



**International
Labour
Organization**

Terms of reference

Capacity building and coaching of municipal representatives and other local economic actors in local inclusive and sustainable tourism

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 Development Plan Belize, to recover from the devastating impact of the pandemic, particularly on vulnerable groups such as women, microentrepreneurs and the rural population. The main results of the Joint Programme (JP) are centered on two interconnected outcomes, both of which are articulated in Plan Belize and 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 improve opportunities for economic growth. Output 2.2: Will focus on capacity and processes of targeted municipalities, representatives of youth and women and other key local economic development actors, strengthened for effective participation in inclusive and sustainable economic development. The capacity building will include local Government 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 to better link the needs of communities and key groups with concrete responses. This will be in line with indicator 2.2.2 of the JP: 30 per cent of women and youth members of local economic development actors/structures that received training on entrepreneurship, formalization, and/or value chain development.

The Government, in its National Development Plan Belize, has put specific emphasis on the recovery and empowerment of MSMEs where most of the jobs being generated (over 60 per cent) are 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 the 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 to vulnerable groups, i.e., women, youth, and indigenous peoples, and to generate integrated support in an articulated manner.

In the National Development Plan Belize several key economic sectors have been chosen, including agroforestry, and tourism. In a recent tripartite sector selection study, two specific sectors with their respective value chains were identified with good potential for inclusive growth and decent jobs:

1. Tourism, in particular sustainable tourism focused on Belize's South; and
2. Fruits, in particular dried fruits (for example, mango)

In a tripartite validation workshop on 21 April 2023, it was confirmed that these are viable value chains to work on through the Belize Joint SDG Fund programme. It was also confirmed through this workshop and respective field visits, that local capacities to generate an enabling environment are still very much limited. The tourism sector should be better organized at the local level through public and private collaboration and local municipal bodies, or village councils enabled to organize and effectively promote tourism.

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 on managing local inclusive and sustainable tourism development.

To do so, the consultant is expected to carry out the following activities:

- a. Present conceptual framework and training/coaching for Local Inclusive and Sustainable Tourism Organization (LISTO).
- b. Implement the LISTO tool on a municipal level in four towns/villages of Belize (Hopkins, Dangriga, Placencia and Punta Gorda).
- c. Prepare and realize awareness raising sessions on the relevance and content of: A1) LISTO, A2) roles of different actors in LISTO.
- d. Prepare and realize a general workshop to build a municipal vision for LISTO.
- e. Create a concise list of short-term initiatives that are feasibly developed based on current situation (both intra-municipal and intermunicipal).
- f. Identify mechanisms to finance pilots that cannot be realized with current funding.
- g. Organize a workshop to define key strategies, including asset building and placemaking for long term Local Inclusive and Sustainable Tourism development.
- h. Support the organization of tripartite sectorial roundtables for follow up to plan in its commitments and strategies.
- i. Develop communication materials, including presentations, small booklets and infographics on value chain thinking and Local Inclusive and Sustainable Tourism Organization (LISTO).
- j. Prepare and submit a final report and guidance materials (for new municipal staff), which will have to be agreed on and approved by the ILO.

The products of the consultancy are the following:

1. Detailed workplan and preliminary list of representatives.
2. Draft LISTO Tool.
3. Final report of the consultancy, with emphasis of the number of actors who participated, meeting notes and training reports, municipal vision, strategies, commitments, and recommendations.

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 and on local level Sustainable Tourism Development. The team would include at least one member from Belize; with strong knowledge of the local context and planning and budgeting of municipalities and key experts on the core topics of the consultancy: sustainable tourism, sustainability, and inclusive strategies.

Work experience

- ▶ Ten years of work experience in tourism, local economic development capacity building, particularly with a gender and youth focus.
- ▶ Proven experience developing reports and written documents of high quality.
- ▶ Two 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 with a copy to bliet@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

New extended date: 23 June 2023 5:00 pm (Eastern Caribbean Time).

Project	ILO - Building a resilient Belize
Assignment	At least 50 persons (30% 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 Tourism Organization (LISTO).
Location of the assignment	Belize
Period of contract	4 months
Type of contract	Consultancy
Open to	Firms
Deadline for submission	23 June 2023
Submitted to	colley@ilo.org with copy to blied@ilo.org and bradley@ilo.org