



**EXPRESSION OF INTEREST (EOI)**

**TECHNICAL ASSISTANCE TO FACILITATE GRANTEE ONBOARDING AND ROLLOUT OF THE MAKING TRADE WORK  
FOR WOMEN PROJECT IN WEST AFRICA**

**TENDER NUMBER: PRQ20251258**

**TENDER ISSUE DATE: 30TH APRIL 2026**

**TENDER SUBMISSION DATE: 21ST MAY 2026 ON OR BEFORE 15.00 PM (GHANA TIME)**

## DESCRIPTION OF SERVICES

### **TECHNICAL ASSISTANCE TO FACILITATE GRANTEE ONBOARDING AND ROLLOUT OF THE MAKING TRADE WORK FOR WOMEN PROJECT IN WEST AFRICA**

#### **1. BACKGROUND**

##### **1.1. About TradeMark Africa**

TradeMark Africa (TMA) is a leading African Aid-for-Trade organization founded in 2010, with the mission to grow intra-African trade and increase Africa's share in global trade, while helping make trade more pro-poor and environmentally sustainable. TMA operates on a not-for-profit basis and is funded by the Bill and Melinda Gates Foundation, Canada, Denmark, the European Union, Finland, France, Ireland, the Mastercard Foundation, the Netherlands, Norway, the United Kingdom and the United States of America. TMA works closely with regional and continental organizations, national Governments, the private sector, and civil society.

Since its inception, TMA has delivered substantial gains for trade and regional economic integration in East Africa and the Horn of Africa, including a reduction of 16.5% in cargo transit times on the Northern Corridor from Mombasa to Bujumbura, and a reduction of an average of 70% in the time taken to cross selected one stop border posts. TMA works in 14 countries across East and West Africa, Southern Africa and the Horn.

In 2022, TMA set up a catalytic finance company – Trade Catalyst Africa – that will pilot commercially viable projects for creating trade infrastructure (both physical and digital) as well as increasing access to Trade Finance for Small and Medium Enterprises (SMEs).

Both TCA's and TMA's headquarters are in Nairobi, Kenya. Offices are in: EAC Secretariat - Arusha, Burundi, the Democratic Republic of Congo, Djibouti, Ethiopia, Ghana, Malawi, Rwanda, Somaliland, Tanzania, and Uganda, with operations in Mozambique, South Sudan and Zambia. For more information, please visit [www.trademarkafrica.com](http://www.trademarkafrica.com).

##### **1.2. About Making Trade Work for Women in West Africa**

Women are key actors in West Africa's trading systems but continue to face significant structural and gender-based barriers that limit their economic opportunities. Along major trade corridors such as Tema–Ouagadougou and Abidjan–Lagos, women constitute a substantial share of traders, yet often experience harassment, limited market access, inadequate financial services, and poor border infrastructure. These constraints—combined with women's dual productive and caregiving responsibilities—reduce their earnings, limit business growth, and hinder their participation in regional value chains.

The Making Trade Work for Women in West Africa (MTWW) project, implemented by CECI and TradeMark Africa (TMA) with funding from Global Affairs Canada, responds directly to these challenges. Running from 2024 to 2030, MTWW will reach 80,000 direct beneficiaries, at least 70% women, across Burkina Faso, Ghana, Côte d'Ivoire, Togo, Benin, and Nigeria, with wider benefits for traders and communities through awareness campaigns.

MTWW aims to address gender-specific barriers in trade by strengthening women's safety, agency, and market access. The project focuses on improving gender-responsive border operations, enhancing the capacity of

women's associations, supporting policy reforms, and promoting inclusive and sustainable value chains. It also leverages digital tools, financial literacy, and climate-conscious business practices to position women traders for long-term growth.

Expected results include a 50% increase in the number of women using sustainable trading practices and a 40% rise in income levels among participating women traders. Through collaboration with regional bodies such as ECOWAS, WAEMU/UEMOA, AfCFTA, chambers of commerce, and national trade agencies, the project seeks to embed successful innovations into regional systems and contribute to more inclusive, resilient trade across West Africa

## **2. The Assignment**

TMA is seeking the services of an advisor specialized in the areas of gender integration, women's and youth economic empowerment, to support the delivery of the Making Trade Work for Women in West Africa.

During the programme's inception phase, TMA completed a baseline assessment across the targeted border points to provide a comprehensive understanding of the prevailing conditions affecting women traders. This was followed by the development and approval of the Project Implementation Plan (PIP), which laid the foundation for structured implementation at the country and regional levels.

A core component of MTWW-WA focuses on reducing discrimination and gender-based violence (GBV) experienced by women traders, particularly at border crossings. To achieve this objective, TMA initiated a rigorous and competitive selection process to identify a qualified partner, through a grant, capable of leading interventions aimed at improving the safety, empowerment, and mobility of women across borders. Following the assessment of proposals, a detailed Delivery Capacity Assessment (DCA) was undertaken to ensure that the selected partner possesses the technical and operational capacity required to execute the assignment effectively.

As the programme moves toward implementation, TMA seeks to expedite the onboarding of the selected grantee and ensure timely rollout of activities in alignment with the approvals granted by Global Affairs Canada (GAC). To support this process, TMA requires the services of a qualified Advisor with expertise in gender integration, women's economic empowerment, and youth economic empowerment.

### **2.1. Objectives**

TMA is seeking to recruit a technical assistant as advisor. The technical assistant will support the onboarding of the **Making Trade Work for Women in WA** grantee and expedite the rollout of programme activities under the grant. In addition, the Advisor will ensure the smooth commencement of implementation, adequate financial management, strengthen the quality of gender-responsive programming, and guide the grantee and project teams in advancing the programme's overarching goal.

### **2.2. Scope of Work and Deliverables**

- Review the grantee DCA implementation matrix and ensure compliance with both TMA and GAC requirements

- Lead the co-creation and development with the detailed project workplan, performance results framework, and budget with clear disaggregation of results and responsibilities within the grantee consortium
- Facilitate the identification and documentation of targeted beneficiaries and mapping of key stakeholders, including collaborating and working closely with other implementing partners to ensure alignment of activities and maximizing impact.
- In coordination with the Risk and Compliance team, carry out an onboarding and awareness session on the GAC funding provisions.
- Development framework for capacity building and training to be deployed by the Implementing to ensure responsiveness and adaptive programming.
- Support implementing partners to deploy the Women in Trade Empowerment Index methodology in baseline, needs assessment or any other planned data collection exercise.
- Provide technical backstopping and quality assurance of the programme reports to GAC.
- Support the review and revision of the detailed project budget in line with the expected results for each of the consortium partners and ensuring compliance with GAC financial management guidelines

#### **Deliverables**

- Completed and approved partner DCA implementation Plan
- Onboarding sessions with the grantee completed
- Development of roles, responsibilities and results matrix for the grantee consortium
- Partner project and annual workplan developed and approved by TMA
- Revised detailed budget and performance measurement framework developed and approved by TMA
- Beneficiary identification, stakeholder mapping and project synergies matrix (TMA/CECI) finalised

#### **3. Assignment coordination and reporting**

The advisor will directly report to the Manager Gender and Inclusive Trade West Africa and the Director Inclusive Trade working closely with other technical leads. The advisor will be required to:

- I. Submit monthly progress report detailing tasks undertaken and milestones achieved during the month. This will need to be reviewed and approved by their reporting officer within TMA to allow for the settlement of invoices.
- II. Participate in all programmes review and coordination meetings set up by TMA.

#### **4. Duration of Assignment**

The advisor will be engaged for an initial period of 07 calendar months with possibilities of extension subject to satisfactory performance and availability of funding.

#### **5. Qualifications Required**

TMA will require an expert to deliver this assignment. The experts should be nationals and/or resident in Africa. The minimum requirement below is necessary for this assignment.

- i. A master's degree in the social sciences such as gender studies, international development, economics, political science.
- ii. Specialized training or certification in project management is an added advantage.
- iii. At least 8 years of relevant experience (which could be from a job or consultancy) in integrating gender and youth in development programmes
- iv. Mandatory experience in managing or awarding grants under donor funded projects
- v. Experience working with donor funded development projects/organizations is an added advantage in Africa
- vi. Experience in effective stakeholder and donor management
- vii. Experience in designing and managing gender M&E frameworks for donor funded projects
- viii. Experience in designing gender and youth analytical tools and guides, writing skills with the ability to summarize large amounts of information in a structured and clear manner.
- ix. Good Interpersonal skills and ability to work across diverse cultural settings

\*CV must reflect experience by describing previous relevant assignments and contact persons.

#### **A. INVITATION TO EXPRESS INTEREST**

TMA therefore wishes to invite interested individuals possessing professional and demonstrable experience in the stated services. Bidders are required to seek clarification via the procurement email at [procurement@trademarkafrica.com](mailto:procurement@trademarkafrica.com).

#### **B. EXPRESSION OF INTEREST (EOI) REQUIREMENTS**

EOIs are invited from Interested and qualified individuals with appropriate experience and expertise in undertaking the stated assignment. Interested bidders are required to:

- Submit the EOI written in English language.
- Examine the documents comprising this EOI in detail and respond appropriately. Material deficiencies in providing the information requested may result in rejection of an EOI; and,
- Meet the qualification criteria stipulated. Those who do not meet the requirements need not submit EOI.

The EOIs must remain valid for not less than **120 days** from the date of submission. TMA shall endeavour to complete the evaluation and communicate within this period.

The EOI shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialled by the person(s) who sign(s) the EOI.

#### **C. EOI SUBMISSION**

EOIs will be submitted as follows:

Submission Mode	Details
<b>Electronic/ Soft Copies:</b>	Bidders MUST submit their CV via TMA procurement mailbox at the address <a href="mailto:procurement@trademarkafrica.com">procurement@trademarkafrica.com</a> on or before <b>21 May 2026, 15.00 P.M. (Ghana Time)</b> .

Any EOI received after the deadline in C above shall be rejected as a late tender and shall not be considered further. All expenses relating to the preparation and submission of the response to this EOI including providing any additional information shall be entirely incurred and borne by the individual.

This EOI does not entail any commitment on the part of TMA, either financial or otherwise. TMA reserves the right to accept or reject any or all EOIs without incurring any obligation to inform the affected applicant/s of the grounds.

#### **D. TIMETABLE FOR THIS EOI**

The timetable for the EOI stage is detailed in the table below.

Activity	Expected dates.
Expression of Interest (EOI) sharing	<b>30 April 2026</b>
Deadline for receipt of EOI proposals	<b>On or before 21 May 2026 15:00 PM (Ghana time)</b>

TMA may at its discretion alter this timetable.

#### **E. Potential bidders are informed that all bidders shall be contacted on the outcome of the EOI **RESPONDING TO THIS EOI****

Bidders will be required to present their EOI proposal in a format providing a table of contents clearly showing the pages of the relevant section and the related contents in response to the specific requirements of the EOI as indicated.

#### **F. FURTHER INFORMATION AND CLARIFICATION**

All enquiries about this EOI should be submitted via the email address below:

Particulars	Contact Details
<b>Name:</b>	Attention, Mr. Joe Namwaya Head of Procurement
<b>Email:</b>	<a href="mailto:procurement@trademarkafrica.com">procurement@trademarkafrica.com</a>
<b>Subject:</b>	<b>TECHNICAL ASSISTANCE TO FACILITATE GRANTEE ONBOARDING AND ROLLOUT OF THE MAKING TRADE WORK FOR WOMEN PROJECT IN WEST AFRICA</b>

**Enquiries must only be for the purposes of clarifying the content of this EOI. All enquiries must clearly specify the tender title and number.**

**TMA cannot answer any query relating to this tender seven (7) days or less prior to the submission deadline.**

TMA will endeavour to reply within three (3) business days of receipt of the sought clarification(s) to any reasonable request for explanation. It will be at TMA discretion to provide additional information where necessary.

All clarifications from respondents and TMA responses through [procurement@trademarkafrica.com](mailto:procurement@trademarkafrica.com) on or before **14 May 2026 (on or before 15.00 PM. Ghana Time)**.

## G. EVALUATION of proposals

The EOI shall be evaluated using the criteria below:

<b>Selection criteria</b>	<b>Marks</b>
A master's degree in the social sciences such as gender studies, international development, economics, political science (Attached certificate).	10
Specialized training or certification in project management is an added advantage (PM certificate or attendance course certificates).	5
At least 8 years of relevant experience (which could be from a job or consultancy) in integrating gender and youth in development programmes	20
Experience working with donor funded development projects/organisations is an added advantage in Africa	10
Experience in effective stakeholder and donor management	10
Experience in managing grants and onboarding grantee for donor funded projects	25
Experience in designing gender and youth analytical tools and guides, writing skills with an ability to summarize large amounts of information in a structured and clear manner.	15
Ability to communicate in french and to work across diverse cultural settings	5
<b>Total</b>	<b>100</b>

**Note:**

***Only applicants that attain a minimum of 70 marks out of 100 marks shall be shortlisted for the interview stage, which will comprise of an oral interview. It will test the candidate's analytical, communication and interpersonal skills.***

## **TERMS AND CONDITIONS OF THIS EOI**

### **1. Acceptance of Terms and Conditions**

In submitting a response to this EOI, the respondent is deemed to have accepted the terms and conditions of this and all other sections of this EOI.

### **2. No Contract**

This EOI process does not create a binding legal contract or relationship either explicit or implied, between TMA and any respondent or any other party to this EOI.

The issue of and response to this EOI does not create any obligation on TMA to enter any commitment to procure services specified in this EOI.

### **3. Cancellation, Suspension or Change to the EOI**

TMA reserves the right in its sole and unfettered discretion to:

- a) Cancel or suspend this EOI or vary any of the terms, dates, timings, or processes in this EOI.
- b) Call and/or re-advertise for responses or revisit any evaluation criteria or process pertaining to this EOI; and
- c) Seek clarification about any response.

### **4. Official Communication**

Respondents must provide full contact details of the person nominated to represent the respondent for the purpose of making and receiving communications about this EOI.

### **5. Clarification of Meaning**

Respondents will document their interpretations, assumptions, and perceived risks they have used in response to this EOI where they deem necessary.

### **6. Ownership of Documents**

This EOI is the property of TMA and may not be copied or reproduced in any way, other than for the purpose of preparing and submitting responses without the prior written approval of TMA. The responses submitted to TMA shall be retained by TMA.

### **7. Conflict of Interest**

Respondents will ensure that, throughout the evaluation process, TMA is kept informed of any perceived, potential or real conflicts of interest that should reasonably be brought to the attention of TMA, where such conflicts arise from the interests or duties of the respondent or its employees, officers, shareholders or directors.

### **8. Acceptance of Responses**

TMA shall not accept a response which does not comply with or fails to provide the information specified in this EOI.

### **9. Notification to Respondents**

TMA will notify **all** respondents on the outcome of this EOI once the evaluation process has been completed.

## 10. Confidentiality

The information provided in this EOI, and any other information, material or communication released during this EOI process is for the sole purpose of enabling a respondent to prepare and submit a response.

## 11. No Liability

TMA will not be liable (in contract or tort, including negligence) for any direct or indirect damage, loss, or cost (including legal and lawyer/client costs) to any respondent or other person in respect of this process.

## 12. Costs and Charges

This EOI is issued on the understanding that no charge will be made by the respondent for preparation of any EOI response or any other information that may be supplied.

## 13. Ghana Laws Apply

This EOI and any subsequent decisions, actions, contracts or outcomes are subject to and governed by the laws of Ghana.

## 14. Evaluation Process

The evaluation team will follow a formal evaluation process to ensure a fair and transparent assessment of each response. The evaluation will allow the team to eliminate responses that do not meet the minimum criteria. The responses that do meet minimum criteria will be evaluated on the basis of best fit to the objectives and will be short listed for interviews.

## 15. Special conditions

Special conditions of EOI as relates to the General Conditions Contract (GCC):

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
1. Acceptance of Terms and Conditions	The following conditions shall apply: <ul style="list-style-type: none"><li>a. TMA is not bound to accept any EOI.</li><li>b. No queries shall be responded to 7 days to the submission deadline.</li><li>c. It is a bidder's responsibility to seek for an update on this opportunity.</li><li>d. Canvassing shall lead to automatic disqualification.</li><li>e. All communications must be written to <a href="mailto:procurement@trademarkafrica.com">procurement@trademarkafrica.com</a></li><li>f. Incomplete responses and late submissions shall be rejected.</li><li>g. TMA at its own discretion, may seek any clarification and/or additional information from tenderer(s) within reasonable time.</li></ul>
2. Clause 13: Applicable laws	The contract for this assignment shall be domiciled in Ghana and the relevant applicable taxes in Ghana shall apply.

## ANNEX 1 : CURRICULUM VITAE (CV)

**CURRICULUM VITAE (CV)**

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained **attach valid copies of the certificates and testimonials**}

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact info for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

---

**Language Skills (indicate only languages in which you can work ranking from 1 to 5 for speaking, writing and reading where 1 is poor and 5 is excellent):** \_\_\_\_\_

---

**ANNEX 2: TMA SUPPLIER CODE OF CONDUCT**

This document is shared as a separate document to the tender document.