**REPUBLIC OF LIBERIA**

**FORESTRY DEVELOPMENT AUTHORITY**

**P. O. Box 3010**

**Whein Town, Mount Barclay**

**Monrovia, Liberia**

**REQUEST FOR EXPRESSIONS OF INTEREST**

**(CONSULTING SERVICES-INDIVIDUAL)**

**COUNTRY: LIBERIA**

**NAME OF PROJECT: Scaling up the Participation of SMEs in Secondary Wood Processing-Industry in Liberia**

Sector: Small and Medium Scale Wood Processing Industry

Assignment Title: **Specialized Individual Financial Consultant to Build Capacities of Small and Medium-Scale Secondary Wood Processing Enterprises to Access Finance**

Financing Agreement reference: **5700155003201**

Project ID No.: **P-LR-AAD-00I**

Issue Date: May 10, 2021

End Date: May 25, 2021

The Government of Liberia through the Ministry of Finance and Development Planning and the Forestry Development Authority (FDA) as an Implementing Agency received US$1,000,000 for a project funded by the Fund for Africa Private Sector Assistance (FAPA). The project primary objective is to promote the private sector by scaling up the participation of Small and Medium Scale Enterprises (SMEs) in the secondary wood processing industry for inclusive green growth, employment and economic diversification in the Republic of Liberia. The project is composed of three components. One of them is on **Organizational support to local producers**, which demands the hiring of a **Specialized Financial Consultant to Build Capacities of Small and Medium-Scale Secondary Wood Processing Enterprises to Access Finance**. This will include the training of approximately 60 furniture makers and carpenters with emphasis on *banking rules and responsibilities, saving culture, repayment modalities,* business and financial plans, different financial options available in Liberia *etc.;*.

The services included under this project are addressed below:

**Job Summary/Description**

The **Specialized Individual Financial Consultant** will undertake six distinct, but coordinated objectives: including: i**)** Review of existing literatures that are available relative to accessibility to finance with reference to small and medium-scale enterprises (SMEs) in secondary wood processing industry in Liberia. ii) Develop a financial literacy training modules on access to finance as identified in the literature review. iii) The draft modules will be validated with the participation of relevant stakeholders and beneficiaries. iv) Identify furniture makers/carpenters for the capacity building from among the organized Associations/Unions from each of the zones; v) Conduct training workshops for the selected furniture makers/carpenters; and vi) Joint meeting between financing institutions (bankers and guarantee providers) and Furniture makers and carpenters associations that ensures building good saving culture among SMEs.

**Scope of work**:

The Specialized Individual Financial Consultant will undertake the following activities that will contribute to the six (6) objectives:

1. Through a literature review, the specialized Individual financial consultant will identify and report on the factors that affect accessibility to finance with reference to small and medium-scale enterprises (SMEs) in secondary wood processing industry in Liberia. The specialized individual financial consultant will offer ideas and recommendations for improvement and guide the financial literacy capacity-building program;
2. Develop the training modules for each of the identified training areas that are necessary and relevant for the training of the furniture makers and carpenters in accessing finance. The capacity building will be tailored to the various needs toward an access to financing including: i) *banking rules and responsibilities; ii)* *saving culture; iii) loans and repayment modalities; iv business and financial plans as well as documentations; and v) importance of balance sheet;*
3. The specialized individual financial consultant with the support from the PIU will facilitate the validation of the various draft training modules. This will involve the participation of over 20 participants for three days;
4. The Project Implementation Unit in consultation with the established associations/unions and the specialized individual financial consultant will identify the furniture makers and carpenters for capacity building in accessing finance from each of the association in each of the tree (3) zonal areas;
5. The specialized individual financial consultant Facilitate the training of 60 beneficiaries using the validated and approved training modules to enhance the capacity in accessing finance. 20 trainees will be selected from each the organized associations in each of the three (3) zonal areas; and
6. The specialized individual financial consultant will organize a joint meeting between financing institutions (bankers and guarantee providers), furniture makers, and carpenters associations that ensures building good saving culture among SMEs.

**Minimum Qualification, Skills and Experience for Specialized Individual Financial Consultant**

* Expertise in conducting financial institution literature review, and using gap analysis and other relevant tools in drafting and implementing capacity building for SMEs Accessing Finance development modules at the enterprise level is a strong asset;
* Demonstrate experience in providing financial literacy training portfolio that ensures building good savings culture among SMEs under controlled supervision;
* Experience of liaising with Financial/Banking Institutions, local NGOs and international donors is a plus;
* Strong organizational, analytical and reporting skills, presentation skills, attention to detail, and ability to meet deadlines;
* Knowledge of the Liberia context, with preferable experience with Monrovia and environs.
* Previous work experience (at least 5 years) supporting institutional strengthening among small and medium –scale secondary wood processing enterprises in Liberia is an absolute requirement;
* Effective trust building, professional integrity;
* Excellent verbal and written communication in English required.

**Duty Station**: **Monrovia**

**Start Date:** TBA

**End Date: TBA**

**Duration of Assignment**: **Sixty-four (64) days**

The FAPA Project Management Unit (PIU) of the Forestry Development Authority (FDA) is inviting eligible specialized individual Financial Consultantto indicate interest in providing these services. A complete CV demonstrating previous experience in similar assignments and qualifications outlined in this ToR should be submitted. A proposed timeframe detailing activities and a work plan as well as a financial proposal with a detailed breakdown of costs (including all applicable taxes) for the study quoted in United States dollars (USD) must be provided.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s New “Procurement Policy Framework for the Bank’s Group Funded Operations” dated 1st of January, 2016, which is available on the Bank’s website at <http://www.afdb.org>.

You can obtain further information on the ToR 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 or by email to the address below by **25th May 2021** @ 1700 hours (GMT) and mention “**LIB/FDA/PIU/SMEs-SWPI/EOI/05/2021**: Specialized Financial Consultant to Build Capacities of Small and Medium-Scale Secondary Wood Processing Enterprises to Access Finance.

Attn: **Mr. Edward S. Kamara**

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