



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA, LIBERIA



October 1, 2025

Terms of Reference
For
**Consulting Firm to Provide Capacity Building Service to the
Ministry of Commerce and Industry: Commerce and
Industry, Inspectors Capacity Building of 100 Inspectors**

Post Title: Training Services (Capacity Building Firm)

Reference: RFPNO:MOCI/PROJ/NBTS/LCS/001/2025

Location of Commerce Building, EJS Ministerial
Post: Complex, Tubman Boulevard, Congo Town,
Monrovia, Liberia

Contract 30 days

Duration:

Reporting Tarnue N. Jeke

Line: Deputy Minister for Administration (MoCI)

Recruitment: Provision of Technical Assistance (Capacity Building) to the Ministry of Commerce and Industry

Type of Local Firm Selection
Contract:

This Terms of Reference (TOR) outlines the requirements for a firm to conduct a comprehensive capacity-building training program for 100 inspectors at the Ministry of Commerce and Industry (MOCI) in Liberia. The training aims to enhance the inspectors' skills and knowledge to improve their effectiveness in enforcing commercial laws and standards.

1.0 Project title

Capacity Building for Inspectors at the Ministry of Commerce and Industry (MOCI)

2.0 Introduction and background

The MOCI in Liberia is mandated to regulate and promote commercial activities to foster economic development and protect consumer interests. A crucial component of this mandate is the inspectorate division, responsible for monitoring market practices, enforcing quality standards, and ensuring compliance with commercial regulations. To perform these duties effectively, inspectors require up-to-date knowledge and practical skills in enforcement procedures, relevant legislation, and ethical conduct. MOCI is therefore seeking a qualified and experienced training firm to design and deliver a specialized capacity-building program for 100 inspectors.

3.0 Objectives of the training

The primary objective is to enhance the professional capacity of MOCI inspectors. Specific objectives include:

- **Enhancing knowledge:** To deepen inspectors' understanding of relevant commercial laws, regulations, and standards, including consumer protection, market surveillance, price analysis, and business registration.
- **Improving inspection skills:** To equip inspectors with modern, practical skills in conducting inspections, investigations, and documenting findings effectively and professionally.
- **Promoting ethical conduct:** To instill a strong sense of ethics, integrity, and accountability in inspectors to prevent corruption and build public trust.
- **Strengthening enforcement:** To improve the inspectors' ability to enforce regulations and manage compliance issues fairly and consistently.
- **Improving record-keeping:** To train inspectors on accurate and efficient data collection and report writing for enhanced monitoring and evaluation.

4.0 Scope of work

The selected firm will be responsible for the following tasks:

- **Conducting a rapid needs assessment:** The firm will conduct a pre-training assessment to validate training needs and customize the curriculum to the specific context and challenges faced by MOCI inspectors.
- **Developing a training curriculum:** The firm will develop a comprehensive and practical training curriculum and training materials (manuals, presentations, case studies) based on the needs assessment.
- **Delivering training:** The firm will deliver the capacity-building training to 100 MOCI inspectors, which may be conducted in batches to minimize disruption to MOCI operations.
- **Developing evaluation tools:** The firm will design pre- and post-training evaluation tools to measure the impact of the program on the inspectors' knowledge and skills.
- **Reporting:** The firm will prepare and submit a detailed training report, including evaluation results and recommendations for continuous improvement.

b) The Capacity Building Training Workshop will cover courses in the following:

- Achieving Success in Marketing
- Leadership skills
- Selling Skills
- Controlling Cost
- Team Work
- Managing Time
- Leading Your Team
- Solving Problems
- Basic Managerial Skills

5.0 Methodology

The firm should propose a training methodology that includes a mix of interactive and practical approaches. Suggested methods include:

- Interactive presentations and group discussions.
- Case studies and scenario-based exercises relevant to the Liberian context.
- Role-playing and practical demonstrations of inspection procedures.
- Use of pre- and post-tests to assess knowledge transfer.
- Integration of Liberian commercial laws and regulations throughout the training.

6.0 Key deliverables

The selected firm is expected to produce the following deliverables:

- **Inception report:** A detailed work plan, methodology, and refined training curriculum.

- **Customized training materials:** All materials required for the training, including participant manuals and a facilitator's guide.
- **Training completion report:** A comprehensive report detailing the training sessions, participants, evaluation results, and recommendations.
- **Pre- and post-training assessment results:** The raw data and analysis of the knowledge and skills evaluations.

7.0 Duration and location (The Duration of the Training will be for 30 days.)

- **Duration:** The firm should propose a clear timeline for the assignment, including the needs assessment, curriculum development, and training delivery.
- **Location:** The training will be conducted in Monrovia, Liberia, at a suitable venue to be agreed upon by MOCI and the selected firm.

8.0 Firm qualifications

The firm must demonstrate strong technical capacity and a proven track record in delivering similar training programs. Key qualifications include:

- **Experience:** A minimum of 5 years of experience in conducting capacity-building training for government institutions, preferably in the commerce or regulatory sector.
- **Technical expertise:** A team of highly qualified and experienced trainers with expertise in commercial law, inspection protocols, ethics, and enforcement.
- **Regional experience:** Experience working in Liberia or the West African region is highly desirable.
- **References:** A list of past clients for whom similar training has been delivered.

9.0 Reporting and supervision

The selected firm will report to the designated focal person at the MOCI, who will provide guidance and support throughout the assignment. The focal person will approve the work plan, training materials, and final report.

10.0 Submission requirements (Two Envelops, Technical & Financial)

Interested firms must submit a technical and financial proposal outlining their approach to the assignment.

- **Technical proposal:**
 - A detailed understanding of the TOR.
 - Proposed methodology, work plan, and schedule.

- CVs of the proposed trainers.
- Firm's profile and relevant experience.
- **Financial proposal:**
 - Detailed budget indicating professional fees, training materials, venue costs, and other related expenses.

11.0 Evaluation criteria

Proposals will be evaluated based on the firm's experience, the proposed methodology, the qualifications of the training team, and the financial proposal.

- 11.** All Proposals must be delivered in a written form (hardcopy) to the address below (in person) on or before Friday October 31, 2025 with subject above :

Attn: Lanfia M Waritay
Procurement Director
Ellen Johnson Sirleaf Ministerial Complex
Congo Town
Monrovia, Liberia
Tel: 0886404919/0777404919
Email: lmwaritay@yahoo.com