

REQUEST FOR EXPRESSIONS OF INTEREST

(Consulting Firms)

Procurement Method: FIXED BUDGET SELECTION

Tree Crop Extension Project II (TCEP II)

Assignment Title: Consultancy for Development of the Agricultural Sector Gender Policy for Liberia

Reference No. (as per procurement plan): *LIB/IFAD/TCEP II/CS-005/25*

The Government of Liberia *has received* financing from the International Fund for Agricultural Development (IFAD) towards the cost of *Tree Crop Extension Project II (TCEP II)* and intends to apply part of the proceeds for the recruitment of consulting services.

The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with *Tree Crop Extension Project II (TCEP II)*.

The consulting services ("the services") include:

Objectives	The main objectives of the consultancy are to (i) Develop a Gender in Agriculture Policy to address disparities and promote equality in the sector, and (ii) Integrate gender mainstreaming systematically across all 19 value chains outlined in the National Agriculture Development Plan (NADP). The policy will help establish systematic approaches of gender mainstreaming and serve as the fulcrum for institutionalization of gender equality in the agriculture sector and promote coherent and coordinated and multi-sectoral approaches to ensure sustainability.
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Deliverables	1. Inception report with detailed work plan and methodology (two weeks after commencement) 2. Gender Analysis Report with Findings and Recommendations (two weeks) 3. Stakeholder consultation report (four weeks) 4. Draft gender policy for review and feedback (two weeks), including a M&E framework and budgeted action plan. 5. Policy brief based on the developed gender policy 6. Final gender policy incorporating comments/suggestions from stakeholders 7. Validation workshop report 8. Final gender policy document with implementation framework (two weeks)
The assignment	Consultancy for Development of the Agricultural Sector Gender Policy for Liberia
Report to	Assistant Minister for Planning, Policy and Development and the IFAD-PIU Gender Officer
Consultancy Period	Three (3) Months
Procurement Method	FIXED BUDGET SELECTION.

The IFAD PIU/MOA (“the client”) 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. Interested firms should fill the template for expressions of interest and submit found at the following link recruit@moa.gov.lr and send it to the address indicated below.

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

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.

to Sexual Harassment, Sexual Exploitation and Abuse.³ By entering in this document, you certify to have read, understood, and agreed to be bound by the Privacy Policy of IFAD.⁴

The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A consultant including their respective personnel and affiliates 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, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the Purchaser'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 this REOI, (ii) the shortlisting or selection process for this procurement, or (iii) execution of the contract. The consultant has 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 and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

The following conflict of interest rules shall apply with respect to recruitment of government/client staff within the consultant's proposed team:

- (a) No member of the client's board of directors or current employees of the client (whether part time, or full time, paid or unpaid, in leave status, etc.) shall be proposed or work as, or on behalf of, any consultant.
- (b) Except as provided in sub-clause 8.6(d), no current employees of the government shall work as consultants or as personnel under their own ministries, departments or agencies.
- (c) Recruiting former client or government employees to perform services for their former ministries, departments or agencies is acceptable provided no conflict of interest exists.
- (d) If a consultant proposes any government employee as personnel in their technical proposal, such personnel must have written certification from the government confirming that: (i) they will be on leave without pay from the time of their official proposal submission and will remain on leave without pay until the end of their assignment with the consultant and they are allowed to work full-time outside of their previous official position; or (ii) they will resign or retire from government employment on or prior to the contract award date. Under no circumstances shall any individuals described in (i) and (ii) be responsible for approving the implementation of this contract. Such certification shall be provided to the client by the consultant as part of its technical proposal.

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

⁴ The policy is accessible at <https://www.ifad.org/en/privacy>.

(e) In the case where a consultant seeks to engage the services of any person falling under ITC sub-clauses 8.6(a) – 8.6(d), who may have left the client within a period of less than twelve (12) months of the date of this RFP, it must obtain a written “no-objection” from the client for the inclusion of such a person, prior to the consultant’s submission of its proposal.

A consultant will be selected in accordance with the Fixed Cost *selection method* set out in IFAD’ project procurement handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement.

The shortlisting criteria are:

I. General Education and Experience

1. Technical expertise and understanding of the assignment (10%)

II. Specific Education and Experience (general education, training, and experience)

- i. Adequacy for the assignment (relevant education, training, experience in the sector/similar assignments) (20%)
- ii. Experience in successfully completing at least four (4) assignments of similar kind (cost, scale etc.) within the last 5 years, with list of institutions worked for and type of work (10%)
- iii. Minimum three years of research experience in developing youth inclusion strategies for projects (10%)

III. Key experts’ qualifications and competence for the assignment

1. **Team Leader (15%):** Minimum Master's degree in Agriculture Economic/Applied Economic, Research, Development Study or related fields of study with at least five years of experience in coordinating and leading research works or policy development preferably in agriculture or gender or related fields
2. **Research Specialist (10%):** Minimum of Master’s degree in research, development studies or related fields with at least three years of experience in research
3. **Enumerators (5%):** Minimum of Bachelor degree in any social science or agriculture fields with experience in field and or household data collection

IV. Transfer of knowledge (training) program (relevance of approach and methodology) (15%)

V. Participation by nationals among key experts (5%)

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Any request for clarification on this REOI should be sent via e-mail to the address below no later than **Thursday, November 24, 2025 at 10:00 am**. The client will provide responses to all clarification requests by **Wednesday November 27, 2025 at 2:00pm**.

Expressions of interest must be delivered in written form using the forms provided for this purpose. The forms can be found on the Ministry of Agriculture website (www.moa.gov.lr) . EOIs shall be submitted to the address below no later than Friday, December 2, 2025 at 2:00 pm to: recruit@moa.gov.lr , Cc: alincoln@moa.gov.lr . The subject Line is: EOI for ***Consultancy for Development of the Agricultural Sector Gender Policy for Liberia***

Office of the Project Coordinator

Attn: Emmanuel G. Vah, Jr

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