

## CALL FOR TWO SUB-REGIONAL CONSULTANTS

- 1) **MIDDLE EAST/ME:** Egypt, Jordan, Lebanon
- 2) **NORTH AFRICA/NA:** Algeria, Morocco, Tunisia.

**Call RC Reference No 2: 2 Sub-Regional Consultants**

**CAWTAR-KtK-RC-25-09-20-/FBHZ/TN.**

Type of Contract: Individual Contract

Start Date: October 10, 2020

**Application deadline: 25 September 2020**

### BACKGROUND

The Centre of Arab Women for Training & Research/CAWTAR<sup>1</sup> seeks the services of 2 qualified and experienced sub-regional consultants, one for North Africa (Algeria, Morocco and Tunisia) and the other, for the Middle East (Egypt, Jordan and Lebanon) in order to:

- 1) Produce Actor's mapping and profiling of economic enterprises (in public and private sector): a minimum of three sectors supported by a rapid assessment with a sample of women entrepreneurs identified in these three sectors and,
- 2) Conduct a Gender-Responsive Value-Chain Analysis/ GSVCA.

The consultants' team of the exercise will comprise the 3 following members: the regional consultant at regional level and the 2 sub-regional consultants, one for North Africa (Algeria, Morocco and Tunisia) and the other for the Middle East (Egypt, Jordan and Lebanon). They will work in collaboration and coordination and report to the project manager/team leader.

### PROBLEM AND CONTEXT ANALYSIS

As other regions, in MENA region, entrepreneurship and private sector development are fundamental to economic growth and are significant sources of women's employment. As entrepreneurs, women create jobs and grow national economies. In many parts of the world where women have limited access to jobs, micro and small enterprise are their main source of income. With income earned from their businesses, evidences demonstrate that women can support their families and communities to prosper from one part and contribute to development of their country from another part. Yet women continue to encounter gender-specific obstacles that cannot be easily overcome without external help. Discriminatory laws, policies and attitudes often make it difficult for them to access land, financial services, technology, training and markets. Creating an enabling environment by addressing these obstacles is important, including through providing start-up funding or loans, access to banking as well as business and financial training. Removing legislative barriers, can also assist women establish and grow their businesses<sup>2</sup>. To increase their economic participation and empowerment including the access to trade markets, women need mentoring, self-empowerment, capacity building and training as well as support to leadership roles, which require specific skills and competencies. They also need to be part of private sector policy development. This will also require special efforts such as creating conducive environment for women entrepreneurship promotion and integration in business and trade

---

<sup>1</sup> <http://www.cawtar.org/en>

<sup>2</sup> Improving economic outcomes for women, published by the Australian Department of Foreign Affairs and Trade, January 2014

markets in addressing the above identified constraints and challenges. This consultancy will contribute to the achievement of the *specific measurable expected output 1* of the project as herewith detailed:

**Output 1.** *Economic enterprises profiling made and professional companies and related organisations analysed in a sample of diversified sectors in the six targeted countries*

#### **ASSESSMENT/RESEARCH**

Assessing/refining the situation analysis of women in business with pertinent and adapted methodology and tools that includes SMEs profiling and actors' mapping including businesspersons (men & women) for a comparative gender analysis purpose.

- **Act. 1.1.** Develop/adopt methodology and tools to set the actor's mapping and profiling of economic enterprises and conduct the GSVCA.
- **Act. 1.2.** Conduct the step-by-step desk and fieldwork.

#### **Step 1: Actor's mapping and profiling of economic enterprises (in public and private sector):**

- Proceed to the data collection for actor's mapping and profiling of economic enterprise/SMEs (deskwork)
- Conduct a rapid assessment/RA (field/virtual survey) among a selected number of women entrepreneurs (sample): The stakeholder's assessment and analysis will have to identify constraints and challenges, determine gender inequalities and gaps and assess capacity and resources' needs towards priorities' selection at the level of the SMEs and women entrepreneurs themselves.

#### **Step 2: Gender-Responsive Value-Chain Analysis/ GSVCA**

- Proceed to the Gender-Responsive Value-Chain Analysis/ GSVCA (field work) of the selected sectors in a number of selected SMEs owned/managed by women and men representing a sample from the selected sectors (e.g. Agriculture, Tourism ...)

**The fieldwork should start no later than Month 2 (Mid November)**

**Step 3:** Preparation of the drafts 0 of the sub-regional mappings and reports

**Step 4:** Review and refine the draft 0 of the regional mapping and report.

#### **Expected deliverable:**

A sub-regional report covering the three countries of each sub-region and of a maximum of 80-100 pages will consist of the following:

- **Introduction**<sup>3</sup> briefly describing the implementation and the process: constraints, opportunities...not exceeding 3-5 pages
- **1<sup>st</sup> part** consisting of an analysis and synthesis of the mapping of the sectors to be agreed upon, as well as of the results of the rapid stakeholder assessment, and conclusions of the RapAss,
- **2<sup>nd</sup> part** consisting of the presentation of the GSVCA's findings to be comparatively analysed and identify main gaps
- Conclusions and recommendations for the three countries of each sub-region not exceeding 3-5 pages

The drafts 0 of the sub-regional reports should be in English with a summary in French and Arabic (each of 5 to 8 pages maximum).

<sup>3</sup> The overall methodology and tools will be presented in the regional report

Delivery is scheduled for/no later than January/February 2021 and the draft 0 of the consolidated regional report no later than March/April 2021, at the latest.

Note: Detailed mapping and content of the interviews will be provided as supporting documents

### **WORKSHOPS/MEETINGS**

1. Finalise the methodology and tools to be completed preferably no later than the end of the month 1 after the recruitment to be able to organise the technical meeting;

*Preparation of the methodology and tools should be completed preferably the latest two weeks after the recruitment to be able to organise the technical meeting.*

2. Attend a 3-Day technical and training workshop --either face-to-face or virtual<sup>4</sup>--, which will aim to Finalise and adopt the TORs, methodology & tools and calendar of the process of the Mapping/profiling and the GSVCA. This include training on the methodology and tools (End of October 2020).

*Organisation of the workshop should be one month after the recruitment to be able to launch the fieldwork no later than Month 2.*

3. Attend a 2-Day writing workshop to finalise the first draft of the report (May 2021) to be proposed for validation to the Regional Seminar 1 (July 2021);
4. Review & finalise the first drafts of the report, platform of recommendations and priorities (no later than May 2021 to be reviewed during the regional seminar (July 2021);

### **SCOPE OF WORK/ WORK ASSIGNMENTS:**

Under the direct supervision of the Team leader/Project Manager and in the context of his/her tasks related to the exercise to be conducted by the technical team in each sub-region and its 3 countries and at regional level (6 countries), each Sub-Regional consultant is expected to work in close collaboration and coordination with the MENA regional consultant.

#### *Overall responsibility*

Under the supervision of the team leader and coordination with the Regional consultant, the main's responsibility of **each Sub –Regional consultant** is to cover his/her own countries and contribute to all steps of the process as herewith described but not restricted to:

- 1) Review and provide feedback to enrich the drafts 0 of the methodology and tools to be prepared by the MENA regional consultant,
- 2) Ensure harmonized methodology's utilization (after validation) and findings' consolidation in his/her sub-region,
- 3) Ensure his/her final products/deliverables (see above expected deliverable box) are consistent with the expected results and of quality,
- 4) Contribute/review the analysis & synthesis report (findings at regional and country levels) to be prepared by t MENA regional consultant to ensure consistency with his/her own contribution – see above expected deliverable box).

#### *Preparation: Mapping, rapid assessment & GSVCA*

With close follow up of the team leader and in coordination with and support of the regional consultant, each sub-regional consultant is expected to contribute to, provide feedback on the

<sup>4</sup> Depending on the on the situation related to the COVID-19 pandemic

preliminary methodology and tools to be prepared and proposed by the MENA regional Consultant as herewith detailed:

- **Mapping, rapid assessment**

1. an approach and related templates to establish the profile of economic enterprises (in public and private sector);
2. a sampling among the economic enterprises (in public and private sector) and propose with evidence-based justifications at least 3 sectors to be assessed
3. a tool (Questionnaire) to assess among women entrepreneurs the constraints, opportunities and challenges facing them to improve their business and access to trade

- **GSVCA: goal and steps**

*The goal of the gender responsive value chain analysis is to evaluate the competitiveness and performance of the chain and identify real or potential barriers and opportunities for women and men that may be shaped by custom, law, and institutional structure.*

1. Operationalise the methodology and tools of the Gender-Responsive Value-Chain Analysis/GSVCA through the three following steps
2. Examine and describe the different types and extent of men's and women's participation in value chain activities;
3. Evaluate how both men's and women's positions in the value chain can be improved without losing competitiveness et,
4. Identify ways to optimize the benefits that men and women gain from their involvement in the chain.

**Preparatory step**

1. Prepare preliminary lists for the review/assessment of available data and information as well as institutional and spatial mapping for his/her sub-region (at home) to be consolidated by the MENA regional consultant and validated by the team leader,
2. Attend the technical & training workshop to be organised for the consultants and CAWTAR's teams and which aims to:
  - a. Review/complete approach and tools for the preliminary review/assessment of available data and information as well as institutional mapping (draft to be prepared before the technical & training meeting),
  - b. Review and contribute to the finalisation and harmonization of the methodology and tools adapted at country and regional levels,
  - c. Contribute to the preparation of the whole implementation process till the finalisation of the exercise with related work plan and calendar.

*The methodology and tools (mapping, rapid assessment and GSVCA) would have been prepared by the regional consultant and shared for feedback with CAWTAR and sub-regional teams before the meeting which will be organised in one of the covered countries or virtually (zoom) in case the situation related to the coronavirus pandemic remains as it is and preventive measures are maintained (lockdown and borders closure). Attendance to this meeting is mandatory.*

**Implementation step**

Based on the findings of the preparatory phase including of the technical meeting and with support of the regional consultant in charge of coordination, follow up and consolidation of the products, the sub-regional consultants, each and every one as far as s/he is concerned will have to:

1. Prepare/finalise after feedback, the work plan in each sub-region and its related countries, with selected stakeholders (preliminary list to be provided by CAWTAR and completed by the team's consultant members, each one as far as s/he is concerned),
2. Prepare/ finalise after feedback, the list of the national concerned main actors/stakeholders (bodies and entities) as defined by the project and partners as well as "clients" among the international, and regional institutions/organisations in each sub-region and related countries,
3. Based on the above adopted list (2), prepare, and finalise after feedback, the profiling and mapping of concerned stakeholders, organisations and institutions per sub-region and related countries,
4. Conduct the Stakeholders' Rapid Assessment (interviews and group discussions including virtual) & Analysis at sub-regional (3 countries), to be consolidated at regional level,
5. Undertake a field testing of the GSVCA methodology & tools and finalise the implementation till the completion of the process,
6. Prepare and finalise after feedback, the drafts 0 of the sub regional reports on the findings of the profiling and rapid assessment as well as the GSVCA to be shared with/validated by the regional core & coordination (CAWTAR & consultants' team).

*Reporting and validation step and structures of the reports will be agreed upon as well as the calendar/timeframe for each deliverable during the technical/training meeting*

#### **SEE DETAILED PROCESS IN ANNEX**

#### **QUALIFICATIONS**

##### *Education:*

Academic Qualifications (Master or more) in Social/Economic Sciences, Anthropology.... or any other field consistent with the core tasks and expected deliverables.

##### *Knowledge and experience:*

- 5-10 years of professional experience at the national or regional level, with expertise in the research design implementation and management (Essential).
- Proven knowledge and experience in conducting Value-Chain Analysis responsive to Gender as well as Gender Assessment, and Analysis (Essential).
- Good qualitative and quantitative review and analytical skills (Essential).
- Experience in conducting research specifically on gender, women empowerment and human rights issues (desirable).
- Good working knowledge of, and networks/contacts relevant to, national and regional public and private sectors, SMEs, professional organisations and related networks and NGOs... (Desirable)
- Understanding of the UN international Human Rights framework such as CEDAW, the legal framework and the relevant national policies and plans for and relating to Women empowerment and gender equality as well as Business & Trade organisations and agreements at international, regional and national levels (Essential).

##### *Competencies & skills*

- Excellent team spirit and interpersonal skills with ability and willingness to work as part of a team;
- Demonstrated ability to work with stakeholders including governmental bodies and professional organisations;
- Proven ability to keep to deadlines and thrive in a fast-paced,

**Project Title:** "Empowering Women entrepreneurs in the MENA Region towards Equal access with men to business and trade markets".

- Highly motivated to work on Gender & HR issues with focus on economic rights;
- Excellent written and spoken in English, Arabic and French with robust editing capabilities(Essential);
- Experience in computer data entry for research analysis (Essential)
- Proficient in Microsoft Office (Word, Excel, PowerPoint), relevant internet, and email software (Desirable).

#### **INSTITUTIONAL ARRANGEMENTS:**

##### *Consultant's status*

This is a contracted position and not a direct hire of the CAWTAR. As such, the incumbent will be responsible for securing his/her own benefits, as no benefits will be provided.

##### *Consultant's Work Place:*

In Country with limited travel outside (from Algeria, Egypt, Jordan, Lebanon, Morocco, and Tunisia to the country where the event/activity will be organised depending of the situation related to the Covid19 pandemic)

##### *Work Schedule:*

The contract should start no later than October 10, 2020 until the delivery of the products. The volume of work of the consultation is 20 working days from recruitment (October 2020) spread over a period of 6 months until March 2021 but not later than May 2021. Adjustments may have to be made to the schedule depending on the signature of the contract, the progress of research or the situation related to the Covid-19 pandemic.

#### **HOW TO APPLY:**

Interested individual applicants must submit the following documents/information to demonstrate their qualifications:

1. Cover letter: (not more than 450 words) why you consider you are the most suitable candidate for this work.
2. Personal CV including past experience in similar projects **and at least 3 references** in relation with the position requirements.
3. All quoted required certificates and specific recommendations will be requested in case of selection in the short list.

***Each requirement (information/document) is mandatory, if any of the above points is not covered, the application will be rejected.***

***Only selected applications will be responded to.***

*Interested applicants should send their applications to the following mail or email address:*

**The Centre of Arab Women for Training & Research /CAWTAR**

**Postal Address:** P.O. Box n°:105 1003 Cité El Khadra Tunis- Tunisia

Email : [registry@cawtar.org](mailto:registry@cawtar.org)

Please put in the subject: **Call RC Reference No 2: Sub-Regional Consultant/CAWTAR-KtK-RC-05-25/09-/FBHZ/TN.** And precise the sub-region either **North Africa** or **Middle East**

## **Annex**

### **PREPARATION & IMPLEMENTATION PROCESS**

#### **Preparatory step**

3. Prepare preliminary lists for the review/assessment of available data and information as well as institutional and spatial mapping for his/her sub-region (at home) to be consolidated by the MENA regional consultant and validated by the team leader,
4. Review/complete/consolidate the sub-regional preliminary lists for the review/assessment of available data and information as well as institutional and spatial mapping with special attention to confronting power towards change (at home)
5. Attend the technical & training workshop to be organised for the consultants and CAWTAR's teams and which aims to:
  - a. Review/complete approach and tools for the preliminary review/assessment of available data and information as well as institutional mapping (draft to be prepared before the technical & training meeting),
  - b. Review and contribute to the finalisation and harmonization of the methodology and tools adapted at country and regional levels,
  - c. Prepare/consolidate the whole implementation process until the finalization of the exercise with related work plan and calendar.

*The methodology and tools (mapping, rapid assessment and GSVCA) would have been prepared by the regional consultant and shared for feedback before the meeting which will be organised in one of the covered countries or virtually (zoom) in case the situation related to the coronavirus pandemic remains as it is and preventive measures are maintained (lockdown and borders closure). Attendance to this meeting is mandatory.*

#### **Implementation step**

Based on the findings of the preparatory phase including of the technical meeting and with support of the regional consultant in charge of coordination, follow up and consolidation of the products, the sub-regional consultants, each one as far as s/he is concerned will have to:

7. Prepare/finalise after feedback, the work plan in each sub-region and its related countries, with selected stakeholders (preliminary list to be provided by CAWTAR and completed by the team's consultant members, each one as far as s/he is concerned),
8. Finalize the list of the national concerned main actors/stakeholders (bodies and entities) as defined by the project and partners as well as "clients" among the international, and regional institutions/organizations in each sub-region and related countries,
9. Based on the above adopted lists (2), prepare, and finalise after feedback, the profiling and mapping of concerned stakeholders, organisations and institutions per sub-region and related countries and at regional level,
10. Coordinate and follow up the Stakeholders' Rapid Assessment & Analysis at sub-regional level and related countries country (interviews and group discussions including virtual) and synthesise its findings,
11. Coordinate; monitor the implementation of the GSVCA after having field-tested the GSVCA methodology and tools prior to the completion of the process.

12. Review/complete/consolidate drafts 0 of the sub regional reports on the findings of the profiling and rapid assessment as well as the GSVCA to be shared with/validated by the regional core & coordination (CAWTAR & sub regional consultants team).

*Reporting and validation step and structures of the reports will be agreed upon as well as the calendar/timeframe for each deliverable during the technical/training meeting*