**Annex I - Terms of Reference**

**Project title:** UNDP Strengthening Local Capacities for Resilience and Recovery Project (Top-Up)

**Description of the assignment:** Strengthening the Livelihoods of population of Zuwara through Productive Assets Distribution “Blue Economy Project”

# Municipality: Libya, municipality of Zuwara

**Beneficiaries:** from 50 to 100 initiatives

# Duration of assignment: 8 months

# Scope of work. expected outcomes, outputs and activities

The project will take place in Zuwara responding to the needs of local population for better economic opportunities.

The organization that will implement this project needs to develop and submit a proposal with a clear methodology, implementation and monitoring plan, budget and other relevant strategies (such as expert training and business training, accountability to local communities, inclusive beneficiaries’ targeting, defining relevant assets for distribution) to be able to cover the scope of work and deliver quality results.

**Expected Outcome:**

Access to sustainable income generating activities and livelihoods is increased in Zuwara through productive assets distribution in “Blue Economy Project”.

# Output #1. Implementation design is prepared.

*Activities:*

* + Conduct rapid livelihoods assessment and define the commonly used economically productive assets for Blue Economy (use public studies, consultations in the municipality, and stakeholders such a Zuwara Marine High institute on the asset needs for livelihoods, baseline survey).
	+ Prepare a trainee/beneficiary selection criterion (exemplary vulnerability criteria, livelihoods in relation to socio-economic status and potential economic opportunities in Blue Economy) and define the target beneficiaries’ sub-groups in consultation with local authorities, stakeholders and UNDP Libya.
	+ Sign framework agreements with partner(s) including expert institutions or experts for Training of Trainers (TOT), Zuwara’s Marine High institute and other related stakeholders.
	+ Prepare the TOT curriculum and training plan for Blue Economy with experts, with focus on effective fishing practices, “know-hows”, aquaculture and other studies.
	+ Prepare visibility, communication materials, including banners with logos, beneficiary information sheets.
	+ Develop proposal template for the beneficiaries to participate in Blue Economy Project.
	+ Develop a risk assessment method and risk mitigation plan.
	+ Define a monitoring framework (set up indicators to be monitored related to activities).
	+ Develop a workplan/timeline for the assignment implementation, including a description of the method and the mechanism of providing assets with secured supply of identified assets generating income for the vulnerable population.
	+ For direct assets purchase, identify suppliers of a range of assets including, and agree on a distribution modality depending on economic activities identified in Zuwara.

*Expected execution timeframe 60 days after the Agreement starting date****.***

# Output #2. TOT and Targeting of beneficiaries are completed.

*Activities:*

* + Launch the call for proposals in the community through local stakeholders and communication mechanisms.
	+ Organize meetings or use other methods of engagement to ensure enrollment and interest of the potential beneficiaries – in the municipality.
	+ Select the beneficiaries using the previously prepared selection criterion approved by UNDP and through the evaluation of the applications using the evaluation criteria submitted and cleared by UNDP.
	+ Acquire/procure assets to be distributed throughout the project.
	+ Sign contracts with beneficiaries incorporating risks mitigation strategy and standard practices for asset maintenance, troubleshooting, theft.
	+ Conduct the TOT training to Zuwara Marine High institute in collaboration with individual experts or expert institutions on Blue Economy with focus on effective fisheries, “know-how” and aquaculture and other marine studies.

*Expected execution timeframe 120 days after the Agreement starting date****.***

**Output #3: Productive Asset Distribution mechanism implemented for 50-100 beneficiaries.**

* + Support the training to beneficiaries on Blue Economy in collaboration with Zuwara Marine High Institute.
	+ Conduct business training to beneficiaries, selected to receive fishing assets.
	+ Distribute livelihoods support packages: assets selected for each economic activity to selected beneficiaries.
	+ Monitor the compliance to the signed agreements.

*Expected execution timeframe 210 calendar days after the Agreement starting date****.***

# Output #4. Evaluation of the project completed.

*Activities:*

* + Undertake a final evaluation including measuring the immediate impact of the project;
	+ Final Report Document including sharing the lessons learned.

*Expected execution timeframe 240 calendar days after the Agreement starting date****.***

# Recommendations to the methodology

# Recommendations on the team composition:

The project team is required to have the minimum setup as:

# Project Manager:

* Bachelor’s or Master’s degree in Economy, Public Administration, Law, Management or related field;
* Minimum three years of professional experience in project management;
* Minimum three years of experience in implementing projects/programmes in livelihoods, or other economic empowerment initiatives or any related projects;
* Excellent knowledge of English.

# Activity Supervisor or Area Manager:

* Bachelor’s or high school degree in Economy, Engineering, Management or related

field;

* Minimum two years of experience as local coordinator, monitoring field activities with vulnerable groups;
* Experience in the field management of Asset Recovery or Cash grants is a strong asset;
* Excellent knowledge of Arabic. English is a strong asset.

# Administration & Finance Staff:

* + Bachelor’s (or high school) degree in Economy, Public Administration, Law, Finance or related field;
	+ Minimum two years of experience in administrative work;
	+ Excellent knowledge of Arabic, and English will be a strong asset.

# Monitoring and Evaluation:

* + Bachelor’s or high school degree in Economy, Statistics, or Public Administration;
	+ Minimum two years of experience in working with Monitoring and Evaluation frameworks.
	+ Excellent knowledge of Arabic, and English will be a strong asset.

# Invited experts on Blue economy (could be internal capacity of the organization or through the partnership):

* + Bachelor’s or high school degree in Environment, Engineering or related fields;
	+ Minimum three years of experience in working with educational or training institutes focusing on Fishing, Aquaculture.
	+ Excellent knowledge of Arabic, and English will be a strong asset.

# Recommendations on livelihoods assessment:

At the design phase for a livelihoods project focusing on blue economy it is essential to follow:

* Assets distributed should not only benefit the targeted, but also contribute to the market development ecosystems.
* Ensure contribution to the market supply in a way that responds to the market demands without doing damage to the market mechanisms or affecting the existing market actors.
* Identifying gaps in certain value chains, across which, support to assets and tools recovery would be of help to market restoration.

# Recommendations on the assets and value ranges specific to the blue economy:

The economically productive assets may include, but not restricted to, productive machines, tools, livestock, goods and supplies, that were lost along the displacement journey, or need to be recovered upon return, to help returnees to resettle. Assets categories mentioned above can be explained with examples below:

* Machines, tools, nets and aquaculture storages, a fridge, processing and similar assets for fisheries and aquaculture.
* Small traders need assets such as installations in their shops, goods and supplies that they used to trade in.
* Small tourism sector may include stalls, kiosks, equipment, assets for crafts producing, food and catering industry equipment and tools/machines.

Although the asset selection is based on beneficiary preference and relevance to income generation activity, however, all assets must be studied in line with related risks and safety measures.

The asset values are typically defined within the range of US Dollars 1,000 to 4,000.

# 2.4 Recommendations on the selection of beneficiaries:

The Responsible Party should follow the defined eligibility criteria which are meant to minimize beneficiary exclusion and should be used to prioritize vulnerable households. The priority beneficiaries include:

* A skilled fisherman who operated in the market before;
* Having had assets that were broken or lost because of the economic declines.

The interested applicant also needs to have a viable business in community demonstrating market demand.

# Recommendations on the blue economy training (TOT)

Responding on the challenges of the Blue economy or fisheries decline, the expert training to include the most up to date techniques in different fishing types, introducing effective mechanisms utilized, sharing new technologies, equipment and strategies used in the value chains.

# 2.6 Recommendations on the business training:

The most important element in the entire assets support programme is to ensure the income productivity aspect of the proposed assets by the beneficiary. This requires providing close support to beneficiaries in the selection of assets in the form of coaching, advisory services in terms of market research, the relevance of the assets with emerging demands, end market preferences, and sales potential. There might be cases where groups of beneficiaries in the same area may propose the same type of assets which would not lead to any income generation for the family.

The training topics include:

* Introduction to small businesses, labour and types such as production, trading and service provision, and how to select a suitable business idea to the beneficiaries’ skills, assets and relations;
* A feasibility study, to help beneficiaries to prepare business plans and ensure they plan for a profitable business;
* Marketing and selling, which would help beneficiaries develop the optimal marketing mix of product, price, place and promotion; and
* Bookkeeping, to help asset recovery beneficiaries keep a record of their costs and income, differentiate their home expenses from their small business expenses, and ensure proper enterprise management of their businesses.

# 2.6 Recommendations on the communication and visibility:

The communication plan by the Responsible Party should include activities to record stories through pictures, videos, and case studies.

1. **Schedule and payment plan**

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| --- | --- | --- | --- |
| **Activity** | **Deliverables** | **Anticipated date of completion** |  **Payments** |
| Output #1. Implementation plan prepared | Submit Inception Report, including workplan, a beneficiary selection criteria, a riskassessment, the asset distribution ,and a rapid livelihoods assessment and monitoring framework. |  Up to 60 days after the start of the assignment |  20% |
| Output #2. TOT and Targeting of beneficiaries are completed | Submit first Interim Report, including list of selected beneficiaries, training curriculum, signed contracts with beneficiaries. | Up to 120 days after the start of the assignment | 40% |
| Output #3. Productive Asset Distribution mechanism implemented for 50-100 beneficiaries. | Submit second Interim Report, including achieved progress on the implementation.. | Up to 210 days after the start of the assignment | 20% |
| Output 4: Evaluation of the project completed | Submit Final Report, including all activities, deliverables, evaluation, lessons learned and communication materials. | Up to 240 days after the start of the assignment |  20% |

1. **Institutional engagement**

Roles and Responsibilities of the Responsible Party:

* + Allocate the proper and needed skilled personnel to carry out the project’s outputs;
	+ Be responsible of all logistics related to the completion of this assignment including remuneration of staff /experts / administrative issues related to implementation of activities; all materials and tools required for activities completion; transportation; rental; communication; allowances etc.;
	+ Ensure proper reach out to beneficiaries;
	+ Implement and constantly monitor the activities;
	+ Provide required and ad-hoc comprehensive reports on a timely manner.

Role of UNDP

* + Provide access to the administrative leadership with municipality in Zuwara and local stakeholders, and participate in consultations;
	+ Provide field supervision and quality assurance by UNDP’s personnel;
	+ Follow up, monitor and evaluate the progress of implementation of activities and manage/mitigate potential risks;
	+ Approve interim progress/final reports.