

**MINISTRY OF BUSINESS  
SMALL BUSINESS BUREAU**

**MICRO AND SMALL ENTERPRISE (MSE DEVELOPMENT AND BUILDING  
ALTERNATIVE LIVELIHOODS FOR VULNERABLE GROUPS**

**NO. GRT/GF-13725-GY**

TERMS OF REFERENCE

CONSULTANT TO PROVIDE SOAP MANUFACTURING FROM OIL TRAINING FOR  
SMALL BUSINESS DEVELOPMENT

**I BACKGROUND**

The Small Business Bureau (SBB) is a semi-autonomous agency under the Ministry of Business (MOB). The SBB has been instituted under the Small Business Act and was enacted “to provide for an incentive regime and support programme for small business. The Guyanese Government had identified funding from the Guyana REDD+ Investment Fund (GRIF) resources to fund Low Carbon Grant Scheme which is being used to assist vulnerable persons and MSEs to access financing for their existing or potential business venture.

The objective of the MSE Project is to support the government’s strategy to reduce carbon emissions by re-orienting the economy onto a low carbon path, through the creation of the necessary incentives for the beneficiaries to invest in the Low Carbon Sectors (LCS). Specifically, the Project contributes to the reduction of economic activity in Carbon Emitting Sector (CES) by facilitating the creation of employment via MSE in the identified sectors of the Low Development Strategy (LCDS), through the enhancement of their access to finance and business development training.

The target beneficiaries of the proposed Project are MSE and vulnerable groups that meet the criteria established for small businesses in the Small Business Act and operate in the LCS identified in the LCDS.

## II OBJECTIVE

The objective of the consultancy is to provide soap making techniques, training to the various groups identified as MSEs and vulnerable persons within the Low Carbon Sectors. These Groups are located in all ten regions within Guyana. The training sessions are to be based upon **Soap Manufacturing from Oil**.

## III ACTIVITIES

Consultants will be expected to provide comprehensive guidance which can be easily followed and put into practice by the clients in attendance of each training session. Each training session is to be no less than ten (10) days and no more than twenty one (21) days. These will include an evaluation of the training session by the clients in attendance as well as an evaluation of clients by the consultants.

## IV DELIVERABLES

All training material (training manuals and materials, course content, handouts etc.) will become the property of the Small Business Bureau with the right to replicate.

By the end of the session, clients are expected to have a good understanding of Manufacturing Soap from Oil, and be able to identify the following:

- The process of soap manufacture from oil: Ingredients, Equipment, Methodology: Additives for fragrance and colour for their choice of soap
- The different processes : Cold and Hot
- Soap from Scratch- Melt and Pour, Hand Milling and Rebatching
- Oils and Temperatures: What oil work best in the different climate types and for the different soap types
- Additives and temperatures- Honey and Fruit juices
- Differentiation between Soft, Hard and Brittle Soaps
- Suitable Oil combination for Guyanese Soap Manufactures
- Creative Packaging : bar shapes and packages
- Knowing the shelf life of their Soaps
- Pricing of the soap manufactured

At the end of the session each client should have produced at least four (4) bars of soap.

## V CHARACTERISTICS OF THE CONSULTANCY

Type: Individual / Group Consultancy

Location: Guyana

Duration: Between 10 and 21 working days, beginning xxxx, 2017

**QUALIFICATIONS/ REQUIREMENTS:** The Consultant should have high academic qualifications and extensive experience in the design and delivery of training in **Soap Manufacturing from Oil**

- (i) At least five (5) years' experience in the field of soap manufacture from oil.
- (ii) Be able to use our local oils available in Guyana to manufacture soap from for the entire soap manufacturing process. They should be able to produce low cost soaps from the available materials. They should be able to produce soap adaptable for both cold and hot climate.
- (iii) Must have at least 5 years of work related experience in soap manufacture from oil.
- (iv) Demonstrated experience working in the area of soap manufacture from oil.
- (v) The Facilitator must be currently operating or training in the Skin Cream/ Body Lotion Manufacturing sector.
- (vi) Professional certification in the area is a definite advantage.
- (vii) Experience working on a similar project is an asset.
- (viii) Fluency in English is a requirement
- (ix) Willingness to travel to and within Guyana as required for the consultancy

## VI PAYMENT SCHEDULE

20% - signing

30% - training programme held and clients show evidence of improved finished products (batch of product)

30% - submission of final report (both oral and written presentations) which includes evaluation of clients products and appropriate recommendations. Identification of high potential products.

20% - acceptance of report

Please submit your financial expectations for this consultancy as part of the proposal, outlining the costs associated with your bid to xxxxxxxxx

**VII EXECUTION**

The SBB will be responsible for the execution of the consultancy.