



International
Labour
Organization

Terms of reference

Consultancy: Capacity building of municipal representatives and other local economic actors in local inclusive and sustainable economic development (LISED) in Belize

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: Result 2: 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 improved opportunities for economic growth is an important premise for LED. Very often structures exist at the local/municipal level but where information is lacking or capacities and skills are low for discussing, deciding, and supporting MSME development at the local level which in turn impacts the opportunities for women and men to be employed, start business, and formalize them or achieve a decent level of living. This output 2.2: will focus on capacity and processes of targeted municipalities, representatives of youth and women and other key LED actors, strengthened for effective participation in inclusive and sustainable economic development. The capacity building will include local governments and key stakeholders, such as representatives of civil society, community leaders, 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 and in line with indicator 2.2.2 of the JP: 30 per cent of women and youth members of LED actors/structures that received training on entrepreneurship, formalization, and/or value chain development.

The Government in its national plan has put specific emphasis on the recovery and empowerment of MSMEs in which we still see most of the jobs being generated (over 60 per cent) and of relevance for 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. This innovative pilot program will focus on capacity building of municipal representatives and other local economic actors to inclusive and sustainable local economic development.

2. Objective, activities, products, timeline, and payment method

The main objective of this consultancy is to carry out capacity building of municipal representatives and other local economic actors in Belize to the ILO's LISED and to generate a guide for reference for new municipal staff (other municipalities). To do so, the consultant is expected to carry out the following activities:

- a) Present conceptual framework for LISED and a LISED Assessment tool.
- b) Implement the LISED tool on a municipal level in two municipalities of Belize
- c) Prepare and realize awareness raising sessions on relevance and content of: A1) LISED, A2) roles of different actors in LISED.
- d) Prepare and realize a general workshop to build a municipal vision for LISED with a focus on the development of the prioritized sectors.
- e) Organize and facilitate separate workshops with different groups (community leaders, productive organizations and BDS providers, municipal government, representative organizations on their respective roles to strengthen LISED. With municipalities on their capacities to assess, plan, measure, regulate their local economies and attract public and private finance. With community leaders on their capacities to involve the communities and participate effectively, assess, and propose feasible solutions to strengthen a local and inclusive economy. Local Organizations on their roles to represent specific groups of interest (for instance indigenous populations), participate in multistakeholder platforms in an effective manner and for BDS providers on their role to provide high quality, gender dynamic financial and non-financial services.
- f) Organize a joint workshop to define key strategies, including asset building and placemaking for long term Local Inclusive and Sustainable Economic Development.
- g) Support the organization of tripartite sectorial roundtables for follow up to plan in its commitments and strategies.
- h) Develop communicational materials, including presentations, small booklets and infographics on value chain thinking and LISED.
- i) Prepare and submit a final report and guidance materials (for new municipal staff), which will have to be agreed upon and approved by the ILO.

The products of the consultancy are the following:

1. Workplan and preliminary list of representatives to work with.
2. Session plan, including all materials to be used.
3. Final report of the consultancy, with emphasis of the number of actors that participated, meeting notes and training reports, municipal vision, strategies, and commitments, and recommendations.
4. Guide for new municipal staff on LISED.

Timeline and payment method

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 and 4 – **per cent of the total amount**

3. Required qualifications

The ILO is seeking to hire the services of a consultancy company, with ideally prior experience in the Caribbean. The team would include at least one member from Belize; with strong knowledge of local context and planning and budgeting of municipalities and key experts on the core topics of the consultancy: municipal economic planning, sustainability, and inclusive strategies.

Work Experience

- ▶ 10 years of work experience in local economic development capacity building, particularly with a gender and youth focus.
- ▶ 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.

4. Application Procedure

Interested candidates are invited to submit the following by email to colley@ilo.org and copied to bliek@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
- ▶ Detail workplan to carry out the consultancy.

5. Deadline for submission of application

30 April 2023 5:00 pm (Eastern Caribbean Time), **new extended date**

Project	ILO - Building a Resilient Belize
Assignment	At least 50 persons (30 per cent women and youth) received capacity building of municipal representatives and other local economic actors and co-construction of municipal vision and strategy for Local Inclusive and Sustainable Economic Development
Location of the assignment	Belize
Period of contract	4 months
Type of contract	Consultancy
Open to	Firms
Deadline for submission	30 April 2023 (new extended date)
Submitted to	colley@ilo.org with copy to bliek@ilo.org and bradley@ilo.org