

(Provision of Terms of Reference for the Fishermen's Anchor Project (Microfinance Scheme) - Western Region)

1. Background

Worldwide, access to funds for small scale businesses is considered important in propelling business growth and sustainability. Funding for small scale businesses however remains a challenge in most local communities where owners of such businesses do not have the requisite documentations, training and knowledge to access funding from traditional financial institutions. Microfinance covers the provision of financial services and the management of small amounts of money through a range of products and a system of intermediary functions that are targeted at low income clients or businesses. A microfinance scheme will be one of the leading and effective strategies for poverty reduction with the potential for far-reaching impact in transforming the lives of the fisherfolks in our area of influence.

1.1 Problem Statement

Fishing is the main source of livelihood for the coastal communities located along the coast of the Western Region of Ghana. The fishing sector provides jobs for over 80% of the residents of these communities i.e. the canoe owners, fishermen, fishmonger etc. This sector has however been bedevilled with some challenges. These include dwindling fish catch; the unavailability of and high cost of fishing nets, outboard motors, and other fishing gears; and the activities of oil companies working offshore e.g. vessel movement, seismic etc.

Aside direct fishing livelihoods, some members of the fishing communities are involved in petty trading and others apply trades in hairdressing, carpentry, masonry etc. Access to funding remains a challenge for these group of businesses too. As majority of these people are the youth, there is pressure on them to engage in income-generating activities to be able to support their dependents and provide them a secured future. It is perceived that influx of people due to oil and gas activities in the Region has compounded this problem as the perceived boom in jobs for the youth did not materialise.

These challenges and risk factors eventually put pressure on our business operations as coastal communities blame oil and gas companies of compounding their economic problems due to their presence in the Region.

1.2 Project Objectives

- Build on previous livelihoods interventions and provide access to small grants and loans to businesses established under the schemes.
- Provide further support to local fishing businesses and economic activities through micro-loans
- Provide micro-business training to small scale businesses to increase general economic activities in fishing communities
- Support the building of resilient communities in our area of influence

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2. Summary of Scope of Work

The scope of work for the project is made of two main areas which are the business training and the provision of loans to beneficiaries. The successful institution is expected to deliver the following

Business Training

- Evaluate and document businesses in good standing established through the livelihood initiatives
- Conduct a general assessment of ongoing businesses in the coastal communities and identify current challenges
- Develop a programme to strategically respond to the needs identified through the assessment and evaluation process
- Provide basic business training for beneficiary business owners i.e. book keeping, loan management etc.

Provision of loans

- Set up micro-loan scheme to provide loans to existing and new businesses
- Provide financial support to deserving businesses
- Measure outcomes of financial injection and business management training to selected businesses

Impact measurement

Overall, this project is to help ensure safe and secure access to sea for JV Partners operations and ensure good community and JV Partner relations characterized by lack of community demonstrations and agitations.

Some of the parameters to be used in measuring the success of the project include

- No. of households who accessed loans
- % Increment in sales, revenue, income etc of the beneficiaries
- No. of new businesses created and sustained
- No. of new jobs created by the businesses
- Access to finance by micro and small enterprises
- Improvement in general business activities

Submission of a proposal for the assignment

Please submit your proposal in the following format with the specified information and any additional information that you believe will assist us in making our selection decision.

1. Background to and context of the Service

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This section of the proposal should set out your understanding of the background to and context of the assignment, including any additional knowledge and information that would help achieve the purpose of the initiative as described above.

2. Information on your company – background, capabilities, and experience

Provide a brief description of your company or organization with a link to websites and social media accounts if applicable.

This section should also set out detailed information on the individual(s) who will run the different parts of the Programme, including:

- Their knowledge, expertise, experience, continuous professional development, and range of contacts in the field; and
- References from other clients, if any, for whom similar work has been conducted.

3. Management plan

Details on your draft plan for managing the Programme. This can include your ideas for promotion, recruitment, staffing, monitoring, reporting, and quality control.

4. Fees and expenses

This section of the proposal should provide your fees for delivery of this Service and all other projected expenses including hotels and any third parties that you will have to hire. Keep in mind that some aspects of the Programme will be year-round and as such will require dedicated staff even if they are part time.

5. Miscellaneous

This section should include any points and issues that you wish to raise in relation to the proposal or the Service which are not covered above.

6. Contact details

This section should include the following contact details:

- Full physical, postal and email addresses and main telephone numbers of the individual or company.
- Name of main contact person for the purposes of this RFP and, if different, of the person who will have main responsibility for delivering the Service; direct landline and/or mobile telephone numbers; and their email addresses.

Tullow Ghana Limited

SCOPE OF WORK

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3. **Contract Duration:** The duration of this contract is for a period of 1 year.