



**WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT
MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA
SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS
REVITALIZATION PROJECT (STAR-P)
1st Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive), Gardnersville –
Monrovia, Liberia**

IDA 63600, PROJECT NO. 160945

**REQUEST FOR EXPRESSION OF INTEREST
(CONSULTANT'S QUALIFICATIONS BASED SELECTION (CQS))**

**Assignment Title: Consultancy Service to develop training manuals and
provide tailored-capacity Building Training for MOA Extension and
Technical Staff**

REOI Reference No.: LR-PMU-MOA-478547-CS-CQS

Date: March 10, 2025

Background

The STAR-P was approved by the World Bank Board of Directors on January 15, 2019. The Project Development Objective (PDO) is to increase agricultural productivity and commercialization of smallholder farmers for selected value chains in selected counties. The USD 25 million financing agreement was signed on February 15, 2019, and the project became effective on June 28, 2019. The project is co-financed on a pari-passu basis with IFAD. The USD 23 million co-financing was approved by the IFAD Board in September 2019 and the Financing Agreement was signed on 21 November 2019.

The Project Development Objective (PDO) is to increase agricultural productivity and commercialization of smallholder farmers for rice, oil palm, and horticulture value chains in selected counties of Liberia.

Objective of the Assignment

The objective of this assignment is centered on sub-component 1.1 of the STAR Project's approved Annual Work Plan and Budget for 2025, ***Strengthening market-oriented smallholder farmer groups***. The goal of the assignment is to facilitate enhanced agricultural operations by leveraging cutting-edge technologies and best practices to optimize agricultural operations, enhance productivity, and promote sustainability. This activity will be supported by extension workers in collaboration with the MoA and other relevant stakeholders.

This Assignment, to be carried out by a selected firm, is intended to promote the upscaling and adoption of good agriculture practices, climate-smart agriculture technologies and agribusiness

best practices that will result in sustainable and increased production and commercialization of major crops.

It is expected that the selected firm will carry out the following activities:

- Develop user-friendly, practical, and context-specific training manuals for crop and livestock production.
- Provide tailored capacity-building training for MOA extension and technical staff to enhance their knowledge and skills in the production of the specified crops and livestock.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website:

- a. Ministry of Agriculture (www.moa.gov.lr) or directly requested via email from gtoto@moa.gov.lr / starp-bids@moa.gov.lr / rglaydor@moa.gov.lr

The Ministry of Agriculture now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” dated July 2016, revised November 2017, August 2018, January 2020 and September 2023 setting forth the World Bank’s policy on conflict of interest. Please refer to paragraph 3.17 of the Procurement Regulations on conflict of interest related to this assignment which is available on the Bank’s website at <http://projects-beta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>.

The best qualified firm to carry out the services will be selected in accordance with the Consultant’s Qualifications Based Selection (CQS) method set out in the Regulations and based on the following criteria:

- Core Business of the firm and Number of Years in Business
- Technical and Managerial Organization of the Firm
- Demonstrative capabilities in providing technical capacity building training, especially relating to development and transfer of good agricultural practices and climate-smart agriculture technologies that support smallholder crop production systems and show detailed track record of implementing similar programs in sub-Saharan Africa, including case studies and outcomes of similar assignments implemented
- Demonstrative demonstrable experience in agriculture extension education and training manual development especially for technology transfer to smallholder farmers with little or no formal education, and the firm is to indicate similar assignments carried out with reference points – these can be three assignments carried out in the last 3-5 years.
- Availability of Appropriate Skills team of qualified experts in agronomy, livestock production, and training facilitation. Strong communication and report-writing skills.
- Legally Registered Firm in Home Country (Evidence of Business Registration)

Further information can be obtained at the address below during office hours from 0900 hours to 1600 hours or 9:00am to 4:00pm local time.

Expressions of interest must be delivered in a written form to the address below (in person, or via e-mail) by **24th March 2025 @ 5:00pm local time.**

Galah Toto

National Program Coordinator

Project Implementation Unit (PIU), Ministry of Agriculture

Smallholder Agriculture Transformation & Agribusiness Revitalization Project (STAR-P)/ Rural Economic Transformation Project (RETRAP)

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Tel +231-777576980

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Signed by: Galah Toto

National Program Coordinator – STAR-P/RETRAP

TERMS OF REFERENCE

Consultancy Service to develop training manuals and provide tailored-capacity Building Training for MOA Extension and Technical Staff

Background

The Ministry of Agriculture (MOA) Liberia is committed to transforming the agricultural sector to enhance food security, increase farmers' incomes, and promote sustainable livelihoods. A critical component of this transformation is building the capacity of extension and technical staff to provide effective support and guidance to farmers. However, the current knowledge and skills of many extension workers need strengthening, particularly in the production of key crops (rice, vegetables, fruits, oil palm, cassava, maize, rubber) and livestock (poultry and piggery).

To address this gap, MOA Liberia seeks to develop comprehensive, context-specific training manuals and deliver tailored capacity-building programs for its extension and technical staff. These resources and trainings will equip staff with the latest techniques, best practices, and practical skills to improve productivity, sustainability, and resilience in crop and livestock production. By enhancing the capacity of its workforce, MOA aims to empower farmers with the knowledge and tools needed to increase yields, reduce post-harvest losses, and adopt climate-smart practices, ultimately contributing to the growth and development of Liberia's agricultural sector.

This initiative aligns with the National Agriculture Development Plan (NADP) which stipulates the government's broader goals of achieving food self-sufficiency, reducing poverty, and fostering economic growth through agriculture.

The Ministry of Agriculture (MOA) through the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P), a World Bank and International Fund for Agriculture Development (IFAD) funded project implemented by the MOA, is invites qualified firms to express their interest in supporting this critical effort by developing training manuals and providing capacity-building training for its staff.

Objective of the assignment

The objective of this assignment is centered on sub-component 1.1 of the STAR Project's approved Annual Work Plan and Budget for 2025, ***Strengthening market-oriented smallholder farmer groups***. The goal of the assignment is to facilitate enhanced agricultural operations by leveraging cutting-edge technologies and best practices to optimize agricultural operations, enhance productivity, and promote sustainability. This activity will be supported by extension workers in collaboration with the MoA and other relevant stakeholders.

This Assignment, to be carried out by a selected firm, is intended to develop skills for upscaling and adoption of good agriculture practices, climate-smart agriculture technologies and agribusiness best practices that will result in sustainable and increased production and commercialization of major crops.

It is expected that the selected firm/individual will carry out the following activities:

- Develop user-friendly, practical, and context-specific agricultural extension manuals for crop and livestock production.
- Provide tailored capacity-building training for MOA extension and technical staff to enhance their knowledge and skills in the production of the specified crops and livestock.

Scope and focus of assignment

The STAR Project seeks to hire a firm to undertake the proposed assignment which will include but not be limited to the below scope of work:

A. Development of Agricultural Extension Manuals

1. Conduct a needs assessment to identify knowledge gaps and training needs of MOA extension and technical staff.
2. Develop detailed, illustrated, and easy-to-understand agricultural extension manuals for the production of:
 - Rice
 - Vegetables
 - Cassava
 - Maize
 - Fruits
 - Oil Palm
 - Rubber
 - Poultry
 - Piggery
3. Ensure the extension manuals are tailored to the Liberian context, incorporating local best practices, climate considerations, and available resources.
4. Include modules on sustainable farming practices, pest and disease management, post-harvest handling, and value addition.

B. Capacity Building Training

- C. Train extension officers and technical staff on efficient as well as efficient extension delivery systems and methods
- D. Design and deliver tailored training programs for MOA extension and technical staff based on the developed manuals.
- E. Conduct training sessions in selected regions to ensure broad participation.
- F. Use participatory training methods, including practical demonstrations, field visits, and interactive sessions.
- G. Provide training materials and handouts to participants.
- H. Assess the effectiveness of the training through pre- and post-training evaluations.

Deliverables:

The Firm shall deliver the following key deliverables as part of this engagement:

- A. Inception report outlining the methodology, work plan, and timeline.
- B. Draft agricultural extension manuals for review and feedback.
- C. Finalized training manuals in both print and digital formats.
- D. Conducted training sessions with detailed reports, including participant lists, training outcomes, and recommendations.
- E. Final report summarizing the assignment, including challenges, lessons learned, and recommendations for future capacity-building initiatives.

Qualifications and experience

Interested firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the required services. The prospective firm(s) must provide relevant details of demonstrable experience in agriculture extension education and training manual development especially for technology transfer to smallholder farmers with little or no formal education. Interested firms must meet the following minimum criteria:

- A. Proven experience in developing agricultural training materials and conducting capacity-building programs.
- B. Expertise in crop and livestock production, particularly in the specified commodities.
- C. Knowledge of the Liberian agricultural context and challenges.
- D. A team of qualified experts in agronomy, livestock production, and training facilitation.
- E. Strong communication and report-writing skills.
- F. Leading experts should have minimum of 15 years of experience in the management/delivery of agricultural advisory services or in extension education in developing countries.

Additionally, interested firm(s) must demonstrate capabilities in providing technical capacity building training, especially relating to development and transfer of good agricultural practices and climate-smart agriculture technologies that support smallholder crop production systems. They must also show detailed track record of implementing similar programs in sub-Saharan Africa, including case studies and outcomes of similar assignments implemented. The firm(s) should demonstrate the internal capacities applicable to the assignment. Such capacities shall, among others, include a team of professionals with the relevant expertise and experience to implement the required programs.

Location & Targeted Beneficiaries

The location of the assignment is Liberia, in the 15 counties.

The targeted beneficiaries shall be MOA extension workers and technicians engaged in providing agriculture extension and advisory service delivery to smallholder farmers and other agriculture value chain actors involved in production, processing and marketing of major agricultural crops

and livestock including rice, cassava, vegetables, maize, fruits, oil palm, rubber, pigs and chickens. The Detailed information on the location, area and specific crops and livestock of interest will be provided by the client.

Activities to be undertaken:

No.	Phase	Activity
1	Phase 1	Inception report outlining the methodology, work plan, and timeline
2	Phase 2	Development draft training manuals for review and feedback
3	Phase 3	Finalized agricultural extension manuals in both print and digital formats
4	Phase 4	Conduct of training sessions with detailed reports, including participant lists, training outcomes, and recommendations.
5	Phase 5	Submission of report summarizing the assignment, including challenges, lessons learned, and recommendations for future capacity-building initiatives
6	Phase 6	Monitoring and evaluation; impact analysis and reporting.

Administrative Arrangements

a. Responsibilities:

- The selected firm shall assign qualified personnel with expertise to perform the required services.
- The Client shall provide access to lists of targeted crops, technical experts, relevant data, and other resources necessary for the Firm to fulfill its obligations.
- Both parties shall collaborate closely throughout the engagement to ensure effective communication and timely decision-making.

b. Reporting:

The service provider is to report to the Operations Manager of The STAR Project and work closely with the relevant focal persons from the Ministry of Agriculture and other relevant stakeholders.

Duration of the Assignment

The assignment is expected to be completed within a period of three months from the date of contract signing.

Payment Schedule

Payment of the agreed consultancy fees shall be done per the below schedule:

No.	Activity	Deliverable	Payment %	Timeline for Deliverable
1.	Submission and approval of Inception Report	Submission and approval by client of inception report	15%	14 Days after signing of contract
2.	Completion of Phase 3 activities and approval of draft scripts	Development and finalization of training manuals in both print and digital formats	35%	1 month after signing of contract
3	Completion of phases 4 activities and approval of audio files	Conduct of training sessions with detailed reports, including participant lists, training outcomes, and recommendations	30%	2 months after signing of contract
4	Completion of phases 5 and 6 activities and approval of final dissemination-ready materials	Submission of final consultancy report summarizing the assignment, including challenges, lessons learned, and recommendations for future capacity-building initiatives	20%	3 months after signing of contract