



Standard Procurement Documents



REOI - Individual Consultants

1st Edition

December 2020



Foreword

This REOI is based on the 1st edition of the IFAD-issued standard procurement document for REOI advertisement – individual consultants to be used in projects financed by IFAD, available at www.ifad.org/project-procurement.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

REQUEST FOR EXPRESSIONS OF INTEREST (Individual Consultants)

LIBERIA

TREE CROP EXTENSION PROJECT-II (TCEP-II)

Assignment title: Development of Farm Track Roads Design Manual and Specifications

Reference no. LIB/IFAD/TCEP-II/CS-004/2021-2022

The Ministry of Agriculture is implementing the Tree Crop Extension Project-II *has received* financing from the International Fund for Agricultural Development (IFAD) towards the cost of Tree Crops Extension Project-II (TCEP-II), and intends to apply part of the proceeds for the recruitment of consulting services provided by an individual consultant as part of the post of **Consultant for drafting of Farm Tracks Design Manual.**

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 Tree Crops Extension Project-II/IFAD's Project.

The consulting services ("the services") include: To develop and design manual with specifications for Climate-Smart for Farm track roads in TCEP-II. The design manual and specifications to be developed will be available for further development or use as they are at other sites in Liberia by the Ministry of Public Works or any line Ministry.

1.0 Objective of the Consulting Service

The objective of this consulting service is to develop design manual and specifications for climate-smart farm track roads in TCEP-II. The design manual and specifications to be developed will be available for further development or use as they are at other sites in Liberia by the Ministry of Public Works or any line ministry.

2.0 Detailed Tasks

The scope of work (SOW) shall include the following:

The individual consultant / firm shall work closely with the Ministry of Public Works for the whole duration of this assignment to:

- 1) Conduct and present a review to the Ministry of Public Works of the design criteria, procedures and specifications of agricultural farm track roads developed and implemented in other countries with climatic, agricultural and soil conditions similar to those of the project areas. The design criteria shall include but not limited to the below per kilometre and average cross section width of 3 meter:
 - Equipment and materials required

- Estimated number of persons / labor
 - Average wage per person per day
 - Estimated average cost per kilometre
 - Requirement for removal of vegetation and stumps
 - Average volume of top soil to be removed at minimum 150 mm
 - Requirement for stabilization of track base using approved materials and hand tool
 - Requirement for finishing materials and compaction thickness
 - Development of side drains as appropriate as possible
 - Specifications of meshes / embankment areas
 - Special specifications for design criteria for hilly areas
 - Design criteria and specifications for cross drainage structures, culverts, etc. to be used for rainwater harvesting, including the possibilities of direct use in agriculture or storage in adjacent ponds
 - Average wage per person per day
 - Estimated average cost per kilometre
- 2) For acquaintances and learning purposes, the individual consultant with the PIU engineers shall provide full design, bill of quantities, implementation work plan and example of bidding document of two (2) kilometres of farm track in a location to be selected by the employer using the design manual and specifications to be developed. The consultant / firm together with the PIU engineers will construct this 2 kilometres farm track road at the end of the consultancy period.
- 3) The individual consultant shall present the manual at a PIU organized validation workshop involving all key stakeholders.

3.0 Deliverables

- Detailed work plan for the conduct of the assignment (upon signature of the assignment contract).
- Inception report (by the second week of the assignment) which will be a means of ensuring mutual understanding of the consultant's work plan and timetable for the conduct of the assignment and, most importantly, will provide an additional guarantee of compliance and the interpretation of the terms of reference and the main deliverables.
- Draft design manual, specifications and the complete design and construction of the farm track road demonstration and present these to all stakeholders at an event organized by the PIU (by the end of week 12 of the assignment).
- Finalization of the design manual and specifications and documentation of the farm track road demonstration experience (by week 14 of the assignment).

4.0 Timing of the Assignment

The total duration of the assignment is 14 working weeks from the date of signing the contract.

The shortlisting criteria are: **The individual consultant should hold a Master Degree in Civil Engineering or its equivalent with three years' experience in regional engineering designs of similar requirements (farm track roads designs). The individual consultant should provide an updated or valid tax clearance from the Government of Liberia.**

The attention of interested consultants is drawn to IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy¹ and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations². The latter sets forth IFAD's provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse.³

Interested consultants shall not have any actual, potential or reasonably perceived conflict of interest. Consultants with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. Consultants 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, or b) 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 the REOI, (ii) the selection process for this procurement, or (iii) execution of the contract. Consultants have an ongoing obligation to disclose any situation of actual, 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 Operations.

The Tree Crop Extension Project-II now invites eligible Individual consultants ("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 in the form of a curriculum vitae (CV). A consultant will be selected in accordance with the individual consultant selection (ICS) method set out in IFAD' Project Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. Interviews *will Not* be conducted as part of the selection process.

Any request for clarification on this REOI should be sent via e-mail to the address below evah@moa.gov.lr and cc ifad-bids@moa.gov.lr no later than 4:00pm April 15, 2022. The client will provide responses to all clarification requests by 4:00pm, April 18, 2022.

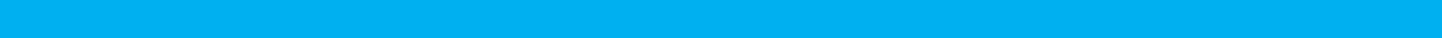

Interested Individual should submit their expressions of interest to: evah@moa.gov.lr and cc ifad-bids@moa.gov.lr , on or before **April, 15, 2022 by 5PM GMT.**

IFAD PIU/PMU/MOA
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Telephone: 0886985253

¹ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

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>.



Expressions of interest in the form of curriculum vitae (CV) must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail): **Not Applicable**