



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



May 8, 2024

**Request for Proposal
For
Consultancy To Support Work Readiness Pre-Deployment Training for the
2024 National Cadet Program**

1. Background

The National Cadet Program is a government's initiative aimed at providing job exposure and experience to the youths of Liberia. This long-lasting program which has been running for several decades has been implemented by the Ministry of Youth and Sports through the Department of Youth Development. As a youth focused intervention, the program focuses on recruiting deserving youth, providing effective job application and job readiness training and skills, deploying them to public and private host institutions to be professionally mentored, nurtured, and supervised.

In addition to providing internship and working exposure opportunities for the youth, the National Cadet Program has ensured economic empowerment through temporary and long-term gainful employment and contracting to hundreds of Liberia youths.

The relevance of the program to youth career mentorship and development has attracted donor support over the last decade of its implementation. The program was being sponsored by the Swedish International Development Corporation Agency (SIDA) through Mercy Corps from 2013 to 2020.

After Mercy Corps support phased out, the NCP received support from the Livelihood and Employment Creation Program implemented by the Ministry of Commerce and Industry with funding support from the UNDP to recruit 75 youths in 2022 and 107 youths to benefit from the program in 2023.

The Ministry of Commerce and Industry, in collaboration with the Ministry of Youths and Sports, has again received funding approval from UNDP to continue the program. The 2024 National Cadet Program will recruit, train, and deploy 140 cadets to public and private host institutions in five counties to include Montserrado, Grand Bassa, Nimba, Bong and Lofa for three months.

The Ministries of Commerce and Industry and Youth and Sports are therefore seeking a qualified consulting firm to provide pre-deployment and job readiness training for 140 cadets in the above-listed five counties.

The consulting firm will develop a detailed training content in consultation with the National Cadet Program Secretariat of the Ministry of Youth and Sports and its partners. The training



content should include thematic areas in job readiness, general business management, job hunting and office ethics and etiquette. The training delivery method should have a participatory approach, incorporating interactive training techniques such as case studies, group discussions, and practical exercises to ensure effective learning and application of knowledge. The training is expected to be conducted for five days in each county with Bong and Lofa having the same training dates, Nimba and Grand Bassa having the same training dates and Montserrado being the last.

This training is expected to provide participants with the requisite work attitudes and approach as well as build their confidence and motivation.

2. Objective:

The overall objective of this RFP is to recruit a qualified consultant/consulting firm whose job is to design and produce training content as well as facilitate the National Cadet Program Effective Job Application training in five counties.

The specific objectives are:

- Design training content and materials.
- Produce training materials.
- Facilitate effective job application training.
- Submit end of training report.

3. Scope of work:

The consultant/firm will be expected to:

a) Design and facilitate a six-day (6) Effective Job Application Training for 140 participants divided in the following counties Montserrado – 55, Nimba -28, Bong-20, G. Bassa – 20, Lofa – 17

b) Through the Effective Job Application Training, provide participants with:

- Office ethics and etiquette.
- Communication skills.
- Leadership skills.
- General business management
- Personal Development
- Teamwork.
- Work resilience.
- Modest and professional dressing.
- Identifying and avoiding time stealers.
- Job hunting skills (CV preparation, Interview tips);
- Understanding work environment.
- Email and social media usages
- Etc.



4. Deliverable outputs and target dates:

The activities and expected outputs are as follows:

- ✓ Prepare and submit an application aligning to this TOR.
- ✓ Design and produce training content and materials.
- ✓ Prepare and submit a five-day course outline and schedule detailing specific topics, objectives, expected outcome and time allotted.
- ✓ Facilitate five-day training in the five counties.
- ✓ Conduct post-training assessment to evaluate participants' understanding of training content.
- ✓ Prepare and submit end-of-activity report.

5. Profile of firm/consultants:

- ❖ Facilitator(s) must have a minimum university degree in education, sociology, Human Resources, economics, accounting or another relevant field.
- ❖ At least 5-7 years of prior work experience in the field of youth development or capacity building.
- ❖ Excellent inter-personal and communication skills including experience of facilitation of trainings/workshops and presentation to groups of many sizes.
- ❖ Demonstrated knowledge and experience in developing training curriculum and training materials.
- ❖ Familiarity with the local policies, context, and culture
- ❖ Excellent evaluation and reporting skills.

6. Reporting:

The successful firm will sign a contract with the Government of Liberia through the Minister of Commerce and Industry. The NCP Coordinator and the Livelihood Focal Person will provide technical oversight for the implementation of the assignment. The consultant will report to the National Cadet Program Section of the Ministry of Youth and Sports and the Small Business Administration of the Ministry of Commerce and Industry through its Focal Person.

7. Duration of service:

The Duration of the Training will be for 6 days.

Training Date:

- i. Montserrado County May 30-31 (2 days excluding travel days)
- ii. Lofa and Bong Counties – May 27-28, 2024 (simultaneously with Bassa and Nimba excluding travel days)
- iii. Grand Bassa and Nimba Counties- May 27-28, 2024

8. Evaluation Criteria



An evaluation committee will be formed by the Ministry of Commerce and Industry, in collaboration with the Ministry of Youth and Sports. All members will be bound by the same standards of confidentiality. The trainer/training provider should ensure that they fully respond to all criteria to be comprehensively evaluated.

The shortlisting criteria are:

- (i) Consultant Experience relevant to the Assignment
- (ii) Competency/Qualification of the Consultant relevant to the Assignment
- (iii) Consultant's readiness to start the job in line with the timeline provided here and budget detailing every activity to be carried out.

9. Proposal submission:

Interested consultants can apply by submitting the following:

- a. A technical proposal including:
 - Profile of the organization
 - Description of how the consultant's skills and experience match the TOR requirements,
 - Proposed methodology and work plan
 - CV(s) of the consultant
 - Summarized profile/experience of the consultant
 - Description of how the consultant will promote visibility of the donor and communicate on intervention
- b. A financial proposal:
 - Should include a detailed budget sheet with a breakdown of costs.
 - The business registration certificate
 - Tax clearance certificate(s)

Available Fund: The total budget for the assignment is US\$30,000.

Deadline for submission is June 8, 2024 by 4pm



V. Schedule of Payment		
Task	Product/Deliverables	Schedule of Payments
Submission and acceptance of inception report along with training plan	<ul style="list-style-type: none"> • Methodology for implementation. • Detailed work-plan. • Training toolkit 	30%
Submission of post-training evaluation and signed interns' participants list	<ul style="list-style-type: none"> • Upon submission of post training report, including communication and visibility materials 	40%
Submission of final report	<ul style="list-style-type: none"> • Upon submission of completion report 	30%

10. How to Apply:

Interested Consultants/firms are requested to submit their technical and detailed budget in soft copies only to the below email address. Absolutely NO hard copy is allowed, all queries are to be sent to the same address:

Email: livelihoodandjobcreation2021@gmail.com

Deadline May 20, 2024, at 4:00 PM Liberia local time.

