

REPUBLIC OF LIBERIA



FORESTRY DEVELOPMENT AUTHORITY

REQUEST FOR EXPRESSIONS OF INTEREST FOR PROVISION OF INDIVIDUAL CONSULTANCY SERVICES

LIBERIA FOREST SECTOR PROJECT

PROJECT ID: P154114

GRANT ID: TFA2427

(Procurement Ref. No: FDA/LFSP/CONS/07)

Assignment Title: Civil Works Design and Supervision

1. This request for expressions of interest follows the General procurement Notice for this project that appeared in Development Business No. WB452-01/17 of January 31, 2017.

The Republic of Liberia has received a grant from the Government of Norway in the amount of US\$36.7 million equivalent through the World Bank towards the cost of the Liberia Forest Sector Project, and it intends to apply part of the proceeds of this Grant to eligible payments under an individual consultancy contract for a *Civil Works Design and Supervision Consultant*.

2. OBJECTIVES AND SCOPE OF SERVICES

The objective of this assignment is to recruit a qualified and experienced civil engineer or architect to assess all project sites and prepare technical drawings, technical specifications, bill of quantities, and activity schedules for the civil works component of the LFSP. He/she will prepare the technical component of the bidding documents and participate in tender evaluations. He/she is to supervise all civil works under the Liberia Forest Sector Project to ensure that they are structurally sound and built according to the technical requirements.

Tasks to be performed by the Consultant during the contract period are categorized as follow:

Phase I: Project Design and Tender (Expected to take 5 months)

Under phase I of the assignment, the Consultant is expected to undertake the following:

1. Detailed Design of the Project.
2. Tendering and Award of Contract.

Phase II: Project Supervision (Expected to take 12 months)

Under phase II of the assignment, the Consultant is expected to undertake the following:

1. Site Handover and Preparation of Working Drawings;
2. Review of Contractor(s) Implementation Schedule;
3. Supervision of Construction Activities;
4. Issue of Instructions to the Contractor(s);
5. Advice to the Client on Progress of Works;
6. Inspection and Testing of Works;
7. Approval of Payment Certificates;
8. Reporting/Meeting; and
9. Delivery to Beneficiary “As Built” Drawings

Deliverables and Reporting Requirements

- The consultant shall report to the Managing Director of the FDA through the LFSP Project Coordinator. The deliverables/reports and documentation to be submitted by the Consultant include the following:
- Site Assessment Report;
- Complete set of drawings, with scope of works, bills of quantities, and construction activity schedules for each Protected Area Headquarters, Staff Accommodations, Ranger Outpost, Regional Office, or any other types of buildings or small civil works;
- Tender (bidding) Documents and Evaluation Reports;
- Supervision Reports per identified milestones; and
- Final/Completion Report after the Defects Liability Period, etc.

Note: The full terms of reference are attached (Attachment 1) to this request for expressions of interest.

3. The Forestry Development Authority now invites eligible *individual consultants* to indicate their interest in providing the required consulting services for the Liberia Forest Sector Project. Interested Consultants should provide information demonstrating that they have the required qualification and experience to perform the Services by submitting a **cover letter** and an **updated CV**. See qualification and experience criteria below:

QUALIFICATION AND EXPERIENCE

- Master’s degree or BSc degree in civil engineering, architecture, or related field;
- At least three years of experience in works design, construction supervision, and contract administration;
- At least two years of experience as a construction manager;
- Experience in the preparation of tender documents and evaluation reports;
- Experience in West Africa, especially in Liberia, is a plus.

4. GENERAL INFORMATION

- a) It is expected that this assignment will cover a period of seventeen (17) months and the Consultant will complete assignment based on satisfactory performance.
 - b) Payment to the Consultant under the project design phase (Phase I) will be made on a lump sum basis, and for the construction supervision (Phase II), payment will be made on a time based basis. Hence, two contracts will be signed with the Consultant.
 - c) The Forestry Development Authority is a gender sensitive institution. *Females are encouraged to apply.*
 - d) Only shortlisted candidates will be contacted for the selection process.
5. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers*, January 2011 revised July 2014 ("Consultant Guidelines").
6. A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Consultant Guidelines. For reference, please see Section V. of the World Bank's Selection Guidelines, January 2011 edition, revised July 2014, by following the link below: <http://pubdocs.worldbank.org/en/894361459190142673/ProcurementConsultantHiringGuidelinesEngJuly2014.pdf>

Further information can be obtained at the address below during office hours 0900 to 1600 hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, by mail or by e-mail) by **16:00 GMT on September 14, 2017**. **Envelopes or subject of emails must be marked "Expression of Interest for Civil Works Design & Supervision"**.

Forestry Development Authority
Whein Town, Mount Barclay
P. O. Box 3010
Montserrado County
Monrovia, Liberia
Attention: Saah A. David, Jr., National REDD+ Coordinator
Tel: +231(0)880699711
Email: redliberiaprogram@gmail.com

Liberia Forest Sector Project (LFSP)
Terms of Reference
Civil Works Design and Supervision

1. Background

Liberia contains about 4.3 million ha of lowland tropical forest that comprises 43 percent of the remaining Upper Guinea forests of West Africa extending from Guinea to Togo. While the overall extent of these forests has declined to an estimated 14.3 percent of their original size, Liberia still hosts two massifs of forest including evergreen lowland forests in the southeast and the semi-deciduous mountain forests in the northwest. The Upper Guinea Rainforest, part of which is in Liberia, is listed as one of 35 global biodiversity hotspots. Most of Liberia's rural population is dependent on forests and their various products and ecosystem services. Forests play an important role as a safety net for vulnerable and marginalized people, especially those living around forest areas. The country's forests are under threat due to the continued clearance and degradation of their remaining blocks for the expansion of agriculture and mining activities both at industrial and subsistence levels. Deforestation and forest degradation (D&FD) remained low during the civil conflict, but as peace was restored, pressure on the forest and its natural resources has been escalating. The pressure increased from illegal and uncontrolled logging and overall poor management and inadequate oversight over the forest sector. Deforestation and Forest Degradation are the second leading cause of global warming, making the loss and depletion of forests a major issue for climate change.

Liberia is faced with challenges in managing its forests to contribute in a balanced way to long-term, sustainable economic growth; support the livelihoods of local and rural communities; and ensure that its important national and global heritage is conserved. The need for reform in the forest sector cannot be overemphasized as climate change and global warming have claimed international attention. One of the most significant elements in the sector reform and the Bank's engagement with Liberia has been the involvement of the country in the efforts to reduce emissions from deforestation and forest degradation and foster conservation, sustainable management of forests, and enhancement of forest carbon stocks (REDD+). With support from the Forest Carbon Partnership Facility (FCPF), Liberia is advancing in a REDD+ strategy that will build the country's capacity to be ready to participate in the future in a large-scale system of positive incentives for REDD+.

To complement efforts under the FCPF, the Government of Liberia (GoL) and the Government of Norway (GoN) signed a partnership through a Letter of Intent (LoI) in September 2014, with the purpose of (a) supporting the development and implementation of Liberia's REDD+ strategy to ensure significant net reductions in greenhouse gas (GHG) emissions from D&FD; (b) contributing to sustainable development in Liberia through protecting natural forests, restoring degraded lands, and developing Liberia's agricultural sector; and (c) working together to support progress on global efforts regarding climate change and sustainable development in general and REDD+ in particular. The Liberia Forest Sector Project (LFSP) is a result of this partnership, aimed at improved management of, and increased benefit-sharing in, targeted forest landscapes. Implementation of the LFSP is led by the Forestry Development Authority (FDA) with the Environmental Protection Agency (EPA), Liberia Institute of Statistics and Geo-Information Services (LISGIS), Ministry of

Agriculture (MOA), Ministry of Lands, Mines and Energy, and the Land Authority (LA) implementing specific sub-components of the project.

The Liberia Forest Project aimed to support the strengthening of Liberia's Protected Areas system by funding various activities, including infrastructure, for Protected Areas located in targeted forest landscapes to improve protection and on-the-ground management. Accordingly, key expectation at the end of this contract are construction of two park headquarters, zonal posts, staff accommodations, construction of three (3) regional offices and renovation of one regional office; also minor Civil works to improve effective patrol, management and protection of the Protected Areas.

2. Objectives of the Assignment

The objective of this assignment is to recruit a qualified and experienced civil engineer or architect to assess all project sites and prepare technical drawings, technical specifications, bill of quantities, and activity schedules for the civil works component of the LFSP. He/she will prepare the technical component of the bidding documents and participate in tender evaluations. He/she is to supervise all civil works under the Liberia Forest Sector Project to ensure that they are structurally sound and built according to the technical requirements.

3. Scope of Services (Tasks)

Tasks to be performed by the Consultant during the contract period are categorized as follow:

Phase I: Project Design and Tender (Expected to take 5 months)

1. Detailed Design of the Project. For each of the identified civil works, the Consultant shall provide the following detailed design information, in close consultation with the Client (FDA) regarding the specific location and intended functions of each facility, including the number of FDA or other (e.g. EPA) staff expected to use it. The Consultant should take into account the Client's priorities and constraints, along with existing good examples of FDA or other Government facilities to be replicated (or deficient examples to be avoided).

- a. Detailed architectural drawings;
- b. Detailed structural drawings;
- c. Detailed electrical drawings;
- d. Technical specifications;
- e. Bill of quantities for each building and associated civil works; and
- f. Any other document necessary for the tender process and construction permit.

Note: The drawings mentioned above should include working design/working drawings; and the consultant should conduct soil test on the sites to determine their bearing capacity prior to carrying out the structural designs.

Below is a list of the facilities to be constructed/renovated under this assignment:

1. Construction of Gola Forest National Park HQ;
2. Construction of 3 units of Staff Accommodation for Gola Forest National Park;

3. Construction of 2 units of Outpost for Gola Forest National Park;
4. Construction of Wonegizi Forest National Park HQ;
5. Construction of 3 units of Staff Accommodation for Wonegizi Forest National Park;
6. Construction of 2 units of Outpost for Wonegizi Forest National Park;
7. Construction of FDA Regional Office in Bomi County;
8. Construction of FDA Regional Office in Lofa County;
9. Construction of FDA Regional Office in Grand Bassa; and
10. Renovation of FDA Regional Office in Zwedru, Grand Gedeh County.

2. Tendering and Award of Contract.

- 2.1 Upon receipt of tenders by the Client, the Consultant shall form part of the Evaluation Committee during evaluation of the tender(s).

3. Environmental Impacts.

The Consultant shall follow the requirements and guidance of the Environmental and Social Management Framework (ESMF) for the Liberia Forest Sector Project (LFSP) in addressing the potential environmental impacts of these civil works--direct or indirect impacts, as well as positive or negative ones. Considering that the civil works to be designed under this consultancy will be relatively small buildings and associated works (such as fences and boreholes), a detailed Environmental and Social Management Plan will not be needed for each building. However, the Consultant shall indicate the applicable Environmental and Social Rules for Contractors--derived from the ESMF and adapted as needed--that will need to be incorporated within the relevant bidding documents and contracts. Such rules would include, for example, no improper disposal of solid or liquid wastes; no unauthorized clearing of natural vegetation; no washing of machinery or changing of lubricants in streams; no bush-meat purchase; and no inappropriate interactions with local people (including but not limited to sexual misconduct).

In addition, the Consultant shall address, where relevant, the following environmental, social, and technical considerations within the detailed design of each building and associated works:

- Verifying that the land belongs to the Client and that the relevant boundaries are demarcated or otherwise clearly known.
- Verifying that the wood, stone, sand, or other construction materials came from legally authorized and (insofar as can be feasibly determined) sustainable sources.
- Avoiding flooding and waterlogging risks through careful building site selection and design of drainage works around the building.
- Building placement and layout so as to avoid or minimize the felling of trees or other natural vegetation (including identifying specific “tree save areas” in consultation with the Client).
- Making space available for attractive plantings or landscaping with existing native trees and shrubs—both to enhance the working environment for staff and to provide a positive example (demonstration effect) to neighbours and visitors.

- Designing appropriate water supply systems: Boreholes must be deep enough to obtain water during the dry season; rainwater collection systems (cisterns or rain barrels) should be included as appropriate.
- Designing appropriate sanitation systems that do not pose water pollution or health hazards.
- Designing electric power supply systems that minimize the need to purchase fuel for generators, using solar panels to the extent feasible.
- Windows should be designed (i) to open and close easily; (ii) with security in mind (opening wide as an emergency fire escape and closing tightly to keep out intruders); (iii) with insect screens (or at least the option to install them); and (iv) with bird-friendly glass that is not mirrored or highly reflective.
- Gender considerations: Designing buildings with well-separated sleeping quarters for males and females, along with separate bathroom facilities where feasible.

Phase II: Project Supervision (Expected to take 12 months)

1. Site Handover and Preparation of Working Drawings

- 1.1 The Consultant shall, in consultation with the Client, issue handover notice of site to the Contractor(s) as per the general conditions of the contract.
- 1.2 Prepare working drawings for all buildings.
- 1.3 Check and approve the Contractor(s)' shop drawings.

2. Review of Contractor(s) Implementation Schedule

- 2.1 The Consultant shall thoroughly review the Contractor(s) proposed implementation schedule to ensure that it relates to the various activities with respect to time allocation, commencement and completion dates. The Consultant shall, at the end of this procedure, submit to the FDA an agreed implementation schedule to the satisfaction of all parties.

3. Supervision of Construction Activities

- 3.1 The Consultant will be delegated with all normal duties and powers of the Supervising Engineer for the completion of the implementation of the project.
- 3.2 The Consultant is required to supervise all activities on behalf of the Client and ensure that the work of the Contractor(s) is carried out with proper workmanship in an expeditious manner, and in accordance with the contract documents.
- 3.3 The Consultant will check, approve, reject and record:

- Contractor(s)' construction plant and equipment
- Material of construction
- Concrete testing, procedures and results
- Construction of site work: concrete structures, steel structures, finishing, mechanical & electrical works and other utilities as required.

3.4 Review and approve all methods proposed by the Contractor(s) for permanent and temporary works, formwork, etc. to ensure conformity with construction contracts and that the work can be carried out safely and in accordance with recognized and accepted practices.

4. Issue of Instructions to the Contractor(s)

4.1 These services relate to the fulfilment of the Contractor(s)' duties; from drawing to approval of the work program till the completion of works. The services will include issuing field instruction in writing as required relating to:

- Quality of material used in the works.
- Equipment and methods of construction.
- Supervision, checking and testing of work carried out.
- Clarification of drawing and specification.
- Progress of work to ensure that the work program is adhered to.
- Corrections to any environmentally or otherwise problematic activities or project elements.

4.2 The consultant shall not give any instructions that are likely to increase the cost of work without the prior approval of the LFSP Project Coordinator or his designee.

5. Advice to the Client on Progress of Works

5.1 To ensure that the progress of the works be in accordance with the programmed implementation schedule, the timely implementation of the project necessitates the strict adherence to the approved timetable. The Consultant will keep the Client advised continuously as to work progress. If any deviation from the implementation schedule occurs, the Consultant will inform the Client about the necessary measures to be taken to avoid unnecessary delays in project completion.

6. Inspection and Testing of Works

6.1 At all stages of implementation, the Consultant shall carry out frequent regular inspection of materials and workmanship and acceptance tests on his own to ensure compliance with the specifications. Where work on the site at any time during the implementation does

not meet the requirements of the specifications, the Consultant (in his/her Supervising Engineer capacity) shall order the Contractor to take the needed corrective actions.

- 6.2 For the larger or more complex civil works, the Consultant (as Supervising Engineer) should have a daily presence at the construction site, particularly when the most critical or complex construction activities are taking place.
- 6.3 The Consultant will carry out a thorough inspection at the time of substantial completion of the works and arrange for issue of the initial Hand-Over Certificate in coordination with the Client.
- 6.4 The Consultant shall undertake periodic inspections during the Defects Liability Period and notify the Client and Contractor of any defects in the constructed works; he/she shall also supervise any needed repairs or other corrective measures. Following the expiration of the Defects Liability period, the Consultant (as Supervising Engineer) shall arrange for issuing the final Hand-Over Certificate in coordination with the Client.

7. Approval of Payment Certificates

- 7.1 The Consultant shall, in parallel with the Contractor(s), make field measurements of all works done, which will be required for checking and certifying the Contractor(s) invoices.
- 7.2 The Consultant shall, during the course of works, keep accurate records of all dates and quantities of work carried out, all payments made to the Contractor(s), and all materials and equipment supplied to the site(s).

8. Reporting/Meeting

- 8.1 The Consultant will keep the Client continually informed on the progress of the works, and budgetary and financial matters pertaining to the project, by submitting to him the following reports:
 - Monthly progress reports including: Information on measurements of works executed; quality tests on earthworks, concrete works, and other construction materials; labor force and environmental compliance; variation orders if any; acceptance tests of structures; problems encountered and recommendation made by the Consultant; and photographs recording the progress of work.
 - Final report of completion of works. The consultant will prepare and advise on the issue of the initial and final Hand-Over Certificates.

- 8.2 Arrange site meetings with Contractor(s) at regular intervals to discuss progress and quality of works, and resolve any pertaining problems.
- 8.3 The Consultant shall report on variations, if any, and request extension of time due to change in works. Upon receipt of approval of the Client, he/ she will give instruction of extension to the Contractor(s) in accordance with the contract.

9. Delivery to the Beneficiary “As Built” Drawings

- 9.1 The Consultant shall, at the completion of the project, provide the Client, free of charge, a full copy of the as-built drawing, which will record any changes from the original work drawings.

10. Deliverables and Reporting Requirements

The consultant shall report to the Managing Director of the FDA through the LFSP Project Coordinator. The deliverables/reports and documentation to be submitted by the Consultant include the following:

- Site Assessment Report;
- Complete set of drawings, with scope of works, bills of quantities, and construction activity schedules for each Protected Area Headquarters, Staff Accommodations, Ranger Outpost, Regional Office, or any other types of buildings or small civil works;
- Tender (bidding) Documents and Evaluation Reports;
- Supervision Reports per identified milestones; and
- Final/Completion Report after the Defects Liability Period, etc.

11.0 Contracts And Payments To The Consultant

11.1 Design and Tendering Stage

Design and tendering stage will be paid on a lump sum basis

11.2 Construction supervision

Construction Supervision will be paid on a Time based basis.

12.0 Client’s Inputs and Counterpart Personnel

- a) The FDA will make available all sites for the construction of the protected area and regional civil works to be constructed under the LFSP, as well as minor civil works as needed.

- b) The FDA shall not assign professional and support counterpart personnel to the Consultant but that responsibility will be assumed by the LFSP Project Coordinator or his designee, who shall monitor the work of the Consultant through reports and field visits.
- c) It is expected that the Consultant shall provide his/her own equipment to facilitate the required tasks under this assignment. The cost of vehicle (rental) to be used shall be reimbursed by the FDA. Regarding office space, it is expected that the consultant shall work from his/her home office.

13.0 Duration and Timing: The assignment shall cover a period of seventeen months and will run from late 2017 through the first quarter of 2019.

14.0 Qualifications and Selection Criteria

The qualifications for the Civil Works Design and Supervision Consultant are as follows:

- Master's degree or BSc degree in civil engineering, architecture, or related field;
- At least three years of experience in works design, construction supervision, and contract administration;
- At least two years of experience as a construction manager;
- Experience in the preparation of tender documents and evaluation reports;
- Experience in West Africa, especially in Liberia, is a plus.