



LAGOS STATE GOVERNMENT

LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)

REQUEST FOR PROPOSALS

**FOR THE ENGAGEMENT OF A CONSULTANT TO PROVIDE PROJECT
MANAGEMENT SERVICES FOR THE LAGOS STATE EMPLOYMENT SUMMIT 3.0.**

LSETF/QBS/2/24

JANUARY 2024

Deadline for Submission: 9th February 2024

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SECTION I - REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS FOR THE ENGAGEMENT OF A CONSULTANT TO PROVIDE PROJECT MANAGEMENT SERVICES FOR THE LAGOS STATE EMPLOYMENT SUMMIT 3.0.

Lagos State Employment Trust Fund, LSETF, was established by the Lagos State Employment Trust Fund Law of 2016 to drive initiatives that tackle unemployment and enable wealth creation for all Lagos residents. LSETF provides entrepreneurship and employment opportunities through the acquisition of skills to get better jobs, improving access to finance and strengthening the institutional capacity of micro, small, and medium enterprises, and formulating policies designed to improve the business environment in Lagos State.

The Fund is proposing to host the third edition of the Lagos State Employment summit to discuss innovative and sustainable approaches to job creation, drawing from experiences and/or interventions of notable local and international institutions, including public, private, and non-profit organizations.

The 1-day summit aims to create an avenue for various players to discuss strategies on the role of public and private sector partnerships in fostering inclusive job creation through skills development, applied technology and entrepreneurship.

LSETF is soliciting proposals from qualified consultants who have vast experience in providing Project Management services, excellent and seamless execution of similar projects.

In this Request for Proposal document, you will find detailed instructions relating to the submission of your proposal; **you are requested to strictly follow the instructions and provide the mandatory documents for your proposal to be considered for the Consultant Pre-qualification exercise.**

Please submit your Proposal titled **“Engagement of a Consultant to provide Project Management Services for the Employment Summit 3.0.”** no later than close of business (4:00 p.m.) on **Friday, 9th February 2024** » through: <https://lsetf.ng/tenders>

Requests for clarification can be made to the below email address, on or before **Friday, 2nd February, 2024:** procurementunit@lsetf.ng

This RFP is solely for preparing and submitting a Proposal and confirmation of your ability to provide the required services. All information, both written and oral, which is obtained or provided in connection with this RFP is confidential.

Kindly note that submission of a proposal does not guarantee engagement. Applicants selected to work with the LSETF will be notified via email, alongside necessary information to continue with the selection process.

Those not selected will also be notified via email; LSETF is under no obligation to disclose the reason for rejection.

LSETF is NDPR compliant. By submitting your information and documents to us, you are agreeing to the storage and usage of your data by LSETF, in accordance with our privacy policy.

*Yours truly,
Feyisayo Alayande
Executive
Secretary, LSETF*

SECTION II – INSTRUCTIONS TO CONSULTANTS

A. INTRODUCTION

<p>1. General</p>	<p>This RFP is issued for submission of proposal for the Engagement of a Consultant to provide Project Management Services for the Lagos State Employment Summit 3.0.</p>
<p>2. Definitions</p>	<p>«Day» means calendar day;</p> <p>«LSETF» means the Lagos State Employment Trust Fund;</p> <p>«NDPR» means National Data Protection Regulations;</p> <p>«Project Name» means “Request for Proposal - Engagement of a Consultant to provide Project Management Services for the Lagos State Employment Summit 3.0”.</p> <p>«Proposal» means a Proposal submitted by a Consulting firm, pursuant to this RFP;</p> <p>«RFP» means this Request for Proposal;</p> <p>«TOR» means the Terms of Reference, setting out the detailed scope of work required from the consulting firm.</p>

B. REQUEST FOR PROPOSAL

<p>3. Contents of the Request for Proposal</p>	<p>3.1. This RFP describes the procedure, terms, qualifications, requirements, and conditions for the submission of a Proposal. This RFP consists of the following:</p> <ul style="list-style-type: none"> ❖ The Letter of Request for Proposal ❖ Instructions to Bidders ❖ The Terms of Reference
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- 3.2. The Consultant shall examine the instructions, sample documents and requirements provided in this RFP and adhere to all instructions and requirements herein, in submitting a Proposal.
- 4. Amendment of RFP**
- 4.1. At any time prior to the deadline for submission of Proposals, the LSETF, may for any reason at its own initiative or in response to a clarification requested by a consultant, modify the RFP.
- 4.2. All Firms that have received/access the RFP will be notified in writing or by standard electronic means of any amendments to the RFP.
- 4.3. To afford the firms reasonable time in which to take the amendments into account in preparing their Proposals, following a request for clarification LSETF may, at its discretion, extend the deadline for submission of Proposals.

C. PREPARATION OF PROPOSAL

5. Language	The Proposal and all related correspondence shall be in English.
6. Contents of Proposal	<p>6.1. The Proposal shall comprise of the Technical Proposal and the Financial Proposal.</p> <p>6.2. The Financial Proposal shall consist of the following documents:</p> <ul style="list-style-type: none"> ❖ A written letter signed by the authorized representative of the Firm; and ❖ The detailed breakdown of the estimated cost i.e. summary of cost and breakdown of prices <p>6.3. The Technical Proposal shall consist of the following documents:</p> <ul style="list-style-type: none"> ❖ The Profile of the Firm, setting out its organizational structure, relevant experience in seamless and successful execution of similar Projects, its resource plan and the proposed methodology, work plan and team composition clearly indicating the Project team leader, and other key experts.

	<p>❖ Any other information which the firm reasonably believes is necessary, having reference to the contents of the TOR.</p> <p>6.4. The Technical Proposal shall not contain any pricing information whatsoever. Pricing information shall be separated and only contained in the Financial Proposal.</p> <p>6.5. Any information which the Firm considers confidential shall be clearly marked as such and shall be treated accordingly.</p>
7. Currency of the Proposal	The prices in the Financial Proposal should be quoted in Naira . Payment will be budgeted and disbursed as Naira.
8. Validity of the Proposal	The validity period of the Proposal shall be 30 days .
9. Cost of Preparation of Proposal	The Firm shall bear all costs associated with the preparation and submission of its Proposal. LSETF shall in no case be responsible or liable for any costs associated with submitting Proposals, regardless of its conduct or the outcome of the Proposal. The LSETF reserves the right to annul the Proposal process at any time prior to awarding the contract, without thereby incurring any liability to the Firm.

D. SUBMISSION OF PROPOSAL

- 10. Sealing and marking of Proposal** The Firm shall place the Technical Proposal (and its supporting documents), and the Financial proposal (and its supporting documents) in **separate documents**, marked as such.
- 10.1 The documents shall indicate the name and address of your **Organization**, the **name and address of LSETF**, the **Project Name** and **reference number of the Proposal** as indicated in the Letter of Proposal.
- 10.2 **The supporting documents required are:**
1. Evidence of registration with Corporate Affairs Commission (CAC)
 2. Tax Clearance Certificate for the preceding 3 (three) years 2020 -2022 from the Lagos Internal Revenue service (LIRS)
 3. Evidence of registration/renewal as a consultant with the Lagos State Public Procurement Agency (LASPPA) for the current year (2023) and commitment to renewal in the Y2024 if not done yet.
 4. Audited Financial Statement for the last 3 (three) years (2020-2022)
 5. Corporate profile of the company services and affiliations
 6. Curriculum Vitae of at least 3 key professional staff
 7. An affidavit that all documents submitted are genuine and verifiable

- 11. Deadline for the Submission of Proposal.**
- 11.1. Proposals must be received through the link specified in above on or before the close of business on **Friday 9th, February 2024.**
- 11.2. Any Proposal received by LSETF after the deadline for the submission specified in paragraph 11.1 shall be returned unopened to the Firm
- 11.3. LSETF may, at their sole discretion, extend the deadline for the submission of Proposals by amending this RFP in accordance with the terms and conditions hereof.
- 12. Clarifications**
- 12.1 A Firm requiring additional clarification of any part of this RFP, may notify the LSETF via the contact details provided above. The LSETF will respond in writing, or by standard electronic means to any request for clarification of the RFP that it receives no later than **Friday, 2nd February 2024** and may send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Firms. If LSETF deem it necessary to amend the RFP because of a clarification, it shall notify any firm that has submitted a Proposal prior to such amendment.
- 13. Modification / Withdrawal of Proposal:**
- 13.1. A Firm may withdraw its Proposal after the submission, provided that written notice of the withdrawal is received by LSETF prior to the deadline prescribed for submission of Proposals.
- 13.2. No Proposal may be modified subsequent to the deadline for submission of Proposals without prior approval from the point of contact specified above.

E. OPENING AND EVALUATION OF PROPOSAL

- 14. Opening of Proposals**
- 14.1 The LSETF shall only open Proposals received after the submission deadline with the Evaluation Committee only in attendance. **The Technical Proposals shall be open and evaluated prior to the opening of the Financial Proposals.**

15. Evaluation of Proposals

15.1 The Evaluation Committee shall evaluate and compare the Proposals as follows:

- ❖ Pre-Qualification exercise to determine that all requested documents were submitted and in the required format.
- ❖ Examination of the Technical Proposal to confirm conformity with specifications contained in the RFP and the substantial responsiveness of each Technical Proposal to the RFP. For this purpose, a substantially responsive Proposal is one that conforms to all terms and conditions of the RFP without material deviations. LSETF's determination of a proposal's responsiveness is based on the contents of the Proposal itself without any recourse to extrinsic evidence.
- ❖ Upon examination of the Technical Proposals, the Evaluation Committee shall select the Technical Proposals that are substantially responsive and examine the Financial Proposals submitted with such Technical Proposals. In examining the Financial Proposals, the Evaluation Committee shall verify any arithmetical errors. For example, if the Proposal in figures is different from the Proposal in words, the amount in words shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

16. Fraud and Corruption:

16.1. The LSETF and the consulting firm shall hold the highest ethical standards, both during the selection process and principle, and shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:

- a) "*corrupt practice*" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process.
- b) "*Fraudulent practice*" means a misrepresentation or omission of facts in order to influence a selection process.
- c) "*Collusive practices*" means a scheme or arrangement between two or more Consultants with or without the knowledge of the LSETF, designed to establish prices at artificial, non-competitive levels.

- d) “*Coercive practice*” means harming or threatening to harm, directly or indirectly, persons or their property to influence the selection process or affect the execution of a training program.

The LSETF shall reject a proposal for award if it determines that the firm recommended for contract award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in applying for the proposal.

SECTION III
TERMS OF REFERENCE

PROVISION OF PROJECT MANAGEMENT SERVICES FOR THE LAGOS STATE EMPLOYMENT SUMMIT 3.0.

1.0 BACKGROUND INFORMATION

These Terms of Reference (“**TOR**”) describe the tasks to be performed by the Consultant Service Providers (“**Consultant**”) to provide Project Management Services for the Lagos State Employment Trust Fund (“**LSETF**”) conference tagged “Employment Summit”.

The Lagos State Employment Trust Fund (“**LSETF**” or “the Fund”) was set up by the Lagos State Government in 2016 to enable Lagos residents to realize their aspirations by providing leverage and access to finance.

The Fund hosts a biennial Lagos Employment Summit that converges critical stakeholders within the employment and job creation ecosystem to discuss ongoing trends, achievements, challenges, and key opportunities for decent and sustainable jobs and wealth creation.

The summit will feature (but not limited to) the following:

- Keynote Speeches
- Goodwill Messages
- Fireside chat with industry leaders
- Panel Sessions & Presentations
- Breakout sessions
- Market Exhibitions booths
- Business Support Clinics

In achieving the above, LSETF seeks to engage the services of an Events Management Firm to provide the following services:

- 1) Project Management service to plan, host, and provide a comprehensive report on the Employment Summit.

2.0 SCOPE OF WORK

2.1 PROJECT MANAGEMENT FOR HOSTING THE EMPLOYMENT SUMMIT

- Carry out overall project management services for all activities pre-, during, and post-the Employment Summit. These activities include
 - Event planning and logistics
 - Communications, publicity, and stakeholder engagement
 - Event coordination
 - Post event reporting

3.0 KEY COMPETENCIES AND EXPERTISE REQUIRED

Each Consultant shall consider and demonstrate extensive expertise required for the performance of its activities.

Related experience shall include the following:

- i) Minimum of 5 years providing any of the services required.

- ii) Thorough knowledge and prior experience of all aspects of providing Consultancy support to organisations on events management or significantly related to those stated in this TOR,
- iii) Possess adequate personnel and facilities necessary for the activities required, and
- iv) Provide a list of verifiable references.

3.1 REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS OF CONSULTANTS

a) Minimum qualifications required:

- Cognate business/consultancy field experience – Consultant must demonstrate experience working in the events management sector.
- Relevant certification and degree
- Fluency in English and another local language is required.
- Proficient computer skills including MS Office Word, and Excel.
- Submit a profile of all the Consultants in the firm for our screening.

4.0 METHODOLOGY

Based on the objectives and scope of work outlined above, the Consultant(s) are expected to undertake the following tasks during the engagement process:

1. Liaise with LSETF on the objectives and theme of the Summit.
2. Ensure adequate publicity for the Summit.
3. Onboard attendees and participants at the Summit.
4. Ensure adequate and timely reports of the pre-summit and post-summit activities.

5.0 DURATION OF ENGAGEMENT

The Consultancy contract will run for a period of four (4) months (i.e., Mid-February 2024 – Mid-June 2024).

6.0 EXPECTED OUTCOMES AND DELIVERABLES

- Ensure a smooth hosting of the Summit;
- Submission of monthly activity report prior to the summit date;
- Post Summit Report and Recommendations.

7.0 PAYMENT TERMS FOR PRE-DISBURSEMENT VERIFICATION

- 40% payable upon signing of the contract documents.
- 40% payable upon successful submission of progress report a month to the summit date.
- 20% payable upon successful planning and execution of the summit.

8.0 REPORTS

Below are the required activities and expected outputs, based on the objectives and scope of work stated above, respective timelines/deadlines and number of working days:

Deliverable	Description	Timeframe
Pre-Summit Reports	This report will include a work-plan on all activities prior to the summit.	Initially at inception and then on a monthly basis.
Post-Summit Report	This report as may be required by the LSETF requests information on the challenges and recommendations for hosting future summits.	2 weeks after the summit

9.0 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested Consultants must submit the following documents/information to demonstrate their qualifications:

1. **Technical Proposal:**

- (i) Explaining why they are the most suitable for the work.
- (ii) Provide a brief methodology on how they will approach and conduct the work.
- (iii) Provide information on previous events managed.

2. **Financial proposal (which includes a breakdown of fees)**

3. **Personal CVs of Consultants** (Including previous experience in similar projects and at least 2 references)

4. **Evidence of registration with Lagos State Procurement Agency**

Note that only applications which include the above, will be considered**

****Please see Page 7 of the RFP for full list of Supporting Documents required.**

10.0 EVALUATION

Proposals will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal. The award of the contract should be made to the consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and

- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only applicant(s) with successful technical evaluation will be considered for financial evaluation.

- Technical Evaluation – 70% (see i – iv below)
 - Financial Evaluation – 30% (see v below)
- i. Technical expertise – maximum points: 15
 - ii. Relevant professional experience – maximum points: 20
 - iii. Knowledge and experience of Project Management – maximum points: 10
 - iv. Previous working experience on similar assignments – maximum points: 25
 - v. Financial Criteria – 30% of total evaluation – maximum points: 30