

Request for Proposals  
to develop Green Growth Plan for Sinoe County (Liberia)  
& Participatory Land Use Plans for two Administrative Districts in Sinoe

February 25, 2019

*IDH Sustainable Trade Initiative, in partnership with the Liberian Land Authority (LLA) and the Liberian Forestry Development Authority (FDA), with financial support from the Norwegian International Climate and Forest Initiative, seeks to contract a consultancy firm or team to develop a land use or management plan for Sinoe country, with a focus on two specific districts. The consultant is expected to work in close cooperation with the Liberian Land Authority (LLA).*

## 1. Background

Agricultural expansion, unsustainable logging and other unsustainable land use practices are major drivers of tropical deforestation. Between 70% and 80% of deforestation in the tropics, a significant contributor to global climate change, is due to agriculture.

The IDH Sustainable Trade Initiative (IDH), in partnership with the Norwegian International Climate and Forestry Initiative (NICFI), is working to counter the threat of agriculture-driven deforestation. IDH is focusing on few key forested regions that are considered particularly at risks of being deforested through conversion for agro-commodities. The aim is to demonstrate that adopting a production-protection approach to land use in these regions would benefit various stakeholders whilst ensuring conservation of biodiversity and maintaining the integrity of the forest.

The program is actively working in Southeastern Liberia, Western Liberia and Lofa landscapes. The Southeastern and Western Liberia landscapes host the two largest palm oil concessions in Liberia. The Southeast faces additional pressure from extensive logging. The Lofa landscape is faced with rapid expansion of elephant grass that is prone to fire outbreaks during dry season. The program aims to deliver landscape level Green Growth Compacts (i.e. Multi Stakeholder Agreements to enhance agriculture production, secure livelihoods and promote forest conservation) based on Green Growth Plans and Participatory Land Use Plan (PLUP) in priority areas within the landscape.

Liberia is one of the high-risk-high-potential countries in the context of forest and biodiversity conservation. For example, the country hosts more than 40% of the remaining forest in the Upper Guinea forests of West Africa, and the country has endorsed the TFA 2020 principles and the New York Declaration on Forests. The country has allocated large agriculture concessions to two members of the Roundtable on Sustainable Palm Oil (RSPO), and both companies have made zero-deforestation commitments. This scenario suggests significant opportunities for working with the government and the companies to tackle deforestation but at the same time highlights the threats of deforestation driven by forest conversion to make way for palm oil plantation, and other unsustainable land use activities.

## 2. General description of the assignment

This call for proposal aims to identify a consultancy firm to develop a Green Growth Plan with accompanying baseline Land Cover Maps and, a high-level Spatial Development Strategy and accompanying map for Sinoe County. The consultant will also facilitate the development of PLUPs for two Administrative Districts, one in Tarjuowon Statutory District and the other in Kpanyan Statutory District. The PLUPs should be supported by all stakeholders, is implementable over the medium and long-term, and balances the social, environmental and economic interests of stakeholders. This role will involve providing technical guidance and inputs to stakeholders through inclusive and participatory deliberations on current land uses, visioning and discussions on future land-use scenarios, and working with them to agree a shared vision for shared social, environmental and economic well-being.

The key components of the assignment are summarized below.

- 1) **Sinoe County level: Spatial Development Strategy and accompanying map.** The consultant will use existing/ available data to develop a high-level Spatial Development Strategy and accompanying map highlighting key current land use activities, areas with significant potential for major development projects or identified future development sites in the county. This would include among others, oil palm concessions, current oil palm plantations, Sapo National Park, Community Forest Management Agreements, Forest Management Contract areas, major mining concessions, major roads and water bodies.
- 2) **Sinoe County level: Green Growth Plan and accompanying baseline Land Cover Map.** The Land Cover Maps would depict high and medium conservation priority areas and, those with potentials for improving conservation outcomes in the wider landscape. The Green Growth Plan will include three different future scenarios for the county, one if the stakeholders continue business as usual and two alternative scenarios. The future development scenarios should consider linking rural areas to urban areas, with specific linkages to identified growth corridors. The consultant would draft the Green Growth Plan based on the land use map, land cover map, revise the draft based on additional and current data collected (including the PLUP) from selected sites within the county, validate the revised draft with stakeholders and finalize the plan based on their inputs. The Sinoe County Green Growth Plan should include links to national, local, sectoral and cross-sectoral development policies and plans as a prelude to the preparation of other regional planning strategies and schemes.
- 3) **Tarjuowon and Kpanyan Districts level: PLUPs.** This should identify key environmental challenges and related socio-economic issues and how to address them. It includes a ground-truthed map of current land use. It should also reflect different scenarios developed through visioning exercises facilitated with stakeholders across the district using the clans as the planning units in each district.

The Spatial Development Strategy and map will be developed primarily using available data. The consultants will ground-truth the most significant data that will inform the map. The consultants will draft the Green Growth Plan using available data. The plan will be revised through a participatory approach and the revised draft validated with stakeholders at the district and county levels.

The process for developing the PLUPs and related maps should use a participatory, bottom-to-top approach and be guided by application of the principles of Free, Prior and Informed Consent. That is, the process should be inclusive, firmly based on deep consultation with the people, informed by the perspectives of the population and, there should be broad-based acceptance of the results. The consultant's work should be guided by reliable data and expert analysis and the resulting plan should be practical and implementable in the local context.

### 3. Specific tasks and related deliverables

The below section provides an indication of the specific tasks and activities of the consultant. It is expected that some of the activities that will be carried out to deliver the products are the same and will not need to be done twice. The activities under each product are indicative and separating them is intended to establish clarity rather than indicate separate set of activities for each product.

The main task is to develop a Green Growth Plan with accompanying baseline Land Cover Map and, a Spatial Development Strategy and accompanying map; the Spatial Development Map will highlight key current land use activities and potential or future development sites in the county. The other tasks will include developing PLUPs for two selected Administrative Districts in Tarjuowon and Kpanyan Statutory Districts.

In developing the Green Growth Plan, the partner should aim to sensitize the stakeholders about the benefits of conserving and managing forests and other natural resources in a sustainable manner, and on a district level work with them on the PLUP to ensure that pursuing the economic development opportunities palm oil plantation development, logging and mining present do not lead to forest destruction or accelerate deforestation or forest degradation.

The specific activities would include the following:

- 1) **Collate available data on land cover and significant land use activities.** This would include oil palm concessions, current oil palm plantations, Sapo National Park, Community Forest Management Agreements, Forest Management Contracts, mining concessions, major roads and water bodies.
- 2) **Validate the data on major land-use activities.** This will involve both participatory county-level validation and, validation with key stakeholders and private sector operators in the region including the Forestry Development Authority, Golden Veroleum Liberia, logging and mining companies, local government officials, and district authorities.
- 3) **Develop a Spatial Development Strategy and accompanying map.** The consultant will develop a high-level Spatial Development Strategy for Sinoe County and

accompanying map. The map would depict current (major) land-use activities and potential or planned development sites.

- 4) **Develop a baseline Land Cover Map.** The baseline Land Cover Map that will accompany the Green Growth Plan would depict high and medium conservation priority areas and, those with potentials for improving conservation outcomes in the wider landscape.
- 5) **Draft a Green Growth Plan** for Sinoe. The consultant will use available and validated data to draft the Green Growth Plan. The consultant will then visit the county, ground truth the plan and revise the draft plan for presentation to stakeholders.
- 6) **Facilitate PLUPs for two Administrative Districts, one in Tarjuowon and the other in Kpanyan Statutory District.** Using the Spatial Development Map as a basis, the consultant would zoom-in on the two selected Administrative Districts to make a ground-truthed map of current land use and facilitate PLUP for both districts. The PLUP would be developed through a bottom-to-top approach, using the Clans within each district as the planning units.
- 7) **Solicit inputs from key stakeholders.** This would involve presenting the draft Spatial Development Strategy and accompanying map, the baseline Land Cover Maps and accompanying draft Green Growth Plan, and PLUPs to relevant stakeholders to solicit their feedbacks and inputs.
- 8) **Write a report documenting feedback from stakeholders.** The report would highlight the perspectives of stakeholders, an analysis of their views and demonstrating how the stakeholder views would be incorporated in the final version of the Green Growth Plan.
- 9) **Finalize the draft Spatial Development Strategy and accompanying map, baseline Land Cover Maps, Green Growth Plan and PLUP.** This would involve using the feedbacks and inputs from the stakeholders to finalize the various maps, the Green Growth Plan and PLUPs.
- 10) **Submit final deliverables.** The final deliverables will include: (1) Green Growth Plan and baseline Land Cover Maps for Sinoe; (2) Spatial Development Strategy and accompanying map for Sinoe County; and (3) PLUPs for the two selected Administrative Districts.

#### 4. Main deliverables and indicative timeline

The duration of the assignment is 6 months, April 10 to October 10, 2019. The main deliverables of this project are:

- 1) Draft Spatial Development Strategy and accompanying map for Sinoe County;
- 2) Draft Green Growth Plan with accompanying Land Cover Maps for Sinoe County;
- 3) Draft PLUP for selected Administrative District in Tarjuowon Statutory District;
- 4) Draft PLUP for selected Administrative District in Kpanyan Statutory District;
- 5) Final Spatial Development Strategy and accompanying map for Sinoe County

- 6) Final Green Growth Plan with accompanying baseline Land Cover Maps;
- 7) Final land use map for selected Administrative District in Tarjuowon Statutory District;
- 8) Final land use map for selected Administrative District in Kpanyan Statutory District.
- 9) Final PLUP for selected Administrative District in Tarjuowon Statutory District; and
- 10) Final PLUP for selected Administrative District in Kpanyan Statutory District.

The timeline for key activities and deliverable are:

Main activities and deliverables	Indicative timeline (2019)
Draft Spatial Development Strategy and Map	April 20 – April 30
Draft Green Growth Plan including baseline Land Cover Maps	April 20 – April 30
Field data collection for PLUPs	May 1 – May 20
Ground-truth baseline Land Cover Maps	May 1 – May 20
Validate draft Green Growth Plan, Spatial Development Strategy & Map	May 20 – May 31
Draft PLUPs for two districts	May 25 – June 25
Validate PLUPs at district, county and national levels	July 1 – July 10
Submission of revised draft deliverables to IDH for final comments	July 20
Finalize and submit Green Growth Plan & Land Cover Maps	August 1 – September 15
Finalize and submit Spatial Development Strategy and Map	August 1 – September 15
Finalize and submit PLUPs	August 1 – September 15
Project reports (finance and narrative)	October 1, 2019

## 5. Capabilities of the team

The proposed team should have the technical capacity to perform the tasks outlined in this RFP, including a demonstrated experience in conducting similar activities with links to forestry, and a good understanding of the social and cultural context of southeastern Liberia.

The team must include a lead consultant with senior experience on similar assignments, preferably in Liberia or Western Africa, GIS expert, stakeholder engagement expert, and a local counter-part with relevant expertise to ensure that the final outputs reflect deep understanding of the current social, economic, and political context of the Southeastern Liberia.

## 6. Proposal guidelines

Interested service providers should submit a proposal detailing:

1. Brief presentation of the company and its relevant experience, as well as of subcontractors (where applicable);

2. A description of approach towards the deliverables and activities. This should be a succinct, well-documented approach that shows their understanding of the task, and gives a summary of their approach to executing the task. The proposal should not exceed 20 pages.
  - a. IDH anticipates that there will be at least two phases of intense fieldwork, combined with regular interactions with IDH and other key stakeholders. Therefore, the organization should demonstrate how this would be operationalized.
  - b. The organization should state clearly how it prefers to work, with examples of how they have carried out similar activities effectively in the past.
  - c. The organization should demonstrate a willingness to submit project updates once a month to IDH. The templates for these reports should be included in the proposal.
3. A financial proposal for the activities that will be carried out to achieve the deliverables, including a detailed cost breakdown. The financial proposal should comply with the following requirements:
  - a. The budget will not exceed 100,000 USD
  - b. All amounts must be stated in USD, and include VAT and other taxes where applicable
4. Clear description of the project team, relevant experience (including resumes) of team members and time allocation per team member, including their roles and responsibilities.
5. An indicative workplan, that is to be updated in the inception phase;
6. Documentation that allows for IDH Organizational Assessment, specifically
  - a. Information about the legal form and ownership structure (extract chamber of commerce);
  - b. Copy of most recent (audited) accounts of organization/company;
  - c. Proof of nationality for natural persons (copy of passport);
7. Confirmation that none of the ground for exclusion as stated in article 8 is not applicable to the Consultant.

## 8. Selection procedures

The selection procedure for the winning bid will be as following:

- IDH invites Service Providers to submit their proposal based on this Request for Proposal
- Interested service providers are encouraged to confirm their interest in submitting a proposal, per email, to Silas Siakor ([Siakor@idhtrade.org](mailto:Siakor@idhtrade.org)) and Nienke Stam ([Stam@idhtrade.org](mailto:Stam@idhtrade.org)) before March 14, 2019 and to submit a proposal to IDH before March 28. Proposals submitted after the deadline will not be considered in the tender procedure
- A webinar will be organized on March 8<sup>th</sup>, 2019 to respond to questions and requests for clarification for all interested applicants.
- If there any questions regarding the Terms of Reference, the Service Providers can submit these questions by e-mail to Silas Siakor ([Siakor@idhtrade.org](mailto:Siakor@idhtrade.org)) and Nienke Stam

([Stam@idhtrade.org](mailto:Stam@idhtrade.org)) before March 11, 2019. Questions and replies will be shared with all Service Providers that have confirmed interest in submitting a proposal.

- The IDH team receives and checks the proposals for completeness. All complete proposals will then be submitted to the evaluation committee.
- The Evaluation Committee consisting of Lizzy van der Wal, Nienke Stam and Silas Siakor, evaluates the proposals based on the selection criteria as published in this Request for Proposals.
- The Evaluation Committee may invite the Consultant to present and discuss their bid during a physical meeting or a call.
- The Evaluation Committee decides on selection of the Consultant.
- An inception meeting is scheduled with the selected Consultant, and the contracting phase is kicked off.

Tender process	Timeline
Terms of Reference published	March 2 2019
Q&A webinar	March 8 2019
Deadline for submitting questions	March 11 2019
Deadline for expressing interest	March 14 2019
Deadline for submission of proposals*	March 28 2019
Selection of consultancy	April 4 2019
Awarding of contract to successful consultant	April 10 2019

\* Proposals submitted after the deadline will not be considered in the tender procedure.

The proposal will be awarded to the Consultant with the most economically advantageous tender. The most economically advantageous tender is determined on the basis of the evaluation criteria of price, quality and efficiency.

Scoring criteria	Weight
Methodology and approach	50%
Qualification of the Service Provider and the Team	25%
Similar work experience and experience in the region	15%
Financial proposal	10%

## 9. General terms and conditions

Through this Request for Proposals to develop Green Growth Plan for Sinoe County (Liberia) & Participatory Land Use Plan for two selected Administrative Districts in Tarjuowon and Kpanyan Statutory Districts.

IDH reserves the right to update, change, extend, postpone, withdraw or suspend the Request for Proposals, this tender, or any decision with regard to the selection or contract award. IDH is not obliged in this tender procedure to make a contract award decision or to conclude a contract with a participant. IDH reserves the right to suspend or annul the Tender Procedure at any moment in time. Participants cannot claim compensation from IDH, any affiliated persons or entities, in any way, in case any of the afore-mentioned situations occur.

By handing in a proposal, participants accept all terms and reservations made in these Terms of Reference, and subsequent information and documentation in this tender procedure.

## 10. Grounds for exclusion

Service Providers shall be excluded from participation in a procurement procedure if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c) they have been guilty of grave professional misconduct proven by any means which the IDH can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, or with those of the Netherlands or those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where such illegal activity is detrimental to the MFA's financial interests.
- f) Tenderers shall not make use of child labor or forced labor and/or practice discrimination and they shall respect the right to freedom of association and the right to organize and engage in collective bargaining, in accordance with the core conventions of the International Labor Organization (ILO).

Service Providers must confirm in writing that they are not in one of the situations as listed above.

IDH will reject offers if any illegal or corrupt practices have taken place in connection to the award or the tender procedure.

## 11. Confidentiality

The documents provided by or on behalf of IDH will be handled with confidentiality. The Consultant will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the Consultant or its engaged third parties will give IDH grounds for exclusion of the Consultant, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the Service Providers will be handled with due care and confidentiality by IDH. The provided information will after evaluation by IDH be filed as confidential. The provided information will not be returned to the Consultant.

## 12. Contact information

Proposals should be submitted by emailed before by or before March 28, 2019 to:

Lizzy van der Wal, IDH Liberia Country Coordinator  
IDH Sustainable Trade Initiative



The Kia Motors Building  
Tubman Boulevard, Congo Town  
Monrovia, Liberia  
Email: vanderWal@idhtrade.org.

### **About IDH Sustainable Trade Initiative**

*The IDH Sustainable Trade Initiative helps to accelerate and upscale sustainability within mainstream international commodity markets and producer landscapes, driving sustainability from niche to norm. We build ambitious public private coalitions of companies, civil society organizations and governments and high-impact programs in order to benefit people, planet and profit. With co-funding from the Dutch, Swiss, Danish and Norwegian governments and from business partners, IDH organizes scoping, development and implementation of public private partnerships in 11 sectors such as coffee, tea, cotton and palm oil and in 11 landscapes worldwide. IDH is a dynamic organization of approximately 60 staff members based in Utrecht, The Netherlands, with hubs in Asia and Africa. In the last year IDH has expanded its activities and now runs around 600 projects in 50 countries, together with a wide range of private and public partners.*