



**EXPRESSION OF INTEREST (EOI)
SKILLED CAPACITY DEVELOPMENT SERVICE PROVIDERS DEADLINE:
AUGUST 24, 2019**

Send responses to cbdspliberia@gmail.com

The Consortium of Business Development Service Providers of Liberia, is requesting expressions of interest from local capacity development service providers, including Liberian private sector consulting firms and qualified independent consultants, interested in being placed on its official Service Providers Pool. Entities placed on the Service Provider Pool will have the opportunity to deliver various services to Civil Society organizations, development partners, NGOs, and INGOs, and private sector partners of the Consortium.

BACKGROUND

The Consortium of Business Development Service Providers of Liberia (CBDSPL), is an association of professional Liberian private sector firms that provides technical support services to development partners, government and local institutions, including Liberian Non-Governmental Organizations (NGOs) and Civil Society Organizations (CSOs). Recognizing the level of support needed by local Liberian institutions, the Consortium provides technical support services, primarily through capacity building as an intervention to improve the way institutions work. Over the years, the Consortium has developed considerable expertise, credibility, partnerships, tools and experiences that can assist government, development partners, and local institutions to improve systems and programming.

In addition, the Consortium is also a strategic capacity development partner to USAID's Liberia Accountability and Voice Initiative (LAVI) implemented by DAI. As a strategic partner, the consortium members services are utilized to provide technical support services and assistance to the project partners in multiple areas, including financial management training, strategic plan development, M&E training, Gender policy development, etc. The level of support provided through the consortium members has contributed to capacity strengthening amongst the project partners further enhancing the effectiveness of their project work particularly in the areas of advocacy and communication and financial management.

AREAS OF EXPERTISE

The CBDSPL seeks private consulting firms or independent consultants with expertise in the following capacity development domains:

A. Leadership and Strategic Management

- 1) Strategic Plan development

B. Program Management and Quality Control

- 2) Gender mainstreaming and social inclusion
- 3) M&E
- 4) Communications Strategy Development,

C. Financial and Administration Management

- 5) Budget/Financial Policy development/Accounting and Audits/Microfinance etc
- 6) Fundraising & financial sustainability
- 7) Training Quickbooks

D. ICT

- 8) Cloud Services and Central Hosting and Remote Access
- 9) Mobile Device Management and Web Filtering
- 10) Education Grade Wireless and School Website Service
- 11) Digital and social media Marketing

E. Supply Chain Management

- 12) Planning & Forecasting
- 13) Inventory Management and Logistics Management
- 14) Supply Chain Data Management and Demand Management
- 15) Replenishment Services and Supply Planning

F. Media Engagement

- 16) Radio broadcasts and Publications
- 17) Public relations activities (I.e public service announcements, media campaigns, outside broadcast, Video Documentary)
- 18) Publicity and Awareness

CBDSPL Membership BENEFITS

Service providers who are certified to be members of the CBDSPL receive the following benefits:

1. Receive direct solicitations to supply services to CBDSPL partner organizations
2. Opportunity to expand client pool into the CSO, private sector and donor market
3. Receive trainings and mentorship to improve the quality of their services and tailor services to CSOs
4. Opportunity to join the collective marketing with other Service Providers in the pool.

Note: Those who become members of the CBDSPL are not guaranteed work or contracts, but will be strategically linked with CBDSPL partner organizations to provide services based on needs of CBDSPL's partners.

FACTORS FOR CONSIDERATION

Interested service providers must meet the following minimum qualifications to be eligible for placement on the CBDSPL Service Provider Pool:

- Be a legally registered local business or Liberian consultant
- At least 3 years' experience in the capacity development area
- Demonstrated expertise in delivering practical trainings and providing mentorship
- Strong references from clients that received similar services

APPLICATION REQUIREMENTS

Interested service providers must submit the following materials:

- **Cover letter including:**
 - A presentation of the institution or the individual if you are a consultant
 - An explanation of why you want to join the Service Provider Pool
 - An overview of training methodology and approaches
 - An overview of technical staff capacity and expertise
- **Attachments:**
 - Company Profile
 - Overview of past services provided in specific capacity development area(s) for which you are applying
 - CVs of key technical staff (tailored to specific capacity development domain)
 - Sample of training materials (manuals, presentation, activity reports)
 - Contact for previous clients
 - Up to date business registration papers
 - Latest tax clearance (if Applicable)

If applying for more than one capacity development domain, you ***MUST*** submit a separate application package per domain.

The deadline for responding to this EOI is August 24th, 2019. Responses received after the deadline may not be reviewed. Applications may be emailed to cbdspliberia@gmail.com.

Please address the subject of the email as "Expression of Interest – Capacity Development Service Providers".