

REPUBLIC OF LIBERIA



FORESTRY DEVELOPMENT AUTHORITY

REQUEST FOR EXPRESSIONS OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES FOR COORDINATION AND MANAGEMENT OF LIVELIHOOD ACTIVITY SUPPORT TO FOREST-DEPENDENT COMMUNITIES

LIBERIA FOREST SECTOR PROJECT

PROJECT ID: P154114

GRANT ID: TFA2427

(REFERENCE NO: LR-FDA-82491-CS-CQS)

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 Government of Liberia through the Forestry Development Authority (Implementing Agency) has received a grant from the International Development Association (IDA) acting as administrator of the Liberia Single Donor Forest Landscape Trust Fund (financed by the Government of Norway) in the amount of US\$36.7 million 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 a consultancy contract for *Coordination and Management of Livelihood Activity Support to Forest-Dependent Communities*.

2. OBJECTIVES AND SCOPE OF SERVICES

The main objective of this assignment is to employ a well-organized, professional organization to support targeted communities develop sustainable livelihood activities around TFPs and NTFPs (“livelihood activities”) under the supervision of the Community Forestry Department (CFD).

This assignment will be implemented in two (2) phases; an assessment phase and an implementation phase.

Phase 1: Assessment

The Assessment Phase will be implemented under a lump-sum contract for a period of five (5) months.

Under the assessment phase, the organization is expected to, inter alia, undertake the following:

- i. Review and update the livelihood activities TSP Roster, by collecting and collating information about TSPs' area of expertise, and regional presence and experience;
- ii. Based upon the information listed in the TSP Roster, and the results of the needs assessments, submit recommendations to the FDA on the livelihood activities that should be supported in each of the 33 communities;
- iii. Under the supervision of the CFD, facilitate meetings with TSPs and communities for the purpose of developing coordinated, customized plans for sustainable livelihood activities that can eventually be integrated into Community Forest Management Plans (CFMPs).

Phase 2: Implementation

The Implementation Phase will be implemented under a time-based contract for a period of ten (10) months.

Under the implementation phase, the organization is expected to, inter alia, undertake the following:

- i. Under the supervision of the CFD, work with TSPs and communities to oversee implementation of coordinated, customized plans for livelihood activities, that can eventually be integrated into CFMPs;
- ii. Directly support the CFD to monitor, evaluate and draft consolidated reports on the implementation of the coordinated, customized plans for livelihood activities, as well as the individual impact of each TSP's efforts and activities;
- iii. Support the FDA in the overall administrative and financial management of the TSPs' activities described above.

The organization will be expected to work closely with CFD staff throughout this assignment, with at least one regionally based CFD staff member directly involved in the development, implementation and monitoring of each customized plan for sustainable livelihood activities.

Note: The full terms of reference can be found as an attachment (Attachment 1) to this request for expressions of interest.

3. The Forestry Development Authority now invites eligible consultancy firms to indicate their interest in providing the required Services for the Liberia Forest Sector Project. Interested consultants must provide documentary evidence indicating that they are qualified to perform the services. Information of all relevant past experience of similar assignments must be submitted for consideration. The qualification and experience criteria to be used for selection are indicated below:

QUALIFICATION AND EXPERIENCE

- Minimum of 10 years of experience in developing and managing livelihood activities;
- Minimum of 10 years' experience in working with and managing multiple sub-contractors to support livelihood activities / Community Forest Enterprises;
- Minimum of 10 years' experience working with rural, forest-dependent communities in Liberia;
- Working knowledge of the Community Forestry program, as established in the Community Rights Law of 2009 with Respect to Forest Lands (CRL) and the implementing regulation to the CRL as Amended (2017), and specifically the community governance structures;

- Proven experience with undertaking assignments of similar scope.

Note: In addition to a cover letter, profile of the firm, and other relevant documents, Consultants (firms) are advised to present all assignments of similar nature undertaken in the following format:

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009–Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of; }	{e.g., Ministry of, country}	{e.g., US\$1 mill/US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}

- 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*](#) Conflict of Interest, January 2011 revised July 2014 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.
- Consultants may associate with other firms in the form of a *joint venture or a sub-consultancy agreement* to enhance their qualifications.
- A Consultant will be selected in accordance with the Selection based on the Consultants’ Qualifications method (CQS). For reference, please see paragraph 3.7 of the World Bank’s *Consultant Guidelines*, January 2011 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*.
- 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 January 2, 2019**. **Envelopes or subject of emails must be marked “Ref: EOI for Coordination and Management of Livelihood Activity Support for Forest-Dependent Communities”**.

Forestry Development Authority
 Whein Town, Mount Barclay
 P. O. Box 3010
 Montserrado County
 Monrovia, Liberia
 Attention: National REDD+ Project Coordinator
 Tel: +231(0)886567224
 Email: redliberiaprogram@gmail.com

LIBERIA FOREST SECTOR PROJECT

Terms of Reference for the Coordination and Management of Livelihood Activity Support to Forest-Dependent Communities

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. Most of Liberia's rural population is dependent on forests and their various products and ecosystem services. Liberia is faced with enormous challenges in managing its forests to contribute in a balanced way to long-term, sustainable economic growth; supporting the livelihoods of rural communities; and ensuring that its important national and global heritage is conserved. As part of the reform process, Liberia has been working with the World Bank to reduce its emissions from deforestation and forest degradation, foster conservation, ensure sustainable forest management (SFM), and enhance forest carbon stocks (REDD+). Liberia's REDD+ strategy aims to build the country's capacity, so that it is ready to participate in the REDD+ program, which will provide payment for proven results in emissions reductions. Toward this end, the Government of Liberia (GoL) and the Government of Norway (GoN) signed a Letter of Intent (LoI) in September of 2014. The Liberia Forest Sector Project (LFSP) is a result of this partnership, aimed at the 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.

Under the Liberia Forest Sector Project (LFSP), the main objectives of subcomponent 2.3 are to “strengthen community governance and institutions to manage community forestlands and common pool resources (in accordance with the CRL and the Land Rights Policy); promote and support productive natural resources management (NRM) investments; and improve livelihoods by creating job opportunities, and improve income from the use of communities' customary lands and forest resources” (Project Appraisal Document, p.12). This requires supporting communities and community governance institutions with capacity building and appropriate management tools.

A great deal of work has been done to try to identify viable timber and non-timber forest products (TFPs and NTFPs) that communities could grow and/or harvest, as a means to improve their livelihoods and provide viable alternatives to industrial-scale timber harvesting as a source of sustainable revenue. So far, there have been few positive results. There is an urgent need to secure the services of appropriate technical service providers (TSPs), who can work with targeted communities to identify suitable products that can be sustainably cultivated and/or harvested at a commercial scale, which will provide real economic benefits to community members.

It is expected that each community will require a customized package, to ensure that the activities supported respond to the expressed wishes of community members, as well as the specific ecological and agricultural conditions for the sustainable cultivation and/or harvesting of TFPs and NTFPs in the community forest. This will require the engagement of multiple TSPs, whose efforts will need to be effectively coordinated and managed by a single organization, overseen by the FDA's Community Forestry Department (CFD).

2. Objectives of the Assignment

The FDA seeks to employ a well-organized, professional organization to support targeted communities develop **sustainable livelihood activities around TFPs and NTFPs** (“livelihood activities”) under the supervision of the CFD.

3. Scope of Services

This assignment will be implemented in two phases; an assessment phase and an implementation phase.

Assessment Phase – Lump-sum Contract (5 months)

Under the assessment phase, the organization is expected to, inter alia, undertake the following:

- i. Review and update the livelihood activities TSP Roster, by collecting and collating information about TSPs’ area of expertise, and regional presence and experience;
- ii. Under the supervision of the CFD, develop criteria and conduct needs assessments in 33 communities that have been granted Authorized Forest Community (AFC) status, or are being supported in the Nine Steps, to evaluate community members’ specific interests and each community’s potential for a variety of livelihood activities;
- iii. Based upon the information listed in the TSP Roster, and the results of the needs assessments, submit recommendations to the FDA on the livelihood activities that should be supported in each of the 33 communities:
 - a. Recommendations should be based upon expressed needs of communities linked to expected revenue generation of livelihood activities. N.B. It is expected that support for multiple livelihood activities (at least 3-5) will be required in each community, by one or more TSP.
- iv. Under the supervision of the CFD, facilitate meetings with TSPs and communities for the purpose of developing coordinated, customized plans for sustainable livelihood activities that can eventually be integrated into Community Forest Management Plans (CFMPs);

Implementation Phase – Time-based contract (10 months)

Under the implementation phase, the organization is expected to, inter alia, undertake the following:

- i. Under the supervision of the CFD, work with TSPs and communities to oversee implementation of coordinated, customized plans for livelihood activities, that can eventually be integrated into CFMPs;
- ii. Directly support the CFD to monitor, evaluate and draft consolidated reports on the implementation of the coordinated, customized plans for livelihood activities, as well as the individual impact of each TSP’s efforts and activities;
- iii. Support the FDA in the overall administrative and financial management of the TSPs’ activities described above.

The organization will be expected to work closely with CFD staff throughout this assignment, with at least one regionally based CFD staff member directly involved in the development, implementation and monitoring of each customized plan for sustainable livelihood activities.

4. Deliverables

The Consultant shall submit the following deliverables over the duration of the assignment:

Scoping phase (lump sum contract):

- Inception report, including work plan – within 2 weeks of the contract signing;

- Report on livelihoods options, including an updated TSP roster, a comprehensive list of livelihoods options, and criteria for conducting assessments in each of the target communities – within 4 weeks of the contract signing;
- First report on livelihoods plans, including customized livelihoods plans for first 15 communities and a list of matching TSPs– within 12 weeks of the contract signing;
- Second report on livelihoods plans, including customized livelihoods plans for the remaining communities and a list of matching TSPs – within 16 weeks of the contract signing
- Final report for the scoping stage within 5 months of the contract signing

Implementing / supervision phase (time based contract):

- Monthly progress reports on the implementation of the livelihood activities carried out by the TSPs.

5. Duration of the Assignment

The total duration of this assignment is expected to be approximately 15 months from the date of signing of the contract.

6. Client's Inputs and Counterpart Personnel

The Community Forestry Department team shall provide the list of target communities and all available background information on communities that may be helpful for the consultants. The FDA will nominate a focal point for the consultant at the FDA HQ / CDF and in each of the regions.

Although the organization will recommend which livelihood activities should be supported in each of the 33 communities, all final decision making will be by the FDA, which will also be responsible for procuring and supervising contractual services of the TSPs. Once the FDA has made its determination the organization, under the supervision of the CFD, will be responsible for coordinating all activities relating to the planning, implementation and monitoring of livelihood activities.

Costs related to travel of the designated CFD staff due to engagement in this activity shall be borne by the FDA directly.

7. Experience and Qualification Criteria

A well-organized, professional organization with a strong track record in supporting rural, forest-dependent communities to develop sustainable livelihood activities and/or commercial enterprises. The organization should have:

- Minimum of 10 years of experience in developing and managing livelihood activities;
- Minimum of 10 years experience in working with and managing multiple sub-contractors to support livelihood activities / Community Forest Enterprises;
- Minimum of 10 years experience working with rural, forest-dependent communities in Liberia;
- Working knowledge of the Community Forestry program, as established in the Community Rights Law of 2009 with Respect to Forest Lands (CRL) and the implementing regulation to the CRL as Amended (2017), and specifically the community governance structures;
- Proven experience with undertaking assignments of similar scope

The following key expertise and working experiences are required within the team:

- **Project Manager / Team Leader:** Master's degree in Natural Resource Management, Forestry, Agriculture, Agricultural Economics, or a related field. S/he should have at least 10 years of experience in project management of livelihood activities and/or agriculture and a proven experience of leading teams;
- **Livelihoods Specialist:** Bachelor's degree in Natural Resource Management, Forestry, Agriculture, Agricultural Economics, or a related field. S/he should have at least 8 years of experience working on livelihoods aspects with rural, forest-dependent communities in Liberia;
- **Finance Officer:** Bachelor's degree in Financial Management or Accounting. S/he should have at least 8 years of experience.
- **Monitoring and Reporting Specialist:** Bachelor's degree in a field related to development. S/he should have at least 8 years of experience monitoring and reporting on project implementation, with experience of working on a donor funded project a plus.
- **Two Regional Coordinators (required for the implementation phase) (i) one for North-West landscape, located in a larger town equidistant to supported communities in the landscape; (ii) one for South-East landscape, located in a larger town equidistant to supported communities in the landscape.** Bachelor's degree in Natural Resource Management, Forestry, Agriculture, Agricultural Economics, or a related field. S/he should have at least 5 years of project management / administration experience.

8. Procurement Method Used and Title of Procurement Guidelines Guiding the Procurement

A Consultant will be selected in accordance with the Selection Based on the Consultants' Qualifications (CQS) Method set out in the Consultant Guidelines Selection and Employment of Consultants (under IBRD loan and IDA credit and Grants by World Bank Borrowers, dated January 2011 and revised in July 2014.