



Strengthening Agricultural Resilience Through Transformational Livelihood Adaptation in Liberia (\$ARTLA)

Project Management Unit, Ministry of Agriculture, Republic of Liberia

Date: August 25, 2026

Line Nr: 1204

I. CONSULTANCY SUMMARY

Job Title	<i>National Consultants - to support the formation of cooperatives in the target communities.</i>		
Institution	Ministry of Agriculture		
Program/Project Number/ GEF Project ID number	11447		
Activity Result	Alternative, climate-resilient livelihoods, including ecotourism, are supported by improved market access and value-added services in agricultural and coastal areas.		
Application Deadline	September 8, 2026		
Location	Montserrado County		
Reports to	SARTLA Project Manager	Consultancy Duration:	140 days

II. PROJECT BACKGROUND

Liberia's smallholder fishers and farmers are experiencing increasing climate change-related risks to their livelihoods. Flooding of agricultural land after heavy rainfall events, especially in combination with high average temperatures and the occurrence of extreme heat spells are a direct cause of post-harvest losses and the occurrences of crop pests and diseases. Marine heatwaves and coastal storm surges lead to a deterioration of fish stock, coastal erosion and coastal flooding. These hazards are projected to increase in frequency, intensity and duration. The capacity of smallholder farmers and fishermen and associated micro, small and medium-sized enterprises (MSMEs) to adapt to these climate-related risks is low. Land, forest and coastal degradation, inadequate extension services, limited infrastructure and insufficient financial incentives and mechanisms have already held back smallholder agriculture and fishery sectors in terms of production, value chain development and sustaining livelihoods and food security. Additionally, options that help build adaptive capacity, such as alternative livelihoods in sustainable ecotourism, are still underexplored.

The project's objective is 'building climate resilience in natural-resource dependent rural communities of Liberia through systems-based, transformational adaptation in the agricultural, fisheries and ecotourism sectors.' It will increase smallholder adaptive capacity by restoring natural resources, strengthening extension services, strengthening access to finance, and strengthening sustainable value chains. It will employ a combination of interventions that focus on

- i) the adoption of resilient and regenerative practices among farmers and fisherfolk to improve productivity while at the same time reducing environmental impacts,
- ii) linking local livelihoods to sustainable value chains, developing alternative livelihood strategies such as those linked to eco-tourism, and fostering market access through business skills training, and
- iii) providing an enabling innovative finance environment that fosters private sector engagement, links actors along the value chain and scales the development of sustainable enterprises based



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along the value chain. The project is expected to bring 3640 ha of land and coastal areas under improved management for climate resilience, capacitate an overall of 81,800 people in the seven target counties to identify climate change impacts and appropriate adaptation responses, mobilize 500,000 (US\$) investment from private sector sources and incubate or accelerate 30 MSMEs enterprises engaged in climate change adaptation and resilience action with technical assistance, financial matchmaking, and/or direct financing.

III. OBJECTIVE OF THE ASSIGNMENT

To support the formation of cooperatives in the project's targeted communities.

IV. TERMS OF REFERENCE

Pursuant to the above, the Ministry of Agriculture is seeking the services of a consultancy firm to support the formation of cooperatives in the target communities in seven counties (Bong, Grand Cape Mount, Lofa, Margibi, Montserrado, and Nimba Counties) in Liberia.

Duties and Responsibilities

The consultant will work closely with the PIU, MOA, NAFA, LNTA, EPA, and UNDP to undertake the following tasks:

- Engage with community members, local leaders, and relevant stakeholders (including farmers, fisherfolk, artisans, traders, and women's groups) to gather input on their needs, challenges, and interest in forming cooperatives.
- Organize community meetings, workshops, focus group discussions, and key informant interviews on the existence and operation of producer entrepreneur groups, inputs entrepreneur groups, small-scale processing, aggregator groups, and trader entrepreneur groups, etc.
- Where available, assess their operational framework in terms of function, legal and financial structures, and potential to increase income and community development
- Where not available, assess community interest in forming a cooperative and identify challenges and measures to address
- Assess, together with local government, community leaders, agricultural extension officers, fishery authorities, and NGOs, how cooperative relationships with local authorities can be strengthened to support the effective formation, operation, and long-term sustainability of cooperatives in the project locations
- Ensure active participation and buy-in during the assessment from women, youth, and marginalized groups in the community to ensure inclusive and equitable cooperative formation.
- Collaborate with national and regional agricultural and fisheries organizations to gain insights into best practices, challenges, and opportunities for cooperatives in the sectors.



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- Guide the community members through the process of forming a legally recognized cooperative, including assisting with the preparation of bylaws, registration documents, and necessary paperwork for the cooperative's legal status.
- Provide support in establishing cooperative governance structures and defining member responsibilities, voting rights, and decision-making processes.
- Assist cooperatives in registering with relevant government bodies to ensure compliance with national legal frameworks.
- Organize and conduct capacity-building workshops for cooperative members on the principles and practices of cooperative management, with a focus on agricultural and fisheries cooperatives.
- Provide training on financial literacy, bookkeeping, budgeting, and savings mechanisms to ensure cooperative members can manage the cooperative's finances responsibly and sustainably.
- Support the cooperatives in defining their roles in the value chain, such as production, storage, transportation, marketing, and selling, and explore opportunities for value addition or diversification.
- Help cooperatives identify viable agricultural or fisheries products that can be collectively marketed or processed to add value.

V. KEY EXPECTED OUTPUT

Sustainable climate-resilient livelihoods and agricultural, fisheries and aquaculture value chains and enterprise development in target communities through the provision of training and start-up inputs. Specifically, the expected output shall be broken into phases:

Phase one – Year 2026: Community & Stakeholder Assessment Product and Cooperative legalization product

- Community needs assessment report detailing needs, challenges, and interest in forming cooperatives
- Stakeholder mapping and engagement report summarizing inputs from farmers, fisherfolk, artisanal traders, women's groups, local leaders, extension officers, fishery authority and NGO
- Inventory of existing producer/entrepreneur groups in terms of processing groups, aggregator groups, trader groups, etc, including their operational status covering legal status, financial systems, governance structure, potential for income generation
- Feasibility report for new cooperative formation where groups do not exist, including identified barriers and recommended solutions

Cooperative formation & Legalization Products

- Cooperative formation roadmap outlining steps, timelines, and responsibilities
- Draft cooperative bylaws tailored to the community context
- Completed registration documents ready for submission to relevant government bodies
- Official cooperative registration certificates – once approved by the relevant authority



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Phase two – Year 2027: Capacity Building & Training Outputs; Value chain & Business Development Products

- Training curriculum and Module on cooperative management, agriculture/fisheries cooperative principles, and governance
- Financial literacy training covering bookkeeping, budgeting, saving and financial management
- Workshop report documenting participation, learning outcomes, and recommendations with a focus on inclusive participation of women, youths, and marginalized groups.

Value chain and business development

- Value chain role definition document outlining cooperative functions in production, storage, transport, marketing, and sales
- Product viability assessment identifying agriculture or fisheries products suitability for collective marketing or value addition
- Value addition opportunity report highlighting potential processing, packaging, and diversification options
- Cooperative business opportunity briefs for selected products or services

VI. QUALIFICATIONS AND EXPERIENCE

Education/Experience (specific)

The successful firm will have team members with the following minimum requirements:

Position	Key Qualifications	Primary Role in This Assignment
Team Leader / Senior Cooperative & Governance Expert	PhD in Agricultural Economics, Natural Resource Management, or Social Sciences; 3 plus years' experience.	Overall project management, institutional strengthening, guiding legal governance structures, and liaison with the PIU/MOA/UNDP, NAFAA.
Agricultural Economist & Value Chain Specialist	Master's in Economics or Agricultural Economics; experience in MSME acceleration with at least 5 years of experience.	Developing financial literacy/bookkeeping training, identifying viable market products, and establishing value chain links.
Fisheries & Aquaculture Specialist	Master's or higher in Fisheries/Aquaculture Science;	Tailoring cooperative structures specifically for fisherfolk, addressing



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	experience with coastal communities; 5 years of experience	marine climate risks, and post-harvest loss reduction.
Community Mobilization & Gender Specialist	Master's in Social Sciences, Development Studies, or related fields. 5 years of experience	Leading participatory engagements, ensuring inclusion of women, youth, and marginalized groups in the cooperatives.

Education: (General)

Advanced University Degree (Master's degree or higher) in environmental and social sciences, Fisheries and Aquaculture Science, Economics, Agricultural Economics, Soil Science, Natural Resource Management or related fields with proven experience in qualitative and quantitative data collection and analysis, climate change modelling, and GIS and Remote Sensing.

- i. Experience in community mobilization, socio-economic assessments, and participatory engagement processes for the formation of community groups and cooperatives.
- ii. Experience in cooperative development and management, institutional strengthening, governance, and capacity-building of producer organizations and community-based enterprises.
- iii. Good understanding of livelihoods and conservation of natural resources
- iv. Fluency in English and Excellent analytical and report-writing skills.
- v. Proactive and able to work with minimal supervision and a high degree of initiative, reliability, flexibility, and self-motivation.
- vi. Professionalism: flexibility to make ad-hoc changes as and when the need arises; ability to perform under stress; willingness to keep flexible working hours.

VII. CONTRACT & REPORTING

The consultancy is expected to be completed within the course of two years with a total of 140 working days. The consultant will work under the supervision of the SARTLA Project through the Project Manager. The PIU will provide access to relevant project documents and facilitate stakeholder engagement. The consultant will be responsible for all logistical arrangements, including travel and communications.

Ministry of Agriculture reserves the right to terminate the contract should the consultant's performance fall below agreed standards or fail to meet the project's requirements.

VIII. SUBMISSION OF APPLICATION

- a) Deadline.



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All applications must be submitted by email to the address below, before or on September 8, 2026 @23:59 GMT. Please indicate in the subject line “**1204 National Consultants** - to support the formation of cooperatives in the target communities.”

Mr. Allen Paulono
Procurement Officer
Project Management Unit
SARTLA Project
apaulono@gmail.com

COPY: sm.sartla.me@gmail.com
mosebiah@yahoo.com

b) Validity of bid.
 40 days from the submission deadline

c) Clarifications:
 Questions may be submitted to apaulono@gmail.com (+231886448707 / 775833737) and copy sm.sartla.me@gmail.com, mosebiah@yahoo.com by the specified date and time in the timeline below. The subject of the email must contain the RFP number and title of the RFP. The PIU will respond in writing to submitted clarifications by the date specified in the timeline below. Responses to questions that may be of common interest to all bidders will be posted to the EPA/MOA/NAFA website and/or communicated via email.

d) Amendments.

At any time before the deadline for submission of proposals, MOA may, for any reason, modify the RFP documents by amendment, which will be posted to the EPA/MOA/NAFA website and/or communicated via email.

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NOTE: This information is also posted on <http://www.ekmsliberia.info>, <https://www.moa.gov.lr/>, <https://www.undp.org/> and can be found in local dailies.

IX. EVALUATION CRITERIA

In evaluating proposals, MOA will seek the best value for money, considering the merits of the technical and cost proposals. Proposals will be evaluated using the following criteria:

Evaluation Criteria	Score (out of 100)
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Are the proposed approach and methodology appropriate to the assignment and practical in the prevailing project circumstances?	20%/ Max points
Is the presentation clear and is the sequence of activities and the planning logical, realistic and promising efficient implementation to the project?	10%/ Max points
Do the bidder and the proposed personnel have the specific technical expertise for the assignment?	20%/ Max points
Does the bidder's past performance demonstrate recent proven experience and expertise doing similar work? Is there any demonstrated proof of expertise (e.g., certification of completion of similar work)	25%/ Max points
Cost: Costs proposed are reasonable and realistic, reflecting a solid understanding of the assignment.	15%/ Max points
Copy of valid tax clearance	5%
Copy of valid business registration certificate	5%

X. PROPOSAL TIMELINE

RFP Issued	August 25, 2026
Clarifications submitted to SARTLA Project, MOA	September 1-2, 2026
Clarifications provided to known bidders	September 2-5, 2026
Complete proposals due to SARTLA Project, MOA	September 8, 2026
Final selection	October 15, 2026

XI. RESULTING AWARD

MOA anticipates agreeing with the selected bidder by October 19, 2026. Any resulting agreement will be subject to the terms and conditions of MOA's Services Agreement. A model form of agreement can be provided upon request.

This RFP does not obligate MOA to execute a contract, nor does it commit MOA to pay any costs incurred in the preparation or submission of the proposals. Furthermore, MOA reserves the right to reject any offers if such action is considered to be in the best interest of MOA. MOA will, in its sole discretion, select the winning proposal and is not obligated to share individual evaluation results.



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XII. CONFIDENTIALITY

All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. MOA may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. MOA's evaluation results are confidential, and applicant scoring will not be shared among bidders.

XIII. CODE OF ETHICS

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting, and if selected, eventually carrying out the specified work in accordance with MOA's Code of Ethics. MOA's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. MOA's Code of Ethics provides guidance to employees, service providers, experts, interns, and volunteers in living the core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents, should be reported to MOA via email or its Ethics Hotline.