

Request for Proposals

Title: Assess existing fiscal, financial, and trade policies and other relevant legislative frameworks for recommendations on sustainable agriculture.

RFP No: CIL-2024-CONSULTANCY-01

Date of Issuance: 13TH May 2024

1. Background

Conservation International (CI) 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. CI is a global organization active in Liberia for over 20 years, working closely with communities, the private sector, government, and civil society leaders to support conservation and sustainable development. Liberia is at a vital point in its development history with an enormous wealth of natural resources. It has an opportunity to encourage investors and promote development initiatives that support economic growth and development while maintaining Liberia's critical natural capital for future generations. Proper stewardship of Liberia's resources may prove to be the key to the future well-being of the Liberian people.

To this end, CI Liberia, in collaboration with the Environmental Protection Agency (EPA,) is implementing a Global Environment Facility (GEF) funded Project on Food Systems, Land Use, and Restoration Impact Program.

2. Project Overview

The FOLUR Project is based on the growing recognition that food production systems and land use must improve to benefit peoples' health, planet, and economies. As such, the FOLUR project will promote sustainable integrated landscapes and efficient palm oil and cocoa value chains, transform food and land use systems, produce ecosystem services, and maintain natural capital. The objective of the FOLUR project is "to promote biodiversity conservation and sustainable food systems for enhanced livelihood opportunities in Northwest Liberia Landscape through land use planning, restoration of degraded lands, and strengthening governance, policies, and market incentives for nationally replicable models of deforestation-free cocoa and palm oil value chains." The FOLUR project is being implemented by partners including Fauna and Flora International (FFI), the Royal Society for the Protection of Birds (RSPB), and the Society for the Conservation of Nature of Liberia (SCNL) in the Northwest Liberia landscape that comprises of Grand Cape Mount, Bong, Bomi, Lofa, and Gbarpolu Counties.

The project has four components as follows:

- **Component 1:** Development, adoption, and implementation of National and Northwest Liberia Landscape Land Use Plan: This component aims to develop, in a participatory and inclusive manner, coarse national and comprehensive landscape land-use plans indicating target areas for production, protection, and restoration.
- **Component 2:** Promotion of sustainable production practices for food crops, palm oil, and cocoa, supported by responsible value chains: This component aims at building the capacity of male and female farmers, small-medium enterprise service providers, government, universities, civil society, and organizational staff on sustainable palm oil

and cocoa production, climate-smart agricultural practices, and non-timber forest products (NTFP) practices.

- **Component 3:** Biodiversity loss reduction and restoration of natural habitats. This component seeks to develop a restoration plan and conduct restoration initiatives, including agroforestry, land management, and natural regeneration implementation in Northwest Liberia Landscape.
- **Component 4:** Coordination, collaboration, Monitoring, and Evaluation. This component seeks to improve coordination and cooperation between project partners and stakeholders and enhance the project's strategic knowledge management. Against that backdrop, CI Liberia is seeking the services of a consultant to assess the existing sustainable financing options in the NW Liberia landscape and develop gender-sensitive NW Liberia Landscape Business and Investment Plans/ Prospectus.

3. Terms of Reference, Deliverables and Deliverables Schedule This Consultant will assess the existing fiscal, financial, and trade policies and other relevant legislative frameworks on sustainable agriculture in the Northwest Liberia landscape and develop draft policy recommendations to be presented to the cabinet.

Key tasks

- Evaluate and synthesize current fiscal policies, financial mechanisms, and trade agreements that impact sustainable agriculture.
- Conduct an analytical review of the legal and legislative frameworks governing agricultural practices in Northwest Liberia Landscape and Liberia at large.
- Engage with key stakeholders and partners from governmental institutions, non-governmental organizations, private sectors, civil society as well as the local communities to understand the on-the-ground implications of these policies and gather feedback to develop at two draft regulations supporting sustainable agriculture by men and women in the landscape.
- Identify policy gaps and barriers that inhibit the adoption of sustainable agriculture practices.
- Identify gaps and inconsistencies in the current policy environment that hinder the implementation of sustainable agricultural practices.
- Assess the impact of existing policies on agricultural sustainability, environmental health, and socio-economic outcomes.
- Develop actionable and realistic policy recommendations aimed at fostering sustainable agricultural development.
- Develop at two draft regulations for supporting sustainable agriculture by men and women.
- Work with Ministry of Agriculture, CI and partners for the development of the regulations, validation and presentation to cabinet.

Deliverables

The deliverables for this consultancy are as follows:

Deliverables	Description	Deadline
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Inception report	The consultant shall submit a comprehensive Inception Report. The report shall highlight the consultant’s approach, work-plan, strategy, schedule, methodologies/approaches, and tools to assess existing fiscal, financial, and trade policies and other relevant legislative frameworks on sustainable agriculture to develop at least two draft policies recommendations that advance gender-sensitive, climate-smart, sustainable food production systems in Liberia and present them to cabinet	July 15, 2024
Desktop review report	The desktop review report should include an analysis of existing fiscal, financial, and trade policies and other relevant legislative frameworks on sustainable agriculture to develop at least two draft policies recommendations that advance gender-sensitive, climate-smart, sustainable food production systems in Liberia and present them to cabinet.	July 30, 2024
At least two draft regulations supporting sustainable agriculture by men and women	Work with key partners and stakeholders including governmental institutions, non-governmental organizations, private sectors, civil society organizations, academia as well as the local communities to develop at least two draft policies recommendations that advance gender-sensitive, climate-smart, sustainable food production systems in Liberia and present them to cabinet	August 15, 1 2024
At least two validated draft regulations supporting sustainable agriculture by men and women	Work with the Ministry of Agriculture, CI and other relevant partners and stakeholders to develop at least two draft validated regulations supporting sustainable agriculture by men and women in Liberia and present them to cabinet	September 15, 2024
Final Consultancy Report.	Comprehensive report covering all items mentioned under the scope of work.	September 30, 2024

4. Submission Details

- a. Deadline. Proposals must be received no later than **(June 3rd, 2024., at 5:00 PM GMT)**. Late submissions will not be accepted. Proposals must be submitted via email to (hrliberia@conservation.org). All proposals are to be submitted following the guidelines listed in this RFP.
- b. Validity of bid. 120 days from the submission deadline
- c. Clarifications. Questions may be submitted to (hrliberia@conservation.org) by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. CI will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the CI website and/or communicated via email.
- d. Amendments. At any time prior to the deadline for submission of proposals, CI may, for any reason, modify the RFP documents by amendment which will be posted to the CI website and/or communicated via email.

5. Minimum Requirements

The successful Consultancy firm or organization will have team members with the following minimum requirements:

- a. Education: Master's degree in environmental and social sciences, agricultural development, agricultural economics, business administration, international development, rural development, or other related subject areas with proven experience in qualitative and quantitative data collection.
- b. At least five (5) years of relevant experience in Business and Investment Plan Development
- c. Fluency in English
- d. Excellent analytical and report-writing skills
- e. Proactive and able to work with minimal supervision and a high degree of initiative, reliability, flexibility, and self-motivation.
- f. Professionalism: flexibility to make ad-hoc changes as needed; ability to perform under stress; willingness to keep flexible working hours.

6. Proposal Documents to Include

- a. Signed cover page on bidder's letterhead with the bidder's contact information.
- b. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
- c. Technical Proposal.
 - i. Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
 - ii. Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).
 - iii. Technical Approach, Methodology and Detailed Work Plan. The Technical Proposal should describe in detail how the bidder intends to carry out the requirements described in the Terms of Reference (**Section 3**).
- d. Financial Proposal. Offerors shall use the cost proposal template ([Attachment 2](#)).

7. Evaluation Criteria In evaluating proposals, CI will seek the best value for money considering the merits of the technical and costs proposals. Proposals will be evaluated using the following criteria:

Evaluation Criteria	Score (out of 100)
Is the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	30%
Does the bidder's past performance demonstrate recent proven experience doing similar work?	20
Does the bidder and the proposed personnel have specific expertise for the assignment?	20
Cost: Costs proposed are reasonable and realistic and reflect a solid understanding of the assignment.	30

8. Proposal Timeline.

RFP Issued	13 May 2024
Clarifications submitted to CI	17 May 2024
Clarifications provided to known bidders	24 May2024
Complete proposals due to CI	3 June 2024
Final selection	14 June 2024

- 9. Resulting Award** CI anticipates entering into an agreement with the selected bidder by (1st July 2024). Any resulting agreement will be subject to the terms and conditions of CI's Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate CI to execute a contract, nor does it commit CI to pay any costs incurred in the preparation or submission of the proposals. Furthermore, CI reserves the right to reject any and all offers, if such action is considered to be in the best interest of CI. CI will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.

- 10. Confidentiality** All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CI's evaluation results are confidential and applicant scoring will not be shared among bidders.

- 11. Code of Ethics** All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics and the [Green Climate Fund's Policy on Prohibited Practices](#). Conservation International's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

12. Attachments:

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility
Attachment 2: Cost Proposal Template.

Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility

RFP No. XXXXXXXX

UEI Number (if applicable): XXX-XXX-XXX

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics. CI's Code of Ethics provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. With respect to CI's Code of Ethics, we certify:

- a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:

- a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
- b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:

- a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror's business
- b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.

- c. We are/were not involved in writing or recommending the terms of reference for this solicitation document.
- d. We have not engaged in any collusion or price fixing with other offerors.
- e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
- f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.
- g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
- h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
- i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the United States, United Nations, the European Union, the World Bank, or General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension".

Name: _____

Signature: _____

Title: _____

Date: _____

Attachment 2: Cost Proposal Template

The cost proposal must be all-inclusive of profit, fees or taxes. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission unless expressly requested by CI should the offerors proposal be accepted. Nevertheless, for the purpose of the proposal, Offerors must provide a detailed budget showing major expense line items. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in [\[USD\]](#).

If selected, Offeror shall use its best efforts to minimize the financing of any taxes on goods and services, or the importation, manufacture, procurement or supply thereof. If Offeror is eligible to apply for refunds on taxes paid, Offeror shall do so. Any tax savings should be reflected in the total cost.

Cost Breakdown by Deliverable

Deliverable	Price (Lump Sum, All Inclusive)
Insert deliverable 1 from Section 3 or attached TOR	
Insert deliverable 2 from Section 3 or attached TOR	
Insert deliverable 3 from Section 3 or attached TOR	
Insert deliverable 4 from Section 3 or attached TOR	
Insert deliverable 5 from Section 3 or attached TOR	

Cost Breakdown by Cost Component (example only)

Description	Unit of measure (day, month etc)	Total period of engagement	Unit cost/rate	Total Cost for the Period
Consultant 1				
Consultant 2				
Sub-total Personnel				
Travel Costs (if applicable)				
Other related Costs (please specify)				
Total Cost of Financial Proposal				