

**DETAILED  
TERMS OF REFERENCE FOR**

**CONSULTANCY**

**Business plan for the development of infrastructure for cultural  
ceremonies and activities in Swaziland**

**BACKGROUND:**

The national cultural events which include Incwala-Lusekwane, Marula celebration, Maiden reed dance, Women Lutsango reed dance, sorghum harvesting e.t.c require ample provisions for accommodation, food, transport and general security and health support to all regiments. The activities take place in five royal residence countrywide the main activity being in Ludzidzini Royal Residence.

**OVERALL OBJECTIVES:**

The overall objective of the programme is to build accommodation for regiments attending the nation cultural events namely; the Marula celebrations, Women's reed dance, maiden's reed dance and Incwala-Lusekwane bring multitudes of people from all over the country and outside who take part in the proceedings. All the mentioned events are essential for promotion, preservation and sustenance of Swazi Tradition and cultural heritage.

**STATEMENT OF PROBLEM JUSTIFICATION:**

The main project purpose is to alleviate the problem of accommodation faced by people who attend national events. The design of the project will be done in three dimensional model, which incorporates the different building elements relevant for each phase of design and which can also show data about a building that will affect green design elements such as thermal mass and shadows. This results in savings on materials and design time and will be used in construction process and in the management of facilities. The facilities will be construct acted following the ten green design principles.

**Consultancy objective:**

The objective of this consultancy is the preparation of a business plan expediting the development of the facilities to be used during the national cultural ceremonies and activities involving large number of participants. The main purpose of this development is to alleviate the problem of accommodation faced by participants attending the national events.

The business plan should represent the key framework for the developmental project to be undertaken over the period of 5 years and address the aspects of the development, feasibility as well as funding necessary for the completion of the project.

The specific deliverable of this consultancy is the business plan document composed as follows:

1. Executive Summary;
2. Objective of the business plan indicating in particular the society benefits from the successful completion of the project
3. Stakeholders analysis
4. Needs analysis: the capacities of the proposed infrastructures
5. Fundrasing strategy:

6. Implementation Strategy: management responsibilities with time periods and budgets as well as means of results tracking;
7. Management Team description the organization and the key management team members).
8. Financial Analysis:

## DURATION

The assignment is expected to be undertaken in the period from **15 to 30 September 2013**.

## QUALIFICATIONS

The consultant(s) should have the following qualifications:

- **Experience:** At least five years of recognized experience in business planning and/or review of development programmes and experience. Sound knowledge and experience in the sector of culture and heritage or social sector development projects/programmes is also required.
- **Language:** Excellent knowledge of written and spoken English.
- **Competency:** Good skills in grasping the very complex project/programme situation in a short time frame. Excellent analytical skills in writing business plans with constructive and practical recommendations. Good audience-oriented communication, teamwork and presentation skills. Ability to understand and appropriately respond to Swaziland specific cultural and social requirements.

## APPLICATION

Interested individual consultants and/or entities must submit the following documents/information:

### 1) Technical Proposal

- Explaining why the consultant is the most suitable for the work as per requirements of the TOR (2 pages maximum);
- Giving brief information on similar tasks implemented (2 pages maximum)
- Describing how the consultant will approach and conduct the work (3 pages maximum). Please include the suggested number of days required;
- Curriculum Vitae of the core team

### 2) Financial Offer

- A detailed budget for this assignment as well as the rate of the consultation fee.

Applications should be sent **by e-mail to [d.dijakovic@unesco.org](mailto:d.dijakovic@unesco.org)**, indicating clearly the consultancy title **“Business plan for the development of infrastructure for cultural ceremonies and activities in Swaziland”**. Deadline for submission: **4 September 2013 (17.00 Windhoek time)**

**Detailed Terms of Reference can be obtained in the following ways:**

At the web address: [www.unesco.org/windhoek](http://www.unesco.org/windhoek)

Send a request by e-mail to: [d.dijakovic@unesco.org](mailto:d.dijakovic@unesco.org)