

Request for Proposals for
Land Use Planning for Foya District, Lofa County Liberia

IDH Liberia - August 15th 2018

IDH Sustainable Trade Initiative, in partnership with the Liberian Land Authority (LLA), the Liberian National Investment Commission (NIC) 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 Foya District. The consultant is expected to work in close cooperation with the Liberian Land Authority (LLA).

1. Background

IDH, the FDA, the NIC and the LLA are collaborating with the aim of improving livelihoods, halting deforestation and the expansion of savannah grassland in Foya District, Lofa County.

On June 6 & 7, 2018, IDH convened a multi stakeholder dialogue in Foya City, Lofa County. The purpose of the dialogue was to lay the foundation for coordination and collaboration on forest conservation, agricultural development, and related private sector investment in the district. During the dialogue, IDH presented a proposal for a collaborative land use planning process, bottom up re-greening activities and for attracting investments linked to forest conservation and agricultural development in the region.

Series of priority actions, contained in the proposal, were agreed and adopted in a Declaration of Intent¹ at the dialogue. These actions together will lay the foundation for a Green Growth Compact, i.e. a multi stakeholder agreement to enhance agriculture production, secure livelihoods, and promote forest conservation in Lofa, commencing with early actions in Foya District.

The Green Growth Compact would aim to create a strong link between the management of natural resources and sustainable agriculture production. Under the Compact, agricultural production becomes an activity that contributes to protection of natural resources and community livelihoods. The Compact would be based on participatory land use planning and management, whereby land for production, livelihoods and protection is clearly identified, and their related uses are agreed upon by the stakeholders in the region and recognized by local and national governments.

To support development of the Green Growth Compact, two mechanisms were established for stakeholder engagement. These included a national-level Technical Working Group and a district-level Contact Group.²

¹ The full report of the dialogue is annexed to this call for proposal, The Declaration of Intent is found in Annex 1 of the report.

² The Terms of References of the Technical Working Group and the Contact Group are found in Annexes 2 & 3 respectively.

2. General description of the assignment

IDH seeks to contract a consultancy firm or team to develop a land use map and a land use plan for Foya District. The consultant will use existing data to develop a high-level Spatial Development Map of Lofa County illustrating current (major) and planned land uses with a focus on proposed protected forest areas and protected forest areas, potential corridors linking different forest blocks, Forest Management Contract areas, current and potential Community Forest Management Areas, active mining and potential mining areas, plantations and key infrastructure. The land use plan for Foya District will be directly linked to the spatial development map of the county.

The draft land use plan for Foya District should identify key environmental challenges and related socio-economic issues and how to address them. It should also reflect different scenarios developed through visioning exercises facilitated with stakeholders across the district. A map should accompany each scenario.

The process for developing the draft land use plan and related maps for Foya District 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 team's work should be guided by reliable data and expert analysis and the resulting plan should be practical and implementable in the local context.

The land use plan should be developed in close collaboration with the Liberia Land Authority, the Ministry of Lands and Mines, the Forestry Development Authority and the Ministry of Agriculture. The Ministry of Internal Affairs should be closely consulted throughout the land use planning process.

3. Specific tasks

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 different 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.

3.1 Inception Report and Work Plan

The first deliverable of this consultancy is an Inception Report, with a detailed work plan and schedule of deliverables for approval by IDH as the Contracting Authority. The main activities of the Inception Phase will include:

1. Desk review of relevant literature about Liberia, Lofa County and Foya District to gather and analyze data and information related to:
 - a. Infrastructure, communication and services relevant to the agriculture, forestry and mining sectors;

- b. Trends in land use change, in particular drivers of deforestation, forest degradation and savannah grass expansion;
 - c. Water resources in Foya district, and possible threats to water availability (quantity and quality);
 - d. The state of productive/ fallow land in Foya district, focusing on soil fertility;
 - e. Population including demographic trends, settlements, the role of women, ethnic groups, local leadership, etc.;
 - f. Social structures, local cultures and traditional practices;
 - g. Local government, administrative and traditional/ customary authorities;
 - h. Legal framework for the land sector, and customary norms and practices that affect land tenure; and
 - i. Economic issues, focusing on farmers, forest users, and women groups.
2. Data collection through interviews with relevant institutions at the national level;
 3. Inception meetings with key stakeholders at the national level including LLA, FDA, MoA, MIA, the Technical Working Group and potential other organizations working in the landscape or having plans to work in the landscape to clarify the objectives for the land use planning;
 4. Inception meetings with the private sector to establish which aspects of the land use planning process or elements of the land use plan will be critical for their investment decision and address those elements in the final Inception Report.
 5. Meeting with the Contact Group in Foya District, Chaired by the Lofa County Assistant Superintendent for Development, to present the draft Inception report and schedule of activities and solicit their feedbacks on the draft report; *and*
 6. Finalize and submit Inception report and work plan.

3.2 High-level Spatial Development Map and Strategy for Lofa County

The second deliverable is a high-level Spatial Development Map of Lofa County accompanied by a high-level Spatial Development Strategy for the county.

The consultancy firm or team will conduct a high-level review of the current status of development sectors in Lofa County and define the vision and objectives for spatial development and translate them into an executable document that can serve as a pilot for wider development of a Regional and National Spatial Development Strategy.

Furthermore, the team will:

1. Analyze the current situation, providing an overview of the development sectors in the County and analyze the strengths, weaknesses, opportunities and threats, as well as analysis of the carrying (spatial) capacity of the County;
2. Formulate a comprehensive developmental vision for the County in line with the Agenda for Transformation and the Pro Poor Agenda for Development, and with the participation of key stakeholders including, community members, officials and community organizations within a time frame not exceeding 2030;

3. Link the Spatial Development Strategy with national, local, sectoral and cross-sectoral development policies and plans as a prelude to the preparation of regional planning schemes; and
4. Develop spatial development scenarios to strengthen the link between rural areas and urban areas, with specific linkages to identified growth corridors.

The Spatial Development Map will illustrate current (major) and planned land uses that is consistent with the strategy and focuses on:

1. Protected forest areas and proposed protected forest areas;
2. Savannah grass landscapes
3. Potential corridors linking different forest blocks in the county;
4. Forest Management Contract areas;
5. Current and potential Community Forest Management Areas;
6. Active mining and potential mining areas;
7. Plantations; and
8. Key infrastructure.

The Spatial Development Map should be developed in close collaboration with the Liberia Land Authority, the Forestry Development Authority, Ministry of Mines and Energy, and Local Government at the County-level. The Ministry of Finance and Development Planning and Ministry of Internal Affairs should be closely consulted throughout the process.

3.3 Develop Land Use Maps

The third deliverable is a land use map of Foya district. The features of the land use map should include the following, where applicable:

1. Land and forest cover, and recent evolution in land use (2000-2018) - developed using satellite imagery and extensive ground-truthing;
2. General topography including major undeveloped wetlands, streams, mountains, etc.;
3. Major land use activities e.g. mining areas (legal and illegal), developed wetlands for rice production, etc.;
4. Natural resources especially forests, riparian area, and water;
5. Hunting hotspots or forest areas with active commercial hunting activities;
6. Sacred forest/ areas, shrines, or other areas of cultural or historical significance;
7. Map different types of land tenure, ownership and use rights, highlighting areas with land disputes or conflicts;
8. Identify fallow land, taking into account suitability of the soil for different agro-commodities e.g. for cocoa, oil palm or timber plantation, rice;
9. Agro-industry related infrastructure; *and*
10. Major human settlements and estimated population.

The draft land use map will be validated with stakeholders across the district before being finalized.

3.4 Develop Land use scenarios

The fourth deliverable is a package of three land-use scenarios for Foya District. The team will use the land use map as a basis for developing the land use scenarios. In developing these scenarios, the team will make use of the data gathered during the Inception Phase and

additional data collected for the land use map, including the relevant stakeholder feedbacks gathered during the fieldwork³. In addition, the team will:

1. Facilitate participatory processes to establish or validate the environmental challenges and related socio-economic issues that the plan will help to address;
2. Facilitate visioning exercises with stakeholders across the landscape to develop three possible future scenarios reflecting the current situation or status quo, Green Growth Scenario 1, Green Growth scenario 2 and possible interventions in these scenarios; and
3. Following the fieldwork, the team will reach out once more to the private sector to facilitate reflection sessions on the draft land use plan to incorporate their thoughts and reflections in the final version of the land use plan.

Based on the above input and analysis, the team will then develop the scenarios for land use in Foya District, reflecting a strong link between natural resources protection, sustainable private sector productive activities and community livelihoods.

The scenarios should include time bound targets for the next five – ten years, using the indicative list below as a guide when developing the scenarios:

1. Hectares of forest to be set aside for protection or sustainable multiple use;
2. Hectares of savannah grass land restored through bottom up re-greening;
3. Hectares of land invested in for cash crops by private sector;
4. Hectares of land for sustainable livelihood use (farming, forestry);
5. Hectares of land for smallholder cash crops production linked to the private sector investment;
6. Socio-economic targets, e.g. number of jobs created through cash crop plantations; and
7. Targets that relate to sustainable production, e.g. number of farmers / ha to benefit from productivity-enhancing program.

3.5 Develop a Land use plan

In this phase, the consultancy team will work with IDH, the Technical Working Group, and the Contact Group to identify the preferred scenario and possible interventions. Throughout the process, the consultancy team will be guided by the understanding that the overarching aim of the land use plan is to clearly identify land for production, livelihoods and protection, and have these agreed upon by the district stakeholders and recognized by local and national government.

The land use plan for Foya District will be directly linked to the spatial development map of the county. The plan will be developed in close collaboration with the Liberia Land Authority, the Forestry Development Authority, the Ministry of Lands and Mines, and the Ministry of Agriculture. The Ministry of Finance and Development Planning and Ministry of Internal Affairs will be consulted throughout the process.

4. Indicative Schedule of Activities

The table below summarizes the main activities, deliverables and dates for delivery.

³ For example, data collected for the forest cover and land use maps, land tenure situation, etc. will also be used for preparing the land use plan.

No.	Description of activities	Deliverable	Due date
1.	Inception phase	Inception Report & work plan	October 2018
2.	County-level spatial planning	Spatial Development Map & Strategy	Nov. 2018
3.	Mapping forest and land use	Land use map for Foya district (draft)	Nov. 2018
4.	Drafting land-use scenarios	Draft land use plan with related maps	Dec. 2018
4.	Consultation on draft plan	Report with analysis of feedbacks	Jan. & Feb. 2019
5.	Finalization of land use plan	Land use plan with relevant maps and roadmap	March 2019

5. Capabilities of the consultant

The proposed team should have the technical capacity to perform the tasks outlined in these 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 northern 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 land and forestry sectors.

6. Proposal Guidelines

Interested service providers are requested to 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 as well as the TWG and the Contact Groups. 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 and the TWG, and potentially the Contact Groups. 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 (with a break-down of man days/rate per consultant). The financial proposal will need to comply with the following requirements:
 - a. The budget will not exceed 95,000 USD

- b. All amounts must be stated in USD, and include VAT and other taxes where applicable.
4. Presentation of the core project team, including
 - a. Relevant experience of the key team members;
 - b. Time allocation per team member, including their roles and responsibilities;
5. An indicative workplan, that is to be updated in the inception phase;
6. Confirmation that none of the ground for exclusion as stated in article 9 are applicable to the Consultant.
7. Documentation that allows for IDH Organisational 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. Selection procedure

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

- IDH invites Service Providers to submit their proposal based on this Request for Proposals;
- Interested service providers are encouraged to confirm their interest in submitting a proposal, per email, before August 21st 2018 and to submit a proposal to IDH before September 7th 2018. Proposals submitted after the deadline will be returned and will not be considered in the tender procedure;
- If there any questions regarding the Terms of Reference, the Service Providers can attend the Q&A session on August 20th 2018 or submit these questions per e-mail to Lizzy van der Wal before August 21st 2018. 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 these Terms of Reference.
- 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	August 13 th 2018
Q&A webinar	August 20 th 2018

Deadline for submitting questions	August 21 st 2018
Deadline for expressing interest	August 24 th 2018
Deadline for submission of proposals*	September 7 th 2018
Selection of consultancy	September 19 th 2018
Awarding of contract to successful consultant	September 28 th 2018

* 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%

8. General terms and conditions

Through this Request for Proposals, IDH aims to select a party that conduct Land Use Planning for Foya District, Lofa County assignment.

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.

9. 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 IDH'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.

10. 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 Lizzy van der Wal via vanderwal@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.

11. Contact information

Proposals should be submitted by emailed before September 7th, 2018 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.