



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTANCY SERVICES)



Liberia

Programme of Assistance to Trade Support Institutions in Liberia (PATSIL)

Grant No: ML-0035

UNDB Reference No.: AfDB664-09/15

Assignment Title: Consultancy to Provide Trade and Business Development Capacity Building to Selected Trade Support Institutions in Liberia

The Government of the Republic of Liberia has received financing from the African Development Bank toward the cost of the Programme of Assistance to Trade Support Institutions (PATSIL), and intends to apply part of the proceeds for consulting services. The specific objective of the Project is to improve policy framework for the trade sector, improve human resource base of the trade support institutions, including enhanced capacity to conduct analytical work, formulate and implement trade policies and improve productivity and performance of trade support institutions achieved through provision of logistical support.

In line with the specific objectives identified above, PATSIL has three pillars:

- a) *Pillar 1: Technical Assistance*
- b) *Pillar 2: Human resource capacity development including skills upgrading*
- c) *Pillar 3: Logistical support: This pillar will entail the provision of logistical support to improve the productivity and service delivery of MCI personnel through improved information technology environment.*

The Ministry of Commerce and Industry (MCI) is the executing agency for the Programme and intends to apply part of the agreed amount for this grant payment under the contract for consultancy services to provide a range of Trade and Business Development Capacity Building capacity building to selected institutions.

The services ("the Services") included under this project entail provision of institutional capacity building, technical assistance and backstopping support on trade and business development to Ministry of Commerce and Industry (MoCI), Liberia Chamber of Commerce (LCC) and National Ports Authority (NPA). Knowledge transfer will also be integral to the assignment, to ensure sustainability of the human capacities developed.. The TA team will consist of six (6) experts) in the following areas:-

- 1) **Trade Policy Expert** to develop a trade strategy policy document for Liberia to create the environment for trade expansion in Liberia, develop trade programmes to operationalize the trade policy and strategy and upgrade the skills of the staff in the Commerce and Industry directorate with the tools and techniques to formulate and implement trade-related policies and programmes and knowledge transfer;
- 2) **Standards Expert** is to develop a national standards regime, support the national standards lab to attain ISO accreditation for testing and calibration laboratory competence, assist developing an sustainability plan to make the standards laboratory self-sustaining, raise awareness on standards issues among businesses and support relevant authorities to develop SPS testing capacities;

- 3) **Micro Small and Medium Enterprise (MSME) Expert** to develop a Strategic Plan for the MSME Directorate to guide its activities aimed at developing the MSME sector in Liberia, to enhance the skills of the staff in the MSME directorate in line with those available at best practice comparator institutions in the region, and conduct technical studies to identify and rank key impediments affecting the development of the MSME sector in Liberia;
- 4) **Trade and Business Development Expert** is to assist in enhancing the capacity of the Liberia Chamber of Commerce (LCC) to more effectively participate in policy advocacy, train 120 small and medium size entrepreneurs in basic business skills and provide information to SMEs on possibilities of participation in value chains for domestic and export markets;
- 5) **ICT Ports Systems Integration Expert** to undertake a diagnostic assessment of existing IT systems for ports interfacing and intra-port networking and recommend an appropriate system suitable in Liberia's context. The expert will also deliver a human capacity plan to guide the National Port Authority (NPA) of Liberia in the development of requisite skills and a detailed budget estimate to roll out the system; and
- 6) **Backlog Data Collection and Electronic Archiving Consultant** will design customized templates for each of the agencies operating at the port for filing of data to the Port Authority, bring the existing database up to date, collect vital information from third party institutions and design the electronic archive and scan existing manual files into the new electronic system, and recommend requisite software and hardware to establish the electronic data bank and provide knowledge transfer to NPA staff.

The assignments under the different TA components will run concurrently and the implementation period of this consultancy services is 15 months.

The Ministry of Commerce and Industry (MoCI) now invites eligible consulting firms ("Consultants") to indicate their interest in providing these Services. Interested firms must provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may constitute joint ventures to enhance their chances of qualification.

Eligibility criteria, establishing the shortlist and the selection procedure shall be in accordance with the African Development Bank's "**Rules and Procedures for the use of Consultants**" May 2008 revised July 2012, which is available on the Bank's website at <http://www.afdb.org>. Borrowers are under no obligation to shortlist any consultant who expresses interest.

The shortlisting criteria, based on Qualitative Assessment methodology, are:

- a) Core Business of the firm and Number of Years in Business
- b) Technical and Managerial Organization of the Firm
- c) Description of Similar Assignments
- d) Experience in Similar Conditions
- e) Availability of Appropriate Skills among Staff or within the firm

A Consulting firm will be selected in accordance with the Quality and Cost based Selection (QCBS) method set out in the Banks' Rules and Procedures for the use of Consultants.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1600 hours (GMT) on working days.

Expressions of interest must be delivered in a written form to the address below by e-mail by 30 September 2015 **@ 4:00pm local time and mention “Consultancy to Provide Trade and Business Development Capacity Building”**.

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