



**WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT
MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA
Rural Economic Transformation Project (RETRAP)
1st Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive),
Gardnersville – Monrovia, Liberia**

Request for Expression of Interest Document

Project Name: RURAL ECONOMIC TRANSFORMATION PROJECT(RETRAP)

Project No.: P175263

Recruitment of Individual Consultant

**RECRUITMENT OF INDIVIDUAL CONSULTANT TO CONDUCT AN
ENVIRONMENTAL AND SOCIAL AUDIT FOR RETRAP APPROVED
GRANTEES IN THE PROJECT LANDSCAPE**

Ref: LR-PMU-MOA-435866-CS-INDV

Date: July 2024

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1. Request for Expression of Interest



**WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT
MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA
Rural Economic Transformation Project (RETRAP)
1st Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive),
Gardnersville – Monrovia, Liberia**

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

Client: Ministry of Liberia Agriculture

Contract Title: Recruitment of Individual Consultant to Conduct an Environmental and Social Audit for RETRAP Approved Grantees in The Project Landscape

Country: Liberia

Credit No.: IDA 69000

Project No.: P175263

Contract No: LR-PMU-MOA-435866-CS-INDV

Date Issued: July 2, 2024

- The Government of Liberia through the Ministry of Agriculture has received financing from the World Bank toward the cost of the additional financing (AF) to the Republic of Liberia for the Rural Economic Transformation Project (RETRAP), and intends to apply part of the proceeds toward payments under the contract for Recruitment of Individual Consultant to Conduct an Environmental and Social Audit for RETRAP Approved Grantees in The Project Landscape*

under a contract for which this Request for Expression of Interest (“REOI”) is issued.

This Request for Expression of Interest, follows the General Procurement Notice that appeared in UNDB Online on January 30, 2024, the MOA Liberia’s website (www.moa.gov.lr) on January 30, 2024, and local newspapers: Inquirer Newspaper on January 30, 2024.

2. Summary of Services:

- ✓ Review the grantee ESMPs and identify the key mitigation measures and monitoring requirements and parameters during sub project implementation.
- ✓ Conduct an Environmental and Social Audit for RETRAP Approved Grantees in The Project Landscape
- ✓ Assess the social impacts particularly any loss of asset (land, trees and other assets on land), the mitigation measures and any outstanding issues by PAPs regarding loss of assets and compensation

- 3. Contract start date and duration.** The location of the assignment is Monrovia, Liberia but travel to the project sites are mandatory. The overall duration of the assignment is forty (40) working days beginning upon the effective date of the contract, unless earlier terminated or extended for additional term(s) as may be mutually agreed.

The required qualifications for the Individual Consultant to be considered are indicated in the Terms of Reference (“TOR”) as below. Please refer to the detailed Terms of Reference included

in this invitation documents but among other requirements, these qualifications include:

- The candidate should have an advanced degree (at least Masters) in Environmental Science, Environmental Engineering, Public Health, Social Science or other relevant fields.
 - At least 7 years of experience in Environmental and Social Safeguards compliance and monitoring;
 - At least 5 years of direct relevant experience in environmental and social safeguards issues in Liberia is desired;
 - Knowledge and experience in the EPA environmental assessment regulations and guidelines desired;
 - Knowledge and experience of World Bank procedures, especially ESF and Environmental and Social Assessments;
 - Strong communications and presentation skills with an advanced proficiency to speak and write in English is required;
 - A record of prioritizing and managing time to deliver high priority and top-quality products. This ability must be coupled with a tolerance of and capability to manage significant uncertainties in the work program and to undertake a range of tasks simultaneously; and Willing to conduct field visits as required throughout the period of the assignment
- a) **Application Procedure:** Interested Individual Consultants should register their interest by sending an e-mail (with subject **Recruitment of Individual Consultant to Conduct an Environmental and Social Audit for RETRAP Approved Grantees in The Project Landscape** to the World Bank/IFAD PIU at retrapbids@moa.gov.lr and cc: gtoto@moa.gov.lr giving their full contact details. This will ensure that the Consultants receive a copy of the Request for Expression of Interest document, OR and any updates.

Interested Individual Consultants are requested to submit their **Application/Cover Letter, CV**, using the forms provided for this purpose in the Request for Expression of Interest documents.

4. **Selection Procedure:** Individual Consultant will be selected in accordance with the **Individual Consultant Selection (ICS)** method set out in the World Bank Procurement Regulations, September 2023.

The selection process comprises two stages: first, the Procuring Entity will select the consultant with the most qualified CV/qualifications and experience using the criteria provided in the Request of Expression Documents then request the most qualified Consultant to submit a financial offer for negotiations.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website:

- a) [https://vacancies & Career Opportunities | Ministry of Agriculture \(www.moa.gov.lr\)](https://vacancies & Career Opportunities | Ministry of Agriculture (www.moa.gov.lr))
- b) Request TOR directly via email from the email below

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 September 2023, 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>

Application/Cover Letter (expression of interest) and current CV must be submitted

electronically in a format that cannot be altered (pdf format is preferred) to the email address below by e-mail by **16th July 2024 @ 5:00pm local time.**

All Expression of Interests **MUST** include at least three (3) references with their names, telephone numbers and email addresses; curriculum vitae(cv) with copy of educational credentials be submitted to the below email address:

Galah Toto

National Program Coordinator)

Project Implementation Unit (PIU)

Ministry of Agriculture

RURAL ECONOMIC TRANSFORMATION PROJECT (RETRAP)

Somalia Drive, Gardnersville, Monrovia, Liberia

Tel +231-777576980

Email: retrapbids@moa.gov.lr with a copy to Email: gtoto@moa.gov.lr

2. Terms of Reference



MINISTRY OF AGRICULTURE
Republic of Liberia
Gardnersville, Somalia drive
Monrovia, Liberia



Rural Economic Transformation Project (RETRAP)
LOAN #: P175263

Terms of Reference for Consulting Services to conduct an Environmental and Social Audit for RETRAP approved grantees in the project landscape

GENERAL INFORMATION

Description TOR for Consulting Services to conduct E&S audit for approved grantee in project landscapes (Bomi, Monserrado, Margibi, Bong and Nimba)

Duty Station: Montserrado with travels to project counties

Type of the contract Lumpsum

Duration: 4 weeks

Expected Start Date: Immediately after Concluding Contract Agreement

I. BACKGROUND

1. Background

The Government of Liberia, through the Ministry of Agriculture, has received funding from the World Bank, for the Rural Economic Transformation Project (RETRAP). The Objective of the RETRAP is to improve productivity and market access for smallholder farmers and agri-enterprises in selected value chains (Rubber, Cassava, Livestock (Poultry and Piggery) Rice and vegetables in all 15 counties. The RETRAP under Sub-component 2.2 financed matching grants for smallholder farmers' organizations (FBOs), agribusinesses, processors, aggregators, and other participating partners. The Matching Grant (MG) scheme described under sub-component 2.2 might trigger agricultural commercialization, expansion of farmlands, expansion and/or renovation of agricultural infrastructure such as warehouses, processing facilities, electricity connectivity etc. Agricultural intensification could trigger extensive use of pesticides with adverse repercussions on human health and biodiversity. Support to poultry and piggery industry will produce animal waste (manure) which could contaminate ground and surface water as well as contribute to green-house gas emissions if poorly managed. Similarly, effluents from processing facilities e.g., cassava processing under the MG scheme could contribute to water contamination, eutrophication and unsightly scenes in communities. Grants have been disbursed to approved grantees with sub projects implementation ongoing for in the last 20 months. All pose potential risks and hazards to people and the environment. The Ministry of Agriculture through the Project Implementation Unit is therefore commissioning an Environmental Audit to assess the implementation of project activities, and determine whether there were safeguards gaps, complaints or grievances, conflicts and disagreements and whether there was a functional grievance redress mechanism in place to resolve conflicts. The outcome of this audit will inform the future project

implementation strategy.

II. OBJECTIVES OF THE SERVICE / WORK

The objective of the assignment is to assess the compliance with the Environmental and Social Framework (ESMF) and Environmental and Social Management plan prepared for the grantees for their sub projects implementation under the RETRAP. It will involve an assessment of the implementation of infrastructure/farm works; the nature and scale of works; the safeguard tools that guided the sub projects; monitoring, supervision and reporting of safeguards; and the functionality of the Grievance Redress Mechanism at the farm sites and any other related sites under the project establishment. The assignment includes the assessment of the project ESMF, Grantee ESMPs, GRM and other safeguards instruments implemented, including identifying incidents, fatalities, availability and functionality of GBV (Sexual Exploitation and sexual harassment (SEA/SH) referral pathway and service provision) workers induction and signing of GBV code conduct, if any, during implementation, document best practices, if any and suggest measures for effective implementation and monitoring.

III. SCOPE OF THE SERVICES

- ✓ Review the grantee ESMPs and identify the key mitigation measures and monitoring requirements and parameters during sub project implementation.
- ✓ Evaluate the use of the environmental social reporting templates, the monthly reporting, and use of ESIM
- ✓ Assess the social impacts particularly any loss of asset (land, trees and other assets on land), the mitigation measures and any outstanding issues by PAPs regarding loss of assets and compensation.
- ✓ Conduct site observations at locations where farm works are underway and at processing facilities to check that occupational health and safety and social measures and controls are operating as described and intended.
- ✓ To determine through field observations and consultations the impact of the processing works on ambient environmental parameters, such as noise, dust and air emission, water and soil pollution, washout of sediments and contaminants into wetlands, spills and leaks, wastes.
- ✓ Document incidents, accidents, fatalities
- ✓ Document investigation measures, referral pathway, service providers for managing GBV, including consultations of the communities and stakeholders
- ✓ Grievances and Complaints Documentation and Resolution
- ✓ Review and assess grievance and social incident register where these grievances are logged, investigated, and addressed?
- ✓ Assess the use of the Grievance Redress Mechanism / documentation and resolution of grievances.
- ✓ Assess the implementation of GBV action plan and check its functionality.

- ✓ Conduct stakeholder engagement with the project affected communities on the conduct of the grantees and the execution of farm work;
- ✓ Assess the major occupational and community health and safety non-compliances and propose corrective actions.
- ✓ Assess the efficacy of monitoring of implementation of grantee ESMP and identify shortcomings, if any, and identify areas for improvement.
- ✓ Prepare and present the findings (draft report) to the PIU. The report shall highlight constraints, if any during implementation; best practices, if any; areas requiring improvement in terms of implementation of mitigation measures indicated in the Management Plans and the extent of effective monitoring by

the PIU, etc., and suggest measures for effective implementation and monitoring of Management Plans. The audit report will be prepared based on review of the above document, site observations, compliance of the statutory requirements and interviews with stake holders.

- ✓ Preparation of final report with applicable appendices, etc. after approval of the findings of the Draft report by the PIU.

IV. OBLIGATION

- The PIU E&S Specialist will be responsible for day-to-day supervision of the consultant's work and provide technical guidance to ensure relevance and appropriateness of the methodology, tools and approach used by the consultant to deliver this assignment.
- The consultant shall report through the PIU E&S Specialist to the National Project Coordinator.

The **PIU** shall make available to the Firm all relevant available documents pertaining to the project for review and for timely completion.

IV. EXPECTED OUTPUTS / DELIVERABLES

- ✓ Inception Report (with timelines for Audit site visits, interviews, questionnaires, checklists, etc.) within 3 days from the issue of the work order.
- ✓ Draft report encompassing the observations relating to the audit.
- ✓ Final report after incorporating the suggestions of the PIU, if any.

V. ASSIGNMENT DURATION and PAYMENT SCHEDULE.

The assignment is expected to take not more than Forty (40) working days. The successful consultant should adopt the most effective approach and methodology to deliver the assignment within the specify duration.

The anticipated duration of the study is Twenty-eight (28) calendar days or 4 weeks from the day of signing a contract for service with the Project Implementation Unit. A breakdown of the phases is proposed below:

S/N	Task/Activity	Time Schedule of Deliverable	Percentage of Payment
1.	Inception Report Presentation	Two week after contract signing	15%
2.	Draft Report (Field Work and Data collection)	Two week after Inception Reports	25%
3.	Validation of Draft Report	Two week after presentation of Draft Reports	20%
4.	Final Report	-Two week after validation of draft reports	40%

CONSULTANT QUALIFICATIONS

Consultant's Qualifications and Experience

- The candidate should have an advanced degree (at least Masters) in Environmental Science, Environmental Engineering, Public Health, Social Science or other relevant fields.

Experience

- At least 7 years of experience in Environmental and Social Safeguards compliance and monitoring;
- At least 5 years of direct relevant experience in environmental and social safeguards issues in Liberia is desired;
- Knowledge and experience in the EPA environmental assessment regulations and guidelines desired;
- Knowledge and experience of World Bank procedures, especially ESF and Environmental and Social Assessments;
- Strong communications and presentation skills with an advanced proficiency to speak and write in English is required;
- A record of prioritizing and managing time to deliver high priority and top-quality products. This ability must be coupled with a tolerance of and capability to manage significant uncertainties in the work program and to undertake a range of tasks simultaneously; and
- Willing to conduct field visits as required throughout the period of the assignment.

DUTY STATION

The primary duty station for the assignment will be in Monrovia with extensive travel to the project landscapes (Counties)

SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT ARE:

The following facilities and services will be made available to the consultants:

- ✓ Office space;
- ✓ Space for holding meetings and for making report presentations (PIU Conference Room).;
- ✓ Transport for official trips to be provided for in the Consultant's workplan.
- ✓ Relevant documentation on RETRAP (ESMF, PMP, PIM, PAD, etc.).
- ✓

LANGUAGE OF THE ASSIGNMENT

All reports and deliverables under this assignment are expected to be in the English language

VII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

All deliberations relating to preparations of the plan including all information collected from various meetings/documents, primary & secondary data etc. shall be kept confidential and shall not be divulged to any third party either verbally or in writing or in any other form, policies and procedures of the World Bank Fraud and Corruption will apply.

Selection Method: Individual Consultancy Selection (ICS) method

3. Evaluation Criteria

The Consultant is required to obtain a minimum of **75 points** in order to qualify. The Consultant with the highest score above the **75 points** threshold will be recommended for award subject to satisfactory references being obtained and agreement on the rate and contents of the Financial proposal.

In the event that a Contract cannot be agreed between the Client and the first-ranked Consultant, the second-ranked Consultant will then be invited for negotiations.

The selection of the Individual Consultant will be based on the following criteria:

ITEM	CRITERIA	POINTS
1	<i>Education and Qualifications</i>	
	Consultant's Qualifications and Experience The candidate should have an advanced degree (at least Masters) in Environmental Science, Environmental Engineering, Public Health, Social Science or other relevant fields.	20 Points
2	<i>Experience of the Individual Consultant</i>	
	<ul style="list-style-type: none"> ➤ At least 7 years of experience in Environmental and Social Safeguards compliance and monitoring; ➤ At least 5 years of direct relevant experience in environmental and social safeguards issues in Liberia is desired; ➤ Knowledge and experience in the EPA environmental assessment regulations and guidelines desired; ➤ Knowledge and experience of World Bank procedures, especially ESF and Environmental and Social Assessments; ➤ Strong communications and presentation skills with an advanced proficiency to speak and write in English is required; ➤ A record of prioritizing and managing time to deliver high priority and top-quality products. This ability must be coupled with a tolerance of and capability to manage significant uncertainties in the work program and to undertake a range of tasks simultaneously; and ➤ Willing to conduct field visits as required throughout the period of the assignment. 	70 Points
3	Proficiency in English	5
4	Experience in Sub-Saharan Africa	5
	Total Score	100

4. Proposal Forms

APPLICATION/COVER LETTER

[*Location, Date*]

To: xxxxx

Address

Dear Sir,

Re: Recruitment of Individual Consultant to Conduct an Environmental and Social Audit for RETRAP Approved Grantees in The Project Landscape

REF No: LR-PMU-MOA-435866-CS-INDV

Dear Sir/Madam,

I, the undersigned, offer to provide the consulting services for the above mentioned assignment in accordance with Request for Expression of Interest dated [*Date*].

I hereby submit my Qualifications including my latest updated Curriculum Vitae which contains among others my previous relevant assignments and references with complete contact details.

I hereby declare that all the information and statements made in this document are true and correct. I accept that any misinterpretation contained herein can lead to my disqualification.

I hereby certify that I are not engaged in, facilitating, or allowing any of the prohibited activities described in the World Bank Fraud and Corruption Regulations, facilitate, or allow any such prohibited by the World Bank for the duration of the Contract. Further, I hereby provide my assurance that the prohibited activities described in said Policy of the World Bank will not be tolerated by myself. Finally, I acknowledge that engaging in such activities is cause for suspension or termination of employment or of the Contract. I further certify that I am eligible to be awarded procurement contracts under the World Bank Funded Projects.

If negotiations are held during the initial period of validity of the Application, I undertake to negotiate on the basis of my availability for the assignment.

My submission is subject to modifications arising from Contract negotiations.

I undertake, if my proposal is accepted, to initiate the consulting services on the date indicated in the Letter of Invitation.

I understand that you are not bound to accept any submissions that you may receive.

Yours Sincerely,

[Authorized Signatory]

[Name and Title of Authorized Signatory]

CURRICULUM VITAE (CV) FORM

Name	[Insert full name]
Date of Birth	[Insert birth date]
Nationality	[Insert nationality]
Education	[Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment].
Membership in Professional Associations	[insert information]
Other Training	[Indicate appropriate postgraduate and other training]
Countries of Work Experience	[List countries where the consultant has worked in the last five to ten years]
Languages	[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing] Language Speaking Reading Writing
Employment Record	[Starting with present position, list in reverse order every employment held by the consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.] From [month] [year]: To [month] [year]: Employer: Position(s) held:
Work undertaken that best illustrates capability to handle the tasks assigned	[Among the assignments in which the consultant has been involved, indicate the following information for those assignments that best illustrate his/her capability to handle the tasks listed in the TOR. Name of assignment or project: Year: Location: Project/ Entity: Main project features: Position held: activities/tasks performed:

References:

[List at least three individual references with Substantial knowledge of your work. Include each reference's name, title, phone and e-mail contact information.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate in the above-mentioned assignment. I further declare that I am able and willing to work for the period foreseen in the above referenced in the Letter of Invitation.

Signature

Date