



## **Terms of Reference for Short-Term Consultancy Assignment**

Technical Support to the Employers' Consultative Association in Trinidad & Tobago to Develop Business Resilience Policy Proposals

11 February -15 March 2022

### **BACKGROUND**

The Employers' Consultative Association (ECA) in Trinidad & Tobago is supporting the International Labour Organization (ILO) to roll out the Sustainable and Resilient Enterprise (SURE) pilot project. As part of the SURE pilot, the ECA seeks to identify business resilience trends and policy priorities among the business community in Trinidad & Tobago and to address these through a set of evidence-based business resilience policy proposals.

The ECA and ILO are looking for a qualified consultancy firm or individual to support the ECA with the aforementioned work.

### **OBJECTIVE**

To provide the ECA with research and technical support to (1) identify business resilience trends and policy priorities among the business community in Trinidad & Tobago, and (2) to develop evidence-based business resilience policy proposals for the ECA and its membership.

### **SCOPE OF WORK**

#### **1. Writing of summary report on "Employers' perspectives on business resilience in Trinidad and Tobago"**

- a) Support the ECA with follow up calls and outreach activities to members reach a satisfactorily response rate for the ECA member survey
- b) Analyse data from ECA member survey on business resilience and summarize key findings
- c) Develop data collection tool for semi-structured interviews with ECA members and other relevant stakeholders to identify business resilience



trends in Trinidad & Tobago and policy priorities by the business community

- d) Undertake 10 key informant interviews with ECA members and other relevant stakeholders to identify business resilience trends in Trinidad & Tobago and policy priorities by the business community
- e) Summarize results from ECA member survey and key informant interviews into a consolidated report on Employers’ perspectives on business resilience in Trinidad and Tobago”

**2. Development of a business resilience policy proposal**

- a) Based upon findings from summary report, develop a business resilience policy proposal to address business resilience priorities of the business community in Trinidad and Tobago

**3. Presentation of outputs during public event**

- a) Support the ECA in presenting the aforementioned outputs at #1 and #2 above through a public event (remote or on-site) open to members and other stakeholders in Trinidad and Tobago

**DELIVERABLES/OUTPUTS**

The consultant is expected to produce within 21.5 workdays during the period 11 February to 15 March 2022 the following outputs:

Outputs	Estimated Workdays	Delivery dates
Summary report, incl. data analysis of ECA member survey and undertaking of 10 key informant interviews	16	2 March
Business resilience policy proposal	4	10 March
Presentation of outputs during public event	1.5	15 March



## MANAGEMENT AND SUPERVISION

The consultant will work under the supervision of Jae-Hee Chang, Gary Rynhart, and Maria Victoria Giulietti, of the ILO's Bureau for Employers' Activities.

The consultant will receive additional guidance and instructions from a designated representative of the ECA.

## REQUIRED QUALIFICATIONS:

- University degree in business administration, economics, or other relevant discipline
- Proven research and analytical skills
- Demonstrated ability to write high quality reports and policy proposals
- Knowledge of business resilience trends in Trinidad and Tobago (desirable)

## HOW TO APPLY

Interested firms and individuals are encouraged to submit their applications by 1 February 2022 to Maria Victoria Giulietti, Employers' Activities Specialist, ILO Decent Work Team and Office for the Caribbean ([giulietti@ilo.org](mailto:giulietti@ilo.org)).

All applications must:

- state "Business Resilience Policy Proposals in Trinidad & Tobago" in the subject line
- include a short cover letter that outlines the motivation to undertake this assignment, with relevant qualifications
- include an updated curriculum vitae that outlines relevant work experience
- clearly state the proposed fee (including any overhead costs).

For any questions related to the assignment, please write to Maria Victoria Giulietti, Employers' Activities Specialist, ILO Decent Work Team and Office for the Caribbean ([giulietti@ilo.org](mailto:giulietti@ilo.org)).