



**LAGOS STATE GOVERNMENT**

**LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)**

**REQUEST FOR PROPOSALS FOR THE ENGAGEMENT OF BUSINESS DEVELOPMENT SUPPORT PARTNERS TO PROVIDE BUSINESS DEVELOPMENT SERVICES TO LSETF LOAN BENEFICIARIES**

**LSETF/BSU/QBS/4/25**

**February 2025**

**Deadline for Submission: 12<sup>th</sup> March, 2025**

## Table of Contents

<b>SECTION I - REQUEST FOR PROPOSAL</b> .....	<b>3</b>
<b>SECTION II – INSTRUCTIONS TO CONSULTANTS</b> .....	<b>5</b>
<b>A. INTRODUCTION</b> .....	<b>5</b>
<b>B. REQUEST FOR PROPOSAL</b> .....	<b>5</b>
<b>C. PREPARATION FOR PROPOSAL</b> .....	<b>6</b>
<b>D. SUBMISSION OF PROPOSAL</b> .....	<b>8</b>
<b>E. OPENING AND EVALUATION OF PROPOSAL</b> .....	<b>9</b>
<b>SECTION III - TERMS OF REFERENCE</b> .....	<b>11</b>
<b>1. BACKGROUND</b> .....	<i>Error! Bookmark not defined.</i>
<b>2. PURPOSE OF STUDY</b> .....	<i>Error! Bookmark not defined.</i>
<b>3. STUDY OBJECTIVES:</b> .....	<i>Error! Bookmark not defined.</i>
<b>4. SCOPE OF WORK:</b> .....	<i>Error! Bookmark not defined.</i>
4.1. Preparation .....	<i>Error! Bookmark not defined.</i>
4.2. Implementation: .....	<i>Error! Bookmark not defined.</i>
4.3. Analysis .....	<i>Error! Bookmark not defined.</i>
<b>5. KEY DELIVERABLES</b> .....	<i>Error! Bookmark not defined.</i>
<b>6. TIMELINE FOR KEY DELIVERABLES</b> .....	<i>Error! Bookmark not defined.</i>
<b>7. METHODOLOGY</b> .....	<i>Error! Bookmark not defined.</i>
7.1. Sample .....	<i>Error! Bookmark not defined.</i>
7.2. Research tools .....	<i>Error! Bookmark not defined.</i>
7.3. Additional Details of the Study .....	<i>Error! Bookmark not defined.</i>
<b>8. REQUIREMENTS FROM LEAD CONSULTANT</b> .....	<i>Error! Bookmark not defined.</i>
<b>9. KEY COMPETENCIES AND EXPERTISE REQUIRED</b> .....	<i>Error! Bookmark not defined.</i>
<b>10. DURATION AND PROPOSED PAYMENT TERMS</b> .....	<i>Error! Bookmark not defined.</i>

## SECTION I - REQUEST FOR PROPOSAL

### **REQUEST FOR PROPOSALS FOR THE ENGAGEMENT OF BUSINESS DEVELOPMENT SUPPORT PARTNER TO PROVIDE BUSINESS DEVELOPMENT SERVICE TO LSETF LOAN BENEFICIARIES.**

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.

Thus, LSETF seeks to engage the services of Business Development Service Providers (BDSPs) to provide the following services to LSETF loan beneficiaries:

- 1) Verification of loan/grant applicants' business details (KYC)
- 2) Business Advisory services; and
- 3) Monitoring and Evaluation of the loan/grant beneficiaries about the following.
  - a. Job Creation
  - b. Book-Keeping
  - c. Tax Compliance
  - d. High Growth potential
- 4) Support loan/grant beneficiaries to develop synergies and linkages with large enterprises, buyers, and suppliers along the value chain.

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 "**Business Development Support Partners**" no later than close of business (4:00 p.m.) on **Wednesday, 12<sup>th</sup> March 2025** through: <https://lsetf.ng/tenders>

Requests for clarification can be made to the below email address, on or before **Wednesday, 5<sup>th</sup> March, 2025**:  
[procurementunit@lsetf.ng](mailto: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

## SECTION II – INSTRUCTIONS TO CONSULTANTS

### A. INTRODUCTION

#### 1. General

This RFP is issued for submission of proposal for the engagement of business development support partner to provide business development service to LSETF loan beneficiaries.

#### 2. Definitions

«**Day**» means calendar day;

«**LSETF**» means the Lagos State Employment Trust Fund;

«**NDPR**» means National Data Protection Regulations;

«**Project Name**» means “Request for Proposal - Engagement of Business Development Support Partner”.

«**Proposal**» means a Proposal submitted by a Consulting firm, pursuant to this RFP;

«**RFP**» means this Request for Proposal;

«**TOR**» means the Terms of Reference, setting out the detailed scope of work required from the consulting firm.

### B. REQUEST FOR PROPOSAL

#### 3. Content of the Request for Proposal

- I. This RFP describes the procedure, terms, qualifications, requirements, and conditions for the submission of a Proposal. This RFP consists of the following:
- ❖ The Letter of Request for Proposal
  - ❖ Instructions to Bidders
  - ❖ The Terms of Reference

#### 4. Amendment of RFP

<p>II. 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.</p>
<p>I. 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.</p> <p>II. All Firms that have received/access the RFP will be notified in writing or by standard electronic means of any amendments to the RFP.</p> <p>III. Any applications received after the deadline will be returned unopened to the applicant.</p> <p>IV. 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.</p>

### C. PREPARATION FOR PROPOSAL

#### 5. Language

The Proposal and all related correspondence shall be in English.

#### 6. Content of Proposal

- |   |
|---|
| <p>I. The Proposal shall comprise of the Technical Proposal and the Financial Proposal.</p> <p>II. The Financial Proposal shall consist of the following documents:</p> <ul style="list-style-type: none"> <li>❖ A written letter signed by the authorized representative of the Firm; and</li> <li>❖ The <b>detailed breakdown</b> of the estimated cost i.e. summary of cost and breakdown of prices</li> </ul> |
|---|

- III.** The Technical Proposal shall consist of the following documents:
- (a) Explain why they are the most suitable for the work.
  - (b) Provide a brief methodology on how they will approach and conduct the work.
  - (c) Provide information on the capacity of beneficiaries they can handle.
  - (d) Provide information on the loan category they can handle: SME, ME, MES or Nano.
  - (e) Any other information which the firm reasonably believes is necessary, having reference to the contents of the TOR.
- IV.** The **Technical Proposal shall not** contain **any pricing** information whatsoever. Pricing information shall be separated and only contained in the Financial Proposal.
- V.** The financial proposal shall include a proposed budget for the study, clearly stating fees, number of working days proposed, and incidental costs such as travel, training, stationery transport, logistics, etc.
- VI.** Curriculum Vitae (C.V.) must be included
- VII.** Any information which the Firm considers confidential shall be clearly marked as such and shall be treated accordingly.

## 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.

- I. 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.
- II. The supporting documents required are:
  - a. Evidence of registration with Corporate Affairs Commission (CAC)
  - b. Tax Clearance Certificate for the preceding 3 (three) years 2021- 2023 from the Lagos Internal Revenue service (LIRS)
  - c. Evidence of registration/renewal as a consultant with the Lagos State Public Procurement Agency (LASPPA) for the current year (2025)
  - d. Audited Financial Statement for the last 3 (three) years (2021- 2023)
  - e. Corporate profile of the company services and affiliations
  - f. Curriculum Vitae of all professional staff



**11. Deadline for the Submission of Proposal**

**g.** An affidavit that all documents submitted are genuine and verifiable

- I.** Proposals must be received through the link specified above on or before the close of business on **Wednesday 12<sup>th</sup> March, 2025.**
- II.** Any Proposal received by LSETF after the deadline for the submission specified in paragraph 11.1 shall be returned unopened to the Firm
- III.** 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**

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 Wednesday, 5<sup>th</sup> of March, 2025,** 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**

- I.** 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.
- II.** 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**

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**

- I. 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**

- I. 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:

1. "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;
2. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process;
3. "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;
4. "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

### 1.0 **BACKGROUND INFORMATION**

These Terms of Reference (“**TOR**”) describe the tasks to be performed by the Business Development Service Providers (“**BDSPs**”) to provide KYC assessment/verification and monitoring of the Lagos State Employment Trust Fund (“**LSETF**”) Loan Programme Beneficiaries.

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. LSETF seeks to engage the services of Business Development Service Providers (BDSPs) to provide the following services to LSETF loan beneficiaries:

- 5) Verification of loan/grant applicants' business details (KYC)
- 6) Business Advisory services; and
- 7) Monitoring and Evaluation of the loan/grant beneficiaries about the following.
  - a. Job Creation
  - b. Book-Keeping
  - c. Tax Compliance
  - d. High Growth potential
- 8) Support loan/grant beneficiaries to develop synergies and linkages with large enterprises, buyers, and suppliers along the value chain.

### 2.0 **SCOPE OF WORK**

#### 2.1 **PREDSIBURSEMENT VERIFICATION (KYC)**

- Carry out business and residential address verification on MSME applicants to confirm the client and business existence – KYC

#### 2.2 **POST DISBURSEMENT MONITORING**

- Support Beneficiaries to develop synergies and linkages to grow the market for their goods and services.
- Support Beneficiaries to develop proper business structure i.e., Human Resources, Sales, Marketing, Accounting, and Legal structures where applicable.
- Monitor the financial performance of the Beneficiaries
- Monitor legal compliance of the Beneficiaries to – Tax, PAYE, Pension, HSE where applicable; and
- Monitor and report the job creation targets of the beneficiaries
- Closely monitor beneficiaries' businesses and highlight red flags that can impact business continuity and/or loan repayment.
- Carry out monitoring of beneficiaries' businesses to identify issues that might arise. Also, submit a report on the monitoring exercise as the need arises.

### **3.0 KEY COMPETENCIES AND EXPERTISE REQUIRED**

Each BDSP 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 BDSP support to MSMEs or significantly related to those stated in this TOR,
- iii) Possess adequate personnel and automated facilities necessary for the activities required,
- iv) Demonstrate the ability to provide support in different locations in Lagos; and
- v) 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 with small businesses within the local market.
- 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 BDSP(s) are expected to undertake the following tasks during the engagement process:

1. BDSPs are allocated by LGAs and jurisdictions within those LGAs
2. Each BDSP Consultant upon assignment of beneficiaries/businesses must physically visit business and/or residential locations of assigned applicants to confirm details provided by applicants for pre-disbursement verification and post-disbursement monitoring.
3. Have an automated process to meet up with TAT.
4. Produce BDSP reports (KYC and Post Disbursement Monitoring) as prescribed by the fund.
5. Adopt effective methods/best approaches to counsel beneficiaries.
6. Collaborate with LSETF to conduct periodic post-finance monitoring of the MSMEs.
7. Encourage MSMEs to inculcate best practices.
8. Provide recommendations and business improvement suggestions that may be required.
9. Submit visitation and monitoring reports using the agreed reporting template with LSETF.
10. Submit the Geo Location of the field worker to validate the visit.

**5.0 DURATION OF ENGAGEMENT**

The BDSP contract will run for One (1) year. This Engagement may be renewed upon expiration, for a further period, at

LSETF's discretion.

## 6.0 **EXPECTED OUTCOMES AND DELIVERABLES**

- Ensure the Credit Loss Ratio of the assigned portfolio does not exceed 15%.
- Identify 'high growth' opportunities for Investors.
- Highlight problematic Businesses or Promoters as soon as possible
- Data collection to aid LSETF performance evaluation

## 7.0 **PAYMENT TERMS** **FOR PRE-DISBURSEMENT VERIFICATION**

- 100% payable upon completion of KYC or Post Disbursement Monitoring and submission of report

## **FOR POST-DISBURSEMENT MONITORING & EVALUATION**

- 100% - payable within 30 days of submitting the monthly monitoring and evaluation report.

## 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:

<b>Deliverable</b>	<b>Description</b>	<b>Timeframe</b>
Verification Report	This report will include an initial evaluation of the beneficiaries assigned to the Consultant and a confirmation report of the KYC metrics requested.	Within 2-4 working days after each beneficiary has been assigned
Post Disbursement Reports	This report may be required by the LSETF requesting a visit to a beneficiary to confirm progress, challenges,	As the need arises based on internal risk

	recommendations, and feedback.	assessments.
Impact Assessment Report	<p>This will include detailed reports on job creation, challenges, and recommendations on each assigned application produced in MS Word Format.</p> <p>This report will highlight the performance and growth potential of the MSMEs supported by LSETF (A summary of all the businesses assigned until the loan is confirmed paid down).</p>	Bi-annually

#### **9.0 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

##### **1. Technical Proposal:**

- (i) Explain 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 the capacity of beneficiaries they can handle.
- (iv) Provide information on the loan category they can handle: SME, ME, MES or Nano.

##### **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 the Lagos State Procurement Agency**

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



---

## 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 BDSP 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 MSMEs – maximum points: 10
  - iv. Previous working experience on similar assignments – maximum points: 25
  - v. Financial Criteria – 30% of total evaluation – maximum points: 30