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TERMS OF REFERENCE FOR LOCAL ECONOMIC ASSESSMENT CONSULTANT

1. General Information

Position: National consultant to conduct Local Economic Assessment (LEA) for Kigoma region

Organization: UNCDF

Duty Station: Dar es Salaam with travel to Kigoma districts

Duration: The assignment will comprise 60 person days over a period of 3 months starting from the date the contract is signed.

Starting Date: 06 November 2017

2. Introduction and background

The global programme, Inclusive and Equitable Local Development (IELD) is jointly implemented by United Nations Capital Development Fund (UNCDF), UN Women and United Nations Development Programme (UNDP). The programme addresses structural impediments that prevent women from entering the labour market through local public and private investments, with a particular emphasis on unlocking domestic capital for women’s economic empowerment and entrepreneurship. This 5 year programme is piloted in three Least Developed Countries (LDCs) in 2017, which include Bangladesh, Tanzania, and Uganda.

IELD uses a unique three-agency partnership by utilizing each agency’s niche and comparative advantage in programming on gender equality and women’s empowerment. The programme supports governments and the private sector at the local level to design, plan, implement and sustain local public and private investments, with a particular focus on promoting women’s equal and full participation in the local economy. The programme uses a Gender Sensitive Local Economic Assessment tool (LEA) to identify, in consultation with the local government and communities, the most pressing bottlenecks faced by women at the local level that impede their participation in the economy. To address these barriers, the programme identifies practical solutions in the form of public and private investments. A gender criteria is used to identify most viable investments with maximum impact on women’s economic empowerment, thus increasing women’s access to local economic opportunities, entrepreneurship and public services.

In Tanzania, IELD is piloted in Kigoma region in the first year of its implementation. Therefore, the assessment will only cover Kigoma region with priority to Kibondo, Kankoko and Kasulu districts. The programme, therefore, seeks to recruit a National consultant to conduct a gender responsive Local Economic Assessment (LEA) for the region of Kigoma. The purpose of this assessment is to understand the existing structure and dynamism of the local economy of Kigoma in a view of identifying, developing and implementing gender-responsive public and private investment projects which are needed to unlock the local economic potential of Kigoma. The consultant will lead efforts to pilot a gender-responsive Local Economic Assessment tool in collaboration with UNDP, UN Women, and UNCDF country teams. The consultant will be supervised by the Tanzania Steering Committee, comprising of the three agencies.

The gender-responsive LEA is a written report containing qualitative and quantitative data and analysis on a local economy. It contains text and schematics to present the main characteristics of a local economy viewed and analyzed from a gender perspective. Data is drawn from existing reports, national policy documents and local sources, where such data is available. A comprehensive gender-responsive LEA will be supplemented by stakeholder analysis using workshops and interviews with key individuals who have knowledge and experience of the main gender issues impacting the local economy. Such analysis will draw on the insights of key stakeholders (women and men, jointly and/or separately, as culturally adequate) and groups with knowledge of gender issues and the impact of gender in the local economy. Such issues will for example, include the economic sectors women and men are concentrated in, or the social norms that hinder women's economic participation.

3. Principal duties and responsibilities

An individual National consultant will conduct this assignment. The Consultant will have primary reporting responsibility to the IELD Lead Investment Officer who is based in Dar es Salaam.

The consultant will in particular:

- Identify the local economic sectors which hold relatively higher potential for economic growth and development in Kigoma region.
- Assess the situation of women's participation in the identified economic sectors of the respective local economy.
- Undertake detailed field level analysis of the factors (obstacles and opportunities) affecting women's participation in local economic activities.
- Identify the external factors that affect the competitive position of the locality from a gender-perspective.
- Identify measures to foster consensus on the critical gender issues that affect the development of a gender-responsive LED strategic plan and women's economic empowerment within a locality.
- Based on the above analysis provide specific recommendations on the possible projects with high potential in improving women participation and women's economic empowerment in Kigoma region.
- Explore cultural norms and beliefs that have negatively affect the mindset and orientation of women towards entrepreneurship, capital formation and asset ownership

4. Methodology

- a) Identify data collection and assessment techniques that provide a meaningful gender inputs to a local economic assessment.
- b) Identify the type of data required to conduct a gender-responsive LEA.
- c) Obtain secondary and primary data through a range of approaches for the local economic assessment. This may include desk based research, labour market analysis, interviews and focus groups, questionnaires and the like;
- d) Validate the findings and recommendations with all identified relevant stakeholders in Kigoma including women and women groups and organizations. This may require holding stakeholders' workshops at district and regional level.

5. Key Questions to be answered by this Local Economic Assessment

This assessment should in the minimum answer the following main questions:

- What is the current socio-economic situation of women in Kigoma?
- What are the key and main economic sectors/sub-sectors in Kigoma?
- What sectors/sub-sectors have the highest potential to grow and contribute in the respective local economy?

- What are the strategic local infrastructures needed and necessary to unlock the local economic potential of Kigoma?
- What is the current participation of women in the identified sectors/sub-sectors?
- What are the main factors (obstacles and opportunities) which determine the participation of women in the local economic activities?
- What can be done to improve the participation of women in the identified economic activities and women's benefits from these local economic activities?
- What is the current capacity of the respective local government authorities and private sector in designing, planning, implementing and sustaining gender-responsive investment projects?
- What is the willingness and ability of the local financial sector in financing public and private gender-responsive infrastructure projects in Kigoma?
- What is the willingness and ability of the local government authorities in Kigoma to borrow money from the financial institutions for local public investment projects?

6. Deliverables

- Inception report, within 2 weeks after the start of the assignment, outlining the proposed work plan and methodology for the assignment;
- Draft report, 2 weeks after completion of the field work;
- Revised draft report incorporating comments and feedback from UNCDF, UN Women and UNDP;
- Presentation of the report key findings and recommendations at regional stakeholders' workshop in Kigoma;
- Final report incorporating comments and feedback from the stakeholders' workshop and Tanzania steering committee (UNCDF, UN Women and UNDP).

7. Qualifications

- Minimum a Master degree in economics, international development, regional planning or related discipline is required
- Minimum 5 years of professional experience in conducting socio-economic analysis including in data collection, survey design and analysis for development projects;
- Proven expertise in conducting local economic assessments and implementing research tools;
- Demonstrated skills in conducting focus groups and interviews at the community and household levels;
- In depth knowledge and understanding of women's economic empowerment issues in Tanzania;
- Strong understanding of gender and demonstrated experience in applying gender tools and conceptual frameworks;
- A demonstrated ability (through previous similar assignments) to analyse, compile and synthesize information in coherent and succinct formats;
- Experience working with local governments and grassroots organizations on improving gender equity is an advantage;

- Proficiency in written and spoken English and Swahili.

8. Criteria for selection of the Best Offer

Offers received will be evaluated using a Combined Scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%.

Criteria to be used for rating the qualifications and methodology:

Technical evaluation criteria (total 70 points):

- Minimum 5 years of professional experience in conducting socio-economic analysis including in data collection, survey design and analysis for development projects [15 points];
- Demonstrated strong understanding of gender and demonstrated experience in applying gender tools and conceptual frameworks [10 points];
- Proven expertise in conducting local economic assessment and implementing research tools [20 points];
- Strong understanding of gender and demonstrated experience in applying gender tools and conceptual frameworks; [10 points]
- Proposed methodology [15 points].

Only candidates obtaining a minimum of 50 points in the Technical Evaluation will be considered for the Financial Evaluation.

Financial evaluation (total 30 points):

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula: $p = y (\mu/z)$

where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal
- μ = price of the lowest priced proposal
- z = price of the proposal being evaluated.

9. Application Procedure

Qualified candidates are requested to submit the technical and financial proposals via email to global.ield@uncdf.org All the required documents should be attached and submitted with your proposal. The proposal should contain:

- Technical proposal in English
- Recent CV with relevant references
- Proposed daily rate and other relevant expenditures including transport, hotel, meals and other relevant costs