Terms of Reference:
Social impact Assessment Consultant in Kenya

**Project Title:** Trade for Sustainable Development

**Assignment title:** Social Impact Assessment – National Consultant

**Duty station:** Kenya

**Travel:** non-applicable

**Duration:** 30 working days

**Expected start date:** June 2020

**Background:**

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries. ITC assists small and medium-sized enterprises in developing and transition economies to become more competitive in global markets, thereby contributing to sustainable economic development within the frameworks of the Aid-for-Trade agenda and the Sustainable Development Goals.

The Trade for Sustainable Development (T4SD) Programme is a partnership-based programme which provides targeted solutions and training programmes based on web platforms and solid expertise in the areas of voluntary standards, sustainable sourcing and climate-smart exports.

The Partnership for Investment and Growth in Africa (PIGA), implemented by ITC and funded by the United Kingdom’s Department for International Development (DFID), aims to contribute to job creation and sustainable growth in Ethiopia, Kenya, Mozambique and Zambia by supporting these countries to attract foreign direct investment, specifically Chinese investment, in the agro-processing and light manufacturing sectors. PIGA identified a number of investment projects and is supporting investment promotion agencies (IPAs) of each of the four PIGA countries to service investors for their investment to materialize. PIGA is also supporting IPAs to maximize the potential development impact of investment projects.

Under the context of PIGA, T4SD is seeking a National Consultant to provide support in the implementation of the “Scaling Social Impact (SSI)” methodology to maximize the social impact of investment projects. The activity encompasses the implementation of a social impact assessment methodology with investment projects, and developing improvement plans for companies to help them mitigate potential negative social impacts and risks.

**Description of Duties/Responsibilities**

The Consultant will work under the direct guidance of the Associate Programme Officer and the Associate Sustainability Officer of the T4SD Programme and in collaboration with the PIGA national country teams.

The Consultant will have the following duties and responsibilities:

- Implement a social impact assessment methodology with 2 investors (10 days of work per investor):
  - Use the ITC Scaling Social Impact Assessment methodology to identify potential social risks and negative impacts from their investment projects; and develop an improvement plan with measures to mitigate such risks and impacts;
  - Conduct desk research and consultation (over phone/meetings) with relevant stakeholders for each investment project with the aim to collect information/data for the ITC Scaling Social Impact Assessment methodology;
  - Conduct around 3 face-to-face meetings (technical visits) with each company to go through the different steps of the ITC Scaling Social Impact methodology;
  - Ensure that the content of each of the meetings is duly documented;
  - Produce a social impact assessment improvement plan document for each company, including a cost estimation and cost benefit analysis of the proposed improvement measures. The outline of the document and type of information to be provided will be structured by ITC;
  - Exchange with other consultants working on a similar assignment in another PIGA country as part of the project to share best practices.

- Contribute to the development of a Sustainability Ecosystem Mapping through the identification of existing sustainability initiatives in Kenya, which could potentially support the investors in the...
implementation of their social impact assessment improvement plan (as a complement to the coaching programme of ITC) (10 days of work);
- Conduct desk research on projects/initiatives implemented by different stakeholders (e.g. government institutions, civil society, international organizations, etc) providing technical assistance and financial services for companies to adopt sustainable business practices;
- Conduct interviews with stakeholders to identify sustainability initiatives;
- Create a list of the contacts of the interviewees (xls, format provided by ITC);
- Prepare a summary document (5-10 pages) with findings from the desk research and interviews outlining the sustainability landscape of projects and initiatives in the country. The interview templates and complete outline of the report and type of information to be provided will be structured by ITC.

*Note: All data collected for the implementation of the methodology should be fully documented in the ITC Scaling Social Impact methodology document.

**Expected Outputs and Timelines**

**Activity 1: Social impact methodology implementation**
- **Output 1**: Schedule of visits per company finalized and first round of technical visits to 2 companies finalized and documented in the ITC Scaling Social Impact methodology and improvement plan (until end of June)
- **Output 2**: First findings of desk research and consultation with relevant stakeholders for the implementation of the ITC Scaling Social Impact methodology finalized and documented in the ITC Scaling Social Impact methodology and improvement plan (until mid-July)
- **Output 3**: Second round of technical visits to 2 companies finalized and documented in the ITC Scaling Social Impact methodology and improvement plan (until end of July)
- **Output 4**: Third round of technical visits to 2 companies finalized and documented in the ITC Scaling Social Impact methodology and improvement plan; (until end of August)
- **Output 5**: Implementation of the ITC Scaling Social Impact Assessment methodology with 2 companies finalized and documented. Improvement plan documents for 2 companies finalized. (until end of September)
- **Output 6**: Preparation of 5-10 summary slides of the improvement plans for each company and presentation at final project workshop (until end of September)

**Activity 2: Sustainability Ecosystem Mapping**:
- **Output 7**: List of stakeholders to be consulted for the Sustainability Ecosystem Mapping finalized (until end of June)
- **Output 8**: Interviews for the Sustainability Ecosystem Mapping finalized and first draft of the Sustainability Ecosystem Mapping document submitted (end of July)
- **Output 9**: Final draft of the Sustainability Ecosystem Mapping document submitted (mid August)

**Payment Schedule**
- 1st payment, upon receipt of countersigned contract and upon satisfactory completion of outputs 1, 2 and 7.
- 2nd payment, upon satisfactory completion of outputs 3, 4, 8 and 9.
- 3rd and final payment, upon satisfactory completion of outputs 5 and 6.

**Skills**
- Good methodological skills in applying qualitative and quantitative baseline assessments;
- Excellent communications skills, both oral and written;
- Excellent presentation skills and ability to maintain effective working relations in a multi-cultural environment with sensitivity and respect for diversity;
- Attention to detail;
- Ability to work independently, and to solve problems;
- Competent user of Microsoft Office applications (Word, Excel, Outlook, Power Point).

**Education**
Advanced degree in international development, corporate social responsibility, business administration, economics, international relations, or related field.
Experience required
At least 5 years of experience working in the areas of social impact assessment of investment projects, labour compliance, corporate social responsibility, community engagement and/or human rights due diligence for the private sector. Work experience with Chinese investment projects is desirable.

Language
Fluency in English. Knowledge of Chinese is an asset.

Contact
Prospective candidates are invited to apply by sending their CV and cover letter to Ms. Ana Batalhone batalhone@intracen.org, and Mr. Madison Wilcox mwilcox@intracen.org with the subject “Consultancy application: Social Impact Assessment – Zambia”.