REPUBLIC OF LIBERIA

FORESTRY DEVELOPMENT AUTHORITY

REQUEST FOR EXPRESSIONS OF INTEREST FOR THE RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR PILOTING OF GUIDELINES FOR COMMUNITY FOREST MANAGEMENT PLANS IN THREE AUTHORIZED FOREST COMMUNITIES

LIBERIA FOREST SECTOR PROJECT
PROJECT ID: P154114
GRANT ID: TFA2427

(REFERENCE NO: LR-FDA-82000-CS-INDV)

1. This request for expressions of interest follows the General Procurement Notice for this project that appeared in Development Business No. WB452-01/17 of January 31, 2017.

   The Republic of Liberia has received a grant from the Government of Norway in the amount of US$36.7 million equivalent through the World Bank towards the cost of the Liberia Forest Sector Project, and it intends to apply part of the proceeds of this Grant to eligible payments under an individual consultancy contract for ***piloting of Guidelines for Community Forest Management Plans (CFMPs) in three authorized forest communities (AFCs)***.

2. OBJECTIVES AND SCOPE OF SERVICES

The main objective of this assignment is to pilot the provisionally approved CFMP Guidelines, by developing CFMPs for three (3) AFCs

The Consultant is expected to, inter alia, undertake the following:

i. Thoroughly review and familiarize themself with the provisionally approved CFMP Guidelines and Template;
ii. Develop and conduct a short course to orient the core team on the proposed process in the Guidelines to develop CFMPs in three (3) AFCs. During the course the consultant shall use relevant experiences from other countries and solicit feedback from the course participants on the proposed process and, in response, adjust the process where appropriate;
iii. Following the short course, work directly with the core team to develop a simple, user-friendly, cost-effective and sustainable system to operationalize the prescribed procedure within the FDA for the participatory development of CFMPs
iv. Draft and submit:

a. A final report on work performed, to include, if appropriate, recommendations and proposed edits on how the provisionally approved CFMP Guidelines may need to be altered, based upon lessons learned through the piloting, and recommendations for the establishment of an adequate system within the FDA to support development of CFMPs. This report will include copies of all training materials developed in the course of this assignment;
b. A short and simple Standard Operating Procedures manual that captures the process used to generate the three (3) CFMPs, which can be used by the core team, other FDA staff members and communities to develop CFMPs in the future.

v. Consultant to be retained for two (2) months, for a maximum of 10 working days, after submission of final report and Standard Operating Procedure manual, to support core team remotely with any issues that may emerge during the presentation of the three (3) CFMPs to their respective communities and CAs.

A full copy of the terms of reference can be found below as Attachment 1 to this request for expressions of interest.

3. The Forestry Development Authority now invites eligible *individual consultants* to indicate their interest in providing the required Services for the Liberia Forest Sector Project. Interested Consultants should provide information demonstrating that they have the required qualification and experience to perform the Services by submitting a **cover letter** and **updated CV**. See qualification and experience criteria below:

QUALIFICATION AND EXPERIENCE

i. At least a Master's Degree in Forestry or a related field;
ii. At least fifteen (15) years of experience in forestry and forest management planning, of which at least five (5) years should be in sub-Saharan Africa;
iii. At least five (5) years of experience working with communities to develop plans for participatory forest management;
iv. Strong English written and oral communications skills;
v. Strong knowledge of tropical forest wildlife or biodiversity would be a plus;
vi. Field experience in the humid forests of West or Central Africa would be a plus.

4. GENERAL INFORMATION

a. This assignment is expected to be completed within six (6) months. It is estimated that the international consultant will need up to 70 days level of effort to complete this task (including up to 10 days during the retainer period), including approximately 45 days of in country work in Liberia;
b. The Forestry Development Authority is a gender sensitive institution. *Females are encouraged to apply;*
c. Only shortlisted candidates will be contacted for the selection process.

5. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers,* January 2011, revised July 2014 ("Consultant Guidelines").

A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Consultant Guidelines. For reference, please see Section V. of the World Bank's Selection Guidelines, January 2011 edition, revised July 2014, by following the link below:
http://pubdocs.worldbank.org/en/894361459190142673/ProcurementConsultantHiringGuidelinesEngJuly2014.pdf

Further information can be obtained at the address below during office hours *0900* to 1600 hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, by mail or by e-mail) by **16:00 GMT on February 13, 2019. Envelopes or subject of emails must be marked "Expression of Interest for Piloting of Guidelines for CFMPs".**

Forestry Development Authority
Whein Town, Mount Barclay
P. O. Box 3010
Montserrado County
Monrovia, Liberia
Attention: Saah A. David, Jr., National REDD+ Project Coordinator
Tel: +231(0)880699711
Email: reddliberiaprogram@gmail.com cc: hdd1960wllms@gmail.com

Attachment 1: Terms of Reference

Terms of Reference for the Piloting of Guidelines for Community Forest Management Plans in Three Authorized Forest Communities

1. Background

Liberia contains about 4.3 million ha of lowland tropical forest that comprises 43 percent of the remaining Upper Guinea forests of West Africa. Most of Liberia's rural population is dependent on forests and their various products and ecosystem services. Liberia is faced with enormous challenges in managing its forests to contribute in a balanced way to long-term, sustainable economic growth; supporting the livelihoods of rural communities; and ensuring that its important national and global heritage is conserved.

As part of the reform process, Liberia has been working with the World Bank to reduce its emissions from deforestation and forest degradation, foster conservation, ensure sustainable forest management, and enhance forest carbon stocks (REDD+). The Liberia Forest Sector Project (LFSP),[1] the implementation of which is being led by the Forestry Development Authority (FDA), aims at the improved management of, and increased benefit-sharing in, targeted forest landscapes. This requires supporting communities through their governance institutions with capacity building and appropriate management tools.

The most important community governance institution is the Community Forest Management Body (CFMB), as it is responsible for the day-to-day governance of the Community Forest (CF), among other things. One of these responsibilities is to develop and implement a Community Forest Management Plan (CFMP) under guidelines and specifications issued by the Authority.

As the CF program expands and more communities are granted Authorized Forest Community (AFC) status, it is essential that clear guidance on the process for developing CFMPs be provided, including on the technical and legal requirements that must be satisfied. The FDA has prepared a first draft of the CFMP guidelines, which are currently undergoing vetting by stakeholders; following this, they are expected to be provisionally approved by the FDA and will need to be piloted in the field. This will provide an opportunity to refine the CFMP Guidelines, to ensure that they adequately consider and respond to the various needs of AFCs and the FDA, before they are subject to public review and comment and final approval by the Managing Director of the FDA.

2. Objectives of the Assignment

The main objective of this assignment is to pilot the provisionally approved CFMP Guidelines, by developing CFMPs for three (3) AFCs. The purpose of this is to:

A. Refine the provisionally approved CFMP Guidelines through the piloting process, so they adequately consider and respond to the various needs of AFCs and the FDA;
B. Train and mentor selected FDA staff members, and members of Civil Society Organizations (the "core team") and members of community stakeholder groups, on how to facilitate the development of CFMPs, and how to apply technical and legal standards; and

[1] http://documents.worldbank.org/curated/en/385131468184765418/pdf/PAD1492-PAD-P154114-Box394888B-PUBLIC-LFSP-PAD-FINAL.pdf

C. Make recommendations to the FDA on how to establish a sustainable system within the FDA through which CFMPs can be developed in the future.

3. Scope of Services

The Consultant is expected to, inter alia, undertake the following:

i. Thoroughly review and familiarize themself with the provisionally approved CFMP Guidelines and Template;

ii. Develop and conduct a short course to orient the core team on the proposed process in the Guidelines to develop CFMPs in three (3) AFCs. During the course the consultant shall use relevant experiences from other countries and solicit feedback from the course participants on the proposed process and, in response, adjust the process where appropriate;

iii. Following the short course, work directly with the core team to develop a simple, user-friendly, cost-effective and sustainable system to operationalize the prescribed procedure within the FDA for the participatory development of CFMPs, focusing on:
    a. The generation of geospatial data, which should include at least three maps (see draft CFMP Guidelines);
    b. The conduct of the forest inventory;
    c. The conduct of the biodiversity assessment;
    d. The conduct of the community mapping process;
    e. The zoning of the forest for multiple-use, protection and commercial activities, including the internal demarcation of zones and identification of appropriate activities that can be undertaken in each zone (including commercial and livelihoods activities);

iv. Using the process described in the CFMP Guidelines, and operationalized by the consultant and core team, draft and implement a detailed plan to develop CFMPs in three (3) AFCs and a draft Standard Operating Procedures manual. This process shall include training and mentoring the core team, for purposes of explaining to community members planning parameters, on how to:
    a. Interpret geospatial data;
    b. Conduct forest inventories and interpret data collected;
    c. Conduct biodiversity assessments and interpret data collected;
    d. Conduct community mapping and interpret data collected;
    e. Zone the forest for multiple-use, protection and commercial activities, to include demarcation of each zone and identify appropriate activities that can be undertaken in each zone (including commercial and livelihoods activities).

v. During implementation of the plan, work directly with the core team, Community Assemblies (CAs), CFMBs, and community members of the three (3) AFCs to develop draft CFMPs, as prescribed in the CFMP Guidelines. (Note: It is assumed that the consultant will spend approximately three (3) days in each community working with the core team and community members, training them on how to collect data for the development of the CFMP. Once training has been completed in each of the three (3) AFCs, the consultant will leave Liberia, to return once all of the data have been collected to facilitate the development of the CFMPs);

vi. Work directly with the core team, CFMBs, and CA Executive Committees (EC) to finalize the three (3) CFMPs, for presentation to each of the communities, and review and approval by the entire CA membership. (Note: members of the CFMB and EC will be brought to Monrovia to draft the three (3) plans. Once they have been completed, the plans will be presented to the communities in the field and, if accepted, approved by the CAs);

vii. Draft and submit:
    a. A final report on work performed, to include, if appropriate, recommendations and proposed edits on how the provisionally approved CFMP Guidelines may need to be altered, based upon lessons learned through the piloting, and recommendations for the establishment of an adequate system within the FDA

to support development of CFMPs. This report will include copies of all training materials developed in the course of this assignment;

b. A short and simple Standard Operating Procedures manual that captures the process used to generate the three (3) CFMPs, which can be used by the core team, other FDA staff members and communities to develop CFMPs in the future.

viii. Consultant to be retained for two (2) months, for a maximum of 10 working days, after submission of final report and Standard Operating Procedure manual, to support core team remotely with any issues that may emerge during the presentation of the three (3) CFMPs to their respective communities and CAs.

4. Deliverables

The following deliverables are expected from the Consultant:

Deliverable	Date Due
i. Inception report and work plan, including overview of proposed curriculum and schedule for short course, and expected field activities (i.e. forest inventory, biodiversity assessment, community mapping)	2 weeks after contract signing date
ii. Report on outcomes of short course conducted to orient and collect feedback from core team on the proposed process to use the Guidelines to develop CFMPs in three (3) AFCs	8 weeks after contract signing date
iii. Three (3) CFMPs, developed and zoned using data gathered from fieldwork, in collaboration with CFMBs and ECs, for presentation to community members and CAs for approval	16 weeks after contract signing date
iv. Final report and Standard Operating Procedures manual	18 weeks after contract signing date
v. If applicable, Timesheet, together with any documents that may be produced by the consultant during retainer period to support to core team finalize three (3) CFMPs	At the end of the 6 month period, or earlier, depending upon work performed

5. Duration of the Assignment

The total duration of this assignment is expected to be about 6 months from the date of signing of the contract. It is estimated that the international consultant will need up to 70 days level of effort to complete this task (including up to 10 days during the retainer period), including approximately 45 days of in country work in Liberia.

1. Four (4) days of international travel (two (2) trips, though this may need to be increased if consultant travels from the United States);
2. Seven (7) days to review draft CFMP Guidelines, other related material, and develop short course (remotely);

3. Ten (10) days to make final preparations for short course, conduct short course, and develop plan for fieldwork in communities (community meetings, forest inventory, biodiversity assessment, community mapping, etc.) (in country);
4. Fifteen (15) days for fieldwork in the three AFCs, and travel between Monrovia, AFCs, and back to Monrovia (in country);
5. Twenty-one (21) days to facilitate the development of CFMPs, working with the core team and community members at FDA headquarters in Monrovia (in country);
6. Three (3) days to write and submit final report, to include recommendations on how the CFMP Guidelines need to be amended, and Standard Operating Procedures manual (remotely);
7. Ten (10) days, over the two months following the submission of the final report and SOP manual, to support core team remotely with any issues that may emerge during the presentation of the three (3) CFMPs to their respective communities and CAs.

6. Client's Inputs and Counterpart Personnel

i. The FDA will be responsible for making all logistical arrangements related to this assignment including visa support, in country transportation, venue hire, payment of DSA, meals during trainings, coordinating with communities, making appropriate equipment available, etc. The consultant is expected to make and pay for their own international travel arrangements and hotel arrangements in Monrovia, to be reimbursed by the FDA;
ii. The FDA will select staff members, and members of CSOs and community stakeholder groups for training ("core team"), and be responsible for all relevant expenses, including DSA, transportation, etc. (Note: the core team shall be comprised of ten (10) members of the FDA Community Forestry Department (four (4) Natural Resource Management Specialists, four (4) Extension Officers, and two (2) members of the central staff); two (2) members of the FDA Conservation Department; two (2) members of the FDA Commercial Department; two (2) members from Civil Society Organizations; one (1) member from the FDA GIS Unit; one (1) member of the National Union of Community Forest Management Bodies; and one (1) member of the Forestry Training Institute staff.

7. Experience and Qualification Criteria

i. At least a Master's Degree in Forestry or a related field;
ii. At least fifteen (15) years of experience in forestry and forest management planning, of which at least five (5) years should be in sub-Saharan Africa;
iii. At least five (5) years of experience working with communities to develop plans for participatory forest management;
iv. Strong English written and oral communications skills;
v. Strong knowledge of tropical forest wildlife or biodiversity would be a plus;
vi. Field experience in the humid forests of West or Central Africa would be a plus.

Appendix I – Proposed Sequencing

1. Consultant reviews draft CFMP Guidelines, other related material, and develops short course (remotely);
2. Travel to Liberia;
3. Consultant makes final preparations for short course, conducts short course, and develops draft Standard Operational Procedures manual and plan for fieldwork in communities;
4. Consultant and core team implement plan in the three (3) AFCs:
    - All core team members go into the field together, receive training and are mentored over 3-4 days in the first community. One-third of the total core team remains with the first community to conduct the necessary assessments (forest inventory, biodiversity assessment, community mapping, etc.) in collaboration with community members;
    - The remaining two-thirds of the core team move to the second community, where the consultant conducts the same training and mentoring. One-third of the total core team remains with the second community to conduct the necessary assessments in collaboration with community members;
    - The remaining one third of the core team move to the third community, where the consultant conducts the same training and mentoring. The remaining one-third of the total core team remains with the third community to conduct the necessary assessments in collaboration with community members;
    - The consultant returns to Monrovia.
5. It is estimated that it will take approximately thirty (30) days in each community to conduct the necessary fieldwork (community meetings, forest inventory, biodiversity assessment, community mapping, etc.), which will be carried out concurrently. Members of the core team will also have to collate their information when they return to Monrovia, in preparation for the consultant's return. During this period (approximately 6 weeks), the consultant inputs will not be required;
6. The core team make appropriate arrangements with the members of the CFMBs and ECs of the AFCs and invite them to Monrovia, on a schedule agreed with the consultant, to finalize the CFMPs, for presentation to community members and the CA;
7. The consultant returns to Monrovia;
8. The consultant works with the core team and community members at FDA headquarters in Monrovia to finalize each of the three (3) CFMPs;
9. The consultant returns to home of record;
10. The consultant drafts and submits final report, to include recommendations on how the CFMP Guidelines need to be amended, and Standard Operating Procedures manual;
11. The core team return to the field to oversee the review and approval process of the CFMP by the community members and the CA;
12. The consultant will be retained for two (2) months after submission of report and Standard Operating Procedure manual, to support core team remotely with any issues that may emerge during the presentation of the three (3) CFMPs to their respective communities and CAs.