

TERMS OF REFERENCE

CAPACITY DEVELOPMENT FOR FEMALE SMALL SCALE AND INFORMAL CROSS BORDER TRADERS IN NBR AND LRR

BACKGROUND

About International Trade Centre (ITC)

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization, focusing on developing the export capabilities of small and medium-sized businesses in developing and transition economies. ITC projects and programmes contribute to the global efforts to achieve UN Global Goals for Sustainable Development and the Aid for Trade agenda. ITC works at three levels:

- Strengthening the integration of the business sector of developing countries and economies in transition into the global economy,
- Improving the performance of trade and investment support institutions for the benefit of small and medium-sized enterprises (SMEs) and enhancing the abilities of trade support institutions to support them better,
- Improving the international competitiveness of SMEs.

About the Project – Migration – Multi Partner Trust Fund Project

The three-year project is funded by the Migration Multi Partner Trust Fund. The joint programme aims to mitigate migration challenges and improve the cross-border environment along the Senegambia bridge (in Jarra West and Upper Baddibou districts) by enhancing border posts to pre-empt situations of vulnerability, strengthening the capacity of border authorities, increasing awareness among women and youth of their rights, and strengthening skills and livelihood opportunities for women and youth. The programme is focused on the Trans-Gambia transport corridors and connects localized support measures in border communities with the broader national development agenda. It addresses the challenges of security, safety, and prosperity in a novel approach through interlinked initiatives with central government, local government, private sector, and civil society associations.

About the support

Women engaging in informal cross-border trade often lack access to information on trade rules and customs procedures and suffer from weak entrepreneurial capacity. As a result, they use informal crossing paths that may expose them to violence, harassment, bribes, high fines and confiscation of their merchandise if caught by border authorities. Their businesses remain a subsistence activity, leaving them unable to transition to profitable and sustainable ones.

In view of these challenges, the relevance of providing support to informal female cross border traders, the, ITC, through the M-MPTF project will support the training of 30 women informal cross border traders in NBR and LRR on cross border trade rules and procedures and entrepreneurship.

Objective of the program

The objective of the call for proposal is to raise the awareness of small scale and informal cross-border traders, particularly women, on trade rules, customs procedures, and traders' rights and obligations, as well as to strengthen their entrepreneurial skills.

Scope of work

The local training firm, association, or Foundation in collaboration with sector experts i.e GRA and MOTIE will undertake the following tasks:

- Deliver five days entrepreneurship training session (including improving on soft skills and business to benefit from the cross-border trade opportunities)
- In consultation with the Local Programme Committees in LRR and NBR, identify 30 female informal cross border traders from NBR and LRR to participate in the training (informal cross border traders along the trans Gambia corridor must be prioritised).
- Support on business formalization for the 30 female informal cross border traders
- Conduct a three-month post-training follow up coaching and mentorship sessions to provide technical guidance and support to the trainees using the coaching framework
- Conduct a mid-term coaching session M&E

Deliverables :

- Master timetable and training plan one week after signing the contract
- Submit reports after entrepreneurship training
- Submit monthly coaching activity report
- Submit a mid-term coaching M&E report
- Submit a final report within two weeks after completion of the training
- Certification of the trained female informal cross border traders upon completion of the training

Submission of the quote

Vendors shall quote for all the required scope of work, and the submission must include:

- Certificate of business registration in the Gambia
- A detailed breakdown of the costs to perform the different activities is divided by main category training fees, coaching fees (in line with the coaching framework), travel, and logistic costs. Do not include transport refund, catering, and raw materials
- Technical proposal that will explain how the objectives and expected deliverables will be delivered together with the proposed methodology
- A training plan for the entire duration of the program
- The CV of the lead trainer demonstrating relevant skills and experience in delivering entrepreneurship and business development training
- Provide a reference letter or a contract with an organization that recently contracted you to carry out a similar training

Required Qualifications and Experience

Training providers or consulting firms must demonstrate the following minimum requirements, qualifications, staff experience and capabilities in their technical proposal:

- Five years' experience working in business development support or training
- Experience delivering training in local languages (Wolof, and Mandinka)
- The team lead to deliver the training must have at least a higher national certificate or first degree in relevant subjects.
- The bidding organization must be in the Gambia and Registered business in The Gambia.

PAYMENT SCHEDULE:

- First payment of 70% upon signing the contract and the list of beneficiaries recruited
- Final payment of 30% upon successful completion of all outputs

Submission and Deadline

To apply, please submit all quotes (technical and financial) by 7 November 2022 to ygai@intracen.org and scham@intracen.org with the subject "CAPACITY DEVELOPMENT FOR FEMALE SMALL SCALE AND INFORMAL CROSS BORDER TRADERS IN NBR AND LRR"