

UNICEF LIBERIA REQUEST FOR PROPOSAL

PURPOSE: UNICEF Liberia Country Office (LCO) is seeking to hire a qualified National institutional Consultancy service for the purpose of conducting a Focus Group Discussions (FGDs) on the Recruitment, Retention, and Empowerment of Community Health Workers in Liberia.

Reference No.: LRPS-2025- 9201695

Qualified institutions and companies meeting our eligibility criteria are to submit along with their bid response the following documents which will be used in the evaluation process:

- a) Completed UNICEF Supplier/Company Profile Form
- b) Copy of Company's registration in country of origin (if applicable)
- c) Copy of company's registration in Liberia
- d) Company Profile which should include:
 - Company structure
 - Company line of business
 - Number and type of employees
 - Trade License- (English Version)
 - Certificate of incorporation (if applicable)
 - Tax Registration Certificate (most current)
 - Any other licenses or authorizations issued by the appropriate government authority to operate a business in Liberia
- e) At least five (5) references of major customers/clients
- f) Companies must not have prior record of inappropriate conduct in ethical, social, or environmental issues (corporate responsibility)
- g) UNGM registration number (see direction provided in annex 3)
- h) Signed copy of UNICEF PSEA form

For all clarifications/questions, please contact lbr-procurement@unicef.org no later than **24th December 2025 by 12pm local time.**

A pre-bid meeting with interested bidders will be held virtually at the TEAMS Meeting on **18 December 2025 at 1PM GMT time.**

Meeting ID: 364 762 973 994 27

Passcode: qJ3KW6Zh

Note that it is important that the interested **Company** read all provisions of the request to ensure that they understand UNICEF's requirements and can submit compliant proposals. Failure to do so may result in invalidation of their proposals.

The Official bid response email (for submission of all bids) is lbr.bids@unicef.org (This email MUST NOT be used for questions) or to the address contained in the RFP package.

Bid Submission Deadline is **Friday, 26th December 2024 by 12:00 PM midnight, GMT time.**

The Request for proposal for services (LRPS) package can be obtained from UNICEF Liberia Supply Office (Only by email request to lbr-procurement@unicef.org) between 4th Dec. to 25th Dec. 2025.