

Request for Proposals

To support three communities in Vahun District, Lofa County (Liberia) to complete the Customary Land Formalization process

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 Service Provider to support three communities in Vahun District in Lofa County to complete the Land Rights Law of 2018 mandated Customary Land Formalization process. The Service provider is expected to work in close cooperation with the LLA, local authorities in Vahun District and relevant local government officials in Voinjama – Lofa County.

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. In this approach stakeholders develop and implement a Production Protection Inclusion Compact (PPI Compact)¹ that would involve government, private sector, civil society and communities working together to make land more productive and improve local livelihoods, in exchange for technical assistance and other support for sustainable management of natural resources, most notably forest in the district.

The program is actively working in Southeastern Liberia, Western Liberia and Lofa landscapes.

The Lofa landscape, covering Kolahun, Foya and Vahun districts, hosts the Wonegizi, Wologizi and Foya proposed protected areas and a potential corridor linking the Wonegizi and Wologizi

¹ A PPI Compact is a Multi Stakeholder Agreement to enhance agriculture production, secure livelihoods and promote forest conservation in selected landscapes.

forest blocks. The program aims to deliver PPI Compacts based on Participatory Land Use Plans (PLUP) and formalized customary collective community land rights. The PPI Compacts then coalesce into a Green Growth Compact for the landscape.

2. General description of the assignment

This RfP aims to identify a Service Provider to support three communities in Vahun District to complete the customary collective community land rights formalization process. Vahun District comprises of three Clans.

3. Specific tasks and related deliverables

The Service Provider will support three communities in Vahun District to carry out the following activities:

1. Self-identify according to the LLA approved methodology. This will involve developing community profile, facilitating decisions on self-identification and preparation of declaration of identity as a land-owning community and facilitating verification of the process by the LLA.
2. Develop by-laws to govern their customary collective community land. This will involve supporting and facilitating participatory drafting of community by-laws, reviews and revisions, and adoption.
3. Establish community land governance and administration bodies. This will involve facilitating free and fair elections in line with the community by-laws.
4. Submit documentation of the process to the LLA for verification. The project team will keep a folder on each community, documenting all the activities and outputs, and having them ready for review by the LLA.
5. Engage with the LLA to conduct the Confirmatory Survey. This will involve facilitating the communities to engage directly with the LLA to request the Confirmatory Survey as well as other activities that could benefit from LLA's participation.

4. Main deliverables and indicative timeline

The duration of the assignment is 12 months, December 1, 2019 to November 30, 2020. The three main deliverables are:

1. Three (3) communities in Vahun District have completed the community self-identification process, and verified by the LLA.

2. Three (3) communities in Vahun District have established their community land governance structures and instruments.
3. Three (3) communities in Vahun District have mapped their customary land area and harmonized their boundaries with their neighbors.
4. Three (3) communities in Vahun District have completed their confirmatory survey and been granted a deed.

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. The team must include a Lead Facilitator with a proven track record in community organizing and facilitation and a Co-Facilitator. The Co-Facilitator should either be from the region, or speaks the local dialect, or have previous work experience in the region.

6. Proposal guidelines

Interested service providers should submit a proposal detailing:

1. Brief presentation of the team and its relevant experience.
2. A detailed 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. The technical proposal should not exceed 10 pages.
 - a. IDH anticipates that the team will be embedded in the district, i.e. based there with only periodic travel to Monrovia for project related activities.
 - b. 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 80,000 USD; and
 - b. All amounts must be stated in USD, and include government taxes where applicable.
4. Clear description of the project team, relevant experience (including resumes) of team members, including their roles and responsibilities.
5. A proposed work plan.

6. Documentation that allows for IDH Organizational Assessment, specifically information about the legal form.
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
- Interested service providers are encouraged to confirm their interest in submitting a proposal, per email, before October 30, 2019. This is optional. Not submitting an expression of interest does not exclude you from submitting a proposal.
- Submit a proposal to IDH before November 10, 2019. Proposals submitted after the deadline will not be considered in the tender procedure.
- If there any questions regarding the Terms of Reference, the Service Providers can submit these questions by e-mail to Josephine Lindahl before October 30, 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 Josephine Lindahl, 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 Service Provider to present and discuss their bid during a physical meeting or a call.
- The Evaluation Committee decides on selection of the Service Provider.
- An inception meeting is scheduled with the selected Service Provider, and the contracting phase is kicked off.

Tender process	Timeline
Terms of Reference published	October 23, 2019
Deadline for submitting questions	October 30, 2019
Deadline for expressing interest	October 30, 2019
Deadline for submission of proposals*	November 10, 2019
Selection of Service Provider	November 20, 2019
Awarding of contract to successful consultant	December 1, 2019

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

The contract will be awarded to the Service Provider 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 RfP to support three communities in Vahun District in Lofa County, IDH is seeking to engage a Service Provider based on the terms laid out in this RfP. 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 before October 10, 2019 to:

Josephine Lindahl, IDH Liberia Country Coordinator
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 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.