



Terms of Reference

Liberia Landscape Program

(Phase 2) Developing a Participatory Land Use Plan for WedCarba and Jaedepo Statutory Districts

Sinoe County

July 14, 2020

1. Introduction

IDH Sustainable Trade Initiative (“IDH”) accelerates and up-scales sustainable trade by building impact oriented coalitions of front running companies, civil society, governments, knowledge institutions and other stakeholders in several commodity sectors. We convene the interests, strengths and knowledge of public and private partners in sustainability commodity programs that aim to mainstream international and domestic commodity markets. We jointly formulate strategic intervention plans with public and private partners and we co-invest with partners in activities that generate public goods.

On basis of these Terms of Reference IDH aims to select a party to develop a Participatory Land Use Plan (PLUP) for WedCarba and Jaedepo Statutory Districts in Sinoe County. This Terms of Reference is for a consultancy firm or team to develop a PLUP for WedCarba and Jaedepo Statutory Districts, building on the information acquired during a preparatory assignment for the PLUP, as below referred to as phase 1.

Due to the Covid-19 pandemic, the assignment for the PLUP of Wedcarba and Jaedepo Statutory District was divided in Phase 1) which entails all preparatory desk work including compiling of technical data on demography, current land use and historic trends for which no field visits were required and Phase 2) which entails realizing a PLUP through participatory meetings and field work, guided by the data collected in the first phase. The current ToR refers to the second phase.

The two Districts together cover an estimated 307,808 hectares of land and a combined estimated population of 15,023.¹ Jaedepo Statutory District covers an estimated 167,601 hectares of land and has an estimated population of 7,895 distributed across 4 County or Administrative Districts. The district is heavily forested, sparsely populated and borders the Sapo National Park. WedCarba Statutory District covers 140,207 hectares of land, has an estimated population of 7,128. WedCarba, is also heavily forested and borders the Sapo National Park.²

2. Objectives

The overall objective of this project is to develop Participatory Land Use Plans, that identify land suitable for agriculture production and forest for conservation in WedCarba and Jaedepo Statutory District, Sinoe County. The specific objectives of this project is that the people of Jaedepo and WedCarba Statutory Districts have a plan that informs local decisions about land use in their districts.

¹ Population estimates based on the findings of the National Housing and Population Census of 2008

² The Sapo National Park is the first and largest national park in Liberia.



The PLUP should be supported by stakeholders, especially the communities across the eight (8) County or Administrative Districts that make up the two Statutory Districts. The PLUP should be implementable over the medium and long-term, and balances the social, environmental and economic interests of stakeholders. For the avoidance of doubt, the people of each district will develop the PLUP to guide local land use decisions in the immediate, medium and long term. The role of the consultant will therefore involve providing technical guidance and inputs to stakeholders during inclusive and participatory deliberations on current land uses, visioning and discussions on future land-use scenarios, and facilitating the PLUP process to agree a shared vision for shared social, environmental and economic well-being.

The assignment will deliver two separate PLUPs; one for each Statutory District. The PLUP for each Statutory District will contain four (4) parts; one part for each of the four County or Administrative Districts that make up that Statutory District.

The PLUP should identify key environmental challenges and related socio-economic issues, including land tenure, and how to address the identified challenges. Finally, the PLUP should highlight potential forest areas for community managed forest for multiple use, forest for community-led conservation and areas for food productions and other income generating and livelihood activities.

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 of each district and informed by their perspectives. There should be broad-based acceptance of the results across the two districts. To ensure broad-based acceptance, the Clan should be used as the planning unit. The Consultant should always bear in mind that the PLUP is for the people of the districts and as such, they should make the ultimate decisions about the different land uses with technical guidance from the consultant and other stakeholders. The consultant's work should be guided by reliable data and expert analysis, including but not limited to the data that has been collected in phase 1 of the PLUP, and the resulting plan should be practical and implementable in the local context.

The guide to land use and management planning, developed by IDH and the LLA, is annexed to this ToR and can be used as guidance for tenderers. IDH seeks continuously to improve best practices on land use and management planning and therefore encourages tenderers to propose new ideas and innovations next to this annex.



3. Deliverables

Please note that the assignment builds on the deliverables as gathered under phase 1 of the project. These materials will be shared with the selected consultant at the start of the assignment.

The deliverables of phase 1 consist of:

- A technical report for Wedcarba Statutory District with accompanying maps, one set of A0 and one set of A3. This will include maps of: water resources, soils, geomorphology, geology and climate and a Land-Use Land Cover map
- A technical report for Jaedepo Statutory District with accompanying maps, one set of A0 and one set of A3. This will include maps of: water resources, soils, geomorphology, geology and climate and a Land-Use Land Cover map
- One summary of the two technical reports

The final deliverables of the current assignment (Phase 2) are:

Deliverables of project
An inception report with an updated schedule of activities to realize the PLUP (no later than four weeks from contract signing)
A draft PLUP for Jaedepo Statutory District with accompanying maps, including Land-Use Land Cover map and Crop suitability map. The draft PLUP should contain 4 parts, one for each County District.
A draft PLUP (maps) for Wedcarba Statutory District with accompanying maps, including Land-Use Land Cover map and Crop suitability map. The draft PLUP should contain 4 parts, one for each County District.
Draft Technical Reports and full PLUP of Jaedepo and Wedcarba Statutory Districts are reviewed by the LLA, FDA, IDH and other relevant stakeholders.
Final PLUP for Jaedepo Statutory District with accompanying maps. The PLUP should contain 4 parts, one for each County District, and be presented in the following format: (1) a technical report; (2) a slide deck presenting a summary of the technical report; (3) finalized maps for each County District; (4) summary implementation recommendations/ guidelines printed on A3 format with the PLUP map of Jaedepo on the back; and (5) an executive summary of the full PLUP.
Final PLUP for WedCarba Statutory District with accompanying maps. The PLUP should contain 4 parts, one for each County District, and be presented in the following format: (1) a technical report; (2) a slide deck presenting a summary of the technical report; (3) maps for each County District; (4) summary implementation recommendations / guidelines printed on A3 with the PLUP map of WedCarba on the back; and (5) an executive summary of the full PLUP.
Recommend updates Sinoe County Spatial Development Strategy using data gathered during the PLUP in both districts.

4. Proposal guidelines

In the proposal, please provide the following:

- a. A succinct, well-documented approach



- b. Inclusion of a budget NOT exceeding USD 100,000 with a break-down of man days/rate per consultant. The maximum budget does not include 10% withholding tax or applicable other taxes that are legally required to be paid by IDH related to the payment of invoices.
- c. Clear description of the project team, relevant experience of team members and time allocation per team member
- d. Statement of experience (only experience from the suggested team members is relevant)
- e. Description of contractors
- f. Include a copy of the organization’s most recent (audited) accounts with your submission

Submit a timetable for the key activities/ milestones outlined in your proposal using the format below:

Timetable based on milestones	Due date
Inception and receipt of data as collected in phase 1	
Data collection crop capability map	
Inception report with updated schedule of activities	
Draft PLUPs for both Statutory Districts (maps)	
Submission of draft Technical Report for review by LLA, FDA and IDH	
Validation of the draft PLUPs (maps) with stakeholders	
Final PLUP for both Statutory Districts (Maps, Technical Report, PPT deck summarizing technical reports)	
Recommendations for updating the Sinoe Spatial Development Strategy	
Project reports (finance and narrative) & project closure	

5. Selection criteria & procedure

Grounds for exclusion

1. Tenderers 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.

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

2. 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).

Consultant/Consultancy profile

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

The team must include a lead consultant with senior experience on similar assignments, preferably in Western Africa, GIS 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.

Specifically, the consultant(s) need to have the following experience / knowledge: the Project Team should include a mix of the following qualifications - Economist, Agronomist, Sociologist, Forestry or Rural Development Expert, GIS and Land Use Planning Expert and Soil Scientist.

The consultant(s) need to have the following skills: Facilitating PRAs and other participatory planning processes in rural settings, excellent communication skills and, Remote Sensing and GIS capacity.

The consultant(s) need to have the following characteristics: the Project Team should be multidisciplinary, including a balance of needed skills, expertise and experience to deliver the desired products. The Project Team Leader must have one of the following qualification - Economist, Agronomist, Sociologist, Forestry or Rural Development Expert.

We would like to receive the CV of the consultant(s) and at least 3 references per consultant.

Procedure

The procedure will be as follows:

- Inviting consultancy companies for presenting a full proposal based on the TOR
- Pitching of the proposal for the IDH program teams
- Evaluation of the proposals by an evaluation committee consisting of Nienke Stam, Silas Siakor and Melissa van de Bank. The evaluation committee will evaluate the proposals on the basis of the exclusion, selection and award criteria as published in these Terms of Reference.
- Decision on selection of consultancy
- Inception meeting with the selected consultancy company



Tender process	Timeline
Terms of Reference published	July 14, 2020
Deadline for submission of proposals*	August 21, 2020
Selection of consultancy	August 28, 2020
Awarding of contract to successful consultant	September 15, 2020

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

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

6. Evaluation Method

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%

7. Contracting

IDH uses standard contract templates for every agreement entered into with a partner. Reason for these standard templates is that IDH is bound to comply with conditions set by IDH's institutional (back) donors, which conditions IDH must also apply to agreements with third parties contracted by IDH. These conditions set by IDHs donors are therefore integrated in IDH's contracts.

By submitting a proposal the Tenderer accepts the template agreement and IDH General Terms and Conditions for Services, which are attached to the ToR as Annex 1 and Annex 2.

IDH reserves the right to update, change, extend, postpone, withdraw or suspend the Terms of Reference, 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.

Please note that, IDH follows and respects guidelines in regard to COVID-19 of the Government of Liberia. This ToR is subject to the developments of COVID-19.

Participants cannot claim compensation from IDH, any affiliated persons or entities, in any way, in case any of the afore-mentioned situations occur.

8. Confidentiality



The Tenderer will ensure that all its contacts with IDH, with regards to the Tender, during the tender procedure take place exclusively in writing by e-mail to vandebank@idhtrade.org. The Tenderer is thus explicitly prohibited, to prevent discrimination of the other Tenderers and to ensure the diligence of the procedure, to have any contact whatsoever regarding the tender with any other persons of IDH than the person stated in the first sentence of this paragraph.

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

All information, documents and other requested or provided data submitted by the Tenderers 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 Tenderer.

9. Contact information

Name : Melissa van de Bank
Position: Program Officer Liberia, HQ IDH (the Netherlands)
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Attached to, and integral part of this Terms of Reference are:

Annex 1: IDH template Letter of Assignment
Annex 2: IDH General Terms and Conditions for services
Annex 3: Guide to land use and management planning, by IDH & LLA