



**WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT  
MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA  
SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS  
REVITALIZATION PROJECT (STAR-P)  
1<sup>st</sup> Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive), Gardnersville –  
Monrovia, Liberia**

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**REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES –  
INDIVIDUAL SELECTION)**

**Client:** Ministry of Liberia Agriculture

**Contract Title:** Consultancy Service for the conduct of ESS Training for Project Beneficiaries

**Country:** Liberia

**Credit No.:** IDA 63600

**Project No.:** P160945

**Contract No:** LR-PMU-MOA-478550-CS-INDV

**Date Issued:** March 10, 2025

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). The STAR-P seeks to increase agricultural productivity and commercialization of smallholder farmers for selected value chains in selected counties and intends to apply part of the proceeds for the recruitment of an individual consultant for the Conduct of ESS Training for Project Beneficiaries under the STAR-P.

**Scope of Services**

The STAR Project wants to hire an individual to undertake the proposed assignment. The Individual Consultant selected will be responsible for the following tasks, aligned with the audit recommendations. The scope of work to be performed by the individual include but is not limited to the following:

- **Follow up on Implementation of the Environmental and Social Management Plans (ESMPs)**
  - Review existing ESMPs and identify gaps in implementation; Develop a detailed action plan for the full implementation of ESMP and Provide technical support to grantees in implementing ESMPs.
- **Enhance Occupational Health and Safety (OHS) Practices**
  - Conduct a risk assessment of OHS practices across project sites; Develop and implement OHS guidelines and procedures, and train project staff and grantees on OHS best practices.
- **Implement Effective Waste Management**
  - Assess current waste management practices and identify areas for improvement; develop a waste management plan, including waste reduction, recycling, and disposal strategies, and provide training on effective waste management practices.
- **Strengthen Community Engagement**
  - Develop a community engagement strategy to ensure meaningful participation of local communities; strengthen and operationalize grievance redress mechanisms

(GRMs), and conduct community awareness sessions on project activities and E&S safeguards.

- **Capacity Building and Training**
  - Develop and deliver onsite training programs for County Focal Person and grantees on E&S safeguards, including ESMP implementation, OHS, and waste management, and provide coaching and mentoring to the grantees.
- **Regular Compliance Audits**
  - Develop a schedule for regular E&S compliance audits, and conduct periodic audits and provide recommendations for corrective actions.
- **Conduct Regular Inspections**
  - Develop an inspection framework for monitoring E&S compliance at project sites, and conduct regular site inspections and provide reports with actionable recommendations.
- **Promote Public Awareness**
  - Develop and implement a public awareness campaign on E&S issues related to the project, and produce awareness materials (e.g., brochures, posters, videos) in local

The Ministry of Agriculture now invites eligible individual consultants to indicate their interest in performing the Services. Interested Individual Consultants should provide **updated Curriculum Vitae (CV) and relevant documents** indicating that they have the required qualifications and relevant experience to perform the Services.

**The shortlisting criteria include but not limited to the following:**

- The individual consultant must have an advance degree in Environmental Science, Social Sciences, Development Studies, or a related field with a minimum of 8 years of experience;
- S/he should have at least ten (10) years of experience in designing and delivering training on Environmental and Social Safeguards and Strong knowledge of international ESS frameworks (e.g., World Bank Operational Safeguards Policies, IFC Performance Standards, etc.);
- The Individual consultant with a proven experience working with community-based projects or development programs is desired;
- The independent consultant with demonstrated knowledge and experience in conducting training and facilitation.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website:

- a) [https://vacancies & Career Opportunities | Ministry of Agriculture \(www.moa.gov.lr\)](https://vacancies & Career Opportunities | Ministry of Agriculture (www.moa.gov.lr))
- b) Request TOR directly via email from the email addresses below

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, August 2018 and September 2023, setting forth the World Bank's policy on conflict of interest. Please refer to *paragraph 3.17 of the Procurement Regulations* on conflict of interest related to this assignment which is available on the Bank's website at <http://projects-beta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>

An Individual Consultant will be selected in accordance with the **Individual Consultant Selection (ICS)** method set out in the Procurement Regulations.

Expressions of interest must be submitted electronically in a format that cannot be altered (PDF format is preferred) to the email address below by e-mail by **24<sup>th</sup> March 2025 @ 5:00pm local time**.

**Note:** All Expression of Interests MUST include at least three (3) references with their names, telephone numbers and email addresses; curriculum vitae (cv) with copy of educational credentials to be submitted to the below email address:

Galah Toto

National Program Coordinator)

Project Implementation Unit (PIU)

Ministry of Agriculture

**SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS  
REVITALIZATION PROJECT (STAR-P)**

Somalia Drive, Gardnersville, Monrovia, Liberia

Tel +231-777576980

Email: [starp-bids@moa.gov.lr](mailto:starp-bids@moa.gov.lr) with a copy to Email: [gtoto@moa.gov.lr](mailto:gtoto@moa.gov.lr) and [rghaydor@moa.gov.lr](mailto:rghaydor@moa.gov.lr)

## **TERMS OF REFERENCE**

### **TERMS OF REFERENCE FOR THE CONDUCT OF ENVIRONMENTAL AND SOCIAL SAFEGUARDS ONSITE TRAINING FOR THE SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT (STAR-P, P160945)**

#### **GENERAL INFORMATION**

<b>Description Assignment:</b>	Individual Consultancy to Conduct Environmental and Social safeguards training for STAR-P Grantees in the project Landscape
<b>Duty Station:</b>	Project Counties
<b>Type of the contract</b>	Firm (Lump sum Contract)
<b>Duration:</b>	40 Calendar Days
<b>Expected Start Date:</b>	Immediately after Concluding Contract Agreement

#### **I. BACKGROUND**

### **1. BACKGROUND**

The Government of Liberia, through the Ministry of Agriculture, has received financing from the World Bank for the implementation of the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). The STAR-P seeks to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services.

As its focus, the STAR-P Support Palm, Rice and Horticulture in Liberia. The project is expected to reach approximately 38,000 beneficiaries of which at least 50 percent are women. The Smallholder Agriculture Transformation and Agri-Business Revitalization Project (STAR-P) is committed to promoting sustainable agricultural practices and ensuring compliance with environmental and social (E&S) safeguards. A recent E&S audit identified key areas for improvement to enhance the project's environmental and social performance.

To address the audit recommendations effectively, STAR-P seeks to engage a qualified individual based in project counties to support the effort of the E&S specialist in implementing the recommended actions. The individual consultant will provide technical expertise, capacity building, and implementation support to ensure compliance with national and international E&S standards.

#### **II. OBJECTIVES OF THE SERVICE / WORK**

The Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P, P160945) are seeking experience firm in the project counties to support the E&S Officer in implementing the recommendations from the E&S audit.

#### **SPECIFIC OBJECTIVES OF THE ASSIGNMENT**

Specific objectives include:

- To develop and implement action plans for addressing the audit recommendations.
- To enhance the capacity of project staff and grantees in E&S management.
- To ensure compliance with environmental and social safeguards throughout the project lifecycle.

- To strengthen stakeholder engagement and public awareness on E&S issues.

### **III. SCOPE OF THE SERVICES**

The individual consultant will be responsible for the following tasks, aligned with the audit recommendations:

- **Follow up on Implementation of the Environmental and Social Management Plans (ESMPs)**
  - ✓ Review existing ESMPs and identify gaps in implementation.
  - ✓ Develop a detailed action plan for the full implementation of ESMPs.
  - ✓ Provide technical support to grantees in implementing ESMPs.
- **3.2 Enhance Occupational Health and Safety (OHS) Practices**
  - ✓ Conduct a risk assessment of OHS practices across project sites.
  - ✓ Develop and implement OHS guidelines and procedures.
  - ✓ Train project staff and grantees on OHS best practices.
- **Implement Effective Waste Management**
  - ✓ Assess current waste management practices and identify areas for improvement.
  - ✓ Develop a waste management plan, including waste reduction, recycling, and disposal strategies.
  - ✓ Provide training on effective waste management practices.
- **Strengthen Community Engagement**
  - ✓ Develop a community engagement strategy to ensure meaningful participation of local communities.
  - ✓ Strengthen and operationalize grievance redress mechanisms (GRMs).
  - ✓ Conduct community awareness sessions on project activities and E&S safeguards.
- **Capacity Building and Training**
  - ✓ Develop and deliver onsite training programs for County Focal Person and grantees on E&S safeguards, including ESMP implementation, OHS, and waste management.
  - ✓ Provide coaching and mentoring to the grantees.
- **Regular Compliance Audits**
  - ✓ Develop a schedule for regular E&S compliance audits.
  - ✓ Conduct periodic audits and provide recommendations for corrective actions.
- **Conduct Regular Inspections**
  - ✓ Develop an inspection framework for monitoring E&S compliance at project sites.
  - ✓ Conduct regular site inspections and provide reports with actionable recommendations.
- **Promote Public Awareness**

- ✓ Develop and implement a public awareness campaign on E&S issues related to the project.
- ✓ Produce awareness materials (e.g., brochures, posters, videos) in local

**IV. FACILITIES TO BE PROVIDED BY THE CLIENT**

The **STAR-P** shall make available to the firm all relevant available documents pertaining to the consultancy necessary for review and for timely completion of the training.

**V. EXPECTED OUTPUTS / DELIVERABLES**

The Consultant will be expected to deliver the following:

- ✓ Inception report outlining the approach, methodology, and work plan.
- ✓ Action plans for implementing audit recommendations.
- ✓ Training materials and reports from capacity-building sessions.
- ✓ Waste management plan and OHS guidelines.
- ✓ Community engagement strategy and GRM operational framework.
- ✓ Regular audit and inspection reports.
- ✓ Public awareness materials and campaign reports.
- ✓ Final report summarizing activities, outcomes, and recommendations for sustainability.

**V. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/ OUTPUT AND PAYMENT MILESTONE.**

This consultancy assignment is expected to be completed within a period of 40 days. The assignment will be based in project counties.

No.	Deliverables	Location and Action to be Undertaken	Duration (approx.)	Percentage of Payment
1	Inception report outlining the approach, methodology, and work plan.  Action plans for implementing audit recommendations.	Project County	7 Calendar Days	20%
2	Training materials and reports from capacity-building sessions.  Waste management plan and OHS guidelines	Project county	20 Calendar Days	45 %
3.	. Final report summarizing activities, outcomes, and recommendations for sustainability	Project County	13 Calendar Days	35%
Total Calendar Days			40 working days	100%

**VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The Individual will work under the overall supervision of the National Program Coordinator of the PIU and direct supervision of the Environmental and Social Safeguards Specialists of the PIU.

## **VII. Minimum eligibility criteria of the Individual Consultant:**

The ideal Individual should possess the following qualifications:

- Advanced degree in Environmental Science, Social Sciences, Development Studies, or a related field.
- At least **10 years** of experience in designing and delivering training on Environmental and Social Safeguards.
- Strong knowledge of international ESS frameworks (e.g., World Bank Operational Safeguards Policies, IFC Performance Standards, etc.).
- Proven experience working with community-based projects or development programs.
- Excellent facilitation and communication skills.
- Familiarity with the local context and challenges in the landscape is an added advantage.
- Strong communication skills;
- Strong presentation and facilitation skills;
- Proficiency should be in English;

## **VII. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

All deliberations relating to preparations of the training including all information collected from various meetings/documents, primary & secondary data etc. shall be kept confidential and shall not be divulged to any third party either verbally or in writing or in any other form, policies and procedures of the World Bank Fraud and Corruption will apply.