

► Terms of Reference

Expression of Interest – Business Development Service (BDS) Providers of the SUSTAINABLE ENTERPRISE DEVELOPMENT FOR WOMEN AND YOUTH (Business Growth for Young Entrepreneurs (BG4YE) Programme)

[Deadline: 02 February 2023]

Background

The overall goal of the International Labour Organization (ILO) is to promote social justice and decent work. Decent work is central to global efforts to end poverty, and is a means for achieving equitable, inclusive, and sustainable development. The ILO pursues this goal through the implementation of Decent Work Country Programmes (DWCPs), as the main instruments for ILO cooperation with Members States that constitute a programming tool to deliver on national development priorities. Developed in partnership with ILO constituents at the country level, DWCPs aim to tackle major decent work deficits through efficient programmes and projects built upon the integrated strategic objectives of decent work and the mandate of the ILO.

Zimbabwe launched its fifth generation DWCP, which will run from 2022 – 2026, in line with the National Development Strategy, 1 (2021-2025). The DWCP has identified three key areas - the first being Employment Promotion, will focus on developing evidence and supporting policy and strategy development to ensure it mainstreams employment creation across all policy frameworks (macro and sectoral) to consciously promote decent work, growth, and sustained poverty reduction. The second priority of the DWCP is Social Dialogue and International Labour Standards, which seeks to support national processes to improve the capacities of social partners and strengthen the social dialogue institutions and processes. The third priority is Strengthen Social and Labour Protection, which seeks to support national processes to establish a social protection floor that ensures no one is left behind or marginalised.

In part, this support will be delivered through two complementary programmes funded by the African Development Bank, the Sustainable Enterprise Development for Women and Youth (SEDWAY) and the Business Growth for Young Entrepreneurs (BG4YE). The programmes will be implemented in collaboration with the Ministries of Youth, Sport, Arts and Recreation; Women Affairs, Community and Small and Medium Enterprise Development; Mines and Mining Development; Finance and Economic Development; Public Service, Labour and Social Welfare, and employers, workers and informal economy organizations.

The SEDWAY project will contribute to a) increase productive capacity of youth farmers in the horticulture value chain in Mutoko District where the project will facilitate technical training and set up greenhouses that will be linked to the already established Anchor Enterprise; b) establishment of a Fruit and Vegetable Processing Anchor Enterprise at Hauna, where the site has already been identified; c) establish two safe market places for women and youth in Bulawayo and Masvingo; and d) set up a milk collection centre in Umuza. While the BG4YE project will support additional young and growth oriented male and female entrepreneurs and their workers to strengthen their capacities to pursue profitable economic opportunities in a) the value chains of the anchor enterprise, as well as b) and in off-farm sub-sectors, such as in light manufacturing of goods and agro-processing value addition to create employment opportunities for additional young men and women in selected locations.

The BG4YE project seeks to contribute to the improvement of economic and employment opportunities for youth and women through sustainable enterprises and enhanced on the job skills development. The project will support the promotion of employment and the promotion of decent work as part of the implementation of the Decent Work Country Programme for Zimbabwe.

The BG4YE project will support of 70 growth oriented micro and small enterprises (5-49 workers) led 100% by young women and men (15 to 35 years old) and target at least 50% young female entrepreneurs 6 in both urban and rural

districts in the project locations of the SED4WAY project. The project will equally support the training of 1,000 young people in work place and on-the-job technical skills training in the targeted enterprises. The goal is also to reach an equal number of young men and women in the same project locations either by further developing their technical skills or preparing them for work in the targeted enterprise.

In order to achieve this, the project will develop the capacities of at least 10 BDS providers to provide services to both the young entrepreneurs as well as to their workers in the 70 enterprises. The targeted young entrepreneurs (15 to 35 years old) will undergo a demand driven business development service programme to stimulate creativity and generate prototypes or potential solutions in their value chains. The goal is to strengthen the local business environment and ecosystem for support to young entrepreneurs during the time bound period of the project and ensure the sustainability of BDS to young entrepreneurs beyond the life-time of the project for the benefit of the entire MSE population in the targeted locations of the project will be implemented in the following districts; Mutasa; Mutoko, Bulawayo; Umguza; Masvingo; Karoi and Beitbridge districts where the project will be implemented.

Framework of the Assignment

The International Labour Organization Country Office for Zimbabwe and Namibia based in Harare seeks to select a network of Business Development Service (BDS) Providers under its BG4YE Programme. The BDS Providers will support the ILO in the implementation of the project activities in line with the approved Project Implementation Plan for a period between March and July 2023. The local BDS Providers should be able to support entrepreneurs and/MSEs and work closely with the local government authorities in at least two of the following districts; Mutasa; Mutoko, Bulawayo; Umguza; Masvingo; Karoi and Beitbridge districts where the project will be implemented.

In collaboration with the ILO and its Project Implementing Partner, the BDS Providers support the delivery of the project under the two Business Development Services (BDS) Programme key result areas by undertaking the following tasks:

Capacity Building of Business Development Service Providers (February-March 2023)

- Nominate and select four (4) enterprise development and technical-oriented officials (*at least 2 female officials*) to participate in a tailor-made Business Development Training of Trainers (ToT) targeted for the project's BDS Providers. The 5-day ToT will enhance the capacities of the selected BDS Providers to deliver enterprise/business related training approved the ILO and guided by the needs identified from the BDS Providers capacity assessment. The technical officials will be expected to lead in the delivery of some of the activities under the BDS Programme.
- The BDS Providers are expected to participate in a capacity assessment that will be conducted by the ILO and the Project Implementing Partner.
- A total of 40 participants from the selected BDS Providers will attend the ToT and be certified to deliver the approved enterprise/business Training Programme integrated with the green business training in their respective districts of operation. A ToT Audit for the BDS Providers to establish the feasibility of each nominated technical official participating in the business/enterprise ToT will be conducted by the ILO and the Project Implementing Partner.
- Technical officials from the BDS providers will be expected to participate in ToTs which will be conducted by combining the BDS Providers that will cover the project areas as follows: Group 1 – Beitbridge, Masvingo and Bulawayo/Umguza Districts and Group 2 - Mutasa, Karoi, and Mutoko Districts. **The ILO will be responsible for the procurement of training venues, accommodation and travel logistics of the training participants provided by the BDS Providers.** Group 1 ToT will be held in Bulawayo and Group 2 ToT will be held in Harare.
- The BDS providers commit to deliver capacity development support to select enterprises as part of the certification process and as part of their obligation to receiving capacity development from the ILO

Support the rollout and implementation of the Business Development Programme (April and July 2023)

The selected BDS Providers are expected to support the implementation of the BDS Programme by undertaking the following activities between March and July 2023

- i. Participate in the orientation sessions of an on-line database platform for project beneficiary registration, administration and monitoring. The database should be accessible to the BDS Providers.
- ii. Participate in the online and physical meetings to acquire knowledge of a set of Business Development Service tools such as youth-led business growth indicators and report formats for BDS Providers integrated with the on-line database
- iii. Participate in in at least two review meetings during the BDS capacity building and implementation process as part of control and monitoring mechanism
- iv. Take full responsibility of selection of the project participants, selection and engagement with the MSEs in the allocated project districts
- v. Ensure a smooth delivery of the BDS to the selected MSEs and submit the BDS Programme reports as guided by the ILO BDS Programme Contract
- vi. Take fully responsibility of delivering the SIYB Training Programme and submit a consolidated BDS Monitoring Report
- vii. Submit monthly or activity based BDS reports and provide recommendations for improvement and strengthening the local BDS eco-system.

The ILO will be responsible for:

- Ensuring the availability of resources to undertake the scope of work
- Providing guidance and directions throughout the implementation of the Business Development Programme
- Facilitating the engagement and discussion with other key stakeholders and service providers
- Maintaining institutional contacts with Government departments and project stakeholders

Expected Deliverables of the Assignment

1. Inception Report including Workplan and budget outlining the work/activities to be undertaken, including implementation plan and timelines.
2. Update database of enterprises, entrepreneurs, and workers.
3. Activity Based Reports, Technical Progress Reports and Final Technical Report which should show the methodology used, activities undertaken, successes, challenges, results (planned and unplanned), lessons identified and recommendations on how to address those lessons based on the standard requirement of the ILO Implementation Agreement modalities.

Profile of the Business Development Service Provider

The Business Development Service Provider should have staff with at least the following qualifications and experience:

- Lead technical personnel with at least a University degree in business management, business administration, marketing, economics, environmental studies, development studies or other closely related field.
- Registered organization or institution with at least 5 years of relevant experience in the business development services, business management training, enterprise development, green jobs, green economy, skills development and employment promotion related projects, at least 5 years of relevant or associated management experience in areas of similar green jobs and project management.
- Capacity to support the delivery of BDS Programme in at least two of the seven project districts
- Experience in coordinating and planning events at national and local level
- Excellent administration, organizational and time management skills
- Excellent communication skills and ability to work in collaboration with other BDS Providers
- Flexible in working hours-ability to work evening and weekends if necessary
- A strong background and experience in enterprise development, gender, green issues with emphasis on employment creation including a proven track record in this type of work.

Expression of Interest Process

The ILO invites interested service providers or organizations to submit an expression of interest and institutional capacity details on how it can support the implementation of the BDS Programme as a BDS Provider in at least two of the seven project districts. The proposal submissions should **reach the ILO no later than 02 February 2023** and should be sent to the following emails below: -

Request for Expression of Interest:

- a cover letter, a company profile and an expression of interest (max. 5 pages) summarizing the motivation and capacity to deliver the BDS Programme in selected districts.
- Updated curriculum vitae(s) of technical and administrative officials
- evidence of similar work done and experience to undertake the assignment.
- **Expression of Interest to be submitted to :** HRE-PROCUREMENT@ilo.org (note it's HRE-PROCUREMENT@ilo.org)

NB : This not a request for financial proposal. the ILO is NOT expecting submission of any budget or financial proposals. Only after the BDS capacity building processes, selected BDS Providers will be requested to submit Technical and Financial Proposals.