



REQUEST PROPOSAL TO PROVIDE BUSINESS DEVELOPMENT SKILLS TRAINING AND RELATED SERVICES

The Ministry of Youth and Sports (MYS) is currently seeking the services of a consulting firm that is well established, experienced, registered, and operating in Liberia to conduct business development skills training and related services for the Ministry of Youth and Sports (MYS) Youth Center Management Teams and the National Youth Service Program (NYSP) volunteers.

The initiative is the Ministry of Youth and Sports (MYS) and UNICEF intervention intended to empower and sustain members of the Youth Center Management Teams (YCMTs) at ten (10) youth centers in seven counties. This initiative enhances the capacity of young women and men at these centers to become entrepreneurs in order to gain access to decent and productive livelihood through business development skills training for income generation.

Goal: The training is aimed at capacitating young people in business development skills to enable them establish their own enterprises for self-employment and sustained livelihood.

Objectives

- a) Empower young people at the youth centers to become entrepreneurial in their thinking, thereby equipping them to be more productive through income generating.
- b) Sustain the youth centers beyond donor support as a means of promoting youth empowerment and independence through entrepreneurship;
- c) Promote the culture of entrepreneurship among young people as a conduit of curtailing dependency;
- d) Facilitate the creation of self-employment and income-generation capacity for youth at youth centers;
- e) Empower members of the YCMTs to transfer business skills and knowledge to youths who visit their respective youth centers.

II. Tasks Required:

- a) Conduct business development skills training: *Among others, the training should take into consideration entrepreneurship principles, market analysis, business establishment and management concept, customer Service, money/financial management, and record keeping, and Business Planning.*
- b) Develop and distribute business development skills training manuals to the 10 YCMTs that includes entrepreneurship principles, market analysis, business establishment and management concept, customer Service, money/financial management, and record keeping

- c) Conduct market/needs assessment to facilitate the setting up of income generating activities at the various youth centers for sustainable livelihood.
- d) Facilitate the setting up/establishment of sustainable businesses for 10 youth centers income generation;
- e) Provide post training assistance to the 10 YCMTs to ensure the application of concepts/skills acquired as a sustainability/exist strategy for the engagement;
- f) Facilitate the development of one strategic business plan for each of the youth centers. The selected firm will be responsible development and presentation the final business plan document which should include but not be limited to:

1. EXECUTIVE SUMMARY

2. YOUTH CENTER DESCRIPTION

3. SITUATIONAL ANALYSIS

4. MARKET RESEARCH

5. BUSINESS DEVELOPMENT & MARKETING GOALS

6. SERVICE (PRODUCT) DEVELOPMENT

7. MARKETING PLAN

8. FINANCIAL PLAN

9. RISK FACTORS

10. ASSESSMENT AND REVIEW

11. APPENDICES:

Additional Scope of Training:

The training will involve twenty (20) members of the 10 youth center management teams and twenty (20) national volunteers of the fifth batch of the National Youth Service Program (NYSP). The NGO/Consulting firm will be responsible to transport to and fro their centers, the twenty (20) members of the Youth Center Management Team (YCMT). Besides, accommodation and feeding coupled with internal transportation of members of the YCMTs to commute at the training venue shall also be the responsibility of NGO/Consulting firm. The training takes place at the Samuel Kanyon Doe Sports Complex (SKD) conference room where the Ministry of Youth and Sports is headquartered.

Location of the Youth centers includes: Robertsport and Sinje (Grand Cape Mount), Buchanan and Compound # 3/Gorblee (Grand Bassa), Tubmangurg (Bomi), Logantown and Paynesville/Hope Center (Montserrado), Gbarnga (Bong), Ganta(Nimba) and Zwedru (Grand Gedeh).

Duration

The engagement shall span the period between July 15th and August 25, 2013.

Submission method

All Proposal submissions should be addressed and hand delivered to the office of the Director of Procurement, Ministry of Youth and Sports Room 1017, SKD Sports Complex, Paynesville, **on or before Wednesday, July 3rd, 2013 at the precise hour of 3pm.**

Proposal Submissions must include the following:

- a) Organizational Profile
- b) Proposal on the conduct of the business development skills training and business plan development
- c) Names and CVs of team members that will be involved in the project;
- d) Copies of Business registration / Articles of Incorporation and/or accreditation;
- e) Recent Tax Clearances etc
- f) Reference of previous clients;
- g) Samples of reports (2) of project/program business development skills training previously conducted; and
- h) Detailed budget estimate.

For more information, please contact:

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