Consultant SOLIFEM**

**Contract within the Period: 10 July 2023– 10 October 2023**

**Deadline for Application: 30 May 2023**

#### **BACKGROUND:**

The ILO is implementing the SOLIFEM project which will support the transition from the informal to the formal economy through tripartite social dialogue in Lebanon and other countries in the region, including Algeria, Egypt, and the Occupied Palestinian Territories (OPT). It will pursue this objective through strengthening the capacity of the ILO tripartite constituents to act through social dialogue on two fronts –first, the development of integrated strategies on formalization and second, the development of skills training and recognition systems, with a particular focus on women and youth in the informal economy.

The SOLIFEM project in Lebanon is focused on three economic sectors with significant levels of informal employment: agriculture, agribusiness, and construction.

#### **OBJECTIVE**

Develop technical tools for awareness raising campaigns to be organized for workers across Lebanon.

#### **SCOPE OF CONSULTANCY**

The Work will be performed under the guidance and supervision of the National Project Officer in Beirut and the CTA for SOLIFEM in the region.

#### **DELIVERABLES**

- 1- Deliverable 1: Key messages for raising awareness on the importance of transition from formality to informality for workers.
- 2- Deliverable 2: Graphic and designing of the flyer

#### **Phases and detailed Description of deliverables**

Deliverables will be considered final once approved by the National Project coordinator and the CTA

### **Deliverable 1:**

Will be submitted within 2 weeks of the start of the contract after concluding internal discussions with the National Project Coordinator, the CTA, the Worker specialist at ROAS and the reference group members, following the below steps:

- Draft the content based on research, documents and guidance received from ILO and reference group members
- Submit the version of the content to ILO to be reviewed
- Review the version for discussion with the reference group
- Submit the Final version of the content

### **Deliverable 2:**

#### **Graphic and designing of the Flyer**

For this deliverable, the consultant will rely on the Chart of Graphics designed for SOLIFEM and will:

- Submit the first draft of the design with the content incorporated to be reviewed by the ILO.
- Submit the final draft for discussion with reference group
- Submit the final version of content and format for printing.

Responsibilities of ILO:

- 1- The ILO will be responsible for the printing of flyers after the content and the format is cleared.

### **PAYMENT**

Two instalments based on the deliverables **subject to the clearance and satisfaction of the ILO:**

- 40 % will be paid upon completion of Deliverable 1, as described in the deliverables section.
- 60% will paid upon completion of deliverable 2 described in the deliverables section.

### **EXPRESSION OF INTEREST**

Expression of interest should include the below:

- Curriculum Vitae with references for conducting similar type of work.
- Two recent work samples.
- Financial offer clearly describing the rate per day and number of days per deliverable.

All on or before 30 May 2023, at the following email address: [baderm@ilo.org](mailto:baderm@ilo.org)

Please mention “**SOLIFEM**” in the subject of the email.

## QUALIFICATIONS

- Education: Advanced University degree in Graphic design, content creation
- At least 8 years of relevant professional experience.
- Experience in conducting awareness raising campaigns.
- Knowledge and previous working experience within the field of labour, employment, and development.
- Experience working with Governments and social partners in Lebanon.

### Languages

Excellent command of English and Arabic

### Core Values

- Respect for Diversity.
- Integrity.
- Professionalism.
- Ethical conduct.

### Core Competencies

- Awareness and Sensitivity Regarding Gender Issues.
- Accountability.
- Creative Problem Solving.
- Effective Communication.
- Inclusive Collaboration.
- Stakeholder Engagement.
- Leading by Example.

### Functional Competencies

- Substantive experience and record of accomplishment in gender equality and women's empowerment.
- Good knowledge of ILO and the UN system.
- Demonstrated analytical and technical skills in managing development projects/Programmes.
- Ability to introduce new approaches and strategic innovations.