



Youth Enterprise Revolving Fund
(YERF)

REQUEST FOR EXPRESSION OF INTEREST

FOR

TRAINING BUSINESS DEVELOPMENT SERVICE PROVIDERS

REFERENCE NUMBER: EOI/19/001

21st May 2019

ADVERTISEMENT

REQUEST FOR EXPRESSION OF INTEREST (EOI)
SELECTION OF BUSINESS DEVELOPMENT SERVICE PROVIDER
RFP NUMBER: **YERFEOI/19/001**

The Youth Enterprise Revolving Fund (YERF) invites sealed Proposals from suitably qualified Business Development Service Providers to provide business training services to Youth in business who receive business funding as loans from YERF.

The Fund seeks to engage suitably qualified local Business Development Service Providers who are and experienced in capacity development particularly with local MSME sector.

The proposal shall consist of a Technical Proposal, marked "**Technical Proposal – YERFEOI19/001**" and should be in a sealed envelope: and addressed to "**Chief Executive Officer, Youth Enterprise Revolving Fund, Rhus Office Park, Karl Grant Street, Mbabane**".

The Proposal must be deposited in the Tender Box situated in the **Youth Enterprise Revolving Fund offices, Rhus Office Park, Karl Grant Street, MBABANE** at the latest by **10:00 hours (Eswatini time) on the 07th June 2019**. Late proposals received by telegram, facsimile, email or similar medium will not be considered.

Requests for clarification, which must be in writing, should be addressed, via email, to info@yef.co.sz. The Fund will strive to promptly respond in writing via e-mail to any requests for clarification up until close of business on **the 31st May 2019**. Written copies of The Fund's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders.



TERMS OF REFERENCE

1. BACKGROUND

The Youth Enterprise Revolving Fund (YERF or "The Fund") is a government owned entity that was established through legal notice No.179 of 2009. It is further regulated under the Public Enterprises (Control & Monitoring) Act of 1989. The Parastatal is under the Ministry of Sports Culture & Youth Affairs. The main purpose of the Fund is to promote youth employment and alleviate poverty among young people between the ages of 18 to 35 years old. The Fund aims to contribute to a solution to the challenge of high youth unemployment and high poverty rate. In this regard, The Fund seeks to engage a business development service provider to train Youth who would be awarded business loans by the Fund.

The Fund seeks to engage an experienced business development service provider to provide training on entrepreneurship to the Youth who would have been awarded business loans by the Fund.

2. GENERAL OBJECTIVES

The Objective of this Call for Proposal is to acquire proposals from suitably qualified business development service providers for the subsequent selection and appointment to be Business Development Service Providers to provide business training to Youth whose application for business loans from The Fund is granted.

3. SCOPE OF WORK

The Fund shall select a Business Development Service Providers to Train Youth that shall subsequently be given loans to finance their businesses through an intermediary.

The objective of this assignment is to engage a Business Development Service Provider:

- To provide business training to about 30 Youth entrepreneurs per quarter
- To provide guidance for the development and presentation of business plans
- To train amongst other subjects on records keeping, to develop a monthly profit and loss statement
- To train generally on entrepreneurship including how to run a successful business.

Business Management is a skill that is specialised and perfected through experience and/or mentorship and coaching. The youths need support to establish, sustain and grow their businesses. This includes among others guidance and capacity to develop business practice skills. This will require understanding and ability to apply relevant knowledge in budgeting, budget control, cash flow management, financial decision making and corporate governance.

The Training Service Provider will be required to train on a quarterly basis about thirty (30) young entrepreneurs to be competent in the operations and management of their businesses. This should



include financial management. The table below outlines the **minimum** basic course content that is expected to be covered in the entrepreneurship training.

Table 1: Activity Timeline

Item	Subject Matter	Timeline (days)	Comments
1	Introduction to business management	1	Appreciation of managing a business
2	Business planning and development	1	Appreciation of business planning
3	Marketing, research, planning and strategy development	2	Understanding marketing
4	Costing & Pricing	1	Using strategy to compete
5	Record keeping	1	Understanding fully the cost of production and break-even analysis
6	Financial statements	3	Understanding financials including interpretation
7	Taxation and its management	1	Understanding business tax and its management

RATIONALE AND PURPOSE

The purpose is to train loan applicants whose financial requests are approved by the Youth Fund. The training is to standardise their understanding of business, planning, management and the recording of all transactions. It is envisaged that a class shall have on average 30 participants from all the regions of the country who qualify for funding per quarter.

The Youth, in general, lacks the required skills and/or do not have the experience to properly manage a business. The Fund, as part of her mandate, wishes to improve the viability of Youth established and run projects through assisting them to bridge both the knowledge and experience gaps. The roll out plan is in accordance with the mandate of the Fund to build the capacity of loan applicants to improve the viability and sustainability of their businesses. The ultimate goal is to enhance the ability to repay the business loans granted.



4. EVALUATION PROCESS

The evaluation will be based on:

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
1	The capacity and capability to implement the training within the 1 (one) month period	<ul style="list-style-type: none">• Competent facilitator (s) shown through Curriculum Vitae• Experience of the team in the related field	40
2	History of successful implementation of the same/similar project	<ul style="list-style-type: none">• Outline of projects and costs	10
3	Submission of a project plan	A project plan showing work breakdown and estimated timelines: <ul style="list-style-type: none">• Implementation methodology• Training methods• Assessment and moderation plan	30
4	Readiness to implement and complete project within the required one month maximum timeframe	Letter declaring readiness to implement as soon as the contract is signed.	20
	Total		100

The pass mark required to be shortlisted is 70

ELIGIBILITY CRITERIA

Clarification
Clarifications may be requested in writing (email only), but not later than 31 th May 2019. The email address for requesting clarifications: info@yef.co.sz
Criteria
<ul style="list-style-type: none">• Letter of Application• Company Profile• Team member names and roles• Track record and experience• Project Plan• Declaration of readiness to implement• Certified copy of valid Tax clearance certificate



	<ul style="list-style-type: none">• Certified copy of certificate of Incorporation of Legal Entity• Certified copy of an official statement of the Directors & alternative directors (i.e. Form "J") or owners in the case of unincorporated persons.• Certified copy on an official statement of the annual summary of share capital and shares (i.e. form "C" or equivalent) for incorporated persons.• Certified copy of valid Trading Licence• Certified copy of Labour compliant Certificate
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5. TIME FRAME

The appointment will be for a period of **24months** and The Fund shall enter into a service level agreement with the successful candidates.

6. QUALIFICATION

The Training Provider must meet the following requirements:

- Have a proven track record on Business Training
- Have competent Personnel and sufficient capacity to implement the project

7. PACKAGING AND MARKING OF BIDS

Business Development Service Providers must submit One (1) original and two(2) copies of the Proposal. Proposal should be clearly marked as **EXPRESSION OF INTEREST – YERFEOI19/001 – TRAINING BUSINESS DEVELOPMENT SERVICE PROVIDERS**

8. SUBMISSION

Expression of Interest must be addressed to:

The Fund Manager

The Youth Enterprise Revolving Fund

P. O. Box 6557

Mbabane

No late applications will be accepted

No electronic bid applications will be accepted



Please direct all queries to Mr Bhekizwe C. Maziya via email on info@yef.co.sz or telephonically on +268 2404 8369/ 1433

9. DATE OF CLOSURE OF TENDERS

By no later than Monday, 07th June 2019 at 10:00 Hrs

10. VALIDITY OF EOI

The EOI shall be held valid for a period of ninety days (90) CONSECUTIVE CALENDAR DAYS from the closing date of the EOI.

11. WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF TENDERS

A Tenderer may withdraw, substitute, or modify its Proposal after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- (a) Submitted in accordance with Section 8 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION;" and
- (b) Received by the YERF prior to the deadline prescribed for submission of Proposals, in accordance with Section 8.

Proposals requested to be withdrawn shall be returned unopened to the Proposals. No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified by the Tenderer or any extension thereof.

12. NON-CONFORMITIES, ERRORS, AND OMISSIONS

Provided that a Proposal is substantially responsive, YERF may waive any non-conformities or omissions in the Proposal that do not constitute a material deviation.

Provided that a Proposal is substantially responsive, the YERF may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements or waive such minor deviations or omissions. Failure of the Tenderer to comply with the request may result in the rejection of its Proposal.

13. DECLARATION OF ELIGIBILITY



DECLARATION OF ELIGIBILITY

[All Suppliers must meet the following criteria, to be eligible to participate in public procurement. Suppliers must provide a signed declaration on their company letterhead in the following format. If the EOI is being presented by a joint venture or consortium all members must sign the declaration.]

[>>> Name of Tenderer, Address, and Date>>>]

To: The Fund Manager
The Youth Enterprise Revolving Fund
P. O. Box 6557
Mbabane

Dear Sir,

RE: Call for Expression of Interest – YERFEOI19/001

In accordance with the eligibility requirements of the Procurement Regulations and the EOI document we hereby declare that:

- (a) We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;
- (b) We, further declare that we are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing;
- (c) We, declare that we have fulfilled our obligations to pay taxes and social security contributions;
- (d) (d) We, have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings; and
- (e) (e) We, do not have a **conflict of interest** in relation to the procurement requirement.

Authorized Signature:

Date:

