



REOI Individual Consultants

1st Edition

January 2023

REQUEST FOR EXPRESSIONS OF INTEREST

(Individual Consultants)

LIBERIA

Building Climate Resilience Project (BCRP)

Assignment title: Non-Consultancy Services to Design, Collate, Compile and Print 2,000 Copies of Weather Information Brochures and Flyers for Awareness Creation in BCRP Intervention Counties

Reference no: IFAD/BCRP/NC-009/21-22

The Government of Liberia has received an Adaptation Grant of US\$8,840,629 million from the International Fund for Agricultural Development (IFAD) to finance the Building Climate Resilience Project (BCRP) in the Rice and Cocoa sectors. The project is designed to reach 25,000 smallholder farmers including 10,000 rice producers, 10,000 cocoa producers and 5,000 smallholder farmers from other enterprises of which at least 40% will be women and 40% young people. The goal of the BCRP is that livelihoods and climate change resilience of rural farming households are improved. The project development objective (PDO) is to promote agriculture as a business for enhanced incomes and reduced rural poverty. The project objective will be accomplished through the following three components:

Component 1: Climate-proofed agricultural production and post-harvest combined with livelihood diversification: This component will focus on household / village-level interventions in climate resilient and sustainable agriculture to reduce the negative impacts from climate change and climate variability, as well as to contribute to agricultural and rural livelihood development through income diversification.

Component 2: Climate resilient rural infrastructure: This component will focus on climate-proofed rural transportation, water, and storage infrastructure.

Component 3: Institutional capacity development and policy engagement: This component will focus on “supporting meteorological institutions and provide improved climate services to smallholder farmers and rural populations”.

The project is being implemented by the Ministry of Agriculture in collaboration with the Environmental Protection Agency.

The EPA and MOA-PIU intend to apply part of the project fund for non-Consultancy services to design, collate, and compile weather information brochures and flyers for awareness creation in BCRP intervention counties.

2.0 Objective of the consultancy

The Consultancy seeks to recruit an individual consultant with expertise in developing content, designing early warning brochures and flyers that include hydrological & meteorological data. The consultant will gather climate information and create climate smart readers content for farmers in the rice, cocoa, inland fish farming, poultry, and vegetable value chain. The consultant will design, collate,

and compile weather information brochures and flyers for climate adaptation awareness. Under the technical supervision of the National Climate Change Secretariat of EPA, the consultant will work with all relevant stakeholders (MOA, cooperatives, farmers, etc.) to carry out the task.

3.0 Scope of the Assignment

- Conduct desk review and analysis of key sector climate documents including support for smart readers
- Conduct consultations / interviews with all relevant stakeholders through meetings, workshops, and other appropriate forums to develop a user-friendly brochure's content. The content will focus on weather data, ground & surface water information, and other relevant early warning data.
- Design user friendly brochures and flyers in a simplified language to be understood by farmers and other stakeholders.
- Circulate draft brochures and flyers for peer review.

4.0 Key Deliverables

- Draft weather information brochures and flyers produced and submitted for review; (Attention: National Climate Change Secretariat);
- Comments from review of the draft documents are incorporated for printing; and
- Final product of the brochures and flyer printed and delivered to the National Climate Change Secretariat

5.0 Minimum Qualifications, Skills, and Experience

The Consultant shall possess the following qualifications:

- At least a Master's degree in climate change, environment science, Agriculture, Forestry, Regional Science or related fields;
- Have a minimum of 7 years of progressive and relevant experience in the field of climate change, smart agriculture, environmental management;
- Have in-depth understanding of climate information services;
- Have demonstrated experience in developing brochures, and flyers for climate smart decision making in the agriculture sector;
- Good computer knowledge MS Word, Publisher, etc.

6.0 OTHER SKILLS

- Ability to work under pressure and tight deadlines
- Ability to accommodate additional demands at short notice

- Ability to communicate effectively both orally and in written English to communicate complex, technical information to technical and general audiences

7.0 Timing of the Assignment

The total duration of the assignment is 30 working days from the date of signing the contract.

8.0 Applications:

Please send a soft copy of your Expression of Interest on or before **20, January 2023 by 4.00pm** to:
recruit@moa.gov.lr,
IFAD PIU/PMU/MOA
Ministry of Agriculture Annex, Libsuco Compound
Japan Freeway, Gardnersville, Montserrado County
Telephone: 0775901977

The subject line should read: **EOI for Non-Consulting Services to Design Weather Information Brochures and Flyers for Awareness Creation in BCRP Intervention Counties.**

Only pre-selected Consultants will be contacted.

NB: Initially advertised on the 16 September 2022 and readvertise on the 20 October 2022.

The attention of interested consultants is drawn to IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy¹ and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations². The latter sets forth IFAD's provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse.³

Interested consultants shall not have any actual, potential or reasonably perceived conflict of interest. Consultants with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. Consultants are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, or b) have a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of the REOI, (ii) the selection process for this procurement, or (iii) execution of the contract. Consultants have an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract

¹ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

Expressions of interest in the form of curriculum vitae (CV) must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail): **Not Applicable**

Qualification and Evaluation Criteria-Template

[Insert criteria related to required qualifications and experience of the firm, such as core

	Criteria	Max. Score		
A.	General Experience	30		
i	At least a Master's degree in climate change, environment science, Agriculture, Forestry, Regional Science or related fields;	10		
ii	Have a minimum of 7 years of progressive and relevant experience in the field of climate change, smart agriculture, environmental management	10		
iii	Core Business / Have in-depth understanding of climate information services;	5		
iii	Relevant experience	5		
B.	Specific experience	70		
i	Good computer knowledge MS Word, Publisher, etc.	15		
ii	Have demonstrated experience in developing brochures, and flyers for climate smart decision making in the agriculture sector	40		
iii	Experience in data Collection	15		
	Total Points	100		
	Minimum points required to pass	70 points		

business and years in business, relevant experience, technical and managerial capability of the firm. The qualifications and experience of key experts shall not be included in the shortlisting criteria as the shortlisted firms will be asked to submit a detailed technical and financial proposal, which is then negotiated.]

[Sample below]

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 7 years .		

Members of the Evaluation Committee

	Abbreviated Names	Title/Position	Evaluator Signature	Date



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Name of Evaluator:

Signature:

Date: