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**GOVERNMENT OF SIERRA LEONE
MINISTRY OF FINANCE**

Project Fiduciary
Management Unit
Ministry of Finance
13 Howe Street
Freetown
Sierra Leone

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)
ISSUE DATE 26TH SEPTEMBER, 2019.**

Sierra Leone Agro processing Competitiveness Project

Loan No. P160295

Assignment Title: Consultancy Services to Provide Enhanced Business Development Services to SL Accelerator's Cohort-One Agro-Entrepreneurs

Reference No. SL-MOFED-134051-CS-QCBS

The Government of Sierra Leone has applied for financing from the World Bank toward the cost of the *Sierra Leone Agro processing Competitiveness Project*, and intends to apply part of the proceeds for Consultancy Services to Provide Enhanced Business Development Services to SL Accelerator's Cohort-One Agro-Entrepreneurs.

The consulting services ("the Services") Cohort-based provision of tailored education, training, systems upgrade, exposure, investment management and mentorship to growth-oriented businesses ("growth entrepreneurs", "Impact entrepreneurs", "gazelles", the "missing middle") to help grow their business, and scale market outreach, technology and impact. The service delivery will focus primarily on SMEs selected by SL Accelerator under the designated cohort.

The specific objectives are as follows:

- Provision of BDS services (marketing, legal, business advice, HR advice, business registration, operations, supply chain management) to SL Accelerator designated SME cohort(s) at the co-working space on Liverpool Street in collaboration with SL Accelerator.
- Provide tailored, on-site and practice oriented resilient business development services to cohort member SMEs.
- Provide on the job training (OJT) to SME staff members.
- Get SMEs "investment-ready" and develop a business growth and investment plan.
- Prepare SME pitch and grant memos (using templates provided by SL Accelerator) for application to SL Accelerator matching grants, as well as other sources of funding and investment. The support should include identifying potential vendors and making cost estimates of the investment. PCU has a list of eligible investments and other conditions of the matching grant. The grant disbursement process and monitoring of the grantees will be managed by PCU.

- Facilitate access to any relevant technical knowledge and training – online, workshops, etc.
- Facilitate access to skilled, certified/appropriated and affordable human capital to fill key staff roles and capacity gaps within the cohort SMEs on need basis.
- Collaborate with SL Agcelerator and other Business Hubs in facilitating access to business networks, mentors and markets.
- Provide technical guidance, coaching and access to mentoring for grant receiving SMEs in the implementation of their growth and investment plan.
- Facilitate market for local consultancy services and help build local BDS firm’s capacity and experience in the provision of RBDS in the agribusiness sector, including tech based delivery.
- Collaborate with SL Agcelerator to establish an online platform/portal to connect consultants and SMEs with rating system
- Collaborate with SL Agcelerator to provide internships for young graduates as trainees with SMEs and Junior Consultants
- Collaborate with SLE Agcelerator to develop a Certification model for BDS providers
- Identify key and common capacity gaps among agro-processing SMEs for the development of BDS training programs in subsequent years.

A. Expected Outcomes

A successful delivery of the assignment will produce the following outcomes:

1. Selected SMEs become investment-ready:

- SMEs have appropriate and efficient systems in place (technical, operational, legal, etc.)
- SMEs improve their business operations and management
- SMEs improve their financial management – systems, capacity and practices
- SMEs improve their product development and market penetration (health and safety, supply chain management, marketing and promotions)
- SMEs have clear growth plan and investment strategy

2. SMEs have access to affordable financial products

- SMEs qualify to apply for SL Agcelerator matching-fund
- SMEs have access to other funders and investors
- MFIs start developing suitable products for agro-processing SMEs
- “Dragon’s Den” pitches to venture capitalists and other investors are organized

3. SMEs have access to technical knowledge

- Transfer of technical knowledge from companies in the value chain to SMEs
- Seminars with external speakers on topics selected by SMEs held at SL Agcelerator

4. SMEs have access to skilled and certified human capital

- Establish a database of youth and women seeking employment in agro-processing
- Jobseekers linked to agro-processing SMEs (Soft skills for job seekers and SME’s, National internship- Local content)
- Collaborations with technical institutions (Universities) in developing skills training curriculums based on SME needs

5. SMEs have access to business networks, MENTORS and markets

- Provide exchange visits to role-model SMEs- Open workshop
- Local business mentors paired with SME owners
- Active linkages built with local SMEs and international companies

The detailed Terms of Reference (TOR) for the assignment can be obtained at the address given below.

The Project Fiduciary Management Unit of Ministry of Finance now invites eligible consulting firms to indicate their interest in providing the Services. Interested Firms should provide information demonstrating that they have the required relevant experience to perform the Services. The shortlisting criteria are: The firm core business and years in business, relevant experience, technical and managerial capability to the assignment.

The attention of interested firms is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 Revised November 2017 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. (The Bank requires that firms involved in Bank IPF procurement shall not have a conflict of interest).

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consulting firm will be selected in accordance with the Quality and Cost Based Selection method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours.

Project Fiduciary Management Unit
13a Howe Street Freetown
9:00am to 5:00pm Monday -Friday

Expressions of interest must be sent via email to the address below not later than Thursday 10th October, 2019 at 4:00pm.

Project Fiduciary Management Unit
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