



## RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIAN INFORMAL SECTOR EMPLOYMENT (REALISE) PROJECT

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Monrovia-Liberia



### TERMS OF REFERENCE (TOR) FOR **Business Development and Market Linkage Training for Farmer Based Organizations Community Livelihood and Agriculture Support Program**

#### **BACKGROUND**

The Government of Liberia has received funding from the World Bank, Swedish International Development Association (Sida) and the French Agency for Development (AFD) to implement the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) Project. The Project Development Objective is to increase access to income-earning opportunities for the vulnerable in the informal sector in response to crises, expand income and livelihood support to poor and food-insecure households, and improve efficiency in managing social protection programs in Liberia. The REALISE project comprises six components namely: (i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; (ii) Temporary Employment Support and Employability Development for Vulnerable Workers, (iii) Program Implementation, Capacity Building, and Coordination; (iv) Contingency Emergency Response Component (v) Community Livelihood and Agriculture Support, and (vi) Social Cash Transfer and Strengthening of the National Social Protection System. The REALISE Project is being implemented by the Ministry of Youth and Sports (MYS), Ministry of Gender, Children and Social Protection (MGCSP), and the Liberia Agency for Community Empowerment (LACE). Implementation of project activities is managed by a single Project Management Team (PMT) that sits outside of the implementing institutions and is comprised of consultants hired by them. The Ministry of Youth and Sports is responsible for overall coordination of the Project.

LACE is responsible to implement the component on Community Livelihood and Agriculture Support (CLAS). This Component aimed at improving livelihood opportunities and climate resilience for 16,200 poor and vulnerable populations in rural areas of Liberia, directly responding to the current food crisis through communal farming in Bomi, Cape Mount, Gbarpolu, Bong, Nimba, Lofa, Grand Gedeh and Sinoe Counties. Specifically, this component would support Beneficiary Farming Group (BFG) develop farming subprojects, receive farm start-up grants of US\$1,800 to procure inputs, provide life skills trainings and promote climate-smart agriculture practice, and offer cash transfer of US\$350 as labor subsidy to help smooth consumption during the lean season. Each beneficiary will be guaranteed a total of 100 days per implementation cycle (12 months). Additionally, it will provide Community Development Support (CDS) grants of up to US\$1,800, alongside technical assistance, to each participating community to help maintain or improve small-scale

common infrastructures, which are identified in consultation with BFGs. Besides, beneficiaries will receive market linkage and value addition support by connecting them with buyers, and other stakeholders in the agricultural value chain. This support will enable farming groups to enhance their market access, improve profitability, and promote sustainable agricultural practices. To provide this support to BFGs, the PMT will work through Farmer Based Organizations (FBOs) or Trade Groups that will be recruited at the county level to establish market information systems, strengthen farmer-buyer relationships, support collective marketing initiatives, promote value addition, and provide access to technology and opportunities (including climate smart agriculture practices) for enhancing sustainability among farming groups. In preparation for implementation of MLS activities, LACE seeks to hire an Individual Consultant that will conduct Business Development Training and facilitate Farmer Based Organizations/Trade Group to develop business proposals for supporting market linkage for project beneficiaries under the component.

### **DURATION OF ASSIGNMENT**

This assignment is expected to run for two months commencing October 1, 2024

### **OBJECTIVE OF THE ASSIGNMENT**

The objective of this assignment is to train Farmer Based Organization in business development, as well as facilitating the development of business proposals aimed at improving market linkage for CLAS beneficiaries. The PMT anticipates that the FBOs will use the knowledge acquired from the training to support beneficiaries in identifying appropriate farming inputs, investing in low-scale value addition activities aimed at reducing wastage and increasing income, establishing market linkages. Generally, The Business Development Training and business proposal development will enhance the capacity of the FBOs and make them more efficient in delivering anticipated results of the Market Linkage Support.

#### **The key tasks under the assignment:**

- i) Conduct a 5-day Business Development Training for 36 persons from the 12 Farmer Based Organization or Trade Group from the 8 counties. The training will be conducted in a centralized location for the specified days. The PMT will be responsible for logistical arrangement (venue, feeding and accommodations for participants).
- ii) Facilitate the development of business proposals for the 12 Farmer Based Organization or Trade Group to be submitted for PMT approval.
- iii) Conduct pre & post-test, and analysis on gaps in the area of business management, creating market linkage and value addition.

### **DELIVERABLES**

The Consultant will deliver the following products/outputs/results:

- An Inception Report that incorporates work plan, training schedule and business management and market linkage training curriculum.
- Gap assessment report on business management, value addition and market linkage capabilities based on results from Pre & Post-test
- An Activity Completion Report that includes challenges and recommendations for future training

### **MINIMUM QUALIFICATIONS AND KEY REQUIREMENTS**

This consultancy demands astuteness and the ability to achieve results in a demanding and fast-paced environment. The Individual Consultant must therefore be able to demonstrate successful prior experience in business development, training and business proposals development. Following are the minimum qualifications requirement:

- Must have a proven track record of conducting at least two (2) similar assignments over the past five (5) years in Liberia, or any of the Sub-Saharan African countries.
- Must present proof (documents) of experience in developing business skills and market linkage training curricula and development of business proposals in Liberia, or any of the Sub-Saharan African countries within the last five (5) years
- Proven ability to produce reports in a timely manner;
- Be able to identify and document observations during training
- Be able to conduct pre & post-tests before and after training
- Be able to collect, compile and analyse data
- A minimum of bachelor's degree in business administration, Public Administration, Social Sciences, or related field.
- 5-7 years of management experience.
- Have accounting and budgeting knowledge.
- Must be computer literate.

### **REPORTING REQUIREMENTS**

The Consultant will submit an activity completion report that includes challenges and recommendations for future training. Final report should be sent to the Deputy Project Coordinator for Economic Inclusion 5 days before the contract expiration.

Statement of Integrity, Eligibility and Environmental and Social Responsibility

To: LACE

We declare and undertake that neither we nor anyone, including any member of our joint venture or any of our suppliers, contractors, sub-contractors, consultants, sub-consultants, where these exist, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, has engaged, or will engage, in any activity prohibited under AFD's General Policy Prevent and Combat Prohibited Practices ("AFD's General Policy") in connection with the present procurement process and (in case of award) the execution of the above-referenced contract ("Contract"), including any amendments thereto.

We acknowledge that AFD's participation in the financing of the Contract is subject to AFD's General Policy. As such, we acknowledge that AFD will not be able to participate in the financing of the Contract if we, including any member of our joint venture, or any of our suppliers, contractors, subcontractors, consultants or sub-consultants are ineligible as a result of a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations or are on any of the following lists (AFD's Sanction Lists) or if we are on any Financial Sanctions List issued by the European Union or by France, accessible here : <https://gels-avoirs.dgtresor.gouv.fr/List>.

We also acknowledge that AFD will not be able to participate in the financing of the Contract if we, including any member of our consortium or our suppliers, contractors, consultants, subcontractors, acquire or supply equipment or operate in sectors under United Nations, European Union or France embargoes.

We shall permit, and shall cause our sub-contractors, sub-consultants, agents (whether declared or not), personnel, consultants, service providers or suppliers, to permit the AFD to inspect all accounts, records, and other documents relating to the procurement process and/or Contract execution (in the case of award), and to have them audited by auditors appointed by the AFD.

We agree to preserve all accounts, records, and other documents (whether in hard copy or electronic format) related to the procurement and execution of the Contract.

Name: \_\_\_\_\_ In the capacity of: \_\_\_\_\_

Duly empowered to sign in the name and on behalf of: \_\_\_\_\_

Signature \_\_\_\_\_

Dated: \_\_\_\_\_