



Ministry of Agriculture

Tree Crop Extension Project-II (TCEP-II)

**Expression of Interest
for
Consulting Services for TCEP-II**

**Quantitative and Qualitative Study on Youth
Participation and Inclusion in the Cocoa Subsector**

Ref No: LIB/IFAD/TCEP-II/CS-001/2023

Issue Date: July 12, 2023



Instructions to Consultants¹

Reference Number:

Date: July 12, 2023

Consulting Services for TCEP I/II Quantitative and Qualitative Study on Youth Participation and Inclusion in the Cocoa Subsector

The Government of The Republic of Liberia received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of the Tree Crop Extension Projects (TCEP I/II) (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with TCEP I/II Projects.

1. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) **to conduct a Quantitative and Qualitative Study on Youth Participation and Inclusion in the Cocoa Subsector.** More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**.
2. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
3. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual,

¹ This document refers to legally constituted consulting firms as “consultant”.

potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².

4. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, “IFAD’s Anticorruption Policy”) in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD’s Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD’s Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD’s Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this selection process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Consultants have the ongoing obligation to disclose in their EOI and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the EOI or termination of the contract.

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

- e. Consultants are required to keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the consultant is awarded the contract, execution of the contract.
5. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.⁴
6. **Procedure:** the selection process will be conducted using Consultant's Qualification Selection (CQS) as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. Only the highest-ranked firm will be invited to submit a combined technical and financial proposal. If such proposal is responsive and acceptable, the firm will be invited for negotiation. Both technical and financial aspects of the proposal may be negotiated. If negotiations with the selected firm fail, the procuring entity may terminate the negotiations after obtaining IFAD's no objection (NO) and invite the second-ranked consultant to submit a combined technical and financial proposal.
7. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
8. Any request for clarification on this EOI including the TOR should be sent via e-mail to evah@moa.gov.lr no later than **July 19, 2023**. The client will provide responses to all clarification requests by **July 2, 2023** at **16.00h** GMT.
9. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **July 21, 2023** at **16.00h** GMT to the address below:

IFAD PIU/PMU/MOA
Ministry of Agriculture Annex, Libsuco Compound
Somalia Drive, Gardnerville, Montserrado County
Telephone: 0775901977
recruit@moa.gov.lr , Cc: rcole@moa.gov.lr,

Yours sincerely,

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

Form EOI-1

EOI Submission Form

Re: Consulting Services for Quantitative and Qualitative Study on Youth Participation and Inclusion in the Cocoa Subsector

Ref: LIB/IFAD/TCEP-II/CS-001/2023

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual

⁵ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

- The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

- We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
- The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

temporary suspension)				

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form EOI-2
Organization of the Consultant

Re: Consulting Services for *[insert assignment]*

Ref: *[insert]*

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	

Subsidiary and associated companies <i>(wherever applicable)</i> : (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Maximum 10 pages

Form EOI-3
Experience of the Consultant

Re: Consulting Services for *[insert assignment]*

Ref: *[insert]*

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]

Maximum 20 pages]

Assignment name: Consultancy to Carry out Quantitative and Qualitative Study on Youth Participation and Inclusion in the Cocoa Subsector	Approx. value of the contract (in current US\$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current US\$):

Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX 1
PRELIMINARY TERMS OF REFERENCE
Consulting Services for TCEP I/II to Carry out Quantitative and Qualitative
Study on Youth Participation and Inclusion in the Cocoa Subsector

1. Client

The client for this assignment is the TCEP-II

2. Background on Project

The Gender and Development Act, 2001 establishes and defines the institutional Mandate of the Ministry of Gender and Development, which is the national machinery for promoting gender equality, women's advancement and children's welfare in Liberia. The Liberia National Gender Policy and its accompanying policy objectives and strategies highlight Agriculture as one of the key areas for enhancing the status of women and promoting gender in Liberia.

The Tree Crop Extension Project II (TCEP-II) is designed to build on the achievements and capitalize on lessons learned from the IFAD co-financed Smallholder Tree Crop Revitalization Support Project (STCRSP) implemented in Lofa County over the last five years and which came to an end in September 2017. TCEP-II is part of a programmatic intervention combining attributes from the Tree Crops Extension Project (TCEP-I) ratified on 24 May 2017 and which is being implemented in Nimba County. Together they are being seen as part and parcel of a larger programme for the area. TCEP-I and TCEP-II will mainstream a comprehensive social inclusion strategy.

Specific elements of the strategy include: i) training of all TCEP-I and TCEP-II staff, FMOs/ implementing agencies and relevant stakeholders on social analysis and youth and gender sensitive programming; ii) provision of implementation support towards effective social inclusion in project activities, as required; iii) development of gender and youth sensitive human resource policies and procedures for TCEP-I and TCEP-II management; iv) establishment of targeting quotas to reach the poor, youth and women.....; v) integrating programme measures to address prevailing gaps constraining women and youth equitable engagement in cocoa farming.

The use of youth to undertake farm rehabilitation was good for short-term job creation but had limited long term prospects. The traditional Kuu system seems to be a better and more sustainable solution for generating youth employment and meeting the labour requirements for cocoa/coffee farmers. However, poorer households with limited labour capacity who are unable to participate in Kuu labour groups may not be able to regularly maintain their farms and, as such, would have to settle for sub-optimal yields. Tailored packages are proposed by the project, which will be the case with TCEP II.

Anecdotal evidence collected among different stakeholders consistently indicates that youth in Lofa County did not own cocoa or coffee farms requiring rehabilitation at the start of STCRSP. In fact, while evidence points to Liberian youth not being interested in agriculture as it is associated with poverty and mere subsistence, the successful emergence of cocoa as a profitable cash crop in Lofa County has sparked high levels of interest among youth.

Widespread engagement of youth in cocoa farming will entail supporting them in the establishment of new cocoa farms with special consideration for securing land deeds.

The consulting services will require experienced national firm with extensive experience research, mainstreaming youth in the agriculture sector, youth participation and social inclusion and gap analysis.

3.0 Objective of the Consulting Services

The objective of this consulting service is to conduct a qualitative and quantitative study to generate information on youth gaps as well as needs, constraints and opportunities in the cocoa subsector of the agriculture sector in the project target areas as evidence-based data to develop a strategy for youth inclusion and full participation.

4.0 Scope of work

The study will identify gaps in the agriculture sector in Nimba and Lofa Counties particularly for youth in the cocoa subsector. The study will identify practices in the agriculture sector, particularly in the cocoa subsector in Nimba and Lofa Counties that inhibit or promote youth involvement as cocoa farmers. It will also determine percentage of youth in producer groups, and having access to farmland; and develop a strategy that the project will implement to increase involvement of youth fully.

The consultant will have up to **twenty-five (25) work days over a period of two months** to conduct and complete the youth gap analysis in the project targeted areas in Nimba and Lofa Counties, report findings, and develop a strategy for youth inclusion in the TCEPs.

5.0 Generally, the required services of the consultant firm will include the following:

- 1.** Consulting firm lead the development of the survey methodology with technical inputs from MOA/IFAD technical team. The consulting firm will lead the development of the sample size, the sample frame and the questionnaires; and train enumerators on usage of tools.
- 2.** Consulting firm conduct quantitative and qualitative analyses and needs assessment of youth in the project target districts
- 3.** Consulting firm will identify youth-based constraints and recommend key elements of a strategy for ensuring that youth benefit from the project's activities.
- 4.** Consulting firm will identify the role of youth in agriculture activities in the project districts
- 5.** The firm will determine percentage of youth in agriculture who have access and control of productive resources such as: land, labor, capital and credit, and education.
- 6.** The firm will propose recommendations on key findings to be implemented by the project to improve inclusion of youth
- 7.** The consulting firm will produce a strategy informed by the recommendations to be implemented by the TCEPs

6.0 Methodology

Consultant firm is encouraged to develop its methodology, staffing plan, level of effort and work approach to accomplish the TORs. The firm shall have key staff with relevant education and track record in research with specific reference to the assignment.

7.0 Deliverables of the assignment

The consulting firm will be expected to deliver the following outputs:

Expected Outputs
Inception Report
Research tools
Draft research report
Validation workshop & report
Strategy for youth inclusion
Final report

8.0 Timing of the Assignment

The duration of the Quantitative and Qualitative Study on Youth Participation and Inclusion in the Cocoa Subsector for TCEP I/II is 25 days from the date of signing the contract but to be completed within two months

S/N	Activities	Timelines
1	Literature review and preparation of tools and submission of Inception report with detailed study design including sampling and draft questionnaire (s) and Activity Plan	5 days
2	Data collection	8 days
3	Data analysis and drafting of report and strategic plan	7 days
5	Validation workshop and draft strategic plan	1 day
6	Finalization and submission of final study report and strategic plan	4 days

8. Qualification and Experience of consulting firm

The consultant firm is required to possess the following qualifications:

- a) Must be a legally registered organization whose core activities are in research, and have more than five (5) years' experience.
- b) Lead staff with advance degree or equivalent in Gender, Social Work, Anthropology, Economics, Agriculture or a related field; and having key staff with at least Bachelor's degrees in agriculture or any social science
- c) Must have experience in conducting baseline and research or other similar study in the agriculture sector or other related fields in Liberia.
- d) Minimum three years of research experience in developing youth inclusion strategies for projects
- e) At least 5 years of experience collecting primary data and field work; and experience in livelihood development in rural areas would be an asset
- f) Demonstrated ability to write high quality, methodologically sound, analytical papers in English
- g) Solid communicate skills and sensitivity to the target group
- h) Exposure to value and principles of human rights as well as sensitivity to gender and youth, disadvantaged groups and diversity.
- i) Good working knowledge of the quantitative and qualitative performance evaluation methods and programming strategies commonly used in agricultural development projects.

Note: The assignment may require a degree of flexibility and modification following new information, with additional tasks as agreed with the Project Coordinator and Gender Officer. In case additional days may be required, these should be agreed with the Project Coordinator in advance, following discussion of workload management but at no cost.

The subject line should read: **EOI for Consulting Services for TCEP-II - Quantitative and Qualitative Study on Youth Participation and Inclusion in the Cocoa Subsector**

Only pre-selected consulting firms will be contacted.

ANNEX 2

Qualification and Evaluation Criteria

Item	Criteria	Points
A.	General experience	10
i	Minimum of 5 years' of existence and experience in Conducting similar studies	10
B.	Specific experience	40
i	Experience in successfully completing at least four (4) assignments of similar kind (cost, scale etc.) within the last 5 years, with list of institutions worked for and type of work	10
ii.	Research methodology to conduct the study	30
C.	Personnel qualification and experience	50
i	<ul style="list-style-type: none"> • Team Leader/Research Specialist 	20
ii	<ul style="list-style-type: none"> • Enumerators 	30
	Total Score	100 points