



YOUTH ENTREPRENEURSHIP AND INVESTMENT BANK: STRENGTHENING YOUTH ENTREPRENEURSHIP ECOSYSTEM TO EMPOWER YOUTH-LED ENTERPRISES IN LIBERIA

Assignment Title: Procurement Associate

Financing Agreement reference: **5900155019602**

Project ID No.: **P-LR-HB0-013**

Reference No. **LR-TSF-002**

IFB No.: **MOCI/YEIB/TSF/ICS-CS/SER-001/2026**

Issue Date: **October 20, 2026**

End Date: **November 6, 2026**

1. INTRODUCTION

The Government of Liberia, through the Ministry of Commerce and Industry (MOCI), has received financing from the African Development Bank (AfDB) to implement the Youth Entrepreneurship Investment Bank: Strengthening Youth Entrepreneurship to Empower Youth-led Enterprises in Liberia project. This is the Liberian Youth Entrepreneurship and Investment Bank (YEIB) Project and is financed by a grant from the Transition Technical Support Facility (TSF) of the African Development Bank. Part of this financing will be applied to the recruitment of a qualified individual consultant to provide technical and administrative procurement support to the Procurement Specialist in planning, coordinating, processing, documenting, and monitoring procurement activities under the YEIB, TSF, and FAPA projects.

2. BACKGROUND

The African Development Bank (AfDB) is supporting the Government of Liberia in implementing the Promoting Youth Entrepreneurship in Investment (PAYEI) Project, which includes the operationalization of the Liberia Youth Entrepreneurship Investment Bank (YEIB). The project is funded through the Bank's resources and complemented by financing from the Technical Support Facility (TSF). The aim is to strengthen access to financial and non-financial services for youth-owned enterprises, particularly those owned by women and young entrepreneurs, while promoting entrepreneurship, innovation, financial inclusion, resilience, and sustainable private sector development.

Project Development Objective and Goals: The project aims to accelerate the operationalization of the Youth Entrepreneurship Investment Bank (YEIB) by strengthening Liberia's entrepreneurship ecosystem. Specifically, it seeks to: (i) enhance equitable access to finance and economic opportunities for women- and youth-led MSMEs, especially in lagging counties; (ii) build the institutional capacity of key ecosystem actors; (iii) promote inclusive, climate-resilient and low-carbon enterprise development; and (iv) unlock private sector capital for MSME development.

2.1 Project Components

The project comprises three components, each with distinct but complementary objectives, as follows:

Component 1: Unlocking the Development Potentials of the Private Sector for MSME Development – This component addresses structural barriers to private investment and expands access to finance for youth- and women-led MSMEs through ecosystem reforms, diaspora mobilization, and strengthened public-private dialogue. It comprises three sub-components: promoting multi-stakeholder partnerships for MSME development; catalyzing diaspora investment through a digital matchmaking platform and structured engagement; and strengthening the Ministry of Finance and Development Planning's engagement with the private sector.

Component 2: Strengthening the Capacity of MSMEs, ESOs and Institutions – This component supports the capacity development of youth-led MSMEs, Enterprise Support Organizations (ESOs), and key public institutions to enable the successful operationalization and long-term sustainability of the YEIB. It aims to strengthen the capacity of youth- and women-led MSMEs to become investment-ready through a Green Business Accelerator targeting at least 100 climate-smart enterprises, to strengthen the capacity of 20 Enterprise Support Organizations (ESOs), and to reinforce the institutional capacity of the Small Business Administration, the Central Bank of Liberia, and YEIB's Management Company (MANCO).

Component 3: Project Management and Coordination – This component ensures the effective coordination, implementation, monitoring and reporting of project activities by strengthening the capacity of the Project Implementation Unit (PIU) at the Ministry of Commerce and Industry, the Executing Agency. It finances, among other things, the recruitment of a Procurement Associate to strengthen the PIU's compliance with the Bank's Procurement Rules and Practices, the establishment of a results-based Monitoring and Evaluation (M&E) system, and project audit, communication and evaluation activities.

3. PURPOSE OF THE ASSIGNMENT

The objective of the assignment is to provide technical and administrative procurement support to the Procurement Specialist in planning, coordinating, processing, documenting and monitoring procurement activities under the YEIB, TSF and FAPA projects. The increasing number, complexity, and value of procurement activities under the YEIB Project and its complementary TSF and FAPA grants require additional procurement capacity within the Project Implementation Unit (PIU). The Ministry therefore intends to recruit an experienced Procurement Associate to support the Procurement Specialist in ensuring the efficient, timely and compliant implementation of all procurement activities financed under the Program.

The Procurement Associate will work under the direct supervision of the Procurement Specialist and the overall guidance of the Project Coordinator to perform the following:

- Assist in preparing and updating annual procurement plans.
- Monitor implementation of procurement plans.
- Maintain procurement tracking tools and procurement schedules.
- Identify procurement bottlenecks and recommend corrective actions.
- Assist the Procurement Specialist in preparing Requests for Quotations (RFQs), Requests for Expressions of Interest (REOIs), Requests for Proposals (RFPs), Invitations for Bids (IFBs), Bidding Documents, Terms of Reference (TORs), Technical Specifications, Bills of Materials (BOMs), Contract documents, Addenda and clarifications, Procurement notices, Bid opening documentation

- Support procurement processes by publishing procurement notices, receiving bids and proposals, organizing bid opening sessions, preparing bid opening minutes, maintaining confidentiality of procurement information, coordinating communications with bidders and consultants, Maintaining procurement registers.
- Provide support during evaluation processes by preparing evaluation templates, organizing evaluation committee meetings, recording evaluation proceedings, preparing draft evaluation reports, preparing requests for clarifications, preparing draft recommendations for award, assisting in obtaining AfDB No Objections.
- Assist in preparing contracts, preparing contract amendments, monitoring contract implementation, monitoring delivery schedules, maintaining contract registers, monitoring performance securities, monitoring insurance requirements, monitoring contract completion dates, processing contract close-out documentation.
- Maintain complete procurement records including procurement plans, procurement correspondence, evaluation reports, contracts, payment records, delivery certificates, inspection reports, acceptance reports, no Objection letters, bid securities, performance guarantees
- Maintain both electronic and physical filing systems in accordance with AfDB requirements.
- Monitor procurement implementation against approved timelines.
- Prepare procurement progress reports.
- Monitor procurement risks.
- Identify delays and recommend mitigation measures.
- Undertake market assessments
- Support procurement capacity development
- Perform any other procurement-related duties assigned by the Procurement Specialist or Project Coordinator.

4. QUALIFICATIONS AND EXPERIENCE

The candidate must meet the following qualifications:

- A Bachelor's degree in Procurement, Supply Chain Management, Business Administration, Public Administration, Economics, Finance, Engineering, Law, or a related discipline.
- A Master's degree will be an added advantage.
- Professional certification in procurement (CIPS, CPSM, CPPB, or equivalent) will be an advantage.
- At least three (3) years of progressively responsible experience in procurement.
- Demonstrated experience supporting procurement under donor-funded projects.
- Experience working with Multilateral Development Banks (AfDB, World Bank, IFAD, EU, UN Agencies, etc.) will be an advantage.
- Experience preparing procurement documents.
- Experience supporting bid evaluations.
- Experience in contract management.
- Experience maintaining procurement records.
- Good report writing skills.
- Excellent organizational skills.
- Strong analytical ability.
- Good interpersonal and communication skills.
- Ability to work under pressure and meet strict deadlines.

- Excellent computer skills including Microsoft Word, Excel, PowerPoint, and electronic procurement systems.

Duty Station: Monrovia
Start Date: TBA
End Date: TBA
Duration of Assignment: 1 Year

5. EXPECTED DELIVERABLES

- Updated Procurement Plans
- Procurement Tracking Reports
- Draft Bidding Documents
- Draft REOs
- Draft RFPs
- Draft RFQs
- Draft Evaluation Reports
- Procurement Progress Reports
- Contract Monitoring Reports
- Procurement Filing System
- Procurement Performance Reports
- Procurement Risk Assessments

The Recruitment Committee now invites eligible individuals to indicate their interest in providing the required services. Interested individuals shall submit their Expressions of Interest demonstrating their qualifications and relevant experience to perform the assignment. Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's *"Procurement Policy Framework for Bank Group Funded Operations"* October 2015, which is available on the Bank's website at <http://www.afdb.org>.

Further information can be obtained at the address below during office hours, i.e., from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in written form to the address below by email by November 6, 2026 @ 1700 hours (GMT) and mention **"Expression of Interest – Individual Consultancy Services for Procurement Associate"**.

Attn.
The Chairperson
Recruitment Committee

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 LIBERIA**

MONROVIA, LIBERIA

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