



Ministry of Agriculture

Building Climate Resilience Project (BCRP)

Expression of Interest

For

Consulting Service for the Conduct of Survey of Inland Valley Swamp Sites in Liberia (Project Counties).

Ref No: LIB/IFAD/BCRP/CS-002/24

Issue Date: August 23, 2024

Instructions to Consultants¹

Date: August 23, 2024

Conduct of Survey of Inland Valley Swamp Sites

1. 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 Building Climate Resilience Project-(BCRP) (“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 BCRP Project.

2. The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) **to conduct Inland Valley Swamp Survey**. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**.
3. 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.
4. 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, potential or reasonably perceived conflict of interest during preparation of the EOI, the

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

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.

5. 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

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>.

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.

- 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.
6. 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
 7. A consultant will be selected in accordance with the **Least Coast Selection** method set out in IFAD' project procurement handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement.
The shortlisting criteria are: The consulting firm must have extensive and proven solid experience in the conduct of geodetic survey, hydrogeological / geophysical survey, agriculture survey or other related fields in inland valley swamp (wetland) and irrigation schemes.
The firm must have experience in donor-financed projects (considered as an asset) and Must have successfully implemented at least 1 similar assignment in the past 5 years.

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 REOI should be sent via e-mail to: evah@moa.gov.lr no later than **August 30, 2024**. The client will provide responses to all clarification requests by **September 5, 2024** at **16.00h** GMT.

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 **September 10, 2024** at **16.00h** GMT to the address below: hnorman@moa.gov.lr and evah@moa.gov.lr. **(ONLY SOFTCOPY)**. The subject line should read: **EOI for Survey of Inland Valley Swamp Sites in Liberia**

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

**IFAD PIU/PMU/MOA
Ministry of Agriculture Annex, Libsuco Compound
Somalia Drive, Gardnerville, Montserrado County
Telephone: 0775901977**

Yours sincerely,

Form EOI-1
EOI Submission Form

Re: Consulting Services to Conduct the Survey of Inland Valley Swamp Sites

Ref: LIB/IFAD/BCRP/CS-002/24

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.

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/>.

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 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.
7. 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.”)

8. 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.

9. 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 temporary suspension)	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

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 to Conduct the Survey of Inland Valley Swamp Sites

Ref: LIB/IFAD/BCRP/CS-002/24

[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 to Conduct the Survey of Inland Valley Swamp Sites

Ref: LIB/IFAD/BCRP/CS-002/24

[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:	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

Currently, the International Fund for Agricultural Development (IFAD) portfolio in Liberia includes three (3) ongoing projects: (i) The Tree Crop Extension Project (TCEP); (ii) The Tree Crop Extension Project II (TCEP-II); and (iii) The Building Climate Resilience Project (BCRP) in Liberia's Rice and Cocoa Sector.

The Tree Crops Extension Project (TCEP). TCEP includes an IFAD loan of US\$13 million, Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$4.5 million and an additional amount of US\$9 million for rural roads. The project will work towards developing a viable and sustainable smallholder cocoa sub-sector in Liberia's main producing belt. The TCEP is intervening in Nimba County, in at least 8 statutory districts. Its duration is 6 years. The TCEP will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs).

The Tree Crops Extension Project II (TCEP-II). Additional financing of US\$23.8 million provided as part of the TCEP-II was approved by IFAD's Executive Board in December 2018 and was signed and ratified by the Liberian Government in September 2019. The TCEP-II financing will be prioritized in Lofa County with the possibility to include areas in other counties with comparable socio-economic and agronomic conditions. The TCEP-II will also adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs) building on the achievements and lessons learnt from the IFAD co-financed Smallholder Tree Crops Rehabilitation Support Project (STCRSP).

Building Climate Resilience Project (BCRP) in Liberia's Rice and Cocoa Sectors. An Adaptation grant of US\$8.84 million was received from the International Fund for Agricultural Development (IFAD) to finance the Building Climate Resilience Project (BCRP). The project is designed to reach 25,000 smallholder farmers including 10,000 rice producers, 10,000 cocoa producers and 5,000 smallholder farmers from other enterprises of which at least 40% will be women and 40% young people. The goal of the BCRP is that livelihoods and climate change resilience of rural farming households in Bong County are improved. The project development objective (PDO) is to promote agriculture as a business for enhanced incomes and reduced rural poverty in Bong County. The project became effective for disbursement on 19 September 2019. The project's current completion date is 30 September 2025 and closing date is 31 March 2026 in line with the implementation period of the Tree Crops Extension Project phase II (TCEP-II).

The key value chains supported under the BCRP are cocoa, rice, vegetable, poultry and inland fish farming. Rice and cassava are the main staple crops of Liberia while cocoa, rubber, oil palm and coffee are a significant element of export earnings and provide livelihood for more than half of the agricultural households. Approximately 40% of the population is either food insecure or highly vulnerable to food shortages due in part to low agricultural productivity. Structural and policy challenges to enhancing the sector's role in food security are: weak land management and water control systems, limited production intensification and crop diversification, restricted market access due to poor food value chains (i.e. transport, storage, processing, marketing channels, and credit), and low institutional capacity. These challenges have served as disincentives for producing marketable surpluses.

The MOA intends on intensifying rice production in the lowlands (inland valley swamps) across the 15 counties of Liberia. Liberia has many inland valley swamps (wetlands) but only five have so far been recognized and designated as wetlands of international importance, and are managed according to international best practice. These are the Montserrado Wetlands, Lake Piso Wetlands, Marshall Wetlands, Kpatawee Wetlands, and the Gbedein Wetlands, located in Montserrado, Cape Mount, Margibi, Bong and Nimba Counties respectively. To intensify rice production, the MOA intent is to identify and map all inland valley swamps across the 15 counties of Liberia. The market opportunities and potential for agriculture and its relevant value chain investment portfolios, are ready to be utilized with the vast investment opportunities coming into the country. Segregating the landscape and pinning out land spaces that are available and accessible for various farming are the key focus of this project, and will be beneficial to foreign and local investors looking to venture into farming on a larger scale.

1.1 The Program Implementation Unit (PIU)

The Ministry of Agriculture (MOA) is the implementing agency for all IFAD funded projects in Liberia through a dedicated Program Management Unit (PMU). It is thought that a single Program Implementation Unit (PIU) with the required thematic expertise to manage IFAD funded projects is deemed to be cost effective, while facilitating cross learning and knowledge management and building synergies between projects. The MOA seeks to recruit a consulting firm for the survey of inland valley swamp sites across the 15 counties in Liberia including the BCRP intervention Counties (Nimba, Lofa and Bong).

2.0 Objective of the Consulting Services

The Consulting services is aimed at conducting an in-depth survey of all inland valley swamps with high potential for rice production including measurement of sizes (ha), analysis of sites for possible investment and provide actionable insights to support the MOA's National Agriculture Development Plan (NADP) within the context of the ARREST Agenda. The consultancy will initially target Montserrado, Cape Mount, Margibi, Bong, Lofa and Nimba Counties.

3.0 Scope of Work

The consulting firm will work under the overall guidance and supervision of the Project Coordinator. Specifically, the consulting firm will:

- Submit inception report including activity implementation work plan detailing the methodological approach for the entire assignment covering all items under “Scope of Work” as outlined in this TOR prior to the commencement of the assignment;
- Conduct an in-depth survey of all inland valley swamps with high potential for rice production including measurement of sizes (ha), mapping and analysis of sites for possible investment;
- Develop a manual with accessible map outline for resource areas for large scale rice production;
- Provide detailed profiles of key usable areas, including strengths, weaknesses, opportunities, threats and strategic initiatives;
- Analyze supporting functions that are required to make the rice value chain work, including both existing and missing support functions (e.g., infrastructure, information, related services);
- Analyze accessibility to the production sites and agricultural inputs;
- Analyze possible potential risks on the sites and suggest possible mitigation measures;
- Prepare and submit end of assignment report including strategic recommendations (actionable plans for investors);
- Any other needed activity, as discussed and agreed during the assignment.

4.0 Deliverables

The consultant will be expected to deliver the following outputs:

- Submit detailed activity implementation work plan and timeline of assignment;
- Submit draft report to incorporate and reflect feedback from PIU, MOA and IFAD;

- Submit final version of the report for the assignment including key findings, insights and actionable recommendations;

5.0 Methodology

The following methodologies will be used during the survey:

- Collection of data on land size in target / coverage areas;
- Provide data on current land size being used;
- Provide data on accessibility and inaccessibility of sites;
- Community engagements for feedbacks
- Use of drones and GIS gadgets.
- Protocols: purpose sampling; face-to-face with audio and video recording; observation and evaluation, etc.

6.0 Timing of the Assignment

The timing of the assignment is 52 working days (5 days for inception report, 28 days in the field for survey - data collection, 13 days for data analysis and 6 days for reporting) from the date of contract signing. The implementation schedule is detailed in the table below:

No.	Activities	Weeks						
		1	2	3	4	5	6	7
1	Submit inception report including activity implementation work plan detailing the methodological approach for the entire assignment covering all items under “Scope of Work” prior to the commencement of the assignment.	■						
	Discussion meeting with MOA senior management, PIU and relevant stakeholders to provide information leading to the assignment	■						
	Survey - data collection in Bong, Lofa and Nimba counties		■	■	■	■		
	Data analysis					■	■	
	Submission of draft report with visuals						■	
	Submission of final report with visuals							■

7.0 Qualification and experience:

The consulting firm must have extensive and proven solid experience in the conduct of geodetic survey, hydrogeological / geophysical survey, agriculture survey or other related fields in inland valley swamp (wetland) and irrigation schemes. The firm must have experience in donor-financed

projects (considered as an asset) and must have successfully implemented at least 1 similar assignment in the past 5 years. The firm must have acquired experience, knowledge and be familiar with the survey of inland valley swamps (wetlands) and should have at least **3 key experts** with the following stipulated qualification, professional and practical experience as indicated in the table below:

Key Personnel	Qualification	Experience
Civil or water Resources Engineer (Team Lead)	Advanced Degree in Irrigation Engineering, Agricultural Engineering, Agricultural Infrastructure, hydraulic sector or equivalent	At least five years of professional and practical experience in water resources planning, development of irrigation schemes, costing, etc. using diverse techniques and proven experience. Be able to provide overall direction to all specialists making up the consulting team;
Hydrogeologist / Geophysics Expert	At least a Bachelor Degree Hydrology / geophysics or related field	At least five years of professional and practical experience in conducting and interpreting hydrogeological / geophysical survey using diverse techniques and proven experience
GIS / Geodetic Expert	At least a Bachelor Degree in Geo-Information Science / geodetic engineering or related field	At least five years of professional and practical experience in the conduct of field survey of large-scale irrigation projects
Environmentalist	At least a Bachelor Degree in Environmental Science or related field	At least five years of professional and practical experience in conducting environmental and social screening / assessment of water resources projects and familiar with environmental guidelines
Soil and Land Classification Specialist	At least a Bachelor Degree agricultural engineering or related field	At least five years of professional and practical experience in the field of land resource planning and conduct of soil and land classification activities
Agriculturist	At least a Bachelor Degree agricultural engineering or related field	At least five years of professional and practical experience in the planning of irrigated agriculture developments

ANNEX 2

Qualification and Evaluation Criteria

Item	Criteria	Points
A.	General experience	30
i	<ul style="list-style-type: none"> • Minimum of 5 years' of existence 	10
ii	<ul style="list-style-type: none"> • Experience in Conducting similar survey/studies 	20
B.	Specific experience	70
i	<ul style="list-style-type: none"> • Experience in successfully completing at least One (1) assignment of similar Nature in the Agriculture sector or other related fields in Liberia or within the Sub-region. 	40
ii.	Research methodology to conduct the survey	30
Total Score		100 points
Minimum points required to pass		70 points

8.0 Facilities and Information to be provided by the client

The MOA and IFAD-PIU is expected to provide the consultant with the relevant information / documents to assist in carrying out the required tasks. Also, the IFAD-PIU will facilitate the travel of the consultant to various regions and meeting with communities.