#

# Terms of Reference

## Implementing Partner (National NGO) to conduct Business Plan Competitions and manage in-kind start-up kit distribution in the targeted localities in East Darfur and West Kordofan

**Start Date**: 01/08/2022

**End Date:** 30/12/2023

## BACKGROUND

The *Partnership for Improving Prospects for Forcibly Displaced Persons and Host Communities* ([PROSPECTS](https://www.ilo.org/global/programmes-and-projects/prospects/countries/sudan/lang--en/index.htm))*,* that is funded by the Government of the Netherlands, brings together four agencies (IFC, ILO, UNHCR, and UNICEF) to devise collaborative and innovative approaches for inclusive job creation and education in contexts characterized by forced displacement. The technical assistance interventions are being implemented under three operational pillars: Pillar 1: Education and Learning; Pillar 2: Employment with Dignity, and Pillar 3: Protection and Inclusion.

Based on PROSPECTS project baseline survey undertaken in 2020, some of the key challenges in the targeted locations are: high household vulnerability, high unemployment rates; lower average rates; low household income levels; limited access to social protection services; unsafe working conditions, low purchasing power; and Lack of accessible financial services.

Business owners however in the targeted locations, as indicated in the baseline survey, have slightly higher household incomes and score slightly better on some of the vulnerability indicators (such as the ability to save) than community members in the household survey. However, they operate at a highly localized scale, often at the very end of the value chain, without engaging in value-adding business activities. Interviews undertaken as part of the baseline have found that successful enterprises are those that have access to capital (although limited) together with strong financial management skills. Most of these ‘success stories’, have one or more of following aspects in common: were able to obtain capital (by saving, as a gift from household members, or as support through a development assistance programme) and/or they closely managed limited available funds (that is, carefully considered income, expenses, and investments).

Under Pillar 2, PROSPECTS is encouraging entrepreneurship development through a number of different streams of assistance including; reducing decent work deficits, improving access to finance, providing financial literacy and entrepreneurship training such as Generate Your Business Idea and Start Your Business (SYB).This comprehensive and multidimensional approach is expected to make larger regional market networks more accessible for community members. In addition, PROSPECTS aims to support micro-entrepreneurs with grants to facilitate the creation of sustainable business models that align with the market opportunities identified in ILO value chain assessments and economic sector studies.

## OVERALL OBJECTIVES

The objective of this intervention is to select a national NGO to:

1. Undertake a Business Plan Competition for 500 entrepreneurs (50% refugees and 50% host community and 20% social entrepreneurs) that have already been trained on GYB, SYB and Financial Education modules. This will take place in El Nimir Refugee Camp, Assalaya locality (East Darfur), Kharasana and El Meiram (West Kordofan). Based on a jointly agreed selection criteria, the Business Plan Competition will lead to selecting 250 micro-entrepreneurs who will receive in-kind grants that range between $100-$300 based on their business ideas and whether they aim to work individually or in groups;
2. Manage the procurement of the in-kind grants (i.e. start-up kits). This includes agreeing with Business Plan Competition winners on items to procure **from the local market** all the way through delivering the agreed items to the entrepreneurs using transparent procurement processes;
3. Follow up on the grantees with support and linkages to BDS mentoring and to FSPs; and
4. Document for 20 success stories across all localities after 6 months from receiving the in-kind grant.

This is to be delivered, through continued consultations with PROSPECTS project team and ILO Specialists and using a results-based approach. Further breakdown of deliverables is detailed in the *Key Deliverables* section.

## KEY DELIVERABLES

PART A: Preparation for the Business Plan Competition (BPC) (01 Aug – 30 Sep 2022)

In consultation with ILO’s project team, ILO’s implementing partner and the Local Economic Development Committees:

1. Develop the BPC concept note and workplan that is tailored for the context of the 4 targeted locations. This includes detailing the content that will be utilised to facilitate the BPC;
2. Develop the selection and judgment criteria jointly with the project team. This to prioritise businesses that align with market opportunities that are in line with the findings of ILO baseline survey and market assessments; and
3. Establish the application process and shortlist/select the 500 entrepreneurs that will engage in the BPC across the 4 locations (125 per location--50% refugees and 50% host community; 50% female and 50% male and 20% social entrepreneurs).

PART B: Business Plan Competition and in-kind grant procurement and distribution (01 Oct- 30 Sep 2023)

In consultation with ILO’s project team, the implementing partner and the Local Economic Development Committees:

1. Form a panel of judges comprising of members from the LEDC and FSP together with ILO to participate in the selection of the best entrepreneurs;
2. Roll out the BPC in the 4 targeted locations. This includes selecting entrepreneurs with a viable business idea to undergo follow up sessions (in partnership with ILO other Implementing Partner) to review critical points of their business plan and to make it more attractive. It is also expected from the implementing partner selected under this ToR to prepare all the logistical support for a comfortable learning environment and distributing relevant transport allowances;
3. Select the 250 best entrepreneurs (62-63 entrepreneur per targeted location) after undertaking the needed due diligence assessments to ensure their business ideas are viable and have growth potential in the local markets (ideally add value in the groundnuts and hibiscus value chains), and
4. Procure and distribute the in-kind grants to the 250 winners (in groups or individually) to serve as start-up kits for them to start and grow their businesses. A visibility event in each location for the in-kind grant distribution is expected.

Part C: Follow up and documentation of success story (1 Oct to 30 Dec 2023)

1. The implementing partner will continue to follow up with **all** 250 selected entrepreneurs to ensure they are receiving the follow up support under other PROSPECTS interventions (2 monitoring visit per entrepreneur across 6 months);
2. Monitor the usage of in-kind grants and ensure they are utilised to start the business; and
3. In consultations with ILO’s Communication Officer, document the best success stories (after 6 months of receiving the grant) by conducting in depth interviews on their business progress and the envisaged growth avenues. Output expected in 6 videos and innovative visibility materials.

## REPORTING LINES

The selected implementing partner will work under the direct supervision of the PROSPECTS team in Sudan and ILO regional and HQ-based Specialists. This includes regular planning and progress meetings, joint discussions and agreement on best approaches and regular progress reporting.

## SUBMISSION

The interested national implementing partner should submit a technical, financial proposal and evidence of proven technical expertise and institutional and financial capacity no later than  **01 August 2022, 4pm [CAT]**.

1. The financial proposal is to include the following breakdown**: the sub total budget of delivering Part A, B and C separately and** breakdown by unit. The financial offer should be submitted in **USD**. It should include all envisaged costs including logistical support, grant management and participants transport allowances.
2. The technical proposal should lay out, in detail, the comparative advantage of the organization in implementing the aforementioned deliverable and include at a minimum: outputs, activities, a detailed work plan for the implementation cycle taking into account the time needed to procure from local markets;
3. Sample of Business Competition report that the implementing partner has undertaken; and
4. The organisation should also submit; evidence of proven expertise (including: a list of similar type content service the company owns and Institutional and financial capacity to independently carry out the service to ensure it is sustainable and manage funds (for instance, the organogram, registration documents and a recent financial audit report).

All interested organization can send questions to (ADDIS\_PROCUREMENT@ilo.org) until **15 July 2022, 4pm [CAT]**. Questions will be answered and shared with the interested organizations by Close of Business on **20 July 2022**.

Please note that the ILO will not consider incomplete submissions. All responses and supporting documentation received will be treated as strictly confidential and will not be made available for the public.

## PAYMENT SCHEDULE

* 1st payment will be **20%** of the total budget and to be disbursed once the contract is signed and an inception report is submitted. (Deliverable A-1)
* 2nd payment will be **30%** of the total budget and will be disbursed on completion and submission of Part A deliverables. (Deliverables A-2 & A3)
* 3rd payment will be **15%** of the budget to be disbursed on completion of 50% of deliverables under Part B (i.e. in-kind grant procured and handed over to 125 entrepreneur); (Deliverables B-1 & B2)
* 4th payment of **15%** is to be disbursed on completion and submission of the other 50% of Part B deliverables. (Deliverables B-3 & B4)
* 5th payment of **15%** is to be disbursed upon the completion of all deliverables under *Part C*. (Deliverables C-1 and C2)
* 6th payment of **5%** is to be disbursed upon the completion of final end of activity narrative and financial report. (Deliverable C-3)

## SELECTION CRITERIA

The selected Sudanese NGO Implementing Partner will have a mix of expertise and qualifications in the focus areas related to this ToR. Evaluation of the suitability of the NGO to work on this assignment will be made against the following selection criteria:

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| **Evaluation Criteria** | **Maximum mark** |
| 1. **Technical Proposal**
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| The Technical Proposal contains clear strategy, outputs, activities and workplan that provides adequate time to undertake the BPC, procure and distribute the in-kind grants and provide adequate followup of the beneficiaries.  | 30 |
| The Technical Proposal submitted includes a clear indication of the comparative advantage of the organization and staffing plan to implement the BPC.  | 10 |
| Technical Offers contains a list of projects delivered to date as well as reporting the experience and CVs of senior staff including contact and reference information that helps to provide evidence that the proposed NGO Implementing Partner possesses the technical expertise required to implement the workplan developed to deliver the scope work required and reported in the ToR. | 20 |
| Technical Offer includes requested supporting documents: organogram, relevant ethics/conduct protocols and the latest financial audit to demonstrate the financial capacity of the proposed implementing partner to undertake the requested service provision identified in the ToR. | 20 |
| The proposal clearly indicates how the Implementing Partner intends to bridge the distance between target localities if they don't have an office in both target states. | 20 |
| **Maximum Points** | **100** |
| Minimum Acceptable Score for the Proposal to be financially reviewed | **60%** |