



Republic of Liberia



**MINISTRY OF AGRICULTURE (MOA)**  
**Ministry of Agriculture Somalia Drive, Gardnersville**  
**Monrovia, Liberia**

**Smallholder Agriculture Transformation & Agribusiness Revitalization Project (STAR-P)**  
**IDA 63600, PROJECT NO. 160945**

**Consulting Services: Technical Assistance for capacity building, Sensitization, and mobilization of Out grower oil palm farmers**

**REOI Reference No.:LR-PMU-MOA-292483-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 provide on-the-field support to the County Facilitators in identifying, sensitization, and mobilization of 60 out-growers oil palm farming groups. The consultancy will provide technical assistance to oil palm out-grower groups through capacity building to access high input planning materials, quality seedlings, and training in best management practices. The consultancy will also provide technical advice to oil palm out-grower groups and supervise the planting of farms, and farm maintenance. It will also prepare for the business plan development stage.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: [www.moa.gov.lr](http://www.moa.gov.lr) or [www.emansion.gov.lr](http://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. Description of Similar Assignments with considerable experience in FBOs training/coaching, business development, and preparation of business plans with considerable knowledge and experience in working with smallholder farmers and agribusiness linkages (out-grower schemes),

cooperatives participating in Matching Grants. Experience in Similar Conditions particularly in post-conflict contexts in Africa.

iii. 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](mailto:starp-bids@moa.gov.lr) with a copy to [gtoto@moa.gov.lr](mailto:gtoto@moa.gov.lr) and [rqlaydor@moa.gov.lr](mailto:rqlaydor@moa.gov.lr) by 9th June, 2022 @ 16:00 hours 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)**

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## **MINISTRY OF AGRICULTURE**

**REPUBLIC OF LIBERIA**

# **Smallholder Agricultural Transformation and Agribusiness Revitalization Project (STAR-P)**

## **TERMS OF REFERENCE (TOR)**

**Technical Assistance for capacity building, Sensitization, and mobilization of Out grower oil palm farmers**

**REOI Reference No.: LR-PMU-MOA-292483-CS-CQS**

### **1. Background**

The Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) was approved by the World Bank Board of Directors on January 15, 2019. The Project Development Objective (PDO) is to increase agricultural productivity and commercialization of smallholder farmers for selected value chains in selected counties. The USD 25 million financing agreement was signed on February 15, 2019, and the project became effective on June 28, 2019. The project is co-financed on a pari-passu basis with IFAD. The USD 23 million co-financing was approved by the IFAD Board in September 2019 and the Financing Agreement was signed on 21 November 2019. This brings the total financing envelope under STAR-P to \$48 million.

Four oil palm concessions agreements were signed in 2011. The agreement specified that 20% of oil palm developed by concessions should be owned by out-growers. The out-grower model was included in the agreements to help improve inclusive development in the subsector.

### **2. Specific tasks and responsibilities for the consultant**

The project has assessed the capacity and finance needs of the FBOs groups and the MOA/STAR-P is seeking the services of a Consultancy firm to provide on-the-field support to the County Facilitators in identifying, sensitization, and mobilization of 60 out-growers oil palm farming groups. The consultancy will provide technical assistance to oil palm out-grower groups through capacity building to access high input planning materials, quality seedlings, and training in best management practices. The consultancy will also provide technical advice to oil palm out-grower groups and supervise the planting of farms, and farm maintenance. It will also prepare for the business plan development stage.

As part of its implementation support, the MOA/STAR-P is seeking the services of a qualified consultancy firm to help prepare the out-growers oil palm farmers groups in the concession area to prepare for the business plan development stage that will enable them to access grant funding.

The consultant is expected to:

Sensitize and mobilize 60 oil palm out-grower groups to prepare a business plan

Support the field activities of the Country's Focal Officers to train and build the capacity of the. Provide training and develop capacity in managing new plantings

Work closely with the Operation Manager in reviewing to ensure the business plan is submitted to the Bank.

### 3. Qualifications and experience for the Firm

Interested Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Firms should include in their Technical Proposal a profile of the team leader or his/her company and/or institution, the team 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 FBOs training/coaching, business development, and preparation of business plans with considerable knowledge and experience in working with smallholder farmers and agribusiness linkages (out-grower schemes) in post-conflict contexts in Africa. The firm(s) must demonstrate capabilities in providing technical assistance, especially relating to business development in agribusinesses, entrepreneurship, and smallholder farmers. They must also show detailed experience in developing or advising agribusiness projects in sub-Saharan Africa or similar (including experience with smallholder out-grower schemes); and show a track record of sub-Saharan African or comparable business development experience, including case studies, and profile of current similar assignments handled. The TA should demonstrate the internal capacities applicable to the assignment. Such capacities shall, among others, include a Project Manager (Team Leader), and Agribusiness Specialist, and an Investment/Finance Analyst with the following minimum qualifications:

#### iv. Team Leader

Qualification:

A minimum of post-graduate degree (Master's Degree) in Economics, Project Management, Business, Finance, Agricultural Economics, statistics or related field from a recognized institution  
At least 10 years of experience working on project management with at least 5 years of those related to agriculture and rural development.

Experience in working with the government and donor-funded projects in the SMEs /agribusiness sectors is an added advantage.

Good understanding of SMEs/agribusiness-related issues.

#### 1. Competencies

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

Strong analytical and constructive thinking skills.

Proven ability to be flexible in a team-oriented approach with diverse groups of people.

Strong written and oral communication skills.

Excellent planning, organizational, multi-task, and time management skills.

Proven computer skills (Microsoft Office Suite);

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

#### b) Agricultural Economist/Agribusiness Specialist:

Qualification: A minimum of post-graduate degree (Master's Degree) in Agribusiness, Business Administration, Marketing, or related field from a recognized institution. Experience: ▪ The person should have at least 10 years of practical experience in the agribusiness sector, particularly in value chain development and facilitating market linkages. ▪ Experience in agricultural administration, project economic and financial analysis, market and risk assessment, and evaluation of

programmes or related activities. ▪ He/She should have a good knowledge of policy developments in the global Agriculture and Agribusiness industry, as well as research efforts in ECOWAS’s Agriculture and Agribusiness sectors. ▪ Understanding of the needs and challenges of agribusiness companies, agribusiness SMEs and smallholder farmers, and other agribusiness value-chain actors in Liberia or similar contexts, including experience establishing out-grower schemes that incorporate smallholder farmers; ▪ Experience in developing or advising agribusiness projects in sub-Saharan Africa or similar (including experience with small-holder out-grower schemes) ▪ Excellent skills in MS Excel and MS Word. ▪ Excellent skills in project management demonstrated in previous jobs. ▪ Proven track record in working effectively within multidisciplinary teams.

c) Investment/Finance Analyst

Qualification: A degree in accounting/finance, economics or equivalent, and a professional qualification in accountancy from an internationally acceptable accountancy body i.e., ACCA,

ICASL, ICA GH, and CPA. Experience: ▪ At least 8 years experience in investment analysis ▪ Track record of sub-Saharan Africa, as well as experience with impact investments ▪ Experience in analyzing investments in the agricultural sector, will be an added advantage ▪ Excellent skill in MS Excel and MS Word. ▪ Excellent skills in project management demonstrated in previous jobs. ▪

Proven track record in working effectively within multidisciplinary teams.

**4. Duration of Consultancy**

The duration of this consultancy shall be for 5 months

**5. Reporting Requirements**

The consultant will report to the Operations Manager. The consultant will also interphase with the Ministry of Agriculture and NPC and other stakeholders.

**6. Deliverables**

S/No.	Deliverable	Time Schedule
1	Inception Report	one (1) Week after the contract signing
2.	Draft Report with details of the number of beneficiaries identified, sensitized, and mobilized	1 month after the contract signing
3	Final report with Number of beneficiaries given technical assistance in good management practices; and assisted to complete concept notes and business plans for grant support	2 months after the contract signing
4	Submission of business for plans for 60 oil palm out-grower groups	3 months after the contract signing

## **7. Facilities to be provided by the Client**

The consultant will be provided with necessary documents that they may require, office space, and access to the relevant staff and key stakeholders.