



**Liberia Forum for Agricultural Advisory Services (LIFAAS)**  
**Ministry of Agriculture**  
**LIBSUCO, LPRC Road, Somalia Drive, Gardnersville**  
**P.O. Box 10-9010, 1000, Monrovia, 10 Liberia**

**CALL FOR PROPOSALS**

**Procurement Reference:** RFP/LIFAAS/LCS-2017/001 (Item 1.2)

**Country:** Liberia

**Organization:** Liberia Forum for Agricultural Advisory Services

**Sector:** Agriculture and Rural Development

**Project:** Second Multi-Donor Trust Fund Project

**Grant No.** TF015730

Dear Bidder:

**RE:** Consultancy for the Establishment and Production of a Database for LIFAAS Members, Other Agricultural Extension and Advisory Services (AEAS) Providers and Stakeholders.

1.) The Liberia Forum for Agricultural Advisory Services (LIFAAS) has received sub-grant from the African Forum for Agricultural Advisory Services (AFAAS) Program funded by the European Union (EU) under the AFAAS Second Multi-Donor Trust Fund (MDTF) II project administered by the World Bank, Grant Number TF015730, and intends to use part of this budget for consultancy services to establish and Produce a Database for LIFAAS Members, other AEAS Providers and Stakeholders in Liberia.

2.) LIFAAS now hereby invites applicants to submit Curriculum Vitae (CV) to provide consultancy services as described in detail in the attached Terms of Reference (TOR).

3.) The consultant will be selected under the Individual Consultant Selection (ICS) method in accordance with the procedures set out in the World Bank's Guidelines: *Selection and Employment of Consultants by World Bank Borrowers (January 2011)*.

4.) Any resulting contract will be subject to the General Conditions of Contract for Consultants.

5.) Bidders shall acknowledge the receipt of this invitation letter by email to Edward B. Perry, [eperry@moa.gov.lr](mailto:eperry@moa.gov.lr) not later than **23<sup>rd</sup> August, 2017**.

**6.) Deadline for submission of CVs is 7<sup>th</sup> September, 2017 at 10.00 hrs. (10.00 a.m.).** CVs received after the indicated date will not be accepted under any circumstances.

7.) Any queries should be addressed to LIFAAS Chairman, Mr. A. Richelieu Mitchell, Sr. at Email: [gbareva@yahoo.com](mailto:gbareva@yahoo.com) copying the Secretary-Focal Person, Edward B. Perry at [eperry@moa.gov.lr](mailto:eperry@moa.gov.lr) and [ediboep@yahoo.com](mailto:ediboep@yahoo.com)

Sincerely yours,

A. Richelieu Mitchell, Sr.  
**Chairman, LIFAAS**



## **Terms of Reference for a Consultancy to Establish and Produce a Database for LIFAAS Members, Other AEAS Providers and Stakeholders**

**Duration of assignment:** 12 work days (excluding Saturdays, Sundays and holidays)

**Proposed start date:** September 18, 2017

**Duty station:** Monrovia, Liberia

**Reports to:** LIFAAS Chairman, thru LIFAAS Secretariat, MOA, Gardnersville, Liberia

### **Background**

The Liberia Forum for Agricultural Advisory Services (LIFAAS) is a not-for profit country organization of National Agricultural Extension and Advisory Services (NAEAS) providers in Liberia. LIFAAS aims at the enhancement of rural livelihoods through the provision of improved, efficient and better agricultural extension and advisory services to all clientele, especially smallholders in the country.

LIFAAS is Liberia's own country forum (CF) under the African Forum for Agricultural Advisory Services (AFAAS) which brings together diverse actors engaged in or benefiting from agricultural extension and advisory services (AEAS); CFs are the foundation for AFAAS.

LIFAAS is a professional agricultural extension and advisory services (AEAS) body which is an offshoot of the African Forum for Agricultural Advisory Services (AFAAS), the parent organization for AEAS in Africa, whose objective is to create efficient, effective and synergistic linkages and partnerships between AEAS of member countries to improve the delivery of these services to farmers.

The regional body AFAAS, operates within the framework of the Comprehensive African Agricultural Development Program (CAADP); which has the objective of enhancing the livelihoods of African farmers and pastoralists. AFAAS align its strategy and activities with the principles for agricultural research and extension as laid out in the Framework for African Agricultural Productivity (FAAP), and now the Science Agenda for Agriculture in Africa (S3A). AFAAS, has the mandate to implement the agricultural services aspect of CAADP as enshrined in AFAAS-AUC MOU. AFAAS headquarters is in Kampala, Uganda.

As the a continental body, AFAAS provides technical and budgetary support for the institutional development of CFs, such as LIFAAS, as well as strengthening its linkages with other umbrella programs and bodies contributing to advancement of AEAS. Within the AFAAS framework and support, the role of each Country Forum (CF), particularly LIFAAS, is to ensure that, through effective AAS delivery the needs of Liberian farmers are addressed, contributing to sustained growth and transformation of Liberia agriculture. The aim is 'to strengthen agricultural innovation systems (AIS) to deliver profitable and sustainable technologies that are widely adopted by farmers resulting in sustained agricultural growth'. During last budget year (2016) a number of approaches were developed including the conduct of training workshops to prepare AEAS providers acting in Liberia agriculture sector for delivering AAS to achieve this aim. In recent times, one of AFAAS approved 2017 budget-based activities calls for contracting a consultancy to establish and produce a database of AEAS providers acting in Liberia AEAS delivery

system. LIFAAS intends to play a role in the comprehensive establishment of a database for all actors within the AEAS delivery system. Therefore, the need for a consultant to perform this task.

LIFAAS has received sub-grant from the AFAAS Sub-Grant Program funded by the European Union (EU) under the AFAAS Second Multi-Donor Trust Fund (MDTF) II Project administered by the World bank, Grant Number TF015730, and intends to use part of this funding for consultancy services to establish and Produce a Database for LIFAAS Members, Other AEAS Providers and Stakeholders in Liberia.

### **Objectives of the assignment**

The objective of this assignment is to establish and produce a Database and its updating guide of AEAS providers working in Liberia Agricultural Advisory Services Delivery System.

### **Scope of work**

Specifically, the consultant will undertake the following tasks:

1. Identify and document all the AEAS providers working in Liberia Agricultural Extension and Advisory Services Delivery System;
2. Disaggregate AEAS providers into LIFAAS members, non-LIFAAS members, Content and methods (i.e. extension methodologies) of AEAS, Number of farmers (targeted and actual) providing services, areas of operations, Number of years in operation, project titles, project scope, success stories, challenges, way forward and lesson learnt;
3. Establish database of AEAS providers working in Liberia AEAS delivery system;
4. Review LIFAAS reports, including its 5-Years Strategic Plan, as well as related documents and identify approaches and processes that AEAS providers have used to develop/adopt and delivered AEAS package to farmers/their beneficiaries;
5. With the advice and consent of LIFAAS Chairman, thru the Secretariat, present the developed Database and its guide for update to LIFAAS Executive Committee at its MOA office by 10 October 2017.

### **Deliverables of the assignment**

The following outputs are expected:

1. Inception report, including data collection template;
2. A developed database of AEAS providers in Liberia;
3. A summary report on content of AEAS packages in use by actors;
4. A Guide for updating AEAS providers and on how to link non-LIFAAS members to LIFAAS activities.

### **Duration of the assignment**

The duration of the assignment will be 12 days, which can be spread over a period of one month, with finalization latest approximately early October 2017.

## **Location of the assignment**

The consultant shall be based in Liberia and is expected to work closely with LIFAAS Focal Person.

## **Performance criteria**

The Consultant is expected to undertake the services with the highest standards of professional and ethical competence and integrity. He/she should be able to deliver the listed assignments in a most effective and efficient manner, given the period of assignment.

## **Reporting**

The Consultant shall report directly to LIFAAS Chairman and supervised by the Secretariat of LIFAAS.

## **Compensation**

The consultant shall be paid a consolidate fee of US\$150.00 per day.

## **Payment Terms:**

LIFAAS shall pay the consultancy fees on installment basis as stated below:

- 50% on submission of inception report and draft Database for LIFAAS Members, other AEAS Providers and Stakeholders;
- 50% on submission of final Database for LIFAAS Members, Other AEAS Providers and Stakeholders.

## **Qualification and experience**

The following qualifications are required:

A minimum of Master degree in agricultural extension or related field.

1. A minimum of 5 years' experience in the field of data management and database development of agriculture and related statistics in developing countries;
2. Good knowledge of agricultural extension and advisory services and its providers;
3. Excellent understanding of AEAS modernization and shifting paradigms in AEAS delivery system;
4. A track record that shows the ability to undertake database and its updating guide development of agricultural extension and advisory services delivery system, institutions and actors;
5. Excellent communication and writing skills in English.

## **Applications**

The consultant will be selected under the Individual Consultant Selection (ICS) method in accordance with the procedure set up in the World Bank 's Guidelines: *Selection and Employment of Consultants by World Bank's Borrowers (January 2011)*. Please send (via email) comprehensive curriculum vitae, together with the names, addresses, email addresses, telephone and fax numbers of three referees to:

**Mr. Edward B. Perry**  
LIFAAS Secretary/Focal Person  
Director of Extension  
Ministry of Agriculture  
Somalia Drive, Gardnersville, Liberia  
Email: [ediboep@yahoo.com](mailto:ediboep@yahoo.com) and [eperry@moa.gov.lr](mailto:eperry@moa.gov.lr)  
Tel. (+231) 777-011-895

In case further information is needed, you may contact LIFAAS office at MOA.

**Deadline for submissions of CVs:** 14 days from the date of publication of this advert (i.e. August 18, 2017).



## **ADDITIONAL INFORMATION FOR SUBMITTING CVs**

### **1) INFORMATION TO CONSULTANTS:**

The consultants are invited to submit Curriculum Vitae for consulting services for the stated assignment.

#### **a) The estimated timing for activities:**

The estimated time for undertaking the assignment is **12 working days allocated**, subject to further clarification from the consultant. The consultant should take into consideration this time estimate as indicated in the TOR when preparing the work plan.

#### **b) Application Process:**

The Consultant is required to submit Curriculum Vitae indicating a description of the Consultant demonstrating why it is qualified to undertake the assignment. In preparing the CV, the consultant is expected to examine the TOR in detail.

While preparing the CV, consultants must give particular attention to the following:

- The consultant considers that he/she has all the expertise for the assignment.
- The financial proposal shall not exceed the budget of **US\$ 1,800.00**
- The consultant must, at a minimum, have the experience indicated in the ToR.
- Only one curriculum vitae (CV) will be required for the assignment.
- Submissions and reports to be issued by the consultant as part of this assignment must be in the English language.

The Curriculum Vitae shall provide the following information

- CV recently signed by the consultant.
- Proposed cost/Daily rate not exceeding USD 1,800.00 The consultant is expected to take into account the requirements and conditions outlined in the TOR

#### **c) Sealing and marking of CVs:**

CVs should be **sent/mailed to the submission address in section d below**: clearly marked with the *Procurement Reference: RFP/LIFAAS/LCS-2017/001 (Item 1.2)*, the name of the Consultant and Country.

#### **d) Submission of CVs**

Consultants must submit CVs addressed to:

**Hon. A. Richelieu Mitchell, Sr.**

*Chairman*

*Liberia Forum for Agricultural Advisory Services (LIFAAS)*

*Email: [gbareva@yahoo.com](mailto:gbareva@yahoo.com)*

*Contact Number: 0886-786-068*

**Mr. Edward B. Perry/LIFAAS Secretariat**

*Ministry of Agriculture*

*LIBSUCO, L.P.R.C. Road,*

*Somalia Drive-Gardnersville, Liberia*  
*P. O. Box 10-9010,*  
*1000 Monrovia, 10, Liberia*  
*Tel: 231-455-838*  
***Email: [eperry@moa.gov.lr](mailto:eperry@moa.gov.lr) and [edibope@yahoo.com](mailto:edibope@yahoo.com)***

The CVs should be submitted to the two addresses above, no later than the date and time of the deadline stated below:

- **Deadline: 7<sup>th</sup> September, 2017 at 10.00 hrs. (10.00 a.m.).** CVs received after the indicated date will not be accepted under any circumstances.
- It is the individual's responsibility to ensure that his/her proposal is received by the deadline.
- Thank you for your interest in this LIFAAS assignment; and we look forward to receiving your CV and or short proposal in due date.