



REQUEST FOR PROPOSALS

Consultancy to conduct an inventory and collection of data for the GEF Natural Capital Project Liberia

Conservation International (CI) is a global organization that has been protecting nature for the benefit of all for over 30 years. Through science, policy, and partnerships, CI is helping build a healthier, more prosperous, and more productive planet.

In Liberia, CI has been active since 1999, and established an office in 2002, thus, Conservation International Liberia (CI-L) has nearly two decades of experience engaging stakeholders at all levels in Liberia; this includes local and national governments, companies from different sectors, communities, private sector, and civil society leaders to support conservation and sustainable development. CI-L aims to demonstrate that sustainable development is achievable in Liberia through an integrated landscape approach that seeks to balance nature conservation, production, and economic development.

CI-L has supported the Government of Liberia in the creation of protected areas, and the incorporation of surrounding communities in the management of those areas. In collaboration with the Government of Liberia, CI-L also spearheaded the creation of the Liberia Conservation Fund and various national policy processes such as the Agenda for Transformation, the Low Carbon Development Strategy, the National Interpretation of the Round Table on Sustainable Palm Oil, and mapping of Liberia's Essential Natural Capital. CI-L has developed a toolkit on best practices for community engagement which addresses key issues such as Free, Prior, and Informed Consent and gender equity. CI-L has successfully implemented several projects focused on mangrove conservations.

In February of 2020, the Liberia Environmental Protection Agency (EPA), in partnership with many governmental agencies, and support from Conservation International, started implementation of the GEF-funding project Conservation and sustainable use of Liberia's coastal natural capital (the GEF NCA Liberia). Scheduled to take place over the next five years, this project seeks to improve conservation and sustainable use of Liberia's coastal natural capital by mainstreaming the value of nature into Liberia's development trajectory.

1. Background

In Liberia, coastal and marine ecosystems provide a range of ecological goods and services for nearly 58% of Liberia's 4 million people who live within 60 km off the coast. These ecological goods and services such as food, timber, fuelwood, medicine, transportation of goods, climate regulation and coastal protection among others are central to the livelihoods and food security of Liberia's coastal communities.

Despite being critical for sustaining life and human well-being in Liberia, the magnitude of the contribution of the country's coastal and marine ecosystems to livelihoods the economy has never been systematically assessed, their value have not been incorporated into

decision making and policy planning, and as a result, they continue to be overexploited, degraded, or lost. The implementation of the GEF-funded Conservation and sustainable use of Liberia's coastal natural capital seeks to improve the understanding of the importance of coastal and marine ecosystems in the country, for biodiversity as well as for its numerous benefits to livelihoods and economics. Seeking to align coastal resource management and conservation with improved understanding of environmental costs and values, the project will also advance mechanisms to direct a steady flow of financing for long-term maintenance and sustainable use of coastal natural capital. Thus, the project is being implemented following a three-tiered approach, as follows:

- Component 1: Natural Capital Accounting in coastal ecosystems: Entailing a complete set of the UN System of Environmental Economic Accounting (SEEA) Ecosystem Accounts to underscore the value of mangrove benefits. The goal is incorporate coastal and marine benefits into national decision-making while building the foundation for a comprehensive set of natural capital account.
- Component 2: Innovative financing schemes for conserving coastal natural capital: Entailing the increasing and diversification of resource flows for management and restoration of mangrove and coastal ecosystems.
- Component 3: Community incentives to conserve and sustainably manage natural capital in coastal ecosystems: Relying on conservation finance mechanisms this component will entail improved management and conservation of natural capital by local communities s.

To this end, CI-L is seeking the services of a Consultant to support implementation of the GEF NCA Liberia Component 1 for the specific objectives, scope and tasks below.

2. Purpose/objective of the consultancy

The purpose/objective of this consultancy is to collect, catalogue and transfer relevant data supporting this project to a suitable data management/sharing platform that can be used by relevant stakeholders associate with the GEF NCA Project Liberia.

3. Scope of work

The Consultant will undertake a comprehensive review of data management system and sharing policies used by government agencies associated with the GEF NCA Coastal Project. He/she will facilitate a discussion between the relevant agencies which will lead the selection of a data management/sharing platform to be used for the GEF NCA Coastal project. If necessary, this will include developing a data sharing agreement between relevant agencies. He/she will collect, catalogue, and transfer all relevant global and national data to the selected data management platform. He/she will train the agencies' personnel on how to use the platform and facilitate transfer of relevant data. The anticipated period of performance is about 40 working days.

4. Key tasks

To inform the implementation of Component 1, the consultant is responsible to work closely with CI staff. The consultant will perform the following tasks:

1. Analyze mandates and best practices of data collection and management within different government agencies.
2. Analyze existing data management platforms and data sharing policies and practices utilized by the agencies.
3. Drive a discussion between the agencies on which management/data sharing platform should be used by this project.

4. Facilitate the development of an MOU on data sharing and a data management platform.
5. Collect, catalogue and transfer, to the selected data management system, available global and national data/metadata that are relevant to the project.
6. Train the agencies' personnel how to use the selected data sharing platform and facilitate transfer of relevant data from the agencies to the platform.
7. Report back.

5. Deliverables

The consultant is required to submit deliverables that will be reviewed and approved by CI-L technical staff as indicated below:

No.	Description of Deliverable	Timeframe
1	<p>A description and diagram showing linkages between agencies and key names of personnel especially those responsible for management and stewardship of data.</p> <p>An information sheet showing management systems (e.g., EKMS, LISGIS) that are being utilized, their pros and cons, and types of data/metadata (e.g., spatial, and non-spatial) are stored, and how they can be accessed.</p> <p>Start collecting relevant global and national data/metadata.</p>	Week 1
2	<p>A meeting between relevant personnel responsible for data management at each agency to discuss:</p> <ol style="list-style-type: none"> 1. Which management system will be used for the project, 2. If a data sharing agreement is necessary, between whom and what specific items it should contain. 	Week 2-3
3	<p>Prepare, and if possible, sign an agreement between relevant agencies on data sharing and data management platform to be used for the project.</p> <p>Provide training to the agencies' personnel on how to use the selected data management system and facilitate data transfer from the agencies.</p>	Week 4-6
4	<p>Finish collecting, cataloguing, and transferring relevant global and national data/metadata to the selected data management system.</p>	Week 7
5	<p>A written report and presentation to Conservation International and the project's Technical Advisory Committee explaining the work on each deliverable.</p>	Week 8

6. Services Provided by CI Liberia

CI-L will provide the consultant with an initial orientation and all relevant background documents prior to the kick-off meeting. Also, CI-Liberia, GEF NCA, GEF NCA Component 1 and/or Technical Lead, in addition to CI-HQ GEF NCA Technical staff will be available for ongoing conversations, to clarify expectations about the process and outputs.

7. Contract Type

Conservation International will issue a fixed-price contract for this work. As per the consultant's proposal and subsequent negotiations, the contract will include a set of fixed payments based on submission and acceptance of deliverables indicated in 5 above.

8. Supervision

CI-L Technical Director and Project Manager together with respective colleagues at CI Headquarters will supervise consultant performance and be responsible for review and acceptance of all written deliverables.

9. Minimum Qualifications and experience of Individual Consultant

The successful Individual Consultant will have the following minimum requirements:

- a) A degree in environmental data management/conservation science, or another related field
- b) Demonstrated technical knowledge in data management issues including biodiversity, socio-economic and geospatial data and metadata
- c) Proven track record of performing data management and handling
- d) Familiarity with biodiversity, socio-economic and geospatial data availability globally and in Liberia
- e) Proven ability to proactively engage with a range of relevant national and international stakeholders to ensure cataloging and collection of all available data is achieved
- f) Strong written and oral communication skills in English
- g) Professionalism: flexibility to make ad-hoc changes as and when the need arises; ability to meet agreed deadlines; willingness to keep flexible working hours

10. How to apply

Qualified Individual Consultants are invited to submit a proposal that must include the following:

- i. Cover letter: A short (maximum one page) explaining the Consultant's suitability including a brief description of the consultant's recent experience on similar and/or comparable assignments
- ii. Technical Proposal (maximum eight pages) highlighting: brief explanation about the Consultant's previous experience in this kind of work; understanding of the ToRs, the task to be accomplished as well as the methodology; and a work plan with detailed activities for completing the tasks
- iii. Financial Proposal: The financial proposal should provide cost estimates for services rendered including daily consultancy fees, accommodation, per-diems, transport cost, stationeries, supplies needed for data collection, and other costs related to data collection and data processing
- iv. Recent CV of the Consultant

11. Instructions for Preparation of the budget

- i. Format: budgets must be prepared and submitted in Microsoft Excel and explicitly show all units (e.g., labor days), unit costs (e.g., loaded daily rates), and total costs. Excel files should be "unlocked" and show all calculations.
- ii. Included costs: budgets should be in United States dollars and should include lines for:

- Labour for individual expert, in person-days, multiplied by either a base daily pay or a “loaded” daily pay (e.g., inclusive of fringe benefits, other indirect costs, or fee). Proposed daily rates must be in accordance with the qualifications represented in the resumes of the named individuals.
 - Other direct costs, including costs for items like telephone, internet, photocopying, small office supplies, etc. (if required).
- iii. Budget Justification: a budget narrative must accompany the budget spreadsheet, justifying proposed costs
- iv. Budget should be developed in the range of **\$12,000-15,000** inclusive of withholding tax (10% for national consultants and 15% for international consultant).

12. Evaluation Criteria

CI-L will evaluate proposals based on the following criteria:

Criterion	Points
Education qualifications	10
Demonstrated experience	30
Relevant technical expertise - Methodology and approach, key staff	30
Appropriate budget, demonstrating appropriate allocation of labour days in relation to tasks and deliverables; appropriate consultant daily rates in relation to qualifications; appropriate other direct costs in relation to the scope of work; and overall cost effectiveness.	30
Total	100

Deadline for submission

The deadline for submission of proposals is July 18, 2021.

All Interested and eligible applicants should submit proposals to the following address: hrliberia@conservation.org. For any enquiries, please send an email to: gilebo@conservation.org; eolatunji@conservation.org and mhonzak@conservation.org. Please include “GEF NCA Liberia Component 1 – Data Consultant Position” in the email subject line.

Disclaimer: Any resultant contract will be subject to the terms and conditions of Conservation International, including the CI Code of Ethics. This is a request for proposal only and does not obligate CI to execute a contract, nor does it commit CI to pay any costs incurred in the preparation and submission of the proposals.