Terms of Reference

Development of a Concept Note/Project Proposal for an ILO project to address decent work deficits in the tobacco sector of Zambia

18-19 March 2020, Lusaka, Zambia

Introduction

The Governing Body (GB) of the International Labour Organization (ILO) at its 337th Session during 24 October – 7 November 2019 (as per agenda item GB.337/POL/5) endorsed a time-bound and costed integrated strategy to address decent work deficits in the tobacco sector and directed the Office to implement the strategy.

As per the GB's decision, implementation of the strategy is to be financed by voluntary contributions from multi- and bilateral aid for development cooperation and/or by ILO resources, in order to operationalize the integrated strategy in the four former public–private partnership countries, which include Zambia, working in close cooperation with governments and social partners, and in line with previous GB decisions on the issue.

To this end, the ILO intends to engage a national consultant to support the development of a concept note and a project proposal document for Zambia for an ILO project to address decent work deficits in the tobacco sector in Zambia. The project would be implemented over three-years from 2020 – 2023 within the context of Zambia's second Decent Work Country Programme (DWCP, 2019 – 2022) and Zambia 7th National Development plan (7NDP 2017-2021). The project proposal will be based on the priorities identified by Zambia stakeholders during a Strategic Planning Work (SPW) to be held 18-19 March 2020 in Lusaka.

Scope of Work

Under the overall supervision and guidance of the Project Manager and in close collaboration with National Project Coordinator for "Decent Work Deficits in the Tobacco Sector of Zambia Addressed Project," the consultant is expected to undertake the following tasks;

a. Co-Facilitate with the project team at the Strategic Planning workshop to be held 18-19 March 2020. The overall purpose of the SPW is to inform the design of a project to address decent work deficits in the tobacco sector in Zambia. The specific objectives of the SPW are to:
   - Prioritise the key outputs to be implemented by the project in Zambia, in line with the outcomes defined by the integrated strategy.
   - Identify key activities to be undertaken by the project in pursuit of identified priority outputs for Zambia
   - Develop a theory-of-change for the project in Zambia

- Develop a draft Workplan for the project in Zambia
- Identify key stakeholders for the project in Zambia
- Identify key target areas of geographic coverage for the project in Zambia
- Design/agree on the coordination mechanisms for the project
- Develop a roadmap for next steps to be taken towards launch of the project

b. From the results of the SPW and in line with the Global Integrated Strategy develop a project Concept Note (6 Pages)
c. Further develop a full project proposal with support and input from different departments of the ILO (PARDEV, FUNDAMENTALS, SECTOR, CO Lusaka and DWT Pretoria)

Approach

The methodology of this exercise will include consultations at the SPW, desk review of the relevant documents, and individual consultations with key stakeholders and ILO staff members.

Deliverables

The deliverables for this assignment will

For Assignment a) above	- Inception report including a SPW methodology (2 day) - Facilitation of the SPW (2 days) - Workshop Report (with support from project team) highlighting Zambia priorities for a country integrated strategy (Max 10 pages) (1 day) - Total = 5 days
For Assignment b) above	- Additional Literature review and consultations (4 days) - Development of the concept Note (2 days) Total = 6 days
For assignment c) above	- Consultations with ILO and social partners + additional desk reviews (4 days) - Drafting of the project Proposal (8 days) - Finalisation of proposal after inputs from various officials (2 day) - Total = 14 days
	Total for a+b+c = 25 days

Activity and implementation timeline

The assignment should be carried within 25 working days spread over the period 12 March 2020 - 15th May 2020.

No	Activity	Dates
1.	Inception Report	By 16 March 2020
2	SPW	18-19 March 2020
3	SPW Report	By 27 March 2020
4	Concept Note	By 31 March 2020
5	Draft Project Proposal	By 20th April 2020
6	Circulation and receipt of Comments	By 30th April 2020

7	Finalisation of the Proposal	By 8th May 2020

Payment Schedule Payment Schedule

ILO RBSA project on Addressing DW Deficits in Tobacco Sector of Zambia will finance the cost of the consultancy. Payments will be done in line with ILOs financial regulations.

Qualifications

i. Advanced University Degree in Development Studies, Demography, International Development, Rural Development, Economics, Social Sciences or other relevant field;
ii. 10 years of proven experience in relevant fields;
iii. Excellent analysis and report writing skills;
iv. Proven expertise in strategic planning and project proposal development;
v. Experience with ILO programming will be an added advantage.

Invitation to Potential Consultants

Interested consultants are requested to submit their CVs quoting their daily fee rate to: **lusaka@ilo.org and cc: irimu@ilo.org** addressed to the Director, ILO Country Office for Zambia, Malawi and Mozambique, Lusaka by **8th March 2020.**