REQUEST FOR EXPRESSIONS OF INTEREST

REPUBLIC OF LIBERIA
LIBERIA SOCIAL SAFETY NETS PROJECT
Credit No: IDA-57910

Assignment Title: Service Provider for Implementation of Accompanying Measures (Home Gardening) in Grand Kru and Maryland Counties

Reference No: MGCSP-CS-CQS-TRG-1

The Government of Liberia has received financing from the World Bank toward the cost of the Liberia Social Safety Nets (LSSN) Project, and intends to apply part of the proceeds for consulting services implementation of Accompanying Measures in Grand Kru and Maryland.

One of the key objective of the LSSN Project is to provide income support to approximately 10,000 extremely poor and food insecure households in Liberia through regular cash transfers (Social Cash Transfer). In addition, beneficiary households will be supported with accompanying measures that aim to promote good nutrition and home gardening. Given the high degree of malnutrition among children and the lack of dietary diversity in the most food insecure and chronically poor households, these accompanying measures will encourage beneficiary households to improve consumption and invest in the human capital development of their families, particularly young children, as well as pregnant women and lactating mothers.

The consulting services (“the Services”) is to create awareness among Social Cash Transfer (SCT) beneficiary households on home gardening practices that improve dietary diversity and livelihood-enhancing activities. To achieve this objective, the MGCSP seeks to engage the services of a Service Provider with experience in community mobilization and training to undertake information, education and communication (IEC) sessions on home gardening.

The detailed Terms of Reference (TOR) for this assignment is attached below as Annex 1.

The Ministry of Gender, Children and Social Protection (MGCSP) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. 3-5 years’ experience in implementing home gardening or community-level agriculture programs with the delivery of information, education and communication (IEC) sessions in Liberia (the prospective service provider is required to submit field manual or report of the most recent nutrition, community engagement and/or home gardening training awareness).
2. Experience in IEC methodologies on facilitated participatory learning approaches for community dialogue, interpersonal communication and use of mass communication.
Annex 1

LIBERIA SOCIAL SAFETY NETS PROJECT (LSSNP)

TERMS OF REFERENCE (TOR)

SERVICE PROVIDER FOR IMPLEMENTATION OF ACCOMPANYING MEASURES (HOME GARDENING) IN GRAND KRU AND MARLYAND COUNTIES

I. Background

The Government of Liberia, with support from the World Bank, is implementing the Liberia Social Safety Net (LSSN) Project with the overall objective to establish the key building blocks of a basic national safety net delivery system and provide income support to households who are both extremely poor and food insecure in the Republic of Liberia. The Government of Liberia (GoL) views the LSSN project as the start of a larger and longer-term joint social protection program in Liberia. The lead ministry for implementing the project is the Ministry of Gender, Children and Social Protection (MGCSP), and would be responsible for rallying government, civil society organizations (CSOs) and donor buy-in and funding support for social protection programs. The project will draw on lessons learned from both the Social Cash Transfer pilot and the Social Cash Transfer in Response to EVD Outbreak in Liberia (SCT-REPLI) projects that were implemented by the MGCSP.

One of the key objective of the LSSN Project is to provide income support to approximately 10,000 extremely poor and food insecure households in Liberia through regular cash transfers (Social Cash Transfer). In addition, beneficiary households will be supported with accompanying measures that aim to promote good nutrition and home gardening. Given the high degree of malnutrition among children and the lack of dietary diversity in the most food insecure and chronically poor households, these accompanying measures will encourage beneficiary households to improve consumption and invest in the human capital development of their families, particularly young children, as well as pregnant women and lactating mothers.

In parallel to the LSSN Project, the MGCSP is also benefitting from technical assistance to develop a human rights-based approach to social safety net delivery in Liberia. This work would include disseminating information to rights holders on their rights to economic and social development. It will also sensitize duty bearers on their commitments to progressively assure the attainment of minimum essential levels of basic economic and social rights to all members of society.
II. Objective of the Assignment

The objective of this assignment is to create awareness among Social Cash Transfer (SCT) beneficiary households on home gardening practices that improve dietary diversity and livelihood-enhancing activities.

To achieve this objective, the MGCSP seeks to engage the services of a Service Providers with experience in community mobilization and training to undertake information, education and communication (IEC) sessions on home gardening.

III. Location and Coverage of the Assignment

This assignment will cover the counties of Maryland and Grand Kru. The expected coverage of beneficiaries is 4000 households.

The complete list of districts/clans and exact number of households to be covered will be provided to the Service Provider upon signing of the contract and upon the completion of the SCT recertification exercise.

IV. Scope of work

The overall scope of work is to support implementation of the accompanying measures activities on home gardening as defined in the LSSN’s Accompanying Measures Handbook. The following are expected to be carried out:

(a) Participate in trainings provided by MGCSP, in collaboration with Ministry of Agriculture (MoA).
(b) Recruit and train field staff in alignment with implementation guidelines as specified in the handbook (see next session).
(c) Disseminate home gardening messages according to operational procedures and content in the Accompanying Measures Handbook.
(d) Conduct community sessions on home gardening practices for cash transfer beneficiaries.
(e) Conduct interpersonal communication through home visitation of beneficiaries in communities and clusters on home gardening.
(f) Conduct mass awareness sessions and hold feedback discussions on home gardening educational messages at all pay points on designated payment days.
(g) Develop reporting tools that captures all field activities.
(h) Facilitate monitoring activities as needed.
(i) Produce monthly and quarterly reports, including documentation of lessons learnt from implementation and ensure timely submission of reports to the SCT Unit Program Manager.
(j) Share quarterly reports with County Agriculture Teams.
(k) Collaborate and facilitate multi-sectoral coordination between county agriculture teams and county Social Cash Transfer team through participation in community, district and county-level coordination meetings; and linkages/referral of cash transfer beneficiaries to existing agriculture programs through agricultural extension workers operating in each designated community.
(l) Document final implementation results and disseminate in collaboration with MGCSP and MOA.

V. Training of staff (Training cascade)

Before the field implementation, the service provider along-side the MOA and MOH county coordinator and County Health Officer will partake in a training of trainers (TOT) training on the roll-out of the accompanying measures to be delivered by the SCT Unit.

The Service Provider is expected to cascade training to all field staff. The service provider should develop and submit a draft Field Staff Training Program (FSTP) to SCT Manager for approval. The draft FSTP will demonstrate how all the relevant staff of the Service Provider will be trained to effectively implement the accompanying measures. The draft FSTP will summarize suggested training dates, training agenda, list of participants, trainers for various modules, location and other relevant information. It will also include the attendance sheets, proposed evaluation methods, expected outcomes to measure competence and proficiency in the materials covered for all participants. FSTP should also cover such situations as the need for staff to be replaced and explain steps to ensure all field staff are always proficient in the curriculum and program implementation.

The service provider will also prepare and submit a report on the outcomes of the FSTP, participation and the results of the evaluation demonstrating competence and proficiency in the materials covered for all training participants. This report should also include a roster of all assigned or recruited personnel, with their corresponding qualifications and contact details.

VI. Qualifications and Competencies

To be considered for this assignment, interested service providers are required to submit a sample of a field manual or report of the most recent project experience on nutrition promotion sessions, General Community Engagement activities or home gardening training. The service provider must also demonstrate capacity and capabilities in the following:

a) 3-5 years’ experience in implementing home gardening or community-level agriculture programs with the delivery of information, education and communication (IEC) sessions in Liberia (the prospective service provider is required to submit field manual or report of
the most recent nutrition, community engagement and/or home gardening training awareness).

b) Experience in IEC methodologies on facilitated participatory learning approaches for community dialogue, interpersonal communication and use of mass communication.

c) Experience working with Ministry of Agriculture on IEC for home gardening is an added advantage.

d) Experience in organizing and mobilizing at community level.

e) Experience working across sectors and facilitation of cross-sectoral collaboration will be an advantage.

VII. Team Composition Qualifications and Skills

The service provider must have a field team comprising of **at least**: (i) a Team Lead; (ii) County Field Supervisors, (iii) field officers in all implementing districts. Key responsibilities, areas of expertise, and minimum qualifications are as follows:

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<thead>
<tr>
<th>Key staff</th>
<th>Area of expertise required</th>
<th>Minimum qualification and professional experience</th>
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<tbody>
<tr>
<td><strong>Team Lead</strong></td>
<td></td>
<td><strong>Program Management</strong> <strong>Operational Planning</strong> <strong>Monitoring &amp; Evaluation</strong></td>
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<tr>
<td>Key responsibilities will include:</td>
<td></td>
<td><strong>Bachelor’s degree in agriculture, nutrition, or relevant social sciences</strong></td>
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<tr>
<td>• Lead all technical work entrusted with the service provider</td>
<td></td>
<td><strong>At least 5 years of relevant experience managing community agriculture programs</strong></td>
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<tr>
<td>• Coordinate with MoGCSP, MoH and MoA to ensure effective implementation of the cash transfer accompanying measures</td>
<td></td>
<td>(such as home gardening and agriculture extension) with a focus on behavioral change communication</td>
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<tr>
<td>• Participate in coordination meetings, technical dialogue and provide</td>
<td></td>
<td><strong>Excellent communication skills</strong> in English (both verbal and written)**</td>
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<table>
<thead>
<tr>
<th>Republic of Liberia</th>
<th>Ministry of Gender, Children and Social Protection</th>
<th>Capitol Bye Pass</th>
<th>Monrovia, Liberia</th>
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<tr>
<td>inputs in technical review processes</td>
<td>• Technical experience working in a mid to senior level cadre in large scale community-based programs</td>
<td>• Coordinate and supervision</td>
<td>• Associate degree in Agriculture</td>
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<tr>
<td>• Provide capacity building through training, mentoring and supervision of county-based staff</td>
<td>• Strong coordination and facilitation skills</td>
<td>• Facilitation</td>
<td>• 3 – 5 years’ experience in implementing and supervising community based agricultural services with a focus on behavioral change communication</td>
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<tr>
<td>• Oversee all monitoring and evaluation activities under this component.</td>
<td>• Experience establishing good working relationships across a wide range of stakeholders</td>
<td>• Monitoring and Evaluation</td>
<td>• Excellent communication skills in English (both verbal and written)</td>
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<td></td>
<td>• Excellent report writing skills</td>
<td>County Field Supervisor</td>
<td>• Strong coordination and facilitation skills</td>
</tr>
<tr>
<td>Key responsibilities will include:</td>
<td>• Experience establishing good working relationships</td>
<td>• Excellent communication skills in English (both verbal and written)</td>
<td>• Establishing good working relationships</td>
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<tr>
<td>• Coordinate implementation of activities at the county level</td>
<td>• Strong coordination and facilitation skills</td>
<td>• Excellent communication skills in English (both verbal and written)</td>
<td>• Establishing good working relationships</td>
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<tr>
<td>• Supervision of field officers to assure quality of implementation</td>
<td>• Excellent report writing skills</td>
<td>• Excellent communication skills in English (both verbal and written)</td>
<td>• Establishing good working relationships</td>
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<tr>
<td>• Ensures availability of IEC materials and other logistics required by field officers</td>
<td>• Excellent report writing skills</td>
<td></td>
<td>• Establishing good working relationships</td>
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<tr>
<td>• Coordinates with county health teams, county agricultural teams and CSPC to implement activities</td>
<td>• Excellent report writing skills</td>
<td></td>
<td>• Establishing good working relationships</td>
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• Collate data and reports from field staff and ensures timely submission of monitoring reports

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<tr>
<th>District Field Officers</th>
<th>• Facilitation</th>
<th>• High school diploma</th>
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<td>Key responsibilities will include:</td>
<td>• Inter-personal communication</td>
<td>• Must live in the district in which s/he serves;</td>
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<td>• Conducts community dialogue sessions on home gardening</td>
<td>• Monitoring and reporting</td>
<td>• Good communication, interpersonal, and facilitation skills;</td>
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<td>• Conducts mass awareness and information sessions on home gardening at payment sites</td>
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<td>• Ability to walk long distances to visit beneficiaries in their homes for interpersonal communication</td>
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<td>• Conducts inter-personal communication and spot monitoring on home gardening through beneficiary home visits</td>
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<td>• Should have experience in implementing community projects in Liberia;</td>
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<td>• Link/refer beneficiaries to complementary agriculture services at the community level</td>
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<td>• Demonstrated numeracy skills, as well as, reading and writing skills (in English),</td>
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<tr>
<td>• Responsible for field data collection for completion of field reports</td>
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<td>• Ability to communicate in local dialect</td>
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VII. Deliverables and outputs
• Inception report: which will include a detailed implementation plan for one year
• Field Staff Training Program: draft Field Staff Training Program and report on results of training of all field staff
• Monthly and quarterly progress reports on field activities and coordination activities, including key results expected per period, challenges and mitigating measures deployed.
• Final report including results achieved, challenges faced during the implementation and lessons learned/recommendations.

VIII. Information to be provided by the Client

The Client will provide information on the LSSN Project, including Project Appraisal Document, Project Operations Manual, and relevant handbooks (Social Cash Transfer, Accompanying Measures, etc.), Accompanying Measures implementation tools (training, activity planning and reporting tools), and IEC materials to be used. The Client will also share the updated list of beneficiaries by district/clan, the Implementation Plan and SCT roll-out schedule to align accompanying measures activities with. The client will inform service providers off all payment dates and venues at least 4 weeks before designated dates. Furthermore, the Client will also provide information on materials developed on human-rights based approach to social safety net delivery and any drafts of communications materials to be built on. The Client will provide letters to local authorities as needed to facilitate the work of the service provider.

IX. Reporting

The Service Provider shall report to the Minister of Gender, Children and Social Protection, through the National Social Protection Coordinator. All communication will be made with a copy to the Social Cash Transfer Unit Manager and the Operations Officer of the Social Cash Transfer Unit. The service provider will report monthly and quarterly on implementation activities. The monthly report will be submitted not later than the 5th day of the next month and the quarterly report will be submitted not later than the 15th day of the next quarter. Quarterly reports are expected to be shared at the county level with county social cash transfer teams and county agriculture teams.

X. Duty Station

The service providers will work in the following counties: Maryland and Grand Kru.

XI. Assignment duration
This assignment is for 12 months subject to renewal based on performance and budget availability.

**XII. Financial Arrangements**

The Consultancy fee shall be paid based on the successful negotiation of a contract for the assignment.
3. Experience working with Ministry of Agriculture on IEC for home gardening is an added advantage.

4. Experience in organizing and mobilizing at community level.

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”), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Consultant Qualification Selection (CQS) Selection method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours from 10:00am to 4:00pm.

Expressions of interest, including portfolios of selected work completed that demonstrate meeting the qualifications above, must be delivered in a written form to the address below in person or by e-mail by July 15, 2019 and clearly marked “Expression of Interest for Consultancy for Accompanying Measures”.

Address for submission of EOI:

Ministry of Gender, Children and Social Protection of the Republic of Liberia
Procurement Unit
Attn: Omilford Saye Nyah Jr.
Capitol Bye Pass, 1000 Monrovia, 10 Liberia
Tel: + 777471572

Email: mgcspdp@gmail.com;
Copied: nspe.genderlssn@gmail.com; scmanager.genderlssn@gmail.com.

Signed: [Signature]
Omilford Saye Nyah Jr.
Acting Director of Procurement

Approved: [Signature]
Williametta E. Saydeh Tarr
MINISTER