



LAGOS STATE GOVERNMENT

LAGOS STATE EMPLOYMENT TRUST FUND (LSETF)

REQUEST FOR PROPOSALS

FOR THE ENGAGEMENT OF TRAINING PARTNER FOR THE LEAP TOURISM PROGRAMME

LSETF/S-C/QBS/24/20

FEBRUARY 2021

Deadline for Submission: 26TH March, 2021

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SECTION I - REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS FOR THE ENGAGEMENT OF TRAINING PARTNERS FOR THE LEAP TOURISM PROGRAMME

LSETF was established by the Lagos State Employment Trust Fund Law of 2016 to provide financial support to residents of Lagos State. Its primary mandate is to prepare Lagos State residents for entrepreneurship and employment opportunities through the acquisition of skills to get better jobs, tackle unemployment and enable wealth creation. LSETF also focuses on promoting entrepreneurship by 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 furtherance of its mandate, LSETF is requesting for submission of proposals (Technical and Financial) from Training Partners for the LEAP Tourism Programme. LSETF seeks to engage the services of Training Partners to provide the following services:

- To accelerate the rate of recovery for the Tourism, Art and Hospitality sectors in Lagos State.
- To educate businesses in these sectors on current industry best practices to adopt in light of the current realities.
- Facilitate training sessions with curriculum specific to Tourism, Art and Hospitality in Lagos State.
- Conduct training to stimulate growth in the Tourism, Art and Hospitality sectors in Lagos State.
- Provide the businesses with the latest research and statistics in the Tourism, Art and Hospitality sectors and highlight current industry best practices for them to benchmark their businesses against.
- To boost Lagos State Internally Generated Revenue (IGR) in these sectors, which will subsequently boost job creation in Lagos State, especially after a period of low economic activity.

More details on the Services are provided in the Terms of Reference.

For this purpose, you will find:

- detailed instructions relating to the submission of your proposal in Section II of this document; and
- sample forms for the submission in Section III of this document

You are requested to complete and submit the Proposal in Section III no later than **26TH of March, 2021** at the close of business, in a sealed envelope labelled « **“Consultancy Service as Training Partner for LEAP Tourism Programme”** » to the following address:

LSETF
3rd Floor,
Synergy Place,
16 Billings Way,
Oregun, Ikeja,
Lagos, Nigeria.

However, due to the COVID-19 Pandemic, an online submission will be preferred although submitting both physically and online is acceptable. However, if physical submissions will be made, kindly take necessary precautions during this process. For the online submission, your proposals can be submitted on

this link: <https://lsetf.ng/tenders> in these formats:

1. Technical proposal (PDF)
2. Financial Proposal (EXCEL)
3. Supporting Documents (PDF)

Your Proposal shall, among other things, clearly indicate the information set out in Section II of this document.

Requests for clarification can be made to Omowunmi Olarinre via her contact details set out below, on or before the **22ND of March, 2021**.

Contact No. +234 8172121536
Email: omowunmi.olarinre@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.

Yours truly,
Teju Abisoye
Executive Secretary

SECTION II – INSTRUCTIONS TO TECHNICAL PARTNER

A. INTRODUCTION

1. **General** This RFP is issued for submission of proposal as a training partner for the LEAP Tourism Programme.

2. **Definitions**
 - «**Day**» means calendar day.

 - «**LSETF**» means the Lagos State Employment Trust Fund.

 - «**Project Name**» means “Request for Proposal for the Engagement of Training Partners for LEAP Tourism Programme”;

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

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

 - «**Training Partner**» means an organization that has responded to this RFP and, if selected, will collaborate with LSETF to implement its LEAP Tourism Programme;

 - «**TOR**» means the Terms of Reference, setting out the detailed scope of work required from the consulting firm, which is enclosed herewith, as an Annexure;

B. REQUEST FOR PROPOSAL

3. **Contents of the Request for Proposal**
 - 3.1. This RFP describes the procedure, terms, qualifications, requirements and conditions for the submission of a Proposal. This RFP consist of the following:
 - ❖ The Letter of Request for Proposal in Section I

 - ❖ Instructions to Training Partner in Section II

 - ❖ The TOR enclosed as Annexure to this RFP

- 3.2. The Consultant shall examine the instructions, sample documents and specifications 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**
- 6.1. The Proposal shall comprise of the Technical Proposal and the Financial Proposal.
- 6.2. The Financial Proposal shall consist of the following documents:
- ❖ 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
- 6.3. The Technical Proposal shall consist of the following documents:
- ❖ The Profile of the Firm, setting out its organizational structure, relevant experience, its resource plan and the proposed methodology, work plan and team composition clearly indicating the team leader, and other key experts.

- ❖ Any other information which the firm reasonably believes is necessary, having reference to the contents of the TOR.

6.4. The **Technical Proposal shall not** contain any pricing information whatsoever. Pricing information shall be separated and only contained in the Financial Proposal.

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 this Proposal shall be **90 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 reserve 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 sealed envelopes, marked as such, and in a sealed outer envelope containing all two sealed envelopes. Please include, in addition to the original, three copies of all documents, or preferably an **online submission** on this link: <https://lsetf.ng/tenders> in these formats:

1. Technical proposal (PDF)
2. Financial proposal (EXCEL)
3. Supporting Documents (PDF)

10.1 The sealed envelopes 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.

- 11. Deadline for the Submission of Proposal.**
- 11.1.* Proposals must be received by the LSETF at the address or preferably the online link specified in Section I on or before the close of business on **March 26, 2021**.
- 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 in Section I. 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 **March 22nd, 2021** 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 deems 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 in Section 1.

E. OPENING AND EVALUATION OF PROPOSAL

- 14. Opening of Proposals**
- 14.1 The LSETF shall only open Proposals received on/before the submission deadline with the Evaluation Committee only in attendance. **The Technical Proposals shall be opened 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:

- ❖ 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 or in training program execution;
- b) “*fraudulent practice*” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a training program;
- c) “*collusive practices*” means a scheme or arrangement between two or more Training Organizations 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 grant application and/or 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

REQUEST FOR PROPOSAL: TRAINING PARTNER FOR THE LEAP TOURISM PROGRAMME

1.0 BACKGROUND INFORMATION

These Terms of Reference (“TOR”) describe the tasks to be performed by the Training Partners to participate in the recommendation of beneficiaries for the LEAP Tourism Programme.

The Lagos State Employment Trust Fund (“LSETF” or “the Fund”) was set up by the Lagos State Government in 2016 to enable Lagos residents realize their aspirations by providing leverage and access to finance. LSETF seeks to engage the services of Training Partners to provide the following services:

- To accelerate the rate of recovery for the Tourism, Art and Hospitality sectors in Lagos State.
- To educate businesses in these sectors on current industry best practices to adopt in light of the current realities.
- Facilitate training sessions with curriculum specific to Tourism, Art and Hospitality in Lagos State.
- Conduct training to stimulate growth in the Tourism, Art and Hospitality sectors in Lagos State.
- Provide the businesses with the latest research and statistics in the Tourism, Art and Hospitality sectors and highlight current industry best practices for them to benchmark their businesses against.
- To boost Lagos State Internally Generated Revenue (IGR) in these sectors, which will subsequently boost job creation in Lagos State, especially after a period of low economic activity.

PRODUCT INTRODUCTION

Product	LSETF LEAP¹ Tourism Intervention Programme
Product Description	This is a sector specific intervention to support businesses and drive growth within the Art, Tourism & Hospitality sectors in Lagos state.
Target Market	<p>The intervention will be targeted at businesses and individuals within the Art, Tourism & Hospitality sectors that have been in operation for at least one year. These businesses fall within these two broad categories:</p> <p><u>Service Businesses</u></p> <ul style="list-style-type: none"> - Bars and Restaurants - Food and Beverage Service Providers - Hotels and similar Lodgings - Recreational and Sports Centres/ Facilities - Art and Cultural Centres (Galleries, Museums, etc.) - Travel and Tour Agencies - Event Planning & Management - Event Centres - Entertainment Centres (Cinemas, Theatres etc.) - Entertainment (talent across the Film and Music value chain) <p><u>Products</u></p> <ul style="list-style-type: none"> - Art (Sculptures, Paintings, etc.)
Outcome	The furtherance of the Lagos State government's mandate on economic policy, particularly growth and enhanced opportunities for employment.

¹ LEAP means Lagos Economic Acceleration Programme

Product	LSETF LEAP¹ Tourism Intervention Programme
Facility type	<ul style="list-style-type: none"> • Term Loans (SME and ME Category Loans): A loan of a specified amount, extended to MSMEs in the sector, to be repaid in regular installments over a maximum period of two years. • Hub Loans or Production Loan (SME Category Loans): A loan of a specified amount, extended to capacity development centers within the Art, Tourism & Hospitality sectors, to be repaid in regular installments over a maximum period of three years. • Voucher Programme: A voucher of the redeemable transaction type extended to Artists, which has a certain monetary value and may only be utilized to enhance the delivery of their service.
Global Limit	N1 Billion
Obligor Limit	Term Loans: Maximum of N10 million (subject to LAHA- Lagos State House of Assembly approval) Hub Loans/ Production Loans: Maximum (TBD) Voucher Programme: Maximum value of N1 million
Tenor	Term Loans: Up to 24 months Hub or Production Loans: Up to 36 months Voucher Programme: Up to 12 months

2.0 SCOPE OF WORK

PRE-DISBURSEMENT DUE DILIGENCE

- I. Training Partner to mobilise businesses in this sector and carry out KYC / Credit Checks on all applicants who are recommended from the 1st Level Application assessment, as well as on their guarantors

TRAINING

- I. LSETF in conjunction with the training partners to train or provide Masterclass(es) on Sectors of all applicants approved by the Management Credit Committee/Credit and Investment Committee/LSETF Board of Trustees **PRE-DISBURSEMENT**

- I. Ensure all approved applicants meet LSETF's conditions precedent to drawdown
- II. LSETF to compile disbursement schedule and advise Technical (Fulfilment) Partners who will carry out post disbursement monitoring.

DISBURSEMENT

- I. Fulfilment Partners disburse loans to approved lists as advised by LSETF

MONITORING & REPORTING

- I. Fulfilment Partners send reminders on monthly obligations to beneficiaries latest 10 days before due dates.
- II. Fulfilment Partners share loan repayment and performance report with LSETF periodically as agreed.
- III. LSETF conducts periodic monitoring and impact assessment based on agreed monitoring process.

3.0 KEY COMPETENCIES AND EXPERTISE REQUIRED

Each Training Partner shall consider and demonstrate extensive expertise required for 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 support to beneficiaries or significantly related to those stated in this TOR,
- iii) Possess adequate personnel and facilities necessary for the activities required,
- iv) Demonstrate the ability to provide support in different locations in Lagos; and
- v) Possess accreditation as a Training Partner in the tourism and art sector and provide 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 businesses in tourism 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 Training Partners are expected to undertake the following tasks during the engagement process:

1. Training Partners are allocated by LGAs and jurisdictions within those LGAs
2. Each Training Partner upon assignment of businesses/beneficiaries must physically visit business and residential locations of assigned applicants to confirm details provided by applicants, for pre-disbursement verification, and provide report in the prescribed format.
3. Each Training Partner upon assignment of businesses/beneficiaries must physically visit at least **10 Businesses**, at a minimum twice a month (in addition to telephone/virtual interactions with the Businesses throughout the month) for post disbursement monitoring and evaluation and provide report in the prescribed format.
4. Produce monthly/quarterly assessment report.
5. Adopt effective methods/best approaches to counsel businesses/beneficiaries.
6. Collaborating with LSETF to conduct periodic post-finance monitoring of the MSMEs
7. Provide post-finance services such as mentorship, handholding, advisory, support;
8. Encourage businesses/beneficiaries to inculcate best practice;
9. Provide recommendations and business improvement suggestions that may be required;
10. Submit monthly visitation and status reports using agreed reporting template with LSETF.

5.0 DURATION OF ENGAGEMENT

The Training Partner contract will run for a period of One (1) year. This Engagement may be renewed upon expiration, for a further period, at the discretion of LSETF.

6.0 EXPECTED OUTCOMES AND DELIVERABLES

- Ensure Credit Loss Ratio of the assigned portfolio does not exceed 15%;

- Identify 'high growth' opportunities for Investors;
- Highlight problematic beneficiaries as soon as possible
- Data collection to aid LSETF performance evaluation

7.0 PAYMENT TERMS
FOR PRE-DISBURSEMENT VERIFICATION

- 20% mobilisation
- 80% upon completion of KYC 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:

Deliverable	Description	Timeframe
Inception Report	This report will include an initial evaluation on the beneficiaries assigned to the Consultant.	2 weeks after beneficiaries have been assigned
Monthly visitation and status reports	This will include a detailed report on each beneficiary assigned, progress, challenges, recommendations and feedback	Monthly
Quarterly Report	This report will highlight the performance and growth potential of the MSMEs supported by LSETF (A summary of all the businesses supported collectively during the quarter)	Quarterly

9.0 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested Training Partners 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 the capacity of beneficiaries they can handle.

(iv) Provide information on the loan category they can handle: SME, ME or MES.

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 Public Procurement Agency**

Note that only applications who met the above criteria, 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 Technical Partners 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)

A. Technical expertise	– maximum points: 25
<i>Understanding of the TOR</i>	<i>15 points</i>
<i>Proposed Work Plan, Approach and Methodology</i>	<i>5 points</i>
<i>Organization and Staffing</i>	<i>5 points</i>
B. Relevant professional experience	--maximum points: 20
C. Knowledge and experience of MSMEs (MSMEs in entertainment, tourism & arts sectors)	--maximum points: 10
<i>Years of experience with MSMEs (min 5 years)</i>	<i>10 points</i>
D. Previous working experience on similar assignments	– maximum points: 15
E. Financial Criteria – 30% of total evaluation	– maximum points: 30