

## Request for Proposals

### *To develop a Participatory Land Use Plan for Vahun District, Lofa County, Liberia*

October 23, 2019

*IDH Sustainable Trade Initiative, in partnership with the Liberia Land Authority (LLA) and the 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 and management plan for Vahun District in Lofa County. The consultant is expected to work in close cooperation with the LLA.*

#### **1. Background**

Agricultural expansion, unsustainable logging and other unsustainable land use practices are major drivers of tropical deforestation. Specifically, 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 Lofa landscape hosts the Wonegizi and Wologizi proposed protected areas, the Foya proposed protected area and a potential corridor linking these forest blocks, but is faced with rapid expansion of elephant grass that is prone to fire outbreaks during dry season. The program aims to deliver Production Protection Inclusion Compacts (i.e. Multi Stakeholder Agreements to enhance agriculture production, secure livelihoods and promote forest conservation) based on Participatory Land Use Plans (PLUP). In Lofa, the district-level Production Protection Inclusion Compacts (PPI Compact) will then coalesce into a Green Growth Compact for 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.

On the other hand, the country has allocated large agriculture concessions to two members of the Roundtable on Sustainable Palm Oil (RSPO). Both companies have also made zero-deforestation commitments. This scenario suggests significant opportunities for working with the government and companies to tackle deforestation but at the same time highlights the threats of deforestation driven by forest conversion to make way for agro production and other unsustainable land use activities.

## **2. General description of the assignment**

This call for proposal aims to identify a consultancy firm or team to develop a PLUP for Vahun District. Vahun District is comprised of three Clans.

The PLUP should be supported by all stakeholders, is implementable over the medium and long-term, and balances the social, environmental and economic interests of stakeholders. The role of the consultant 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 assignment will deliver a single PLUP for Vahun District, with three sub-chapters; one for each of the three Clans. The PLUP should identify key environmental challenges and related socio-economic issues, including land tenure, and how to address the identified challenges. The PLUP should include maps of recommended land uses and reflect at least three different scenarios for the future. The different scenarios should be developed through visioning exercises facilitated with stakeholders across Vahun District, using the Clan as the planning units. These scenarios should also advice on what area is suitable for commercial production (including for what type of production and why) based on soil analysis and other relevant considerations. Finally, the PLUP should highlight the proposed Foya Protected Area, other forest areas suitable for conservation and land for agriculture, especially food productions.

The process for developing the PLUP 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 main task is to develop a PLUP for Vahun District with three sub-chapters; one for each of the three Clans. The PLUP should include a technical report and a package of accompanying

maps. In developing the PLUP, the partner should aim to sensitize the stakeholders about the benefits of conserving and managing forests and other natural resources in a sustainable manner. At the Clan level, the consultant should work with stakeholders to ensure that pursuing economic development opportunities 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 in the district.** This would include, but not limited to forestry related license or permit, mining or exploration permits, major roads, water bodies and any proposed protected areas within the landscape.
- 2) **Validate the secondary data collected on major land-use activities in the district.** This will involve both participatory Clan-level validation and, validation with key stakeholders including private sector operators in the region, the Forestry Development Authority, logging and mining interests within the region, farmers and other resource users, local government officials, and district authorities.
- 3) **Develop a baseline Land Cover and Land Use Map of the district.** The baseline Land Cover and Land Use Map should depict high and medium conservation priority areas and, those with potentials for improving conservation outcomes in the wider landscape.
- 4) **Facilitate PLUP for Vahun District with a separate chapter on each of three Clans that make up Vahun District.** Using the Vahun District Map as a basis, the consultant would zoom-in on each of the three Clans to ground-truth the map of current land uses and facilitate PLUP for each of them. The PLUP would be developed through a bottom-to-top approach.
- 5) **Conduct a soil survey and analyze soil samples to determine crop capability for different parts of the district.** This activity should draw on existing land use activities so that the resulting recommendations are aligned with local preferences and priorities. The results of this activity should include a map of each Clan that shows clearly which crops grow best and where.
- 6) **Conduct a survey and assessment of water resources** in the district. This should involve investigating the quality, quantity and the effects of climate change on water resources in the district. The results should also be reflected on the maps.
- 7) **Finalize the PLUPs and accompanying maps following validations and technical reviews by LLA, FDA and IDH.** This would involve using the feedbacks and inputs from the stakeholders to finalize the PLUP and the accompanying maps.

- 8) When the PLUP is finalized, **Develop a summary of the plan (for each Clan) containing the map and basic information and implementation guidelines or tips.** This summary should be developed to fit onto one A1 or A0 sheet that would be foldable with the map of the Clan on one side and the implementation guidelines or tips on the other side.
- 9) **Submit final deliverables.** The final deliverables will include the following:
  - a. One (1) PLUP for Vahun District and accompanying maps; with a separate chapter on each of the three Clans that make up Vahun District, along with accompanying maps;
  - b. A slide deck presenting a summary of the technical report and another slide deck that would be appropriate for presentation to stakeholders at the local level; and
  - c. A summary of the plan (one for each Clan) containing the map, basic information and the implementation guidelines.

Throughout this task, the consultant should consult the PLUP that has been developed for Foya Statutory District and seek alignment with the consultant working on the PLUP in Kolahun Statutory District. This is intended to ensure inter-district connectivity between the three PLUPs in the landscape.

#### 4. Main deliverables and indicative timeline

The duration of the assignment is 9 months: January to September 2020. The main deliverables of this project are summarized as follows:

- 1) Draft PLUP for Vahun District, with a chapter on each of the three Clans, and accompanying maps. The draft PLUP should be presented in the following format: technical report, a slide deck presenting a summary of the technical report, and another slide deck that would be appropriate for stakeholders at the local level; and
- 2) Final PLUP package for Vahun District. The package should include the following
  - a. One (1) PLUP for Vahun District and accompanying maps; with a separate chapter on each of the three Clans that make up Vahun District, along with accompanying maps;
  - b. A slide deck presenting a summary of the technical report and another slide deck that would be appropriate for presentation to stakeholders at the local level; and
  - c. A summary of the plan (one for each Clan) containing the map, basic information and the implementation guidelines.

The timeline for key activities and deliverable are:

<b>Main activities and deliverables</b>	<b>Indicative due date</b>
Inception and data collection	January 10, 2020
Inception report with updated schedule of activities and due dates for main deliverables	February 25, 2020
Draft PLUP for Vahun District as per deliverable 1 above	April 30, 2020
Validation with stakeholders	May 15, 2020
Technical review by LLA, FDA and IDH	July 31, 2020
Final PLUP for Vahun District as per deliverable 2 above	September 1, 2020
Project reports (finance and narrative) & project closure	September 30, 2020

## 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 Lofa County. The team must include a lead consultant with senior experience on similar assignments, preferably in 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.

## 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 its 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 including details on how they would integrate community-acquired data and local perspectives. 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 should be up to \$80,000 USD. A financial proposal exceeding \$80,000 USD will be considered only after the technical proposal has been selected; and
  - 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 work plan, 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 10 is applicable to the Consultant.

## 8. Selection procedures

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

- IDH invites Service Providers to submit their proposal based on this Request for Proposal
- If there are any questions regarding the Terms of Reference, the Service Providers can submit these questions by e-mail to Josephine Lindahl (lindahl@idhtrade.org), Country Manager (Liberia) before November 1, 2019. Questions and replies will be shared with all Service Providers that have confirmed interest in submitting a proposal
- Interested service providers are encouraged to confirm their interest in submitting a proposal, per email, before November 5, 2019. This is optional. Not submitting an expression of interest does not exclude you from submitting a proposal.
- **Submit a proposal to IDH before or by November 25, 2019.** Proposals submitted after the deadline will not be considered in the tender procedure
- 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 Josephine Lindahl, 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 re-published	October 23, 2019
Deadline for submitting questions	November 1, 2019
Deadline for expressing interest	November 5, 2019
Deadline for submission of proposals*	November 25, 2019
Selection of consultancy	December 1, 2019
Awarding of contract to successful consultant	December 15, 2019

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

The consultancy 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 Participatory Land Use Plan for Vahun District, 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 email before or by **November 25, 2019** to:



Josephine Lindahl, IDH Liberia Country Manager  
IDH Sustainable Trade Initiative  
The Kia Motors Building  
Tubman Boulevard, Congo Town  
Monrovia, Liberia  
Email: lindahl@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 100 staff members based in Utrecht, The Netherlands, with hubs in Asia and Africa. In the last years IDH has expanded its activities and now runs around 600 projects in 50 countries, together with a wide range of private and public partners.*