



AFRICAN DEVELOPMENT
BANK GROUP



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: **Individual Consultancy to provide services as Administrative Assistant for the Project Implementation Unit**

Financing Agreement reference: **2100150043943**

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

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

Issue Date: **July 5, 2024**

End Date: **July 20, 2024**

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 an Administrative Assistant 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 an individual consultant as an Administrative Assistant to oversee the asset and record management of the PIU under the supervision of the Project Coordinator.

The services included under this project are addressed below:

2. Job Summary/Description

The Administrative Assistant will oversee record keeping, asset tracking, management of project's fixed assets, office management and customer service of the PIU. He/she shall be responsible for developing office management procedures, system for asset management, supervision of project's drivers, and system for record management. The Administrative Assistant reports to the Project Coordinator.

3.The Scope of the Services to be performed

The consultant shall perform the following services:

- Development of system for the management of the assets of the PIU
- Develops and operationalize effective record management system at the PIU
- Support the Project Coordinator in developing administrative regulations
- Overseeing the management of office assets and ensure their accountability
- Supervise the Project's Drivers and Office Assistant/Cleaners ensuring their optimal performance
- Responsible for the management of travels, acquisition of relevant travel documentations and arrangements for Project's staff and consultants
- Maintain an effective filing system in the PIU
- Assist in the delivery of correspondence, receipt and processing of correspondence
- Maintain an updated inventory of PIU's assets
- Assist the Project Coordinator in organizing events, conferences, meetings, etc
- Participate in meetings and provide regular updates when required
- Perform any other tasks that may be assigned to you

Minimum Qualification, Skills and Experience:

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

- Hold a Bachelor's degree or equivalent in Business Administration, Management, Economics, or any related field
- Have a minimum of 2 years of professional experience
- knowledge of the workings of Multilateral Development Banks is an advantage
- Good knowledge of record keeping, inventory and asset management
- Ability to work with a wide range of partners and manage multiple, simultaneous and shifting demands/ priorities under tight deadlines

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 16th July, 2024 @ 1700 hours (GMT) and mention "**Provision of Consultancy Services as Administrative Assistant for the Program for Advancing Youth Entrepreneurship Investment (PAYEI)**".

Attn.

**Deputy Minister for Administration
Ministry of Commerce and Industry
Ministerial Complex, Congo Town
Monrovia, Liberia**

E-mail: mewaseh76@gmail.com, and copy the following:
Wlyealue@gmail.com; jsblango1@gmail.com