

TERMS OF REFERENCE

INTERNATIONAL LABOUR ORGANISATION (ILO)

Project: Support re-establishing and building resilience among micro and small enterprises (MSMEs) in flood affected communities in Sri Lanka
Jobs for Peace and Resilience (JPR) Programme

Assignment: Increasing the resilience of micro, small and medium (MSM) entrepreneurs in Rathnapura and Kaluthara flood affected areas

Type of the Assignment: **Individual/Institution**

Introduction to the main project

Over the last few years, natural disasters have become quite frequent in Sri Lanka, floods being the most common of it, which occurs annually to southwestern region of the country. With the calamities resulting from the heavy monsoon rains, the resilience agenda has proven its significance over and over again. The ILO had identified Sri Lanka as one of the priority countries in Asia and the Pacific for the launch of the Jobs for Peace and Resilience programme, JPR. The recent annual floods has confirmed that the JPR approaches are highly relevant to the weather related challenges that Sri Lanka experience on a regular basis. This initiative is considered a part of developing a programme in Sri Lanka within the context of the JPR with its objectives of building more resilient societies.

The aim of this project is to introduce a series of supportive measures with the objective of improving the ability of the smallest and most vulnerable enterprises to effectively re-establish their businesses, and at the same time increase the resilience to future disasters of this nature. More specifically, the project will provide support to micro-enterprises in the worst affected areas by supporting the development and implementation of business refinancing plans, thereby re-establishing jobs and livelihoods. Support activities will include new business plans, facilitating access to financial support and introducing appropriate mitigation measures to protect their businesses from the worst effects from future floods. Relevant training will be provided in operating their businesses and how increased disaster resilience can be incorporated in their recovery efforts.

The support will be provided in close collaboration with local authorities and their technical units tasked with providing assistance to local enterprises in two of the most affected districts of Rathnapura and Kaluthara.

Nature of the current assignment

The consultant is expected to be qualified in the area of Micro, Small and Medium Enterprises (MSMEs) and micro finance and will lead the implementation of the project in Sri Lanka which spans from July 2018 to Dec 2019. She/He is expected to empower small scale entrepreneurs through training, and linking them with relevant government institutions and other forms of support which will strengthen the environmental sustainability and resilience of the MSMEs and their economic recovery following natural disasters. More specifically, the consultant will carry out the following tasks during the stipulated project period:

1. Preparation of Community training materials in local languages on
 - a. Assessing financial requirements for restarting the business
 - b. Developing business plans
 - c. Relocation of business if necessary
 - d. Building Back Better (BBB) Guidelines (relevant extracts from the already being developed guidelines)
 - e. Access to early warning systems
 - f. Response to future disasters
 - g. Incorporation of more sustainability and resilience to their businesses through insurance schemes
 - h. Negotiation skills with banks, financial institutions and insurance providers for rescheduling loans, getting grace periods etc
2. Preparation of materials for district, divisional and local level government institutions
 - a. Business plan development
 - b. Run-your-business module
 - c. Incorporating more sustainability and resilience to MSMEs in their purview of work
 - d. Assisting with assessing reinvestment needs, losses etc
 - e. Improved early warning systems and response plans for MSMEs
 - f. Reduced risk through proper location of businesses
 - g. Introduction of zoning concept for local and regional level planning
3. Organising and carrying out community training programmes in the selected areas (Division wise)
4. Organising and carrying out training programmes for government level stakeholders (District wise)
5. Negotiations with banks, financial institutions and insurance providers for facilitating reinvestments and developing new insurance schemes, loan schemes etc
6. Support with advice on technical matters relevant to this assignment as required
6. Preparation of relevant reports, and documentation to the National Project Coordinator as required

Geographical area in concern: Rathnapura and Kaluthara districts

It should be noted that the women, youth and other marginalized groups in the MSME sectors should be well represented in the beneficiary groups. Moreover, the work should be carried out in close collaboration with the relevant government institutions both locally and national levels, as well as the workers' and employers' organisations.

Project Duration: 17 months starting from 01st of August, 2018 to 31st Dec 2019

Deliverables

- Development of training materials for MSMEs
- Development of training materials for government officers at the local level
- Training workshop reports
- Quarterly Progress Reports
- Final report encompassing the
 - Key project outputs and outcomes
 - Process/methodology
 - Lessons learnt
 - The way forward

Proposal Submission

Please forward your proposals in a sealed envelope on or before **3pm on the 10th of August, 2018** to following postal address and **email the softcopy of the entire proposal with supporting documents to following email address.**

Ms. Chamila Weerathunghe
National Project Coordinator (Watershed Management Project)
ILO Country Office for Sri Lanka and the Maldives
202- 204, Bauddhaloka Mawatha
Colombo 07, Sri Lanka.
Email: weerathunghe@ilo.org
Mobile: 0718774939

Proposal Content

- Detailed CV in particular reference to the nature of the assignment
- Proposed budget with breakdowns as
 - Preparation of Community training materials in local languages
 - Preparation of materials for district, divisional and local level government institutions
 - Carrying out community training programmes in the selected areas (Division wise)
 - Carrying out training programmes for government level stakeholders (District wise)
 - Preparation of the final technical report
 - Travel and accommodation and any other overhead expenses
- Letter of commitment for the assignment from Aug 2018 to Dec 2019

Note:

ILO will reimburse the direct expenses of the regional and community workshops (which include travel, venue charges, food and refreshments, printing and photocopying of materials developed). Expenses for community and other stakeholders' meetings other than for workshops, including travel and accommodation expenses will have to be budgeted by the consultant.

-End-