

Terms of Reference

- Title:** Consultant for Writing and Editing of Local Economy Profile and LED Strategy
- Purpose:** To sustain LGSP-LED gains and results through the development of strategic knowledge products or tools that will support and promote investments for LGU LED initiatives
- Level of Effort:** April – June 2010

Rationale

LGSP-LED recognizes the wealth of knowledge and information already generated by DILG, other NGAs, other donor programs, CSOs and private sector for LED, good governance and poverty reduction. The Program uses and builds on this existing knowledge, while at the same time increasing capacities in Knowledge Management (KM) to advance LED and translate ideas into action. LGSP-LED will build a stronger body of knowledge resources on local governance and LED, and promote, use and apply these resources in LED for selected LGUs/Alliances.

One way of sustaining the gains of the Program and its partners is through the development of strategic knowledge products or tools that will support and promote investments for LGU LED initiatives.

Objectives

The project aims to develop Local Economy Profile and LED Strategy documents for each of the four LGU Alliance partners of the Program (Batch 1). These documents shall contribute to:

- Enhancing LGUs/Alliances' appreciation of the importance of having a good grasp of their locality's economic profile prior to embarking on potential LED initiatives
- Strengthening LGUs/Alliances' understanding of LED conceptualization – strategic planning, competitive assessment, and the need to prioritize LED initiatives based on clear economic data and a business case
- Providing examples (Local Economy Profile and LED Strategies) that other LGUs/Alliances can adopt

Description of Work

The consultant will provide experience and expertise in writing and editing the above documents based on existing technical documents completed by LGSP-LED and its partners on the subject.

S/he will work in close collaboration with a Technical Team that LGSP-LED will organize for this purpose.

It is unlikely that the consultant will undergo any additional research work for content but will mainly organize the available technical document, re-write parts as necessary and provide editorial work to complete and finalize the documents. Should any additional information/research be required, this shall be negotiated with the consultant.

Nature of Documents

Subject/Theme:

Local Economy Profile and LED Strategy (per LGU Alliance)

LGU Alliances:

- 1.) One Pangasinan Alliance (OPAL) - Sustainable Agriculture
- 2.) Province of Guimaras - Community-Based Agritourism
- 3.) Bohol Integrated Area Development 5 (BIAD5) - Sustainable Agri-based Micro-Small-Medium Enterprises (MSMEs) and Ecotourism
- 4.) DDPKaRoMa, Zamboanga del Norte - Agri-Industry Value Chain

Content Areas:

Profile of Local Economy:

- Geography, Demography and Socio-cultural Assets
- Local Economic Profile and Performance and Potential contribution of the Informal Economy
- Local Economic Policies
- Local Competitiveness (cost of doing business, dynamism of local economy, availability of human resources and training, responsiveness to business needs, quality of life)
- Profile of Selected Clusters (e.g. tourism, agriculture)
- SWOT analysis
- Issues, concerns, and challenges to LED

LED Strategy:

- Local Economic Context (summary of the Profile of Local Economy)
- LGU's Economic Priorities (e.g., agriculture, tourism, etc)
- LED Vision and Mission
- Goal and Objectives
- Strategies
- Action Plans
- LED Structure
- Budgets

Approximate no. of pages:

40-50 pages (per LGU Alliance)

Responsibilities and Tasks

In relation to this, the consultant is expected to provide the following services:

- a) Upon receiving the creative briefing from the LGSP-LED Technical Team, develop a work plan and conduct a documents review of existing and available technical documents
- b) Prepare a detailed outline based on documents review for submission to and review and approval of LGSP-LED Technical Team
- c) Upon approval of detailed outline, prepare drafts of the content of up to three revisions
- d) Finalize content upon approval of drafts

Deliverable Output and Timeline

| Activity/Task | Approximate Dates | Number of days (estimate) |
|---|---|---------------------------|
| Documents review and consultation with Technical Team; Prepare workplan for submission to and approval of LGSP-LED | 2 nd week April 2010 | 2 |
| Synthesis of data gathered and data consolidation; Draft and submission of detailed outline | 3 rd week April | 3 |
| Preparation of 1 st drafts (per LGU Alliance) based on agreed outline | 4 th week April – 4 th week May | 20 |
| Submission of 1 st drafts | June 1, 2010 | |
| Revision of 1 st drafts inclusive of necessary rewrite and copy editing | 1 st – 3 rd week June | 10 |
| Submission of 2 nd drafts | June 19, 2010 | |
| Finalization of documents based on comments on 2 nd drafts | 4 th week June | 5 |
| Submission of final drafts | June 26, 2010 | |
| TOTAL | | 40 |

Qualifications

- University degree, preferably with graduate level degrees or equivalent in development education, economics, business, management or other relevant disciplines;
- At least 10 years continuous work experience in development education, economics, business, management or other relevant disciplines
- Excellent writing and communication skills (work samples may be requested)
- Exceptional strategic and analytical thinking
- Familiarity with and extensive ability to network with key LED stakeholders including national government agencies, local government units, private sector champions, and NGO partners;
- Strong coordination and consensus-building skills, especially among multiple stakeholders.