



**Ministry of Agriculture**

**Tree Crops Extension Project (TCEP)**

**Expression of Interest**

**For**

**Consultancy for Strategic Development Planning and Capital Mobilization Services in Cocoa, Rice, Vegetable, Poultry and Fish Value Chains.**

**Ref No: LIB/IFAD/BCRP/CS-005/24**

**Issue Date: October 14, 2024**

# Instructions to Consultants<sup>1</sup>

**Date:** October 14, 2024

## **Consultancy for Strategic Development Planning and Capital Mobilization Services in Cocoa, Rice, Vegetable, Poultry and Fish Value Chains.**

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 Tree Crop Extension Project-(TCEP) (“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 TCEP Project.

The client now invites expressions of interest (EOIs) from legally constituted consulting firms (not individual consultants) (“consultants”) **TO CONDUCT STRATEGIC DEVELOPMENT PLANNING AND CAPITAL MOBILIZATION SERVICES IN COCOA, RICE, VEGETALBE, POULTRY AND FISH VALUE CHAINS** More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**.

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.

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

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<sup>1</sup> This document refers to legally constituted consulting firms as “consultant”.

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 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<sup>2</sup>.

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 Abuse<sup>3</sup> 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.

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

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

- 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 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.

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.<sup>4</sup>

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](http://www.ifad.org/project-procurement).

The shortlisting criteria are: The consulting firm must have extensive and proven solid experience in offering unparalleled blend of expertise in sustainable development and innovative business solutions including integration of environmental, social and governance (ESG) principles across large-scale growth initiatives. 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.

Any request for clarification on this EOI including the REOI should be sent via e-mail to:

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

[evah@moa.gov.lr](mailto:evah@moa.gov.lr) no later than **October 18, 2024**. The client will provide responses to all clarification requests by **October 21, 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 **October 24, 2024** at **16.00h GMT** to the address below: [hnorman@moa.gov.lr](mailto:hnorman@moa.gov.lr) and [evah@moa.gov.lr](mailto:evah@moa.gov.lr). (**ONLY SOFTCOPY**). The subject line should read: **EOI Consultancy for Strategic Development Planning and Capital Mobilization Services in Cocoa, Rice, Vegetable, Poultry and Fish Value Chains.**

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

Yours sincerely,

**STRATEGIC DEVELOPMENT PLANNING AND CAPITAL MOBILIZATION SERVICES-TCEP**

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# Form EOI-1

## EOI Submission Form

**Re: Consultancy for Strategic Development Planning and Capital Mobilization Services in Cocoa, Rice, Vegetable, Poultry and Fish Value Chains.**

**Ref: LIB/IFAD/TCEP/CS-00\5/24**

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")<sup>5</sup>, beyond those declared in paragraph 9 of this EOI submission form.
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](mailto: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.

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<sup>5</sup> 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/>.

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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](mailto: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: Consultancy for Strategic Development Planning and Capital Mobilization Services in Cocoa, Rice, Vegetable, Poultry and Fish Value Chains.**

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*[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	

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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: Consultancy for Strategic Development Planning and Capital Mobilization Services in Cocoa, Rice, Vegetable, Poultry and Fish Value Chains.**

**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 Government of Liberia considered, negotiated and / or signed several documents defining the implementation and execution of the new National Development Plan of the country, in regards to the Ministry of Agriculture (MOA), the National Agriculture Development Program (NADP). The NADP focuses on the following value chains under TCEP-II and BCRP: **Food crops** (rice and vegetables); **cash crop** (cocoa); **livestock** (poultry); and **fisheries / aquaculture**. Cross cutting programs in the NADP include: creation of mechanization hubs in major production clusters for both production and post-harvest handling; strengthening agricultural research and extension capacities to promote innovative technical

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approaches; strengthening capacity of the MOA; and developing inclusive agribusiness models for the integration of smallholders into agri-food value chains.

The MOA seeks to use some of the project proceed to recruit a consulting firm for Strategic Development Planning and Capital Mobilization Services in Cocoa, Rice, Vegetable, Poultry and Fish Value Chains aimed at the implementation of the NADP in the three projects counties.

## **2.0 Objective of the Consulting Services**

The overarching objective of the consulting services is to introduce innovation in Liberia's agriculture industry, with focus on financial viability and sustainable small-scale farming; provide innovation hubs that offer utilities, connectivity, and agronomic guidance; create financial mechanisms utilizing local and blended finance models to de-risk agricultural investments; and develop a vibrant local and export economy of food, cash crops, processed products, livestock and inland fishery.

## **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:

- Assist in project planning that matches the goals of the National Agriculture Development Plan (NADP);
- Develop a systematic approach to secure diverse funding sources (i.e., international donors, private partnerships, and green financing);
- Design strategies to enhance farmers' access to improved financial services through Rural Community Finance Institutions (RCFIs) / community banks;
- Plan the structure of the Liberian Empowerment Farms program, 1 County 1 Value Chain (1C1VC);
- Plan and launch the Digital Agriculture Train the Trainers Program;
- Full survey and mapping of agricultural lands and categorization of crop type and land ownership;
- 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 consulting firm will be expected to deliver the following outputs:

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- Submit detailed activity implementation work plan and timeline of assignment;
- Two project outlines implementable with existing MOA budget;
- Two project outlines and investment material to pitch investors and joint venture partners;
- Finalized investment material and pipeline plan
- Engagement with five international investment partners including IFAD for funding in gap identified under the NADP;
- Finalized business and investment Plan;
- Readiness to launch five portfolio projects;
- Full survey and mapping (via Satellite) of agricultural lands within the country;
- Categorization of crop type and land ownership details;
- 1 County 1 Value Chain launched in project counties;
- Submit program for additional finance within World Bank and IFAD programs;
- 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:

- Desk review of current and past policies and programs, project related documents and primary data collection. Questionnaire will be developed to facilitate the collection of primary data from partner institutions and MOA projects beneficiaries’ communities and other stakeholders;
- Stakeholders engagements / consultations for feedbacks
- Use of drones and GIS gadgets.
- Virtual meetings, workshop, interview and focused and in-person small group discussions

## 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.							
	Desk review and discussion meeting with MOA senior management, PIU and relevant stakeholders to provide information leading to the assignment							
	Primary data collection from development partners, stakeholders, etc.							
	Data analysis							
	Submission of draft report with visuals							
	Submission of final report with visuals							

## 7.0 Qualification and experience:

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The consulting firm must have extensive and proven solid experience in offering unparalleled blend of expertise in sustainable development and innovative business solutions including integration of environmental, social and governance (ESG) principles across large-scale growth initiatives. 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 at least 3 key experts with the following stipulated qualification, professional and practical experience as indicated in the table below:

Key Personnel	Qualification	Experience
Policy Expert – Team Leader	Advance degree in policy formulation and related fields	At least 10 years professional experience in policy formulation and programs development
Financial Management Expert	Advance degree in Financial Management and Banking	At least 10 years in Financial Management and Banking
Agricultural Economist	Advanced university degree in agricultural economics / marketing or other related fields.	At least 5 years’ professional experience in market assessment, value chain mapping and development, agricultural marketing and economic development
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
Agriculturist	Advanced degree in agricultural or related field	At least five years of professional and practical experience working in the agriculture sector

## 8.0 Facilities and Information to be provided by the client

The MOA and IFAD-PIU is expected to provide the consulting firm with the relevant information / documents to assist in carrying out the required tasks. Also, the IFAD-PIU will facilitate the travel of the consulting firm to various regions and meetings with development partners and stakeholders



## ANNEX 2

### Qualification and Evaluation Criteria

Item	Criteria	Points
<b>A.</b>	<b>General experience</b>	<b>30</b>
i	<ul style="list-style-type: none"> <li>• Minimum of 5 years' of existence.</li> </ul>	10
	<ul style="list-style-type: none"> <li>• Experience in Conducting similar survey/studies</li> </ul>	20
<b>B.</b>	<b>Specific experience</b>	<b>70</b>
i	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	40
ii.	Experience in data validation and verification procedures	30
	<b>Total Score</b>	<b>100 points</b>
	<b>Minimum points required to pass</b>	<b>70 points</b>

