
TERMS OF REFERENCE – CAPACITY BUILDING IN PUBLIC PROCUREMENT FOR WOMEN OWNED BUSINESSES

Background

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.

The project “The Gambia: Activating skills and employment opportunities”, funded by GIZ, seeks to create income and employment opportunities for Gambians by fostering self-employment through access to finance and business development support. The project will support the Gambia SheTrades Hub to improve competitiveness of women-owned Gambian businesses, in particular through improving the business environment and facilitating gender-sensitive public procurement.

The SheTrades Hub Gambia was launched on 9 November 2021 as continuation of the SheTrades Gambia Project, implemented by the International Trade Centre (ITC).

A SheTrades Hub is a decentralized platform of the ITC SheTrades initiative implemented by a local host institution. The purpose of a SheTrades Hub is to roll out the SheTrades initiative to the local context by aligning with government and initiatives around women’s economic empowerment for increased local ownership and sustainable long-term impact.

The local host institution of the SheTrades Hub Gambia is the Ministry of Trade, Industry, Regional Integration & Employment (MOTIE). MOTIE works closely with SheTrades HQ, the ITC country office in The Gambia and key public and private stakeholders to facilitate the establishment of a conducive business environment for women entrepreneurs.

Key pillars of the SheTrades initiative are on access to markets for women-owned businesses (WoBs) including public procurement. However, for WoBs to access available opportunities, there is need to strengthen their capacities not only in areas specific to their sectors but also on the procedures including public procurement.

Thus, ITC in collaboration with GIZ will support the development of a guide and training of more WoBs on public procurement rules and procedures to complement other efforts to improve the participation of WoBs in public procurement in The Gambia.

Scope of Services

1. Three(3) days training of twelve (12) WoBs and BSOs on GPPA public procurement rules, criteria and processes for the different categories of purchases of goods and services including filling of the requisite forms, submissions and follow up to final award / rejection and post award / rejection.
2. Develop a simple guide on the GPPA public procurement rules and processes; this should include a section on FAQs. Existing material developed prior under the SheTrades Gambia Project can be used as an input to this exercise.

Key Deliverables & Timelines

Training Delivery

Deliverable	Timeline
Submission of training plan and manual	Within a week of contract signature
Delivery of training programme and award certificates to WoBs	Within a week of receipt of first payment
Submission of training report	Within one week after completion of the training

Guide on Public Procurement

Deliverable	Timeline
Submission of draft of Guide on Public Procurement rules and processes	2weeks after signature of contract
Submission of Final Guide on Public Procurement rules and processes (word and pdf)	1 Day after signing off by MoTIE and ITC

Payment Schedule

- First payment of 80% upon signature of the contract and submission of training content manual and plan
- Final payment of 20% upon successful completion of all deliverables

Required Qualifications and Experience

Interested Business Support Organisations (BSOs) or consultants must demonstrate the following minimum requirements, qualifications and experience in the technical proposal:

- At least 3 years experience working in business development support for WoBs
- Experience in delivering and/or coordinating similar training and publications
- The team leader to deliver the training must be certified in public procurement and familiar with GPPA rules and processes
- The bidding BSOs or consultants must be registered in The Gambia

Submission and Deadline

Submissions by eligible BSOs or consultants must include:

- Technical proposal that explains how the scope of services will be delivered together with timelines and the proposed methodology where applicable; outline of guide to be provided and samples of similar publications if any
- Financial proposal
- A training plan for entire duration of the program
- The CV of the lead trainer demonstrating relevant skills and experience in training delivery
- Certificate of registration in the Gambia

To apply, please submit your proposal (technical and financial) and all documents **by 5pm GMT on 6 March 2023** to fjallow@intracen.org and copy mlouzada@intracen.org and musuc@hotmail.com with the subject “**Capacity Building in Public Procurement for Women Owned Businesses**”.