

**TERMS OF REFERENCE FOR CONSULTANT  
PROJECT ON MICRO-, SMALL- AND MEDIUM-ENTERPRISES IN ACHIEVING  
SUSTAINABLE DEVELOPMENT GOALS**

**Background and objectives**

Sustainable development requires inclusive and balanced growth of economic activities, sustainable production of goods and services, sustained creation of employment opportunities, revenue growth and infrastructure development without compromising environmental and social integrity. In this regard, the role of the private sector, in particular, of micro-, small-, medium-sized enterprises (MSMEs) cannot be overemphasized. Micro-, small- and medium-enterprises are present in almost every country of the world. Their role is even more vital in the developing countries. Formal SMEs contribute up to 45 percent of total employment and up to 33 percent of national income (GDP) in emerging economies. These numbers are significantly higher when micro enterprises and informal SMEs are included. MSMEs often involve people with little or no financial resources who also face tremendous barriers to access the conventional financial institutions for start-up businesses due to their poverty and lack of collateral assets. In addition, MSMEs are constrained by lack of capacity and knowledge on launching businesses, market access and other resources. Furthermore, many developing countries have not been able to fully tap the potentials of MSMEs due to weak policy, institutional and support mechanisms.

At the same time, MSMEs can be a powerful vehicle to improve economic and social conditions of individuals, communities and society. Accordingly, the 2030 Agenda for sustainable development has specific targets regarding MSMEs under Goal 8; but, the significance of and support for MSMEs have been mentioned in many other Goals and targets.

In this context, the United Nations 2030 Agenda sub-fund has approved a project that aims to enhance and strengthen knowledge, policy development and national capacities of developing countries to improve their MSME policies and programmes to promote productive activities, job creation, income generation and entrepreneurship especially among socially disadvantaged groups including women, youth, and to effectively contribute to the achievement of the sustainable development goals (SDGs). The project will focus on 9 pilot countries.

A global workshop was held in June 2018 as part of the launch activities of the project, and brought together policy makers from the 9 pilot countries. The global workshop resulted in a set of recommendations, and outlined specific activities that will follow.

## **Work Assignment**

The consultant will help organize national workshops in up to 5 pilot countries. This includes the following tasks:

- Identification of and liaison with national counterparts, including Ministries and the UN system to arrange the national workshops;
- Selection of theme for national workshops after consultation with the national counterparts;
- Selection of national consultants, speakers, and panelists for the national workshops;
- Preparation of concept notes, programmes, budgets and lists of participants and resource persons for the national workshops;
- Visit pilot countries and/or attend national workshops, as needed, and prepare mission reports;
- Draft a programme of work for the national implementation of the project after the national workshops.

## **Duration of contract**

The contract will be for the duration of five (5) work months over the period of 15 August to 14 January 2019, with the possibility of extension subject to availability of funds and work performance.

## **Duty Station or Location of Assignment**

The consultant will be home-based.

## **Travel**

This consultancy may involve travel to the pilot countries; costs of travel will be covered by UN-DESA separately.

## **Expected outputs and delivery dates**

The consultancy will be expected to deliver the following outputs:

- Identification of and liaison with national counterparts and selection of theme; selection of national consultants, speakers, panelists (four weeks prior to the national workshops);
- Preparation of concept notes, programmes, budgets and lists of participants and resource persons for the national workshops (three weeks prior to the national workshops);
- Visit pilot countries and/or attend national workshops (as needed);

- Draft a programme of work for the national implementation of the project after the national workshops (two weeks after national workshops).

### **Performance indicators**

- Timely and effective coordination with all stakeholders;
- Effective coordination of substantive support for the national workshops.

### **Qualifications**

Education: Bachelor's degree or equivalent, with advanced degree preferred in sustainable development or related fields.

Experience: A minimum of seven years of experience in programme or project administration, technical cooperation or related area. The consultant is required to have significant years of experience supporting sustainable development initiatives, preferably in the area of MSMEs.

Language: Command of English is required. Knowledge of another official United Nations language is an advantage.