



## REQUEST FOR EXPRESSIONS OF INTEREST (Individual Consultants)

February 21, 2025

Liberia

Tree Crops Extension Project (TCEP)

### **Assignment title: NATIONAL COCOA SEED GARDEN BUSINESS AND MARKETING PLAN DEVELOPMENT**

**Reference no.** (as per procurement plan): **LIB/IFAD/TCEP/CS-001/25**

The Government of Liberia *has received* financing from the International Fund for Agricultural Development (IFAD) towards the cost of Tree Crops Extension Project (TCEP), 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 **NATIONAL COCOA SEED GARDEN BUSINESS AND MARKETING PLAN DEVELOPMENT**.

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 (TCEP).

The consulting services ("the services") include the Consulting services is aimed at conducting an in-depth assessment to identify market and fully map value chain and identify critical interventions to enhance capacity of farmers, kuu groups, cooperatives and other stakeholders involved in the cocoa market system. The consultancy will target Nimba (TCEP). The timing of the assignment is 45 working days (5 days for inception report, 21 days in the field, 13 days for data analysis and 6 days for reporting) from the date of contract signing.

This request for expressions of interest (REOI) will appear in the local daily (newspaper) on February 13, 2025.

The attention of interested consultants is drawn to IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy<sup>1</sup> and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations<sup>2</sup>. The latter sets forth IFAD's provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment,

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

<sup>2</sup> The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

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.<sup>3</sup> By entering in this document, you certify to have read, understood, and agreed to be bound by the Privacy Policy of IFAD.<sup>4</sup>

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 following conflict of interest rules shall apply with respect to recruitment of government/client staff within the consultant's proposed team:

- (a) No member of the client's board of directors or current employees of the client (whether part time, or full time, paid or unpaid, in leave status, etc.) shall be proposed or work as, or on behalf of, any consultant.
- (b) Except as provided in sub-clause 8.6(d), no current employees of the government shall work as consultants or as personnel under their own ministries, departments or agencies.
- (c) Recruiting former client or government employees to perform services for their former ministries, departments or agencies is acceptable provided no conflict of interest exists.
- (d) If a consultant proposes any government employee as personnel in their technical proposal, such personnel must have written certification from the government confirming that: (i) they will be on leave without pay from the time of their official proposal submission and will remain on leave without pay until the end of their assignment with the consultant and they are allowed to work full-time outside of their previous official position; or (ii) they will resign or retire from government employment on or prior to the contract award date. Under no circumstances shall any individuals described in (i) and (ii) be responsible for approving the implementation of this contract. Such certification shall be provided to the client by the consultant as part of its technical proposal.
- (e) In the case where a consultant seeks to engage the services of any person falling under ITC sub-clauses 8.6(a) – 8.6(d), who may have left the client within a period of less than twelve (12) months of

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<sup>3</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

<sup>4</sup> The policy is accessible at <https://www.ifad.org/en/privacy>.

the date of this RFP, it must obtain a written “no-objection” from the client for the inclusion of such a person, prior to the consultant’s submission of its proposal.

The Tree corps Extension Project 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](http://www.ifad.org/project-procurement). Interviews *[will not]* be conducted as part of the selection process.

The shortlisting criteria are:

- Advanced university degree in business management and administration, marketing, economics, project management, agriculture or other related fields.
- A minimum of 5 years’ professional expertise in business and marketing plan development – crafting comprehensive plan with business and market analysis, financial projections and growth strategies.
- Demonstrated skills in quantitative and qualitative analysis and data management.
- Strong financial management and analytical skills;
- Strong facilitation, stakeholder engagement and interpersonal skills;
- Strong written and oral communication skills in English.

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Any request for clarification on this REOI should be sent via e-mail to the address below [evah@moa.gov.lr](mailto:evah@moa.gov.lr) no later than March 5, 2025 by 4:00pm GMT. The client will provide responses to all clarification requests by 4:00pm GMT, March 8, 2025.

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 e-mail) by 4:00pm GMT March 12, 2025.

**Office of the Project Coordinator**  
**Attn: Emmanuel G. Vah, Project Coordinator**

**IFAD PIU/PMU/MOA**  
**Ministry of Agriculture Annex, Libsuco Compound**  
**Somalia Drive, Gardnerville, Montserrado County**  
**Tel: +231775901977**  
**E-mail: [evah@moa.gov.lr](mailto:evah@moa.gov.lr) and [hnorman@moa.gov.lr](mailto:hnorman@moa.gov.lr).**

**QUALIFIED WOMEN ARE ENCOURAGED TO APPLY**

Only pre-selected consultants will be contacted.

