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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**

IDA 63600, PROJECT NO. 160945

**Consulting Services for TA for the Establishment of Kitchen Gardens to Improve
Household Food and Nutrition Security**

REOI Reference No.: LR-PMU-MOA-346672-CS-CQS

Request for Expression of Interest

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 STAR-P is seeking the services of a Consultancy firm to facilitate targeted households to establish home gardens to ensure adequate food consumption at household level. The promotion of vegetable gardens to improve diverse food production, primarily vegetables for income and consumption at household level, will be encouraged. The integrated homestead food production will integrate nutrition sensitization to ensure that the increased food production and income rise is complemented with the actions for adequate consumption. This activity will be supported by extension workers in collaboration with the MoA and other relevant stakeholders.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: www.moa.gov.lr or www.emansion.gov.lr or can be obtained at the address given below.

The Ministry of Agriculture through the Project Implementation Unit (PIU) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.) .

The shortlisting criteria are:

- i. Detailed company profile indicating the Core Business of the firm and Number of Years in Business
- ii. Technical and Managerial Organization of the Firm
- iii. At least two (2) years of relevant experience working with food security or agriculture development programs in developing countries, with emphasis on human nutrition or food security programs.

- iv. At least two (2) years of prior experience working with smallholder crop producers and processors providing agriculture development services, extension education, or technical training in the development of community and household gardens.
- v. Experience related to food security and nutrition for the identification, preparation, development and transfer of technologies and recommendations for improving availability and access to nutritious food is an added advantage.
- vi. Additionally, interested firm(s) must demonstrate capabilities in providing technical assistance, especially relating to implementation of nutrition-sensitive agriculture extension and education programs. They must also show detailed track record of implementing similar programs in sub-Saharan Africa, including case studies and outcomes of similar assignments implemented with contacts for reference.
- vii. Availability of Appropriate Skills among Staff or within the firm

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 January 2020, 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>.

A consulting firm will be selected in accordance with the Consultants Qualification Selection (CQS) method set out in the Procurement Regulations.

Expressions of interest must be delivered in a written form to the address below or by e-mail to starp-bids@moa.gov.lr with a copy to gtoto@moa.gov.lr and rglaydor@moa.gov.lr by 8th May, 2023 @ 16:00 hours local time.

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Signed by: Galah Toto
National Program Coordinator – STAR-P/RETRAP

**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**

Credit No.: IDA 63600

Project No.: P160945

TERMS OF REFERENCE

**Consultancy Service for the Establishment of Home Gardens in Urban, Peri-Urban
and Rural Households**

1. Background

The Government of Liberia received funding support of US\$48 Million from the World Bank and International Fund for Agriculture Development (IFAD) for implementation of the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). The STAR Project is managed by the Ministry of Agriculture and seeks to increase agricultural productivity and promote commercialization of smallholder farmers through productive linkage between the farmers and the private agribusiness firms in selected value chains. At its focus, the project will support the value chains of Rice, oil palm and Horticulture. The project is being implemented in Liberia over a period of five years, and consists of the following three components: Institutional Capacity Building of Farmers, State and Non-State Organizations, Financial & Technical Assistance for Productivity Enhancement; and Project Management, Monitoring & Evaluation.

As part of its interventions, the STAR Project will contribute to improving household food security and promote the consumption of nutritious food through the establishment of kitchen gardens at household and community levels in rural and urban communities. To successfully implement the program, referred to as the Household Kitchen Garden Initiative, the STAR Project will contract the services of relevant firms to facilitate the establishment of the kitchen gardens.

The selected firm will be tasked with providing trainings about crop production and supporting the establishment and management of kitchen gardens for the cultivation of assorted vegetables by vulnerable groups, households, schools and organizations in various urban and rural communities across Liberia.

2. Objective of the assignment

The objective of this assignment is centered on sub-component 2.1 of the project's approved AWP and B 2021/2022, *Investment support for productive linkages between smallholder farmers and agribusiness*. The goal of the assignment is to facilitate targeted households to establish home gardens to ensure adequate food consumption at household level. The promotion of vegetable gardens to improve diverse food production, primarily vegetables for income and consumption at household level, will be encouraged. The integrated homestead food production will integrate nutrition sensitization to ensure that the increased food production and income rise is complemented with the actions for adequate consumption. This activity will be supported by extension workers in collaboration with the MoA and other relevant stakeholders.

This Assignment, to be carried out by selected firm, is intended to promote the cultivation and consumption of nutritionally adequate diets by households in urban and rural communities of Liberia.

It is expected that the firm will support vulnerable and food insecure households to ensure production, preparation and consumption of nutritionally adequate diets. The service provider is also expected to provide relevant inputs and trainings to ensure effective operation and management of the home gardens by beneficiaries.

3. Scope and focus of assignment

The STAR Project wants to hire a firm to undertake the proposed assignment in targeted counties.

The firm is expected to:

- ✦ ✦ ✦ Provide farming inputs and climate-resilient/climate-smart planting materials (seeds, seedling, etc.) of common food crops for cultivation by selected households
- ✦ ✦ Develop inputs package that are region-specific appropriate for farming
- ✦ ✦ Provide technical support to beneficiaries for cultivation of crops and management of home gardens using climate smart agriculture technologies, organic farming and other agronomic best practices
- ✦ ✦ ✦ Support household to improve dietary and consumption practices through training and sensitization
- ✦ ✦ ✦ ✦ Increase householders' knowledge about the significance of increasing dietary diversity and consuming nutritionally adequate foods

Establish model gardens in each major town or village to be used as a demonstration site for the transfer of knowledge about best practices for production and management of home gardens

Directly influence urban and peri-urban production by public engagement through social and electronic media (awareness)

Provide platforms for the establishment and management of community gardens by schools, prisons, orphanages, churches and other institutions for the production of targeted crops

Promote simple, adaptable and sustainable practices for the establishment and management of kitchen gardens by households and communities

Suggest crops to be cultivated based upon nutritional value and local adaptability

Provide guidance for handling and preparation of food to preserve its nutrient value

Capacity support for harvesting, post-harvest handling and marketing of produce

Provide a brochure promoting the kitchen garden interventions for visibility

iii. Qualifications and experience

Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the required services. Firms should include in their Technical Proposal a profile of the Team Leader or his/her company and/or institution, the team's understanding of the assignment, the methodology to carry out the consultancy and a curriculum vitae of the key staff that will be involved in the assignment. The prospective firm(s) must provide relevant details of demonstrable experience in implementation of food security enhancement programs, development of nutrition training modules, nutrition education, agriculture extension service delivery to smallholder farmers and vulnerable households. Interested firms must meet the following minimum criteria:

1. At least two (2) years of relevant experience working with food security or agriculture development programs in developing countries, with emphasis on human nutrition or food security programs.
2. At least two (2) years of prior experience working with smallholder crop producers and processors providing agriculture development services, extension education, or technical training in the development of community and household gardens.
3. Experience related to food security and nutrition for the identification, preparation, development and transfer of technologies and recommendations for improving availability and access to nutritious food is an added advantage

Additionally, interested firm(s) must demonstrate capabilities in providing technical assistance, especially relating to implementation of nutrition-sensitive agriculture extension and education programs. They must also show detailed track record of implementing similar programs in sub-Saharan Africa, including case studies and

outcomes of similar assignments implemented with contacts for reference. The firm(s) should demonstrate the internal capacities applicable to the assignment. Such capacities shall, among others, include a team of professionals with the relevant expertise and experience to implement the required programs. The team shall comprise include the following key staff: Project Manager (Team Leader), a Food Security and Nutrition Specialist, an Agronomist or Agricultural Extension Specialist with the following minimum qualifications:

a) Team Leader

Qualification

At least a post-graduate degree (Master's Degree) in Food Security and Nutrition, Agriculture Development, Agronomy, Agricultural Economics, Agriculture Extension, Project Management, Rural Development, Development Economics or related fields from a recognized institution;

At least 8years of experience working in project roles or project management with at least 5 years in positions related to agriculture and rural development;

Experience in working with the government and donor-funded projects in the areas of food security and nutrition is an added advantage;

Good understanding of food security and nutrition related

issues. Competencies

Strong interpersonal and collaboration skills within the team as well as with external stakeholders;

Strong analytical and constructive thinking skills;

Proven ability to work effectively with a team of individuals from diverse backgrounds;

Strong oral and written communication skills;

Excellent planning, organizational, multi-tasking and time management skills;

Proven computer skills (Microsoft Office Suite, especially MS Word, Excel and PowerPoint);

Government relations and knowledge of community-driven development issues are added advantages.

b) Food Security and Nutrition Specialist

Qualification:

At least an undergraduate degree in Food Security and Nutrition, Food Science and Technology, Nutrition Sensitive Agriculture or related field from a recognized institution;

The person should have at least 5 years of practical experience in the area of food security and nutrition, particularly in the area of nutrition sensitive agriculture and food security program management;

He/she should have a good knowledge of policy developments in the global agriculture and food security areas as well as a good understanding of the needs and challenges limiting the attainment of food security among rural communities and vulnerable households in Liberia.

He/she should demonstrate experience in designing and implementing food security and nutrition improvement programs including provision of nutrition education and nutrition sensitive agriculture training programs.

Excellent skills in Microsoft Office Suite, especially MS Word, Excel and PowerPoint

Excellent skills in project management demonstrated in previous positions

Proven track record in working effectively within multidisciplinary teams;

c) **Agronomist or Agricultural Extension Specialist**

Qualifications

A minimum of undergraduate degree in Agriculture, Crop Science, Agronomy, Agricultural Extension or related field from a recognized institution;

The person should have at least 5 years of practical experience in the area of agriculture development, agronomy, crop production and farming system research, particularly in the area of crop production and agriculture extension service delivery;

He/she should demonstrate experience in providing agriculture extension and advisory support to smallholder farmers and rural dwellers, especially in relations to food security and nutrition improvement and nutrition sensitive agriculture.

Excellent skills in Microsoft Office Suite, especially MS Word, Excel and PowerPoint

Excellent skills in project management demonstrated in previous positions

Proven track record in working effectively within multidisciplinary teams;

5. Location & Targeted Beneficiaries

The location of the assignment is Liberia, in selected communities in 5 counties (Bomi, Margibi, Montserrado, River Cess, Sinoe).

The targeted beneficiaries shall be 750 vulnerable households, 10 farming groups and 5 public schools in total in said counties (150 households, 2 farming groups and 1 public school per county). Beneficiary selection will be based upon the following vulnerability criteria:

- Female and youth-headed households, at least 35%
- each Families with malnourished children
- Households headed by disabled/aged individuals

Households headed by teen/adolescent mothers or widows
 Farming groups comprising of physically challenged
 persons Schools with school-feeding programs

Activities to be undertaken

No.	Phase	Activity
1	Phase 1	Inception meeting to include discussions about proposed implementation procedures, plans and timeline.
2	Phase 2	Identification of beneficiaries, establishment of demonstration sites, training and education of beneficiaries about best practices for establishment and management of home gardens.
3	Phase 3	Distribution of inputs to beneficiaries, provision of support for establishment and management of gardens by beneficiaries.
4	Phase 4	Capacity support for harvesting, post-harvest handling and marketing of produce Capacity building to improve dietary and consumption practices through training and awareness
5	Phase 5	Sensitization on preparation and consumption of nutritionally adequate diets, dietary diversification and nutritional significance of various food groups.
6	Phase 6	Monitoring and evaluation; impact analysis and reporting.

6. Administrative Arrangements

- a. Reporting to:** The service provider is to report to the Operations Manager of The STAR Project.

7. Duration of the Assignment

The duration of this assignment is 6 months.

8. Payment Schedule

Payment of the agreed consultancy fees shall be done per the below schedule:

No.	Activity	Deliverable	Payment %	Timeline for Deliverable
1.	Inception Report	Submission and approval by client of inception report	25%	14 Days after signing of contract
2.	Completion of phase 2 activities and submission of draft report including	Identification of beneficiaries, establishment of demonstration sites, training of beneficiaries to establish and maintain	35%	3 months after signing of contract

	detailed list of proposed beneficiaries	garden and distribution of inputs.		
	Completion of phases 3, 4 and 5 activities and submission of final completion report including detailed list of beneficiaries	Provision of support for care and management of kitchen gardens, provision of capacity support for harvesting, post-harvest handling and marketing and completion of sensitization activities	40%	6monthsafter signing of contract

9. Facilities to be provided by Client

The consultant will be provided with the necessary documents that he/she may require and access to the relevant staff and key stakeholders.