

**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 TRAINING FOR SKIN CREAM/ BODY LOTION  
MANUFACTURING

**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 consultant will be responsible for providing comprehensive training in the area of Skin Cream/ Body Lotion manufacturing to the various groups identified as SME and vulnerable group within the Low Carbon Sectors. These Groups are located in all ten regions within Guyana. The training sessions are to be based on **Skin Cream Manufacture for the Tropics and Cold weather.**

### **III ACTIVITIES**

The consultant is expected to provide training in **Skin Cream/ Body Lotion manufacturing** that can adhere to hot and cold climatic conditions. The module should be easy to follow and put into practice by the clients in attendance. It is anticipated the work to be completed for this consultancy will be conducted over a period of at least ten (10) days.

### **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 Skin Cream/ Body Lotion Manufacturing and should have knowledge of the following:

- The procedures for manufacturing Skin Cream/ Body Lotion: Ingredients, Formula (Composition of or Ratio of Ingredients), Equipment, Methodology: Additives for fragrance, colour and skin type, and weather.
- The types of base which can be used: oil or non oil bases
- Effects of different types of oil: dry or non dry
- Organic or non-organic composition
- Effects of Fruit juices
- Effects of Honey
- Effects of Vitamin E as an additive
- Adding Emulsifiers and their proportions
- Catering for temperature
- Safety procedures
- Capping and labeling
- Pricing

At the end of this training each client should have produced at least 16 oz. skin lotion from local products for the hot and or cold weather types.

## V CHARACTERISTICS OF THE CONSULTANCY

Type: Individual / Group Consultancy

Location: Guyana

Duration: No less than 10 but no greater than 21 working days, beginning  
xxxx, 2017

**QUALIFICATIONS/ REQUIREMENTS:** The Successful candidate should have high academic qualifications and extensive experience in the design and delivery of training in **Skin Cream/ Body Lotion Manufacturing**. The work is anticipated to be completed in more than ten (10) but less than twenty one (21) days.

- (i) At least five (5) years' experience in the field of skin cream manufacture.
- (ii) Be able to offer solutions for chemical balance to prevent coagulation.
- (iii) Must have at least 5 years of work related experience in Skin Cream/ Body Lotion Manufacturing.
- (iv) Demonstrated experience working in the area of Skin Cream/ Body Lotion Manufacturing.
- (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.....

## **VII EXECUTION**

The SBB will be responsible for the execution of the consultancy