



Republic of Liberia

**MINISTRY OF COMMERCE AND INDUSTRY
Ministerial Complex, Congo Town
Monrovia, Liberia**

(CONSULTING SERVICES)

NAME OF PROJECT: Program for Advancing Youth Entrepreneurship and Investment (Sub-Project A: Liberian Youth Entrepreneurship and Investment Bank)

Assignment Title: **Drivers- Extension**

Financing Agreement reference: **2100150043943**

Project ID No.: **P-LR-HB0-003**

Reference No. **LR-MOCI/PAYEI-CE-008-ICS-INDV**

Issue Date: **July 28, 2026**

End Date: **August 14, 2026**

1. Background

The Government of Liberia through the Ministry of Commerce and Industry (MOCI) has received UA \$12 million from the African Development Bank (AfDB) for the Liberian Youth Entrepreneurship and Investment Bank (YEIB). and intends to apply part of the funds for the recruitment of two Drivers for the Project Implementation Unit (PIU) to be established at MOCI. The overarching goal of the project is to strengthen financial and non-financial business service to young women and men entrepreneurs in ways that ensure inclusion, decrease vulnerabilities, and prepare for resilience and long-term sustainability of service provision. Specifically, the project intends to youth-dedicated institutions, modeled on the AfDB's Youth Entrepreneurship Investment Bank framework that will provide affordable development and financing solutions to Liberia's youth-led businesses; develops a Youth Entrepreneurship Investment Bank (YEIB), which is the soft infrastructure of the Program for Advancing Youth Entrepreneurship and Investment(PAYEI) ecosystem, delivering financial and business development services; and set up a Business Innovation and Development Center (BIDC) that is the hard infrastructure of the PAYEI ecosystem. The project has four components, with component 1 dealing with youth entrepreneurship oversight; component 2 focuses on establishing youth-dedicated institutions; component 3 deals with deploying YEIB services; and component 4 focuses on project management. The project intends to apply part of the proceeds of the funding for eligible payments under the contract to hire individual consultants as Drivers to provide transport and logistical support to the PIU under the supervision of the Administrative Assistant.

The services included under this project are addressed below:

2. Job Summary/Description

The Drivers will provide safe, efficient, and reliable driving and logistical support for the PIU, ensuring smooth implementation of project activities and facilitating transportation of PIU staff, documents, and goods in accordance with project protocols and AfDB rules. The Drivers report to the Administrative Assistant.

3. The Scope of the Services to be performed

The consultant shall perform the following services:

- Safely operate PIU-assigned vehicles for staff movement, meetings, field missions, and official project duties.
- Ensure the regular cleaning, maintenance, and optimal functioning of vehicles (including oil checks, brake checks, tire condition, fuel levels).
- Maintain accurate logbooks for mileage, fuel usage, trips, and service schedules.
- Ensure vehicles are always road-worthy and report any mechanical issues promptly.
- Adhere strictly to traffic laws and project transport safety guidelines.
- Support logistical arrangements for missions, workshops, and field activities.
- Assist in collecting and delivering official project documents, supplies, and correspondence.
- Ensure the security of the vehicle, project equipment, and transported personnel.
- Cooperate with insurance providers during inspections or accident investigations.
- Carry out any other duties related to transport and logistics as assigned by the PIU.

Minimum Qualification, Skills and Experience:

The ideal candidate should meet the following qualification and experience requirements:

- At least five (5) years of professional driving experience, preferably with donor-funded projects, government agencies, or reputable institutions.
- Possession of a valid Liberian Professional Driver's License (up to date).
- Demonstrated experience driving 4x4 pickups, SUVs, and long-distance routes in both urban and rural Liberia.
- Ability to maintain vehicle logbooks and basic maintenance records.
- Knowledge of road safety rules and defensive driving techniques.
- High sense of responsibility, integrity, and confidentiality.
- Good interpersonal skills and ability to work with multicultural teams.
- Ability to read and write simple English (log entries, forms).
- *Experience working on AfDB, World Bank, or other donor projects is an added advantage.*

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

The Ministry of Commerce and Industry (MOCI) now invites eligible individual consultants to indicate interest in providing these services by submitting their Curriculum Vitae (CV), demonstrating experience in performing similar assignments with references and showing responsiveness to the qualifications requirements outlined in this REOI. 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 a written form to the address below by either hard copy or email by August 14, 2026 @ 1700 hours (GMT) and mention **"Provision of Consultancy Services as Driver for the Program for Advancing Youth Entrepreneurship Investment (PAYEI)"**.

Attn.

**Deputy Minister for Administration
Ministry of Commerce and Industry
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E-mail: yeibliberia@gmail.com, and copy the following:
zarwaymarcus@yahoo.com