1. Background
The Government of the Republic of Zambia (GRZ) attaches great importance to the informal economy, which employs over 80% of the Zambian labour force. The Government started the process to reform social security systems to provide for comprehensive social security coverage. Furthermore, the Government is fully committed to exploring all available policy options in a bid to extend social security coverage to this segment of workers such as domestic workers, taxi drivers, minibus drivers, marketers and cross-border traders among others. There is a further commitment to put in place policy measures for extension of contributory social insurance to workers in the informal economy and that these are reflected in the National Social Protection Policy.

With reference to the above and in line with the strategic objective of FES Zambia’s Rights Based Social Protection Project in Africa which reads, “African countries put programs of social security on a legal basis”, the FES intends to promote the advocacy of informal workers in general and in relationship to approaches of social protection of marginalized group of workers. The focus is on the establishment of relevant structures, pooling their capacities as well as networking and debate between different stakeholder groups at national, regional and international level. The project aim is to strengthen the capacity for advocacy of informal workers through member-based organizations.

The Friedrich Ebert Stiftung Zambia is seeking the expertise of a consultant to conduct a Mapping Study to ascertain the number of players in the informal economy sector and their needs in 15 selected districts of the five Provinces in Zambia.

2. Objectives
The objectives of this mapping study is to:

i) Conduct a baseline study to map existing Informal Economy structures and their specific needs in five Provinces (Luapula, Copperbelt, Southern, Lusaka and Eastern).

ii) Identify stakeholders supporting informal workers in the five targeted provinces

iii) Identify social security mechanisms that Informal workers are using in the targeted province;

iv) Obtain basic information on the nature of the informal economy in Zambia with particular reference to the following:

- livelihood trends in the informal economy in the five provinces;
- key risks/contingencies faced by workers in the informal economy;
- income levels pertaining to different types of businesses;
- willingness to contribute to a pension fund and amount willing to contribute;
- perceptions of formal pension systems among workers in the informal economy;
3. **Methodology**
   This Mapping exercise will be done in form of a survey across the targeted provinces.
   
i. Consultant/s are expected to engage and consult government institutions and civil social organisations including informal economy workers and their respective associations while undertaking this assignment.
   ii. Consultant/s must analyse the data collected which will culminate into the overall report
   iii. Conduct focus group discussions with strategic partners in the targeted districts to generate information to among others support development of a mutual fund for informal economy workers

4. **Specific Scope of Work**
   - Conduct a desk review of documents on the existing studies on informal economy structures, its members and their needs and use the information to develop strategies to inform future programming
   - Conduct consultative meetings with project partners to generate additional information to the study
   - Organise a validation meeting with FES management, partners and staff to share the first draft report and findings
   - Take meeting notes and produce process report until conclusion of the task.
   - Handover the final report to FES Zambia.

5. **Reporting Structure**
The consulting organization/individuals will assign a lead person to liaise with the contracting organization, FES Zambia. The consulting firm or individual consultant will report to the Resident Director of FES Zambia.

6. **Deliverables**
   - Process reports
   - Meeting notes
   - Final report

7. **Qualifications, Experience and Skills/Competences**
   Individuals, consulting firms, coalitions and NGOs legally registered in Zambia are eligible to apply. The eligible consultant must demonstrate the following skills:
   - The lead person should have a minimum degree in Social Sciences, Business Management or Project Management. A master’s degree will be an added advantage;
   - A minimum of 5 years’ experience in managing similar assignments;
   - Extensive knowledge and experience in conducting similar studies for organizations at national, regional or international levels;
   - Extensive experience in working with development organizations, NGOs/CSOs at national, regional and international levels;
   - Demonstrated analytical, communication and report writing skills;
   - Fluency in written and spoken English.

8. **Timeframe**
The maximum duration for this assignment is 30 days in total.

9. **Submission of Proposal**
   Interested organizations/individuals are invited to submit a sealed envelope to The Resident Director at FES Zambia Offices: Plot 5583, Great East Road, Kalundu, Lusaka. P.O. Box 30554, Lusaka. The
deadline for submission is **Tuesday 16th July 2019 by 12:00 hours.** The submission should provide the following information:

a) **Technical Component:**
   - Outline of the approach and methodology for undertaking the assignment;
   - A timeframe in which process and final report should be produced;
   - CVs of the key technical person/s;
   - Proof of past experiences in line with similar assignments.

b) **Financial Component:**
   - Outline a budget for the assignment
   - State the level of effort of the consultant(s) within the set timeframe.