PROCUREMENT NOTICE INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
NATIONAL CONSULTANT – National Consultant to develop a Business Development Manual and provide training to County Service Centers Staff

PROCUREMENT NOTICE No. IC/UNDP/LDSP BUSINESS MANUAL /2022/036

Date: 7th April 2022
Country: Liberia

Country: Liberia
Duty Station: Monrovia, Liberia
Description of the assignment: National Consultant to develop a Business Development Manual and provide training to County Service Centers Staff
Project name: Liberia Decentralization Project
Duration: 38 working days
Modality: Monrovia and on a need basis travel to other counties
Starting date: Immediate
Contract type: National Individual Contractor
Languages: English

Proposals should be submitted at the following address: by email to bids.lr@undp.org (Please include procurement notice number in the subject area, IC/UNDP/LDSP BUSINESS MANUAL /2022/036. All bids should be submitted the no later than 13th April 2022 at 12:00 PM (GMT). Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org. Kindly refer to the document needed to complete submission. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Organizational Context

The United Nations Development Programme (UNDP) has been a key supporter of decentralization reforms in Liberia. Through partnership and coordination, the UNDP championed the establishment of the Liberia Decentralization Support Program in 2013 to give full effect to the implementation of the National Policy on Decentralization & Local Governance.

Decentralization has been a core reform objective of the Liberian Government over the past several years. The government’s interest in this reform is premised on Liberia’s perennial problem of over centralization of public administration which undermined citizen’s participation and inclusion in national decision making and access to basic social services and economic opportunities for most Liberians. Throughout the implementation of the LDSP programme, the government has exemplified the political effrontery by taken key decisions that match its decentralization commitments. In 2012, a National Policy on Decentralization and Local Governance was launched as a means of establishing a framework for effective and efficient service delivery at the sub-national level, enhancing participatory decision making to engender peace-
building and national reconciliation as well as strengthening local planning, monitoring, and management capacity.

Since the establishment of the LDSP, a lot has been achieved in decentralization reforms. In the first phase of the program, there were extensive organization of dialogues and debates on decentralization across counties with citizens, Ministries, Agencies and Commissions (MACs) and civil society organizations; facilitation of a de-concentration platform as a quick win strategy to respond to the needs of citizens and bringing services closer to the people.; strengthening of capacity and competencies of local government through mentoring, coaching and trainings; establishment of County Service Centers across the country and the passage of the Local Government Act (LGA), amongst others.

Phase II of LDSP builds upon the decentralization gains and focus more broadly on interventions geared toward ensuring that citizens are duly informed about the Local Government Act (LGA) and the benefits thereof, facilitating the implementation of the LGA, strengthening County Service Centers (CSCs) capacity to deliver services effectively and efficiently at the sub-national levels while engendering the crafting of legislations and policies to sustain decentralization. LDSP phase II also placed emphasis on capacitating County Service Centers to provide business support services for women and youth through business startup advisories, entrepreneur skills development and access to finance. These are gender sensitive services that provide economic opportunity for women and other marginalized groups and expand local economic development.
In fulfillment of the later, resources have been allocated in the LDSP 2022 Annual Work Plan to build CSCs capacities in providing business support services (business startups, strategies around access to finance, bookkeeping and business sustainability etc.) to women and other entrepreneurs. It is believed that access to such services will promote inclusiveness and empower marginalized groups with the required skills for business startups and sustainability. Consequently, the United Nations Development Programme (UNDP) is seeking to contract the services of a national consultant to develop a business development training manual that practically addresses business startups constraints as well as sustainability specifically for county level entrepreneurs. The consultant will be required to do an assessment of business activities (business startup challenges, access to financing and sustainability) in the capital cities of three counties to guide the development of the manual. Under the supervision of the Inclusive Governance Team Leader, the consultant will liaise with the Ministry of Commerce, Liberia Business Registry, and the Liberia Business Association to assess existing training materials (if any) similar to the nature of the proposed task for synergy and complementarity.

### III. Scope of Work

Under the overall supervision of the Inclusive Governance Team Leader and in coordination with the LDSP Programme Coordinator, the consultant will undertake the following tasks:

- Develop an inception report laying out a clear set of goals, objectives, deliverables, and methodology of the task as indicated in the TOR.

- Conduct desk reviews to identify existing/related works on small business enterprise development particularly at the sub-national level for complementarity purposes.

- Conduct assessment of training needs for small business enterprises in rural Liberia (Kakata, Ganta & Buchanan) to determine a tailored training package.

- Hold consultation meetings with the Small Business Administration Department at the Ministry of Commerce, the Liberia Business Registry, and the Liberia Business Association to understand existing works around small business development especially at the sub-national level.

- Organize a validation meeting with key stakeholders to present key findings and the draft manual.

### IV. Deliverables

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Days</th>
</tr>
</thead>
</table>
Liberia decentralization reforms have traditionally focused on issues around County Service Centers strengthening and sustainability, awareness raising and citizens ownership, legal and regulatory frameworks amongst others over the years. The reform has however had limited or no emphasis on citizens’ access to business support services at the County Service Centers. The absence of these services has had far-reaching effects on local economic development while providing minimum livelihood options for women and marginalized youth.

Accordingly, the consultancy will begin the groundwork around business development support services at County Service Centers by building CSC’s staff skills to assist citizens who aspire for business start-ups. The service will be an ongoing process which targets specifically women and emerging entrepreneurs on issues around business start-ups, access to finance, bookkeeping, and business sustainability. The goal of this intervention is to spur local economic growth using small business start-ups at the sub-national level.

### V. Impact of Results

Liberia decentralization reforms have traditionally focused on issues around County Service Centers strengthening and sustainability, awareness raising and citizens ownership, legal and regulatory frameworks amongst others over the years. The reform has however had limited or no emphasis on citizens’ access to business support services at the County Service Centers. The absence of these services has had far-reaching effects on local economic development while providing minimum livelihood options for women and marginalized youth.

### VI. Recruitment Qualifications

**Education:**
- Master’s degree in business management, commerce, finance, or related field.
Experience:

- At least 7 years of demonstrated experience of capacity building in the area in managing and developing as well as addressing SME-specific challenges and successful development approaches.

- Experience training and capacity building.

**Documents to be included when submitting the proposals:**

**Interested individual consultants must submit the following documents/information to demonstrate their qualifications:**

1. **Proposal:**
   (i) Explaining why they are the most suitable for the work (1 page); detailed methodology on how they will approach and conduct the work

2. **Financial proposal (Using the confirmation sheet attached).**
   The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

3. **Personal CV including experience in similar projects relevant Monitoring & Evaluation and Facilitation/ planning experience and at least 3 references**

   **a) Evaluation**
   Individual consultants will be evaluated based on the following methodologies:
   
   **Cumulative analysis**
   Award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:
   
   a) responsive/compliant/acceptable, and
   
   b) Having received the highest score out of a pre-determined set of weighted technical and financial
   
   * Technical Criteria; [70 points]
   
   * Financial Criteria; [30 points]
   
   Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation

   The technical revision of CVs will consider the following criteria:
1. Relevance of Academic Qualifications
2. Professional Experience in similar projects
3. Appropriateness of proposed methodology for the requirement
4. Adequacy of Competencies and Skills for the Assignment

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT