



LAGOS STATE GOVERNMENT

LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)

REQUEST FOR PROPOSALS

**FOR THE ENGAGEMENT OF A LEAD CONSULTANT FOR THE ASSESSMENT OF
LSETF PROGRAMMES.**

LSETF/QBS/1/24

JANUARY 2024

Deadline for Submission: 9th February 2024

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SECTION I - REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS FOR A LEAD CONSULTANT FOR THE IMPACT ASSESSMENT OF LSETF PROGRAMMES.

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. In addition, LSETF develops programmes designed to train and place unemployed residents of Lagos in jobs.

Over the past seven years, the Fund has implemented several programmes aimed at achieving its vision of creating employment and entrepreneurship opportunities for all Lagos residents under 5 major verticals, which entail: **Access to Finance, Capacity Building & Business Support, Lagos Innovate, Employability Support Project, and Lagos Cares.**

To effectively measure the progress and achievements of the Fund in line with her objectives, it is critical to execute an impact assessment that provides accurate and reliable data on the performance of the current programmes of the Fund.

LSETF is soliciting proposals from qualified consultants who have vast experience to undertake a research/evaluation study for assessing the impact of LSETF programmes in Lagos State.

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 "**Lead Consultant for the Impact Assessment of LSETF Programmes**" 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 GDPR 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*

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 Lead Consultant for the Assessment of LSETF Programmes.</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 Lead Consultant for the Assessment of LSETF Programmes”.</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. In order 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 on Impact assessment of MSME programmes in private and public organisations, its resource plan and the proposed methodology, work plan and team composition clearly indicating the 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 2019-2021 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 (2022)
 4. Audited Financial Statement for the last 3 (three) years (2019-2021)
 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 in order 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

Impact Assessment on LSETF Programmes

1.0. Background Information

These Terms of Reference (“TOR”) describe the tasks to be performed by a **Lead Consultant for the Impact Assessment of LSETF Programmes.**

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. In addition, LSETF develops programmes designed to train and place unemployed residents of Lagos in jobs.

Over the past seven years, the Fund has implemented several programmes aimed at achieving its vision of creating employment and entrepreneurship opportunities for all Lagos residents under 5 major verticals, which entail:

**ACCESS TO FINANCE
INNOVATE**

LAGOS

- Community Empowerment Loan Schemes.
- Employment Protection Programme (EPP)
- First Edu Loan
- Tourism & Hospitality Program
- Loan Refinancing

- Workspace Vouchers
- Hub Loans
- Business Pitch Event & Seed Funding
- Sector Stakeholder Mapping (Stimulation)

CAPACITY BUILDING & BUSINESS SUPPORT

EMPLOYABILITY SUPPORT PROJECT

- Skill Acquisitions and Industry relevant training.
- Webinars and Masterclasses
- Advisory Clinics (HR and Legal)
- Access to market

- Employability LEAP Programme
- Relief Programme

LAGOS CARES

World Bank Programme to support business owners impacted by Covid-19

To effectively measure the progress and achievements of the Fund in line with her objectives, it is critical to execute an impact assessment that provides accurate and reliable data on the performance of the current programmes of the Fund.

LSETF is soliciting proposals from qualified consultants who have vast experience to undertake a research/evaluation study for assessing the impact of LSETF programmes in Lagos State.

2.0. Objectives

The specific objectives of the impact assessment are to understand and assess:

1. **Program effectiveness** – To assess the effectiveness of the Fund's programmes and activities in achieving expected outputs, leading to outcomes.
2. **Program impact** – To assess the impact of the Loan schemes, employability support project, and Lagos Cares in providing leverage & access to finance and creating employment & entrepreneurship opportunities for all Lagos residents. Also, determine how many direct and indirect jobs are created for each loan category.
3. To understand how aspects of capacity building and business support enabled the performance of the Fund's beneficiaries.
4. Identify programmes that should be discontinued and those to be improved. Also, provide strategic recommendations to improve programmes' alignment to achieve/realize the desired outcomes (reduced unemployment through job/wealth creation in Lagos State).

Additional Details of the Study

- **Target Population:** The target population will include the existing beneficiaries of the Fund, Lagos State residents, the staff of LSETF, the management, and key stakeholders. However, the sample selection criteria and sampling strategy would be developed in collaboration with Fund.
- **Site of the study:** It will be conducted digitally and in-person, using an online platform & interviews/focused group discussions of beneficiaries.
- **Sampling:** Will be developed in collaboration with Fund.
- **Study Instruments:** All survey instruments will be developed by the selected consultant and will be approved by the Fund.

3.0. Methodology

The primary deliverable involves the design and implementation of a mixed methods impact assessment study consisting of the following key components:

1. Assessing effectiveness – The extent to which the existing programmes achieved the expected outputs and outcomes.
2. Assessing Impact – The extent to which the Fund's programmes have had significant positive or negative intended or unintended effects.
3. Understand how aspects of capacity building, business support, and stakeholder promotions enabled and supported the performance of the Fund's beneficiaries.

4.0. Scope of Work and Key Deliverables

The Lead Consultant, when selected, will be required to undertake the following tasks for a period of four (4) months:

1. Development of sampling frame and identification of study participants: The consultant should outline a method for developing a sampling frame for the impact study.
2. Construction of study tools: Development of quantitative and qualitative study tools in order to assess effectiveness and impact with different sample sets.
3. Data collection with the existing M&E team: The consultant should outline logistic procedures, propose methods for supervision of the data collection, and discuss how the data will be organized, managed, secured, and analysed.

4. Development of key indicators: Pertaining to both effectiveness and impact evaluation of the Fund's existing programmes
5. Performing the evaluation and conducting data analysis.
6. Preparing the Assessment Report: Under this assignment, the selected consultant will be submitting a comprehensive report that covers the detailed methodologies and findings under each of the key components mentioned previously.
7. Preparing a Report on the Theory of Change: This will help foresee what factors enable the Fund to be effective and impactful, thus informing pathways for sustainability and scaling of the programmes.

5.0. Requirements from Lead Consultant

The consultant will be required to provide the following information in their technical proposal:

1. A description of the methodology and work plan for performing the task.
2. Organizational profile including strategy, track record of delivering on activities of similar scale, scope, and complexities.
3. The consultant should have adequate experience in social research evaluation studies and should be able to display the same.
4. Experience in the social development sector in Nigeria will be an added advantage.
5. Names, Resumes, and profiles of key directors/ personnel.
6. The team members deployed by the agency are expected to have expertise in the collection and analysis of quantitative and qualitative data & report writing skills.
7. The consultant should demonstrate an ability to provide recommendations that are practical and grounded in the reality of the local and regional context.
8. Any other document that will give the organization a comparative advantage.
9. All claims cited by the organization should be adequately substantiated in the proposal.

6.0. Key Competencies and Expertise Required

The Lead consultant shall consider and demonstrate the expertise required to perform its services. Related experience shall include the following:

1. A solid understanding of the Nigerian and Lagos Social development sector.
2. Prior experience in similar projects and assessment/evaluation of social impact programmes to meet the objectives in Section 2 of this TOR.
3. Demonstrated capacity to execute a holistic assessment within the established timelines and budgets.
4. Possess adequate personnel and facilities necessary for the activities required.
5. Ability to fund aspects of the assessment in advance.

7.0. Duration and Proposed Payment Terms

- 7.1. The duration of this assignment is four (4) months.
- 7.2. The Lead Consultant should expect to be paid on a fixed schedule based on the achievement of pre-negotiated milestones established before project commencement. The below chart is an example of the type of chart that will be developed once selected".

S/N	MILESTONES	AMOUNT PAYABLE
1	Submission of a detailed scope definition, work plan, and approach to achieving project objectives.	20% of the total amount
2	Achieve 40% of outlined work plan activities on the agreed schedule	20% of the total amount
3	Achieve 80% of outlined work plan activities on the agreed schedule	30% of the total amount
4	Achieve 100% of outlined work plan activities on the agreed schedule.	20% of the total amount
5	Submission of impact assessment report showing details of the extent to which the Fund's existing programmes have achieved the expected outputs and outcomes, programmes that should be discontinued, and those to be improved. Also, provide strategic recommendations to improve programmes' alignment to achieve/realize the desired outcomes.	Balance 10% of total amount