



REPUBLIC OF LIBERIA

MINISTRY OF COMMERCE & INDUSTRY

MONROVIA



May 8, 2024

Terms of Reference (ToR) for Expert Consultant to Produce the Five Years Strategic Plan of the Ministry of Commerce and Industry, Republic of Liberia

Background

The Ministry of Commerce and Industry of Liberia plays a pivotal role in promoting trade, commerce, and industrial development within the country. Established by an Act of Legislature in 1987, the Ministry has undergone various transformations over the years to adapt to the evolving socio-economic landscape of Liberia.

Historically, the Ministry traces its origins back to 1948 when it was established as the Department of Agriculture and Commerce. Over time, it underwent several name changes, including the Department of Commerce and Industry in 1962 and the Ministry of Commerce, Industry, and Transportation in 1971. The Ministry's mandate was further refined with the detachment of the Bureau of Transport, resulting in the current Ministry of Commerce and Industry.

Under the leadership of His Excellency President Joseph Nyema Boakai, Sr., and the stewardship of Minister Amin Modad, the Ministry is committed to advancing Liberia's economic agenda, fostering trade relations, and enhancing industrial growth. In line with this commitment, the Ministry seeks to develop a comprehensive five-year strategic plan to guide its activities and initiatives from 2024 to 2029.

Liberia, like many other countries, faces numerous economic challenges and opportunities. The strategic plan will serve as a roadmap to address these challenges effectively while capitalizing on emerging opportunities to promote sustainable development and economic prosperity. It will provide a framework for aligning the Ministry's priorities with national development goals, leveraging resources efficiently, and fostering collaboration with key stakeholders.

Given the dynamic nature of Liberia's economic landscape, characterized by factors such as globalization, technological advancements, geopolitical events, and evolving trade dynamics, there is a pressing need for a strategic plan that is responsive, adaptable, and forward-thinking. The strategic plan will lay the foundation for enhancing the Ministry's capacity, optimizing its operations, making it fit for purpose in the 21st century, and maximizing its impact on Liberia's economic development trajectory.

Amid these considerations, the Ministry is seeking the expertise of a qualified expert consultant to facilitate the development of the strategic plan. The consultant will work closely with the Ministry's departments, stakeholders, and partners to ensure that the strategic plan reflects

Liberia's development priorities as they relate to commerce, trade, and industrial development and within the broader context of the government's ARREST Agenda, while at the same time addressing key challenges and capitalizing on emerging opportunities in the global economic landscape.

Purpose of the assignment

The overall purpose of this assignment is to develop a comprehensive five-year strategic plan for the Ministry of Commerce and Industry of Liberia, spanning the period from 2024 to 2029. This strategic plan will serve as a guiding framework to steer the Ministry's activities, initiatives, and interventions towards promoting trade, commerce, and industrial development in Liberia. It aims to align the Ministry's priorities with national development objectives, enhance its institutional capacity, and foster sustainable economic growth and prosperity.

Scope of work/duties and responsibilities

1. **Assess Current Landscape:** Conduct a thorough analysis of the current socio-economic landscape, including the internal and external factors influencing trade, commerce, and industrial development in Liberia.
2. **Identify Priorities and Challenges:** Identify key priorities, challenges, and opportunities within the Ministry's mandate areas, such as trade and commerce promotion, market regulation, investment facilitation, and industrialization.
3. **Stakeholder Consultation:** Engage with a wide range of stakeholders, including government agencies, private sector entities, civil society organizations, development partners, and academia, to gather inputs, insights, and feedback on strategic priorities and interventions.
4. **Develop Strategic Framework:** Develop a strategic framework outlining the vision, mission, goals, objectives, and core strategies of the Ministry for the next five years, ensuring alignment with national development strategies and priorities.
5. **Action Planning:** Define actionable initiatives, programs, and projects to operationalize the strategic framework, including timelines, responsible parties, resource requirements, and performance indicators.
6. **Monitoring and Evaluation:** Design a robust monitoring and evaluation framework to track the implementation progress, measure the impact of interventions, and facilitate adaptive management and decision-making.
7. **Capacity Building:** Identify capacity development needs within the Ministry and propose strategies for enhancing institutional capacity, human resource development, and knowledge management to effectively implement the strategic plan.
8. **Communication and Outreach:** Develop a communication strategy to ensure effective dissemination of the strategic plan, engage stakeholders, and foster public awareness and support for the Ministry's initiatives and priorities.
9. **Sustainability and Resilience:** Integrate principles of sustainability, resilience, and inclusivity into the strategic plan to ensure that interventions are environmentally sustainable, socially inclusive, gender sensitive, and resilient to external shocks and challenges.
10. **Finalization and Adoption:** Prepare the final draft of the strategic plan incorporating feedback from stakeholders and ensure its endorsement and adoption by the Ministry's leadership and relevant stakeholders.

Duration of the assignment

The assignment duration will span a period of 60 days, strategically distributed over a six-month timeframe to allow for comprehensive analysis, stakeholder consultations, strategy development, drafting, review, validation, and finalization of the strategic plan. The timeline for the assignment will be structured as follows:

1. **Preparatory Phase (10 days):** During this phase, the consultant will familiarize him/herself with the Ministry's mandate, objectives, and existing policies and strategies. She/he will also review relevant documents, reports, and data pertaining to trade, commerce, and industrial development in Liberia.
2. **Stakeholder Consultations (15 days):** The consultant will engage in extensive consultations with key stakeholders, including government officials, industry representatives and overall private sector, civil society organizations, development partners, informal sector players, SMEs, and academia. These consultations will provide valuable insights, perspectives, and inputs to inform the strategic planning process.
3. **Analysis and Strategy Development (15 days):** Building on the findings from the preparatory phase and stakeholder consultations, the consultant will conduct in-depth analysis to assess the current landscape, identify priorities, challenges, and opportunities, and develop the strategic framework for the Ministry.
4. **Drafting and Review (10 days):** The consultant will draft the strategic plan document, incorporating the vision, mission, goals, objectives, strategies, and action plans developed during the analysis phase. The draft plan will undergo thorough review and feedback from internal stakeholders within the Ministry and external stakeholders.
5. **Finalization and Documentation (5 days):** Based on the feedback received, the consultant will finalize the strategic plan document, ensuring coherence, clarity, and alignment with the Ministry's objectives and national development priorities. The final strategic plan document will be accompanied by the monitoring and evaluation framework, implementation action plan, and communication strategy.
6. **Presentation and Handover (5 days):** The consultant will present the finalized strategic plan to the Ministry's leadership and relevant stakeholders, highlighting key findings, recommendations, and implementation priorities. He/she will also provide guidance on the plan's implementation and monitoring processes before formally handing over all relevant documents and deliverables to the Ministry.

Institutional Arrangements

The institutional arrangements for this consultancy assignment involve establishing clear guidelines and protocols to ensure effective coordination, communication, and collaboration between the expert consultant and the Ministry of Commerce and Industry. Key aspects of the institutional arrangements include:

1. **Project Oversight and Coordination:** The Ministry through its leader, the Minister, will designate a focal point or project manager responsible for overseeing the consultancy assignment. This individual will serve as the main point of contact for the consultant, providing guidance, support, and facilitating access to necessary resources and information within the Ministry.
2. **Steering Committee:** A steering committee comprising senior officials from relevant departments/divisions within the Ministry will be established to provide strategic guidance and oversight throughout the consultancy process. The committee will review progress, provide feedback, and make decisions on key strategic issues as they arise.
3. **Technical Working Group:** A technical working group consisting of subject matter experts and representatives from various departments/divisions and units within the

Ministry will be formed to support the consultant in data collection, analysis, and validation of strategic planning assumptions and recommendations.

4. **Consultative Forums:** The consultant will conduct consultative forums, workshops, and meetings with internal stakeholders, including senior management, department/division heads, and staff members, to gather inputs, validate findings, and ensure buy-in and ownership of the strategic plan.
5. **External Stakeholder Engagement:** The consultant will engage with external stakeholders, including government agencies, private sector organizations, development partners, civil society groups, informal sector players, SMEs, and academia, to solicit feedback, align priorities, and ensure that the strategic plan reflects the broader development agenda and national priorities.
6. **Reporting and Communication Protocols:** Clear reporting and communication protocols will be established to ensure regular updates, progress reports, and feedback mechanisms between the consultant and the Ministry. This will include scheduled meetings, progress reviews, and formal reporting on milestones, challenges, and recommendations.
7. **Conflict Resolution Mechanisms:** Mechanisms for resolving conflicts, disputes, or disagreements that may arise during the consultancy process will be outlined, including escalation procedures and mechanisms for addressing grievances or concerns raised by either party.

Overall, the institutional arrangements will aim to foster a collaborative and transparent process, where all stakeholders are actively engaged and involved in shaping the strategic direction of the Ministry. Effective coordination and communication will be essential to ensure the successful development and implementation of the strategic plan.

Qualifications and Experience

Qualifications and experience required for the expert consultant position include:

1. **Advanced Degree:** The consultant should possess an advanced degree (master's or equivalent) in a relevant field such as development studies, economics, international trade, policy analysis, or public policy. This educational background will provide the necessary theoretical foundation for strategic planning and policy formulation. PhD is an added advantage.
2. **Specialization in Strategic Planning:** The consultant should have specialized expertise in strategic planning processes, including the development, implementation, and evaluation of strategic plans for organizations or institutions. Previous experience in leading or contributing to strategic planning initiatives is essential.
3. **Knowledge of Liberia's Development Context:** A deep understanding of Liberia's socio-economic and political context is critical. The consultant should be familiar with the country's development challenges, priorities, and policy frameworks, as well as its institutional landscape and governance structures.
4. **Experience in Similar Institutions:** The consultant should have prior experience in developing strategic plans for institutions or organizations similar to the Ministry of Commerce and Industry. This could include government agencies, ministries, private sector entities, or international development organizations operating in similar contexts.
5. **Demonstrated Track Record:** The consultant should have a proven track record of successfully leading or contributing to strategic planning processes and producing high-quality strategic documents. This could be evidenced through past projects, publications, or professional references.

6. **Analytical Skills:** Strong analytical skills are essential for conducting situational analyses, identifying strategic priorities, and formulating evidence-based strategies and recommendations. The consultant should demonstrate proficiency in data analysis, problem-solving, and decision-making.
7. **Stakeholder Engagement:** The consultant should have experience in engaging with diverse stakeholders, including government officials, civil society organizations, development partners, academia, and the private sector. Effective communication and interpersonal skills are necessary for facilitating consultations, workshops, and stakeholder meetings.
8. **Project Management Skills:** The consultant should possess project management skills to effectively plan, organize, and execute the strategic planning process within the designated timeframe and budget. This includes managing resources, timelines, and deliverables to ensure successful outcomes.
9. **Team Collaboration:** The consultant should be able to work collaboratively with the Ministry of Commerce and Industry's team, providing guidance, mentorship, and capacity-building support as needed. Strong teamwork and leadership skills are essential for fostering a cohesive and productive working environment.

Overall, the expert consultant should bring a combination of academic qualifications, technical expertise, practical experience, and interpersonal skills to effectively lead the development of the Ministry's strategic plan and contribute to its successful implementation.

Methodology

The methodology for developing the Ministry of Commerce and Industry's strategic plan will involve a systematic and participatory approach to ensure comprehensive analysis, stakeholder engagement, and strategic decision-making. Key components of the methodology include:

1. **Desk Review and Analysis:** The consultant will conduct a thorough review and analysis of existing documents, reports, policies, and data related to the Ministry's mandate, objectives, performance, and external operating environment. This will provide a foundational understanding of the Ministry's strengths, weaknesses, opportunities, and threats (SWOT analysis), as well as key trends, challenges, and opportunities in the economic, commerce, trade, and industrial sectors in Liberia.
2. **Stakeholder Consultations:** The consultant will engage in extensive consultations with internal and external stakeholders, including senior management, staff members, government agencies, private sector representatives, informal sector players, SMEs, development partners, civil society organizations, academia, and other relevant stakeholders. These consultations will involve workshops, focus group discussions, interviews, surveys, and other participatory methods to gather inputs, insights, and perspectives on the Ministry's strategic priorities, challenges, and opportunities.
3. **Strategic Planning Workshops:** Facilitated workshops will be organized with key stakeholders to collectively define the Ministry's vision, mission, values, and strategic objectives. These workshops will also involve prioritization exercises, scenario planning, and goal, mission, and vision-setting sessions to establish clear strategic directions and targets for the Ministry over the next five years.
4. **Gap Analysis and Needs Assessment:** The consultant will conduct a gap analysis and needs assessment to identify gaps, challenges, and opportunities in the Ministry's current operations, policies, and programs, as well as its human and institutional capacity. This analysis will help prioritize strategic interventions and resource allocation to address priority areas and leverage opportunities for improvement and innovation.

5. **SWOT Analysis:** A comprehensive SWOT analysis will be conducted to identify the Ministry's internal strengths and weaknesses, as well as external opportunities and threats. This analysis will inform the development of strategies to capitalize on strengths, mitigate weaknesses, seize opportunities, and address threats in the external operating environment.
6. **Strategic Plan Development:** Based on the findings from the desk review, stakeholder consultations, and analysis, the consultant will develop the strategic plan framework, including the vision, mission, goals, objectives, strategies, action plans, and performance indicators. The plan will be aligned with national development priorities, sectoral strategies, and international best practices.
7. **Validation and Finalization:** The draft strategic plan will be presented to stakeholders for validation and feedback through consultative forums, workshops, and meetings. The consultant will incorporate inputs and revisions from stakeholders to finalize the strategic plan, including the monitoring and evaluation framework, implementation action plan, and communication strategy.
8. **Capacity Building:** As part of the methodology, the consultant may also provide capacity building support to Ministry staff members and stakeholders on strategic planning concepts, tools, and techniques to enhance their understanding and ownership of the strategic plan.

Overall, the methodology will be participatory, evidence-based, and results-oriented, aiming to develop a strategic plan that is responsive to the needs and aspirations of stakeholders, and that positions the Ministry for effective and impactful interventions in the years ahead.

Deliverables

The consultant for developing the Ministry of Commerce and Industry's strategic plan will be responsible for delivering several key outputs within specified timelines. The deliverables, along with their specific timelines, are outlined below:

1. **Inception Report:** Within 10 days of contract commencement, the consultant will submit an inception report outlining the proposed methodology, work plan, timeline, and stakeholder engagement plan. The inception report will also include a review of relevant documents and preliminary findings from initial consultations.
2. **First Draft of the Strategic Plan:** Within 15 days of contract commencement, the consultant will deliver the first draft of the strategic plan. This draft will include the vision, mission, goals, objectives, and proposed strategies based on the analysis conducted during the inception phase. It will also outline the monitoring and evaluation framework, implementation action plan, and communication strategy.
3. **Review and Feedback:** Upon submission of the first draft, stakeholders will have 7 days to review the document and provide feedback. The consultant will incorporate stakeholder inputs and revisions into the strategic plan as necessary.
4. **Second Draft of the Strategic Plan:** Within 10 days of receiving stakeholder feedback, the consultant will finalize the second draft of the strategic plan. This draft will incorporate revisions based on stakeholder input and will be presented for validation and further feedback.
5. **Validation Workshop:** A validation workshop will be organized within 5 days of submitting the second draft. Stakeholders will have the opportunity to review the revised strategic plan, provide final feedback, and validate the document. The consultant will facilitate the workshop and incorporate any additional inputs into the final version of the plan.

6. **Final Draft of the Strategic Plan:** Within 7 days of the validation workshop, the consultant will produce the final draft of the strategic plan. This draft will reflect all stakeholder inputs, revisions, and validations and will be ready for submission to the Ministry of Commerce and Industry for review and approval.
7. **Monitoring and Evaluation Framework, Implementation Action Plan, and Communication Strategy:** These components will be developed concurrently with the strategic plan and will be included in the final draft. The consultant will ensure that these components are integrated seamlessly into the overall plan and aligned with its objectives and strategies.
8. **Presentation to Stakeholders:** The consultant will present the final draft of the strategic plan, along with the monitoring and evaluation framework, implementation action plan, and communication strategy, to stakeholders within 3 days of its completion. This presentation will provide an opportunity for stakeholders to ask questions, seek clarifications, and express their support for the plan.
9. **Submission of Final Deliverables:** The consultant will submit the final versions of all deliverables, including the strategic plan, monitoring and evaluation framework, implementation action plan, and communication strategy, to the Ministry of Commerce and Industry within 3 days of the stakeholder presentation.

By adhering to these timelines and delivering high-quality outputs, the consultant will ensure the successful development and implementation of the Ministry's strategic plan, setting the stage for effective and impactful interventions in the years to come.

Budget and Remuneration

Budget and remuneration for the expert consultant position will be allocated based on several factors, including the consultant's qualifications, experience, and the scope of work involved in developing the Ministry of Commerce and Industry's strategic plan. The budget should cover the following aspects:

1. **Consultant Fees:** The consultant's fees will reflect his/her level of expertise, the duration of the assignment, and the complexity of the tasks involved. A competitive remuneration package should be offered to attract highly qualified professionals with the requisite skills and experience.
2. **Travel and Accommodation:** If the consultant is required to travel to Liberia or within the country for consultations, meetings, or fieldwork, the budget will include provisions for travel expenses, including airfare, ground transportation, and accommodation. These costs should be estimated based on prevailing rates and travel requirements.
3. **Communication and Logistics:** The consultant may require access to communication tools, technology, and logistical support to facilitate remote collaboration with stakeholders, access to relevant data and information, and the organization of workshops or meetings. Provision should be made for any necessary communication expenses and logistical support.
4. **Research and Data Collection:** The budget will allocate funds for research activities, data collection, and information gathering necessary for the strategic planning process. This may include conducting surveys, interviews, focus group discussions, or literature reviews to inform the analysis and formulation of strategic recommendations.
5. **Consultation and Stakeholder Engagement:** Resources will be allocated for organizing consultations, workshops, or stakeholder meetings with representatives from the Ministry of Commerce and Industry, government agencies, private sector organizations, civil society

groups, development partners, and other relevant stakeholders. This may involve venue rental, catering, audiovisual equipment, and other related expenses.

6. **Documentation and Reporting:** Funds will be earmarked for the preparation of reports, documents, and presentations summarizing the findings, recommendations, and outcomes of the strategic planning process. This may include printing, binding, and dissemination costs for final deliverables, as well as any professional editing or formatting services required.

Overall, the budget and remuneration package will be designed to provide fair compensation to the expert consultant while ensuring that adequate resources are available to support the successful execution of the strategic planning process for the Ministry of Commerce and Industry.

Evaluation and Selection Process

The evaluation and selection process for the expert consultant to develop the Ministry of Commerce and Industry's strategic plan will be thorough and transparent, aimed at identifying the most qualified candidate for the assignment. The process will involve the following steps:

1. **Request for Proposals (RFP):** The Ministry of Commerce and Industry will issue a clear and comprehensive Request for Proposals (RFP) outlining the scope of work, objectives, deliverables, timeline, evaluation criteria, and submission requirements. The RFP will be widely circulated through relevant channels to attract qualified consultants.
2. **Prequalification:** Interested consultants should submit their proposals in response to the RFP within the specified deadline. The proposals should include detailed information about the consultant's qualifications, experience, methodology, work plan, team composition, and proposed budget.
3. **Evaluation Committee:** An evaluation committee comprising representatives from the Ministry of Commerce and Industry, as well as external experts or stakeholders, will be constituted to review and evaluate the submitted proposals. The committee will be guided by predetermined evaluation criteria based on the project's requirements and objectives.
4. **Evaluation Criteria:** The evaluation criteria will be objective, transparent, and aligned with the key qualifications, experience, and competencies required for the consultancy. Criteria may include the consultant's expertise in strategic planning, knowledge of the Liberian context, experience in similar assignments, proposed methodology, quality of the work plan, and budget efficiency.
5. **Shortlisting:** The evaluation committee will shortlist the most promising candidates based on their assessment of the proposals against the evaluation criteria. Shortlisted candidates may be invited for interviews or additional clarification if necessary to further evaluate their suitability for the assignment.
6. **Interviews or Presentations:** Shortlisted candidates may be invited to participate in interviews, presentations, or discussions to elaborate on their proposals, methodologies, and approach to the assignment. This provides an opportunity for the evaluation committee to interact directly with the candidates and assess their communication skills, problem-solving abilities, and compatibility with the project team.
7. **Final Selection:** Following the evaluation of proposals and any subsequent interviews or presentations, the evaluation committee will make a final decision on the selection of the expert consultant. The selected candidate will be expected to demonstrate the highest degree of alignment with the project's objectives, as well as the requisite qualifications, experience, and capacity to deliver the desired outcomes.

8. **Contract Negotiation:** Once the expert consultant is selected, the Ministry of Commerce and Industry will enter into contract negotiations with the consultant to finalize the terms and conditions of the consultancy agreement. This includes clarifying roles and responsibilities, defining deliverables and milestones, agreeing on remuneration, and establishing mechanisms for monitoring and evaluation of the consultant's performance.

By following a rigorous evaluation and selection process, the Ministry of Commerce and Industry can ensure that the expert consultant selected for the strategic planning assignment possesses the necessary expertise, experience, and capabilities to successfully undertake the task and deliver high-quality results within the stipulated timeframe.

Submission of Proposals

The submission of proposals is a crucial stage in the evaluation and selection process for the expert consultant tasked with developing the Ministry of Commerce and Industry's strategic plan. To ensure a comprehensive and transparent assessment, the submission of proposals should adhere to the following guidelines:

1. **Proposal Format:** Interested consultants will prepare their proposals in accordance with the format outlined in the Request for Proposals (RFP) issued by the Ministry of Commerce and Industry. The RFP will specify the required structure and content of the proposals, including sections such as executive summary, methodology, work plan, team composition, budget, and annexes.
2. **Compliance with Requirements:** Consultants must carefully review the RFP to ensure that their proposals address all the requirements and specifications outlined by the Ministry of Commerce and Industry. This includes providing detailed responses to each component of the RFP and adhering to any formatting guidelines or submission instructions.
3. **Qualifications and Experience:** Consultants should clearly demonstrate their qualifications and experience relevant to the assignment. This may include information about the consultant's educational background, professional certifications, previous work experience, and specific expertise in strategic planning, policy analysis, and related fields.
4. **Methodology and Approach:** Proposals should articulate the consultant's proposed methodology and approach to developing the strategic plan for the Ministry of Commerce and Industry. This should include a detailed description of the consultant's strategic planning process, data collection methods, stakeholder engagement strategies, and analytical frameworks.
5. **Work Plan:** Consultants should provide a comprehensive work plan outlining the key activities, milestones, and deliverables for the duration of the consultancy. The work plan should be realistic, time-bound, and aligned with the project's objectives and timeline.
6. **Team Composition:** If the consultancy requires a team of experts, consultants should specify the composition of their team, including the roles and responsibilities of each team member, their relevant experience and qualifications, and any subcontractors or external collaborators involved in the project.
7. **Budget and Financial Proposal:** Consultants should prepare a detailed budget and financial proposal outlining the estimated costs associated with the consultancy, including personnel expenses, travel and accommodation, equipment and materials, and any other relevant expenses. The budget should be transparent, well-justified, and aligned with the scope of work and deliverables.
8. **Quality Assurance:** Consultants should ensure that their proposals are well-written, clear, and concise, with attention to detail and accuracy. Proposals should be free from errors, inconsistencies, or ambiguities that could detract from their overall quality and credibility.

By adhering to these guidelines and submitting comprehensive and well-prepared proposals, consultants can enhance their chances of being selected for the strategic planning assignment with the Ministry of Commerce and Industry.

Interested consultants are requested to submit their detailed proposals, including a curriculum vitae (CV), proposed methodology, work plan, and financial proposal, to [contact person] at [email address] no later than [submission deadline].

Confidentiality

Confidentiality is a paramount aspect of the proposal submission process for the consultancy tasked with developing the Ministry of Commerce and Industry's strategic plan. Consultants must adhere to strict confidentiality measures to safeguard sensitive information and maintain the integrity of the selection process. The following aspects of confidentiality should be emphasized:

1. **Non-Disclosure Agreement (NDA):** Consultants may be required to sign a Non-Disclosure Agreement (NDA) with the Ministry of Commerce and Industry before accessing any confidential information related to the project. The NDA outlines the terms and conditions governing the protection of confidential data and prohibits the unauthorized disclosure or use of such information.
2. **Handling of Proposals:** Proposals submitted by consultants contain proprietary information, including methodologies, strategies, and budget details. The Ministry of Commerce and Industry must ensure that all received proposals are handled with the utmost confidentiality and are accessible only to authorized personnel involved in the evaluation and selection process.
3. **Restricted Access:** Access to submitted proposals should be restricted to designated members of the evaluation committee appointed by the Ministry of Commerce and Industry. These individuals are bound by confidentiality obligations and must exercise discretion when reviewing and discussing proposal contents.
4. **Confidentiality Clauses:** The Request for Proposals (RFP) issued by the Ministry of Commerce and Industry may include specific confidentiality clauses outlining the obligations of both the ministry and the consultants regarding the protection of confidential information. Consultants are required to abide by these clauses throughout the proposal submission process and the duration of the consultancy.
5. **Data Security Measures:** The Ministry of Commerce and Industry will implement robust data security measures to prevent unauthorized access, disclosure, or alteration of confidential information stored electronically or in hard copy format. This may include encryption, password protection, secure file transfer protocols, and restricted access controls.
6. **Confidential Review Process:** During the evaluation and selection process, the Ministry of Commerce and Industry will ensure that discussions related to proposal assessment are conducted in private and that sensitive information disclosed in the proposals is not divulged to unauthorized individuals or entities.
7. **Post-Selection Confidentiality:** Even after the selection of the consultant, confidentiality obligations remain in effect. Consultants must continue to uphold confidentiality requirements throughout the duration of the consultancy and refrain from disclosing any confidential information obtained during the course of their work without proper authorization.

By emphasizing these confidentiality measures and fostering a culture of trust and integrity, the Ministry of Commerce and Industry can uphold the confidentiality of the proposal submission process and protect sensitive information throughout the consultancy period.

Note: The Ministry of Commerce and Industry reserves the right to accept or reject any proposal received and is not bound to accept the lowest or any proposal submitted.

How to Apply:

Interested **local and international** consultants, not firms, are requested to submit their technical and detailed budget in soft copies only to the below email address. Absolutely NO hard copy is allowed, all queries are to be sent to the same address:

Email: livelihoodandjobcreation2021@gmail.com

Deadline June 8, 2024, at 4:00 PM Liberia local time