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**WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT
MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA
SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS
REVITALIZATION PROJECT (STAR-P)**

**1st Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive), Gardnersville – Monrovia,
Liberia**

REQUEST FOR EXPRESSION OF INTEREST

(CONSULTING SERVICES -FRAMEWORK AGREEMENT – FIRMS SELECTION)

LIBERIA

Loan No./Credit No./ Grant No.: 63600

Assignment Title: Framework Contract for Civil Works for LACF Matching Grant Beneficiaries – Firms Selection

Reference No.: LR-PMU-MOA-001-CW-REOI

Background

The Government of Liberia received a US\$25 million loan from the World Bank for the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). Additional financing, US\$23 million, is expected to be contributed by the International Fund for Agricultural Development (IFAD). The Project Development Objective (PDO) is to increase agricultural productivity and commercialization of smallholder farmers for selected value chains in selected counties.

The Project Development Objective (PDO) is to increase agricultural productivity and commercialization of smallholder farmers for rice, oil palm, and horticulture value chains in selected counties of Liberia.

Objective of the Assignment

The objective of the assignment is to have a firm that will take charge of all Matching Grant Beneficiaries construction projects, both new and ongoing, and report to the LACF completed milestones for review and approval, taking into consideration the standards, quality, and durability of all civil works.

The Liberia Agricultural Commercialization Fund (LACF) now invites eligible consulting firms (“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.

The shortlisting criteria are:

- i) Technical Proposal Overview of the company and capabilities
 - Details on the nature of business, field of expertise, licenses, certifications, accreditations
 - Overall approach to executing the assignment covering;
 - a. Engineering Expertise
 - b. Compliance with Regulations
 - c. Experience in Handling Multiple Projects:
 - d. Adequate Resources
 - e. A description of services/equipment to be provided
 - f. Quality Assurance and Control
 - g. Collaboration and Communication Skills
- ii) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- iii) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;
- iv) Current availability of staff envisaged to work on the assignment.
- v) Detailed list of clients for similar services as those required by LACF, indicating the description of contract scope, contract duration, contract value, and contact references;
- vi) Relevant experience in Liberia
- vii) Proposed personnel to be allocated to this assignment (with CVs)

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: Ministry of Agriculture (www.moa.gov.lr) or directly requested via email from starp-bids@moa.gov.lr / rglaydor@moa.gov.lr

The shortlist will contain three (3) to five (5) construction firms.

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, January 2020 and July 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>.

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.

A Consultant will be selected in accordance with the Framework Agreement arrangements described in the Procurement Regulations and to be specifically set out in the Request for Proposals.

Further information can be obtained at the address below during office hours 0900 to 1600 hours GMT or 4:00 PM Monrovia Time.

Expressions of interest must be submitted electronically in a format that cannot be altered (PDF format is preferred) to the email address below by 19th August 2024 @ 4:30pm local time.

Galah Toto
National Program Coordinator
Project Implementation Unit (PIU), Ministry of Agriculture
Smallholder Agriculture Transformation & Agribusiness Revitalization Project (STAR-P)/ Rural
Economic Transformation Project (RETRAP)
1st Floor LIBSUCO Building, Japanese Freeway (Formerly Somalia Drive)
Gardnersville – Monrovia, Liberia
Tel +231-777576980
Email: gtoto@moa.gov.lr and cc: rglaydor@moa.gov.lr , starp-bids@moa.gov.lr

Signed by: Galah Toto

National Program Coordinator – STAR-P/RETRAP

TERMS OF REFERENCE (TOR)

RECRUITMENT OF A SUPERVISION AND MANAGEMENT FIRM FOR CIVIL WORKS

Position:	Civil Works Firm
Location of the Post:	Project Counties for STAR P & RETRAP
Purpose of the Assignment:	Framework Contract for Civil Works LACF Matching Grant Beneficiaries
Reporting Line:	The Fund Manager – Liberia Agriculture Commercialization Fund (LACF)

I. BACKGROUND

The Government of Liberia, through the Ministry of Agriculture has received support from the World Bank for the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) and Rural Economic Transformation Project (RETRAP). The STAR-P and RETRAP seek to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. As focus of the projects, the value chains of rice, oil palm, horticulture, cassava, rubber, poultry & pig husbandry, and vegetables are the main areas to be supported. The STAR-P project will be implemented in 9 Counties while RETRAP will be implemented in 11 Counties.

The STAR and RETRAP projects will specifically support smallholders and commercially oriented farmers to improve their capacity, operate competitively in the selected value chains, and establish more reliable linkages with buyers. In doing so, the project will adopt the Productive Alliance approach. It will also emphasize the inclusion of women and the enhancement of their role throughout the targeted value-chains from production to processing and marketing. Emphasis will be placed on facilitating their access to appropriate training and finance.

Considering the capacity constraints of financial institutions and experience with credit lines in Liberia the project will use matching grants as the main financing instrument for productive investment subprojects. Best practices will be applied in managing the matching grant fund, including a staged selection process adhering to strict conditions and criteria, an independent investment committee, and use of a professional fund manager to manage operations.

The project is financing matching grants for FBOs, agribusinesses, processors, aggregators, and other participating partners to implement investment subprojects. The STAR Project and RETRAP matching grant resources is handled through the Liberian Agriculture Commercialization Fund (LACF). The LACF, managed by an independent fund manager, has a special designated account under the Project Implementation Unit. The Fund Advisory Committee established under projects will provide appropriate governance and oversight of the use of the LACF.

The investment subprojects supported through matching grants from the LACF will be based on subproject proposals prepared by eligible beneficiaries and approved based on independent screening and evaluation of their technical, socioeconomic, financial, and environmental viability. All proposals selected for funding will focus on modernizing individual farm operations, enhancing productivity, and reducing losses (production and post-harvest losses) to meet market demands, with the goal of solidifying partnerships within a value chain. Proposals that empower women (women groups and agri-entrepreneurs) and incorporate climate mitigation and adaptation features (including intercropping and conservation agriculture (which will increase crop diversification); use of climate-resilient seeds and varieties; methods to retain soil nutrients and prevent soil erosion; improved water management; efficient pest and disease management; the use of alternative energy sources; recycling water and waste; and energy saving technologies) will receive priority. At least 75% of the sub-projects aim to be climate smart.

Matching grants will be provided through three dedicated windows designed to support the different types of beneficiaries participating in a single investment subproject. The matching grant will cover only part of the overall cost of implementing approved subprojects. Each beneficiary group will be required to provide counterpart funding—in cash (either their own funds or a commercial loan) or (for certain beneficiaries) in kind—to complement the matching grant. The level of counterpart financing required will depend on the type of beneficiary and the amount of the investment to be undertaken; the ranges is defined in detail and included in the Project Operations Manual (POM).

II. Objective of the assignment

The objective of the assignment is to have a firm that will take charge of all Matching Grant Beneficiaries construction projects, both new and ongoing, and report to the LACF completed milestones for review and approval, taking into consideration the standards, quality, and durability of all civil works.

III. Scope of the assignment

The scope of work for the assignment shall be applied to all sites around the country where beneficiaries are located. It shall cover new, ongoing and renovated structures. The firm shall oversee the day-to-day tasks and activities of all construction sites of matching grant beneficiaries. The firm is to set expectations and desired outcomes for every project site so that the quality of infrastructure work can be done to standard. The Scope of the assignment for all construction works shall include:

- a. Preliminary Works
- b. Site Preparation Works
- c. Site Preparation Works
- d. Sub-Structure Works
- e. Super-Structure Works
- f. Roofing Works
- g. Ceiling Works
- h. Window Works
- i. Doors Works
- j. Electrical Works
- k. Plumbing Works
- l. Finishing Works
- m. Site keeping Works
- n. Project Schedule and Plan

a. Preliminary Works:

This aspect of the work will include mobilizing men and equipment to the site. It shall also include fabricating and installing a project sign board with full details of the project being implemented. Site clearance shall be conducted, with debris removed for construction works.

Finally, a marble stone with an engraved inscription of the project details provided by the Infrastructure Specialist shall be provided by the construction firm and installed in a place designated by the project Infrastructure Specialist on every building project.

b. Site Preparation Works:

Site preparation is an essential component for every project. It starts with profiling the building. The building's profiling shall be carefully laid out with pegs, batten boards, and fiber twin, cutting out all bearing walls and column alignments as specified in the drawings. Upon profile completion, excavation starts. All excavation shall be in accordance with the details of the project's working drawings.

c. Sub-Structure Works:

The project's substructure works shall consist of masonry, concrete, steel fabrication, Form works, backfilling, and compacting works. They shall also consist of the installation of walls and footings, reinforced concrete footings and columns, tie beams, floor slabs, etc. All masonry, concrete, and steel works shall conform to the details provided in the project's working drawings.

d. Super-Structure Works:

The super-structure works of every grant beneficiary shall include extensions of masonry works, steel pipes, concrete works, steel fabrication works and Form works. In this work exercise, masonry walls shall be built, reinforced concrete columns, lintels, tie beams and parapet walls if any shall be built to its expected standard in reference to the drawings.

e. Roofing Works:

The roofing works of grant beneficiary shall consist of Timber or steel, fabricated into trusses, all in place with struts and braces. Timber sizes and steel materials for all roofing members shall be followed in keeping with the roofing plan and details provided in the working drawings of every project. All roofing members shall be treated against termite infestation when wood is involved.

f. Ceiling Works:

The ceiling works of every project shall consist of timber frames fabricated into noggins. All placement of the noggins shall be in accordance with the ceiling plan and details provided. Moreover, all noggins and timber members of the ceiling shall receive the application of termite' treatment. Ceiling boards and strips shall be duly installed in keeping with the details of the ceiling plan provided by the grantee.

g. Window Works:

The windows for every grant beneficiary shall consist of the material specified in the door and window schedule provided. All building windows shall consist of or conform to the measurements provided in every building plan.

h. Door Works:

The doors for every grant beneficiary shall consist of material specified in the door and window schedule provided. All building doors shall consist of or conform to the measurements provided in every building plan. All doors shall be installed with frames, heavy duty hinges and locks as specified.

i. Electrical Works:

The electrical works of every matching grant beneficiary project shall consist of high-quality material as specified in the project bills of quantities. All electrical work shall start with the Installation of rough-in pipes and utility cups. It shall be followed by installing an electrical conductor specified in the project document. Upon completion of this work, electrical lamps, convenient outlets and switches shall be duly installed. This work shall be declared complete upon satisfactory testing and commissioning of the construction firm.

j. Plumbing Works:

The plumbing works of every project site owned by the grant beneficiary shall consist of installing rough-in plumbing pipes and fittings. This shall be followed by installing effluent lines from waste chambers, kitchen sinks, lavatories, water closets, and water and sewerage lines. The plumbing works shall be completed with the installation of bio-digesters for toilets, chambers for the processing factory, grease traps, and soak-away pits.

k. Finishing Works:

The finishing works of every grant beneficiary project shall comprise of plastering, tile laying where necessary and painting. All plastering and tile laying shall conform to the ratio specified in the project document. All wall surfaces of the building shall be adequately prepared and ready for painting. All external surface walls shall be painted with enamel paint and internal, emulsion paint.

l. Site Keeping Works:

The construction firm is fully responsible for cleaning, managing, and disposing of all garbage generated during construction. All disposals shall be in accordance with the environmental safeguard plan provided in every project document.

m. Project Schedule and Plans

All matching grant beneficiary projects shall be executed according to a schedule prepared by the hired construction company and plans by the grantees. The contractor shall produce a work schedule and method statement for every work to be executed. The work schedule shall consist of tasks, milestones, and start and end dates.

n. Contractor Payment & Request

The construction company payment for every matching grant beneficiary project shall constitute (35%) of the total estimated material cost. From the 35% material cost, 20% shall be for labor, 10% for transportation and 5% for overhead. The firm shall make a payment request to the project Infrastructure Specialist. The request shall come with a report of work done, tasks and milestones completed with reference to the project work schedule and an invoice signed and stamped.

o. Project Manager Payment Process

The project infrastructure Specialist or project manager shall take delivery of the payment request and process it. The process for payment shall take two working days and include all payment instruments.

IV. FIRM EXPERIENCE

Interested firms should provide detailed information demonstrating the requisite qualifications and relevant experience to perform the task. Participating firms shall show proof of the minimum requirement herein for consideration.

- i) **Engineering Expertise:** The firm should have qualified and experienced engineers specializing in Architecture, Civil Engineering, Structural Engineering, and Quantity Surveying. They should be knowledgeable about the principles and techniques involved in constructing vertical and drainage structures.
- ii) **Compliance with Regulations:** The firm should be well-versed with regulations in keeping with best practices regarding the construction of vertical structures. They should be knowledgeable about all necessary legal environmental requirements for vertical and drainage structures
- iii) **Experience in Handling Multiple Projects:** The firm must demonstrate its ability to handle the construction of multiple projects in different locations simultaneously. The firm's experience must also demonstrate its ability to simultaneously handle specific challenges and complexities associated with projects in different locations.

- iv) **Adequate Resources:** The firm should have access to necessary resources like equipment, machinery, materials, and skilled labour to complete the construction of the matching grant beneficiaries efficiently and effectively.
- v) **Quality Assurance and Control:** The firm should have proper quality assurance and control processes in place to ensure that all grantees construction projects meet the required standards and specifications
- vi) **Collaboration and Communication Skills:** Constructing different vertical structures requires effective collaboration between the firm, the grantees and the Project Infrastructure Specialist. Therefore, the firm should have good communication and collaboration skills to ensure smooth project execution.
- vii) **Years of Experience:** The firm should have more than 5 years of experience in similar work. It should also demonstrate strong reporting skills, excellent computer proficiency, and management and supervision abilities.
- viii) **References:** The firm shall provide three references for successful construction-related activities it has completed in the last three years

V. FIRM STAFF AND EXPERIENE

The firm is expected to have but not limited to the following key staffs who will provide their respective expertise to every matching grant project:

- **Project Manager:** MSc. Degree in Architecture, Civil or Structural engineering with proven track records and not less than 3 years of work experience in design, project management and supervision.
- **Structural Engineer:** MSc degree in Structural Engineering with proven track records of experience not less than 4 years in the design and construction of vertical and horizontal structures
- **Mechanical Engineer:** BSc degree in Mechanical Engineering with experience not less than 3 years in mechanical engineering supervision and installation of machines and equipment.
- **Architect:** BSc degree in Architecture engineering with proven track records of experience not less than 3 years. The architect must demonstrate work experience in the design and construction of vertical structures.
- **Civil Engineer:** BSc Degree in Civil engineering with proven track records of experience not less than 3 years in designing and implementing civil works.
- **Quantity Surveyor:** BSc Degree in Civil engineering or Quantity surveying with proven track record and work experience not less than 3 years conducting quantity survey for construction projects

VI. KEY DELIVERABLES & TIME SCHEDULE

The firm is expected to ensure that the following deliverables are completed and reports submitted to enable payment for every site.

No	Description of Deliverables	Duration of Deliverable	Percentage (%) of Deliverable
1	Preliminary, Site Preparation and Sub-Structure Works	30 Days	23.81
2	Super-Structure, Roofing and Ceiling Works	60 Days	47.62
3	Windows, Doors & Electrical Works	20 Days	15.87
4	Plumbing, Finishing and Site Keeping Works	15 Days	11.91
5	Commissioning	1 Day	0.79
	Total Percentage (%) of Deliverables	126	100 %

VII. PROJECT DURATION AND LOCATION

The contract for the interested firm for this assignment shall be for 12 calendar months, renewable based on performance. The project location shall be the 15 counties of Liberia where matching grant beneficiaries are located in accordance with their approved grants.

VIII. FACILITIES TO BE PROVIDED BY THE CLIENT

The client (Grant Beneficiaries) shall be responsible for providing the parcel of land with legal titles of the business on which their proposed project will be constructed.

IX. PREPARATION OF PROPOSAL

Eligible construction firms are encouraged to submit technical for delivering the required assignment. Details of how to submit both the financial proposal and the technical proposal are provided below.

X. SUBMISSION OF PROPOSAL

Interested firms are invited to submit their proposal to the email addresses listed on the submission process page. A detailed proposal detailing the project plan as per the scope of work must be prepared and submitted to the Liberia Agriculture Commercialization Fund. Interested parties may also use their creativity and knowledge to suggest the ideal structure and content to deliver the Project. The proposal should also include the following:

- viii) Technical Proposal Overview of the company and capabilities
 - Details on the nature of business, field of expertise, licenses, certifications, accreditations
 - Overall approach to executing the assignment covering;
 - a. Engineering Expertise
 - b. Compliance with Regulations
 - c. Experience in Handling Multiple Projects:
 - d. Adequate Resources

- e. A description of services/equipment to be provided
 - f. Quality Assurance and Control
 - g. Collaboration and Communication Skills
- ix) Business Licenses – Registration Papers, Tax Payment Certification, etc.
 - x) Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;
 - xi) Current availability of staff envisaged to work on the assignment.
 - xii) Detailed list of clients for similar services as those required by LACF, indicating the description of contract scope, contract duration, contract value, and contact references;
 - xiii) Relevant experience in Liberia
 - xiv) Proposed personnel to be allocated to this assignment (with CVs)

XI. PROVISION OF MONITORING AND PROGRESS CONTROLS

The construction firm will work under the guidance of the Liberia Agricultural Commercialization Fund representatives. When applicants submit their applications, they may also be required to provide a brief presentation of the key contents of the deliverables, duration, and breakdown of the reporting timetable.

XII. REPORTING REQUIREMENTS

The construction firm is expected to submit a bi-weekly status report on the progress of all works to the LACF focal person.

XIII. PROCESS OF SUBMISSION OF PROPOSALS:

All relevant documents should be submitted to the below email addresses in soft copies in a format that cannot be altered (PDF)

Galah Toto
 National Program Coordinator
 Project Implementation Unit (PIU), Ministry of Agriculture
 Smallholder Agriculture Transformation & Agribusiness Revitalization Project (STAR-P)/ Rural
 Economic Transformation Project (RETRAP)
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