



**EXPRESSION OF INTEREST (EOI)
SKILLED CAPACITY DEVELOPMENT SERVICE PROVIDERS
DEADLINE: FEBRUARY 5, 2017 TO LAVISOLICITATION@DAI.COM**

The USAID/Liberia Accountability and Voice Initiative (LAVI) project, implemented by DAI Global LLC, is requesting expressions of interest from local capacity development service providers, including academic institutions/universities, private sector consulting firms, non-governmental organizations (NGOs), and qualified independent consultants, interested in being placed on its official *Service Provider Pool*. Entities placed on the *Service Provider Pool* will have the opportunity to deliver its services to LAVI partner organizations.

SCOPE OF WORK

LAVI is a five-year USAID-funded project designed to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms in Liberia. LAVI works to promote the development of ongoing capacity development services on the local market for civil society organizations (CSOs). LAVI partner organizations are assessed using organizational and advocacy capacity assessment tools to identify areas for further development. Entities placed on the LAVI Service Provider Pool will work with LAVI partner organizations to improve their operations and advocacy work through development of action plans, training, mentorship, and coaching.

LAVI SERVICE PROVIDER POOL BENEFITS

Service providers placed on the LAVI Service Provider Pool receive the following benefits:

- Part of a shortlist to receive solicitations to supply services to LAVI partner organizations
- Featured on the LAVI Capacity Development or “Kwagei” Post, which is an electronic platform to link CSOs and others with service providers to be able to obtain services (<http://icampus.io/>)
- Receive trainings to improve the quality of their services and expand into new service areas
- Support match making with civil society organizations and donors
- Support in developing its own strategic marketing and financial sustainability

WHO CAN APPLY

LAVI considers service providers to be any entity that has the ability to provide capacity development services to other organizations to increase their organizational or advocacy capacity. Service providers may include:

- Private sector consulting firms
- Non-governmental organizations
- Independent consultants
- Academic institutions and universities

Those interested must specialize in the delivery of capacity development services through the provision training, mentorship and coaching in one or more of the following areas:

Priority Areas	
<p>Advocacy & Lobbying</p> <ul style="list-style-type: none"> • Advocacy Strategy & Communication Plan Development (Messaging Design & Dissemination) • Partnerships & Stakeholder Relations (Stakeholder Mapping, Coalition Building, Relationship Building & Management) • Advocacy Research & Analysis 	<p>Program Management and Monitoring/Evaluation</p> <ul style="list-style-type: none"> • Participatory Program Design and Management Tools (Theory of Change, Outcome Mapping, Participatory Rural Appraisals) • Human-Centered Design Principles • Organizational Soft Skills (Conflict Resolution, Staff Motivation, and Management, Leading Action-Oriented

Liberia Accountability and Voice Initiative (LAVI)
18th Street & Warner Avenue, Monrovia

<ul style="list-style-type: none"> • Public Policy Processes • Policy Analysis • Strategic Thinking • Writing Persuasive Arguments 	<ul style="list-style-type: none"> • Meetings) • Gender Mainstreaming • Monitoring and Evaluation • Knowledge Management and Institutional Learning
Secondary Areas	
<p>Leadership and Strategic Management</p> <ul style="list-style-type: none"> • Organizational Constitution & By-Laws Development • Board of Directors Structuring • Strategic Plan Development and Strategic Planning <p>Financial Sustainability</p> <ul style="list-style-type: none"> • Business Plan Development • Revenue Generation (Crowd-Funding, Event Management, Fundraising) • Donor Proposal and Budget Development <p>External Relations & Communications</p> <ul style="list-style-type: none"> • Marketing Material Design (Website Development, Social Media, Radio Programs) • Media Relations (i.e. Press Protocol Design) • Communications Plan Development 	<p>Finance and Administrative Management</p> <ul style="list-style-type: none"> • Financial Accounting Systems (Cash Management, QuickBooks) • Financial Reporting • Budgeting • Managing Core Costs • Procurement and Asset Management • Auditing • Internal Controls <p>Human Resources Management</p> <ul style="list-style-type: none"> • Personnel Policies and Manual Development • Staffing, Recruitment, & Hiring Process Development (Recruitment & Selection Processes, Personnel Appraisal & Staff Development, Social Inclusion Policies & Practices) • Salary/Pay Scale Development

FACTORS FOR CONSIDERATION

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

- Be a legally registered local firm or organization or Liberian consultant
- At least 3 years' experience in one or more of the above listed capacity development areas
- Demonstrated expertise delivering practical trainings, providing mentorship, or consultation
- Strong references from clients that received similar services
- Has the necessary financial resources to perform the work

Upon receipt and review of expressions of interest, those who meet the above eligibility criteria will be selected for pre-qualification. **Prequalified entities may be invited to undergo the next stage in the vetting process, which may include a request for more information, a site visit, or interview follow up questions.**

RESPONSE AND SUBMISSION DEADLINE

Interested service providers are encouraged to express interest by submitting the following documentation to LAVI **February 5, 2017**.

- Cover Letter
- Entity's profile
- List of specialize services or products offered
- CV of experts expected to provide services
- List of three references
- Sample training materials

The deadline for responding to this EOI is February 1, 2016. Responses received after the deadline may not be reviewed. LAVI may follow up for more information if responses need clarification. Responses may be emailed to LAVISolicitation@dai.com or delivered in a sealed envelope to USAID/LAVI Project Office located at 18th Street and Warner Avenue, Sinkor,

Monrovia Liberia. Please address the subject of the email or the sealed envelope as “Expression of Interest – Capacity Development Service Providers”.

DAI will only respond to **written questions** regarding this EOI through the email address LAVIProcurement@dai.com and any questions must be submitted by **January 20, 2017**.

All information provided by vendors in response to this EOI will be treated confidentially. DAI will not use the information in any other context or setting and we will not reveal details to other parties.

If a respondent is found to have made false or misleading claims or statements, obtains confidential information, or receives improper assistance, DAI reserves the right to reject an EOI submitted by or on behalf of a respondent.

NOTIFICATION PROCESS

DAI may require a respondent to submit additional information in order to better judge a response. Upon receipt and review of expressions of interest, DAI will notify successful entities, if any, who have been selected for pre-qualification and move onto the next stage in the vetting process.

OBLIGATIONS

DAI will not reimburse respondents for the costs incurred with preparing a response. Issuance of this EOI does not obligate DAI to award a subcontract or purchase order. Those that become members of the *Service Provider Pool* are not guaranteed work or contracts, but will be strategically linked with LAVI partner organizations to provide services based on needs of LAVI’s partners.