



TERMS OF REFERENCE (TOR) FOR PROCUREMENT SUPPORT CONSULTING SERVICES FOR THE TREE CROPS EXTENSION PROJECT (TCEP)

Country	Liberia
Project	Tree crops Extension Project (TCEP)
Post Title / Service Required	Procurement Support Consultancy
Reports to	Project Coordinator
Duration	One Month (21 August – 20 September 2023) off in-person work
Primary Location	Monrovia

1. Context

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 Phase II (TCEP-II); and (iii) The Building Climate Resilience Project (BCRP).

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 TCEP was ratified in 2017, and started implementation in January 2019. TCEP is designed to reach 11,000 beneficiaries including 8,000 smallholder cocoa producers who are members of kuu groups and Farmer Field Schools (FFS); 2,400 farmers who will benefit from access to roads, input supply and market linkages and 600 farmers who will benefit as a result of job creation along the value chain. The objective of the project is to improve incomes and climate change resilience of smallholder cocoa producers, particularly women-headed households, youths and Farmers Based Organizations (FBOs). The project is being implemented in eight (8) districts in Nimba County over a period of six (6) years. The project will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and FFS, to markets and services through cooperatives and Private Sector Partners (PSPs).

The Tree Crops Extension Project II (TCEP-II). Financing of US\$23.8 million 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 is being prioritized in Lofa County with the possibility to include areas in other counties with comparable socio-economic and agronomic conditions. TCEP-II is designed to benefit about 15,000 households of which 10,000 households will be smallholder cocoa farmers and the remaining 5,000 rural households will benefit from improved roads, input supplies, market linkages and spillover effects along the value chain. The development objective is to improve the incomes and climate change resilience of smallholder cocoa producers in Lofa county. The project financing is being implemented in seven (7) districts in Lofa County over a period of six (6) years with

the possibility to include areas in other counties with comparable socio-economic and agronomic conditions. The project 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).

The 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).

2. The Project Implementation Unit (PIU)

The Ministry of Agriculture is the implementing Agency for all IFAD funded projects in Liberia through a dedicated Project Implementation Unit (PIU). A single project implementation unit with the required thematic expertise to manage IFAD projects is deemed to be cost effective, while facilitating cross learning and knowledge management, and building synergies between projects.

IFAD has just completed a Mid-Term Review (MTR) of TCEP-II and Supervision Mission of TCEP and BCRP. The Mission observed that procurement capacity under the projects is adequate. However, there is the need for an experience Procurement Consultant / Specialist to be engaged to give further hands-on training especially in the area of consulting service and other related areas such as bid documents preparation, evaluation, contract management and administration, filing and documentation, etc. Hence, the Ministry of Agriculture intends to apply some of the project proceeds for the hiring of a qualified individual Procurement Consultant / Specialist to support the Procurement Unit.

3. Objectives of the Consulting Services

The key objective is to contribute to a more orderly PIU Procurement documentation arrangement and effective procurement management system and general training on procurement to the Procurement and relevant PIU staff. Specifically, this will include but not limited to the following;

- General training of IFAD procurement procedures with particular emphasis on selection of consultant's services
- Hands on training and support in contract management and administration
- Training on preparation of various bidding documents using IFAD standard templates.
- Training with relevant case studies on Bid Evaluation exercise
- Support in development of standard for procurement filing and documentation include creating procurement file checklist for each procurement folder.
- Support in ensuring the procurement filings are in order and relevant supporting document are actually printed and kept in relevant folder
- Support in creating standard for electronic filing for all procurement records.

4. Key results expected / major functional activities include:

The Procurement Consultant / Specialist will review the overall procurement performance of the projects: Specifically, he / she will:

Procurement activities

- Review the current procurement plan of the project and provide advice and guidance on implementation of key activities and the need for regularly updating it.
- Support and guide the PIU in the procurement process of major contracts under implementation including review of bidding document, evaluation reports, draft contracts and in a bid to ensure that best procurement practices are followed in accordance with the IFAD and national procurement policies and procedures.
- Advise the procurement and projects coordinator and evaluation committee members in evaluation of bids and proposals.
- Any other procurement related tasks assigned by the Project Coordinator.

Contract Management and Monitoring

- Assist the Procurement unit in updating existing contract register and management of ongoing contracts.
- Preparing contracts checklists and simplified tracking system to monitor implementation progress for all ongoing contract,
- Support in ensuring that all signed contracts are updated into IFAD Contract Monitoring Tools and that information provided are accurate and up to date.
- Support PIU finance team to ensure the completion of the deliverables and payment based on output delivered by supplier/contractor.

Procurement filing and documentation.

- Ensure there is procurement file for each procurement activities
- Work with Procurement team to ensure that each procurement folder is up to date with relevant documents as listed in IFAD Procurement Handbook
- Create procurement file check list for each folder.
- Create electronic filing system and ensure that electronic copies of relevant procurement files are sequentially arranged in separate folder created for each procurement activity.

Procurement Training and capacity building

- Conduct general procurement training with emphasis on selection of consultant services
- Hands on training on bid evaluation exercise
- Conduct training on Contract management.

5. Qualification and Experience

The consultant should have the following qualifications and experience:

- Possess an advance degree in relevant technical field, preferably in Engineering, Procurement, Law, Finance, Business Management, or equivalent.

- More than 10 years working experience in public procurement of which at least 5 years of international experience in carrying out procurement for Donor Funded projects.
- Have good knowledge and understanding of both international and national procurement procedures, processes and practices including Donor Funded procurement procedures. **Working with IFAD is an advantage.**
- Have the ability to apply good judgment and interpretative skill in dealing with procurement-related issues including common technical and commercial aspects of bidding and bid documents, bid evaluation, contracts management and other procurement documents.
- Experience in conducting training on public procurement using donor rules and procedures
- Have good skills and ability in effectively communicating and coordinating with client staff, consultants, government officials and IFAD staff
- Experience of working in a similar environment like that of Liberia.
- Written and spoken fluency in English required.

6. Facilities and Information to be provided by the PIU

The PIU will provide office facility to the consultant / specialist for the duration of the consultancy services. The PIU is also expected to provide the consultant / specialist with the relevant information / documents to assist in carrying out the required tasks.

7. Procurement Method

Due to the specific needs of the project the procurement method for the selection of individual consultant / specialist will be by solicitation of CVs.

8. Applications:

Kindly send a soft copy of your expression of interest and CVs **by 16 August 2023 by 4.00pm** to

ifadrecruit@moa.gov.lr and copy evah@moa.gov.lr & rcole@moa.gov.lr

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Telephone: 0886985253

The subject line should read: **EOI for Procurement Support Consultancy.**

Only pre-selected consultants will be contacted.

QUALIFIED WOMEN ARE ENCOURAGED TO APPLY