

TERMS OF REFERENCE

FOR

ACCESS TO FINANCE CONSULTING & BUSINESS DEVELOPMENT SUPPORT

General Requirements & Scope of Work

Organization	Technoserve Nigeria
Project Name	PAN AFRICAN YOUTH ENTREPREBEUR DEVELOPMENT (PAYED)
Sector	Entrepreneurship Development
Position	Access to Finance and Business Development Support Consultant
Project Locations	Port Harcourt and Asaba
Reporting to	Project Manager – PAYED
Duration	4 weeks
Start Date	Monday 23 RD August 2021
End Date	Friday 24 TH September 2021

1. Background on Technoserve

Technoserve is an international nonprofit organization that promotes business solutions to poverty in the developing world. It is headquartered in Washington, DC and operates in 29 countries worldwide. Technoserve’s mission is to work with enterprising men and women in the developing world to build competitive farms, businesses and industries. It does this by linking people to information, capital and markets. With nearly 50 years of proven results, TechnoServe believes in the power of private enterprise to transform lives. For more information about TechnoServe (TNS), please visit:

<http://www.technoserve.org/>

2. Background on PAYED

The PAYED program, with support from Citi Foundation, is in its 4th phase in 4 African countries, Nigeria, Kenya, Tanzania and Cote D’Ivoire where it is currently being implemented. This phase like previous phases is addressing youth unemployment in Nigeria by training youth entrepreneurs who are owners, managers or employees of small and micro retail shops on business and financial management skills, supplier relationship management, merchandizing and also providing tailored advisory support. It is expected that these interventions will increase the adoption of taught skills and practices by more than 70% and help them recover and sustain their pre-COVID revenue base.

With the advent of COVID 19 and the restrictions that were put in place to control the spread of the virus, it has become imperative for programs like PAYED to expand the capacity of the project participants in various methods of reaching their customers both in-store and online.

TechnoServe is looking to engage the services of a consultant to provide, as part of her intervention, training to the beneficiaries of PAYED program in Port Harcourt and Asaba on how to use Social Media marketing tools and platforms to market their product or service, target the right audience for their business and grow their online business.

3.Purpose of the Assignment

The purpose of the consultancy is to develop and deliver tailored training and support to the beneficiaries on how to develop acceptable business plan for FGN loan through CBN and other development and commercial banks in Nigeria. It is also to make the selected beneficiaries to be loan-ready for other opportunities in the financial sector of the economy

4. Scope of the Work

The objectives of the consultancy are listed as follows:

- Develop and deliver interactive and tailored training for the development of business plan that is acceptable to access loan from FGN and other development banks in Nigeria
- At the completion of the training, beneficiaries will be entitled to a certificate to enable them access loans from the FGN and other development banks in Nigeria
- Facilitate the access to finance from the FGN or any development or commercial bank in Nigeria within 4 weeks of engagement
- Provide post disbursement business development support
- Achieve 80% success rate of all beneficiaries introduced to the consultant under this consultancy
- Consultant must indemnify Technoserve of any debt or loss the Consultant, CBN or any Development Bank encounter from such loan
- A report of the activities of the consultant be submitted to the Project Coordinator of PAYED

By the end of the consultancy, the introduced participants should able to:

- Develop an acceptable business plan for access to finance purpose from the FGN and any other development and commercial banks in Nigeria
- Obtain a certification that qualifies the beneficiaries for access to finance with FGN or other development banks in Nigeria
- Access micro loan of less than N500,000 from the FGN or any other development or commercial bank in Nigeria

5. Timeline

The timeline for the completion of consultancy services is presented below:

S/No	Deliverables	DURATION	TRAINING TYPE
1	Train beneficiaries on business plan development	1 week	Virtual
2	Monitor beneficiaries to develop their individual acceptable business plan	1 week	Virtual
3	Facilitation of the access to micro loan from FGN, development or commercial bank	1 week	Virtual
4	Disbursement of loan and report writing	1 week	Virtual/Physical

6. QUALIFICATIONS

- ✓ Consultant must be an accredited consultant & business develop support consultant to at least three CBN approved financial institutions in Nigeria
- ✓ Consultant must have physical offices in Port Harcourt, Asaba or both locations
- ✓ Consultant must demonstrate skills and expertise of designing tailored training to SMEs in either or both locations and show records of capability to help SMEs obtain loan from CBN recognized Financial Institutions in recent past
- ✓ Consultant must be able to demonstrate active interactive engagements on Zoom platform to engage the beneficiaries in virtual training (Technoserve will not be asked to pay for the platform for training)
- ✓ Consultant must have an in-depth knowledge of the micro and small business space in Nigeria especially around the barriers to success.
- ✓ Consultant must demonstrate the ability to communicate and connect to business owners who play at in the micro business space.
- ✓ Being an accredited entrepreneurship trainer with evidence of a training academy is an added advantage.

7. CRITERIA FOR SELECTION

The following weighting and points will be assigned to the proposal for evaluation purposes.

Technical Proposal – 50%		
✓ Training Design/Methodology	30 points (maximum)	50 total points
✓ Delivery Method/Schedule	20 points (maximum)	
Management Proposal -30%		
✓ Consultant Experience	15 points (maximum)	30 total points
✓ Similar Past Work Done	15 points (maximum)	
Cost Proposal – 20%	20 points (maximum)	20 total points

TechnoServe reserves the right to award the contract to the Consultant whose proposal is deemed to be in the best interest of TechnoServe and the Donor. The Consultant with the winning proposal will be notified in writing. Those who were not selected may or may not be notified, at the sole discretion of TechnoServe.

8. TERMS AND CONDITIONS

- The Request for Proposal (RFP) is not and shall not be considered an offer by TechnoServe.
- All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
- All unresponsive responses will be rejected.
- All proposals will be considered binding offers. Prices proposed must be valid for the entire period provided by the respondent.
- All awards will be subject to TechnoServe contractual terms and conditions and contingent on the availability of donor funding.
- TechnoServe reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the requests for proposals.

- TechnoServe reserves the right to accept all or part of the proposal when award is provided.
- All information provided by TechnoServe in the RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TechnoServe is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom. TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
- The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TechnoServe, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.

9.APPLICATIONS

Qualified Consultant meeting the above criteria are invited to submit a proposal via email to TechnoServe at procurementng@tns.org (Use the subject line “Application and Proposal for the provision of Access to Finance Consultancy Services for the PAYED Program”.) Application should include the following:

- Description of the Consultant’s performance on related past projects
- CVs of key personnel (including Learning & Development Consultant)
- Detailed budget in NGN, with applicable tax clearly identified
- Requested payment terms and conditions

All Proposals must:

- Be in English language
- Be a maximum of **4 pages**. The suggested outline is as follows:
 - A brief outline of the organization and services offered, including:
 - Full legal name, jurisdiction of incorporation and address of the company
 - Year business was established
 - Description of Approach/Methodology
 - Suggested work plan and field plan
 - Description and Schedule of Deliverables
 - Description of team structure. CV of key personnel should be submitted in the appendices and will not be a part of the page count
 - Description of experience and capabilities of the firm in providing the types of services being requested
 - Cost proposal
- Include contact name, email address and telephone number to facilitate communication between TNS and the submitting organization.
- Addressed to TechnoServe Nigeria, email procurementng@tns.org

Deadline for application: Monday August 18, 2021; 17h00 EST