



AFRICAN DEVELOPMENT
BANK GROUP



Republic of Liberia

MINISTRY OF COMMERCE AND INDUSTRY
Ministerial Complex, Congo Town
Monrovia, Liberia

(CONSULTING SERVICES)

NAME OF PROJECT: Program for Advancing Youth Entrepreneurship and Investment (Sub-Project A: Liberian Youth Entrepreneurship and Investment Bank)

Assignment Title: **Individual Consultancy to provide services as Project Coordinator for the Project Implementation Unit**

Financing Agreement reference: **2100150043943**

Project ID No.: **P-LR-HB0-003**

Reference No. **LR-MOCI/PAYEI-PC-001-ICS-INDV**

Issue Date: **May 8, 2024**

End Date: **May 22, 2024**

1. Background

The Government of Liberia through the Ministry of Commerce and Industry (MOCI) has received UA \$12 million from the African Development Bank (AfDB) for the Liberian Youth Entrepreneurship and Investment Bank (YEIB). and intends to apply part of the funds for the recruitment of a Project Coordinator for the Project Implementation Unit (PIU) to be established at MOCI. The overarching goal of the project is to strengthen financial and non-financial business service to young women and men entrepreneurs in ways that ensure inclusion, decrease vulnerabilities, and prepare for resilience and long-term sustainability of service provision. Specifically, the project intends to youth-dedicated institutions, modeled on the AfDB's Youth Entrepreneurship Investment Bank framework that will provide affordable development and financing solutions to Liberia's youth-led businesses; develops a Youth Entrepreneurship Investment Bank (YEIB), which is the soft infrastructure of the Program for Advancing Youth Entrepreneurship and Investment (PAYEI) ecosystem, delivering financial and business development services; and set up a Business Innovation and Development Center (BIDC) that is the hard infrastructure of the PAYEI ecosystem. The project has four components, with component 1 dealing with youth entrepreneurship oversight; component 2 focuses on establishing youth-dedicated institutions; component 3 deals with deploying YEIB services; and component 4 focuses on project management. The project intends to apply part of the proceeds of the funding for eligible payments under the contract to hire an individual consultant as Project Coordinator to oversee the operations of the PIU and ensure the efficient and timely implementation of project activities consistent with the project implementation plan and approved annual workplan and budget under the supervision of the Minister of Commerce and Industry.

The services included under this project are addressed below:

2. Job Summary/Description

The Coordinator will oversee the operations of the PIU and ensure the efficient and timely implementation of project activities consistent with the project implementation plan and approved annual workplan and budget. In carrying his/her duties, the Coordinator fully comply with the relevant national laws and policies as well as the African Development Bank's rules and regulations.

3.The Scope of the Services to be performed

The consultant shall perform the following services:

- Oversee the management and administration of the PIU and ensure effective execution of its mandate to effectively manage and administer the Bank's resources.
- Prepare and ensure delivery of the annual work program in alignment with the YEIB's defined objectives and implementation plan
- Responsible for the preparation of progress reports (annual and quarterly) and actively participating in progress report meetings and supervision missions
- Coordinate the organization and execution of Project Steering Committee Meetings, YEIB's Board of Directors and Technical Sub-committee meetings, annual and quarterly planning meetings, supervision meetings, etc
- Support consultants in the establishment and operationalization of Special Purpose Vehicles and/or institutions deemed necessary for the effective delivery of financial and non-financial services to SMEs in Liberia
- Engage with internal and external stakeholders to ensure the successful delivery of the project's activities including the mobilization of resources for investment in the YEIB's SPVs
- Responsible for the development of key project documents including operational manual, human resources management plan, etc
- Oversee the financial management of project's resources including coordinating with the Project Financial Management Unit (PFMU) to ensure that project funds

are disbursed timely and expenditure are in line with approved project plans and budget

- Coordinate the procurement and management of goods, services and works and ensure full compliance to the rules and regulations of the African Development Bank
- Lead the preparation of communication strategy and tools to disseminate project results
- Support the roll-out of the capacity building program for the Department of Small Business Administration at MOCI
- Support the roll-out of project's technical assistance to the Central Bank of Liberia
- Review project's implementation progress in line with the Project's Results Framework and address or cause to be addressed any implementation bottlenecks
- Deliver any other tasks as may be assigned

Minimum Qualification, Skills and Experience:

The ideal candidate should meet the following qualification and experience requirements:

- Master's degree or its equivalent in Business/Public Administration, Banking/Finance, Economics, Project Management, or related qualifications
- At least 10 years of relevant experience of which 5 years are in the management of donor-funded projects
- Work experience with development finance institutions preferred, including the African Development Bank
- Sound understanding of project management practices of the African Development Bank
- Thorough knowledge of the youth entrepreneurship ecosystem in Liberia
- Practical experience in engaging multiple stakeholders including engagement with senior-level government and private sector officials
- Solid ability to conceptualize and communicate clearly
- A proven experience in capacity development and institutional reform
- Demonstrated ability to work effectively in a multicultural environment and to develop effective working relationships with clients and colleagues
- Proven ability to constantly seek more efficient and practical methods for the delivery of services and products as well as departmental process management

and propose new ways to improve the quality and relevance of products and services

Duty Station: Monrovia
Start Date: TBA
End Date: TBA
Duration of Assignment: 1 Year

The Ministry of Commerce and Industry (MOCI) now invites eligible individual consultants to indicate interest in providing these services by submitting their Curriculum Vitae (CV), demonstrating experience in performing similar assignments with references and showing responsiveness to the qualifications requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's "Procurement Policy Framework for Bank Group Funded Operations" October 2015 which is available on the Bank's website at <http://www.afdb.org>.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in a written form to the address below by either hard copy or email by May 22nd, 2024 @ 1700 hours (GMT) and mention "**Provision of Consultancy Services as Project Coordinator for the Program for Advancing Youth Entrepreneurship Investment (PAYEI)**".

Attn.

**Deputy Minister for Administration
Ministry of Commerce and Industry
Ministerial Complex, Congo Town
Monrovia, Liberia**

E-mail: mewaseh76@gmail.com, and copy the following:
Wlyealue@gmail.com; jsblango1@gmail.com