

Request for Proposals- Re-Advertisement

Title: Consultancy to support development of County Development Agendas in seven (7) coastal counties of Liberia.

RFP No: CIL-2023-CONSULTANCY-09

Date of Re-issuance: December 19, 2023

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 that has been active in Liberia for about 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.

Through the NDC Partnership and with support from the Partnership Action Fund, Conservation International, in collaboration with the Liberia Ministry of Finance and Development Planning (MFDP) and Environmental Protection Agency, seeks a consultant to support the MFDP to support for the development of climate smart County Development Agendas (CDAs) to implement the Liberian Nationally Determined Contribution (NDC), National Adaptation Plan (NAP), Pro Poor Agenda for Prosperity and Development (PAPD) (National Development Plan) and Liberia Economic Recovery Plan (LERP) by May 2024.

To this end, CI Liberia, the project will run in parallel to a sister project to set up a Climate Change Desk within the MFDP Division of Planning, which may require some cross-coordination support.

2. Project Overview

The purpose of this consultancy is to support for the development of climate smart County Development Agendas (CDAs) to implement the Liberian Nationally Determined Contribution (NDC), National Adaptation Plan (NAP), Pro Poor Agenda for Prosperity and Development (PAPD) (National Development Plan) and Liberia Economic Recovery Plan (LERP).

3. Scope of Work

The responsibility of the consultancy is to lead key tasks and develop deliverables to support the Ministry of Finance and Development Planning, CI-Liberia, and other government partners, as appropriate, to successfully develop climate-smart County Development Agendas (CDAs) by May 2024, which are needed to implement Liberia's climate and development objectives at the local level. This will require working with the MFDP team to understand climate change's current impact on development at national and sub-national levels.

4. Key Task and Deliverable Schedule

The consultant team will work on a day-to-day basis with the MFDP through the office of the Assistant Minister for Development Planning, and the MFDP will review and approve all activities and deliverables. Regular collaboration with Conservation International is also required; CI will support the consultancy objectives, provide funding for workshops, meetings, and some travel, administer the contract, and provide final sign-off on deliverables and associated payments:

- Develop a draft CDA framework and identify initial county-level priorities by reviewing background materials and collecting information in consultation with stakeholders about local economic activities in the context of climate change and coastal impacts, integrating results from the Subnational Economic Review, and ensuring alignment with information-gathering needs for national plans.
- Compile data and insights into participatory CDA drafting frameworks and ensure broad inputs are gathered in developing and validating the final CDAs at the local level.
- Support a national inception workshop with key government institutions and the county-level MFDP development officers to launch the draft framework for the CDAs and identified priorities for each county, gathering initial feedback from participants.
- Present a final CDA framework at a two-day workshop in each county to facilitate inclusive consultations on the identified priorities, generate inputs for each distinct CDA, and build buy-in with local stakeholders and county legislative caucuses.
- Present relevant information on local economic, climate, coastal, and development indicators with recommendations to guide the CDA drafts, aligning them with national plans and international best practice.
- Draft each CDA based on the first consultative workshops, with additional data gathered and analysis performed to address any needs to respond to local priorities.
- Present CDA drafts a one-day workshop in each county to ensure they capture local priorities and identify any remaining gaps.
- Make final adjustments to the CDAs based on second consultative workshop.
- Support a national CDAs validation workshop with key government institutions and the county-level MFDP development officers, where any final inputs will be collected, and high-level buy-in for the CDAs will be solidified.
- Formulate and/or strengthen guidelines for future CDA development, disseminate, ensuring access to the information and materials.
- Provide technical advice and support to MFDP, the Ministry of Internal Affairs, county and local officials, and others in visioning, strategy planning, program and project management, and prioritization.
- Provide additional capacity for new and existing project management, implementation, and coordination units within ministries, agencies, and commissions
- Provide recommendations to the government and propose strategies and methodologies for achieving its objectives and delivering results through programs and projects
- Support with the review of institutional capacity, organization, and financial and administrative systems within government ministries, agencies, and commissions against their mandates to assess and identify needs, gaps, and key result areas
- Support with the review, development, and establishment of national plans, frameworks, standards, policies, and methodologies required to drive program and project results and delivery
- Support with the development and implementation of coordination mechanisms between government, multilateral and bilateral partners, development agencies, non-governmental

organizations, private sector organizations, and civil society organizations to align agendas and activities with national visions, plans, and strategies and support government objectives and initiatives

- CI will provide the funding for all workshops and meetings (e.g., venue, catering, transportation for attendees); Consultants will be reimbursed for travel to counties (up to a set amount); however, the consultant team is expected to cover their own transportation needs within Monrovia.

Deliverable schedules

#	Deliverable	Activities	Timeline – after start of consultancy
1	Inception Report & Work Plan	<ul style="list-style-type: none"> • Refine implementation approach (from project proposal) • Clearly define a work plan, including roles & responsibilities of participants and stakeholders, implementation timeline, milestones, and other requirements of MFDP & CI 	2 weeks
2	Draft CDA framework with initial inputs for each county	<ul style="list-style-type: none"> • Develop a draft CDA framework, incorporating elements from international best practice, existing Liberian county-level planning and national planning documents • identify initial county-level priorities by reviewing background materials and collecting information in consultation with stakeholders about local economic activities in the context of climate change and coastal impacts, integrating results from the Subnational Economic Review, and ensuring alignment with information-gathering needs for national plans. • Compile data and insights into participatory CDA drafting frameworks and consultation guide 	6 – 8 weeks
3	National Inception Workshop and Report	<ul style="list-style-type: none"> • Support MFDP and CI as requested to hold an Inception Workshop with key government institutions and the county-level MFDP development officers, and other relevant stakeholders • Develop and present materials for the workshop, including the draft CDA framework, consultation guide, and initial county priorities • Collect feedback from workshop participants • Document the workshop and write a report on its proceedings, findings, and next steps 	7 – 8 weeks

#	Deliverable	Activities	Timeline – after start of consultancy
4	First county-level consultative workshops and reports	<ul style="list-style-type: none"> • Present the final CDA framework at a two-day workshop in each county to facilitate inclusive consultations on the identified priorities • Present relevant information on local economic, climate, coastal, and development indicators with recommendations to guide the CDA drafts, aligning them with national plans and international best practice. • Generate inputs for each distinct CDA • Build buy-in with local stakeholders and county legislative caucuses. • Document each workshop and write reports on proceedings, findings, and next steps 	2 – 3 months
5	First draft of CDAs (#)	<ul style="list-style-type: none"> • Develop a first draft each CDA • CDA draft should be based on the first consultative workshops • Gather and integrate additional data and analysis to address any gaps, identified data needs, and respond to local priorities 	3-4 months
6	Second county-level consultative workshops and reports	<ul style="list-style-type: none"> • Present the CDA drafts at a one-day workshop in each county to ensure they capture local priorities and identify any remaining gaps. • Generate inputs for each distinct CDA • Build buy-in with local stakeholders and county legislative caucuses. • Document each workshop and write reports on proceedings, findings, and next steps 	5-6 months
7	Second draft of CDAs (#)	<ul style="list-style-type: none"> • Develop a second draft each CDA based on second consultative workshop • Gather and integrate additional data and analysis to address any gaps, identified data needs, and respond to local priorities 	7-8 months
8	National Validation Workshop and Report	<ul style="list-style-type: none"> • Support a national CDAs validation workshop with key government institutions and the county-level MFDG development officers • Collect final inputs • Solidify high-level buy-in for the CDAs • Document the workshop and write a report on its proceedings, findings, and next steps 	8-9 months
9	Final draft of CDAs (#)	<ul style="list-style-type: none"> • Finalize the CDA drafts based on any final feedback received during the validation workshop and other inputs from relevant stakeholders • Solidify buy-in with local stakeholders and county legislative caucuses. 	9 months

#	Deliverable	Activities	Timeline – after start of consultancy
10	CDA Guidelines (May be combined with Final Report)	<ul style="list-style-type: none"> Formulate and/or strengthen guidelines for future CDA development Disseminate guidelines to MFDP and relevant stakeholders ensuring access to the information and materials. 	2 weeks before end of consultancy
11	Final Report	<ul style="list-style-type: none"> A final report documenting learnings from the project and recommendations for MFDP to ensure continued effective delivery of CDA objectives within the climate change governance framework of Liberia 	2 weeks before end of consultancy

5. Submission Details

- Deadline.** Proposals must be received no later than January 31, 2024, at 5: 00PM 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.
- Validity of bid.** 120 days from the submission deadline
- 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.
- 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.

6. Minimum Requirements

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

- Master's degree in economics, gender, social sciences, international development, Natural Resource Management, Environmental Science or related field is required.
- At least five years' experience in conducting value chain analysis/market assessment in Liberia and any other country in Sub-Sahara Africa.
- Excellent knowledge on gender and women's economic empowerment.
- Experience in conducting quantitative and qualitative research and analysis.
- Excellent communication (written and verbal) skills and fluency in both English.
- In-depth knowledge and understanding of local, domestic, and export market dynamics or trends of selected value chains.
- Good understanding of supply chain management standards of cocoa and palm in Africa.
- Proactive and able to work with minimal supervision and a high degree of initiative, reliability, flexibility, and self-motivation.
- Professionalism: flexibility to make ad-hoc changes as and when the need arises; ability to perform under stress; willingness to keep flexible working hours.

Note: The entire project duration is 12 months, and this consultancy is expected to provide consistent support over a period of 9 to 10 months, from approximately February 12 2024 to October 2024

7. Proposal Documents to Include

Education and Experience

- a. The minimum qualification of the lead consultant (team lead) is a master's degree or equivalent in Development or Environment studies, Public Administration, Climate Change Management, Economics, or a related area and certification in Project Management.
- b. Consultant team members should have relevant degrees in climate-related subjects, with an environmentalist and/or climate change expert
- c. Proven specialized training in project management, monitoring, performance evaluation, and Earned Value Management (EVM).
- d. Experience in working within the development context of Liberia is required, particularly in the previous national and sub-national development frameworks.
- e. At least ten years of experience coordinating national or donor-funded programs and projects.
- f. At least five years of proven managerial, leadership, and team-building experience.
- g. Extensive experience working with government, development partners, the private sector, and civil society organizations.
- h. Experience with multilateral agencies and community-based and smallholder-oriented development initiatives is preferred.

Key Competencies

- Ability to lead a team of high-level professionals in a complex project environment.
- Demonstrated ability to establish priorities and to plan, coordinate, and monitor their work plan and those of subordinate staff; and
- Demonstrated ability to meet deadlines, make appropriate links in work processes and anticipate next steps.
- Commitment to result-oriented development, exhibiting high levels of tact, diplomacy, and integrity
- Excellent interpersonal and team-building skills; negotiation and intercultural communication skills preferred
- Excellent written and spoken communication skills, including ability to give clear and concise presentations
- Excellent facilitation skills and ability to find compromise with multiple stakeholders and objectives to maximize win-wins
- Computer literacy with proficient knowledge of Microsoft Office, including Microsoft Word, Excel, and PowerPoint and Project applications.

Knowledge

- Thorough knowledge of the Liberian Government and private sector institutional and organizational structures and operations in general.
- Working knowledge of the operational modalities for national and international NGOs is desirable.

8. 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.
 - Corporate Capabilities, Experience, Past Performance, and 3 client references. Please include descriptions of similar projects or assignments and at least three client references.
 - Qualifications of Key Personnel. Please attach CVs that demonstrate how the team proposed meets the minimum requirements listed in section 5 (Minimum Requirements).
 - 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 (indicate Section 3 or Attachment 2). (Add specific requirements needed in the Technical Proposal here. Include page limit if appropriate)
- d. Financial Proposal. Offerors shall use the cost proposal template (Attachment 2).

- 9. 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)
Does the proposed approach and methodology respond to the assignment and present a practical approach in the prevailing project circumstances?	20%
Is the presentation clear with a logical and realistic the sequence of planning and activities, and does it promise effective and efficient implementation of the project?	20%
Does the bidder's past performance demonstrate recent proven experience doing similar work?	20%
Does the bidder and the proposed personnel have the specific technical expertise for the assignment?	20%
Cost: Costs proposed are reasonable and realistic, reflect a solid understanding of the assignment.	20%

10. Proposal Timeline

RFP Re-issued	December 19, 2023
Clarifications submitted to CI	January 12, 2024
Clarifications provided to known bidders	January 19, 2024
Complete proposals due to CI	January 31, 2024
Final selection	February 12, 2024

- 11. Resulting Award** CI anticipates entering into an agreement with the selected bidder by February 12, 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.

- 12. 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.

- 13. 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.

14. 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

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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 Labor 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				