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**WORLD BANK/IFAD PROGRAM IMPLEMENTATION UNIT  
MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA  
Rural Economic Transformation Project (RETRAP)  
1<sup>st</sup> Floor LIBSUCO Building Japan Freeway (Formerly Somalia Drive),  
Gardnersville – Monrovia, Liberia**

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**LOAN #: P175263; IDA: 69000**

## **REQUEST FOR EXPRESSION OF INTEREST**

### **(CONSULTING SERVICES – FIRMS SELECTION)**

**Assignment Title: Engagement of Consulting Firm for Monitoring and Supervision of Irrigation Schemes and Agriculture Land Development Activities**

**REOI Reference No: LR-PMU-MOA-536360-CS-CQS**

### **1.0 Background**

Rice farming is central to food security and rural livelihoods in Liberia. To reduce reliance on rain-fed farming, the Government of Liberia, with support from the World Bank, is implementing the Rural Economic Transformation Project (RETRAP) through the Ministry of Agriculture.

Under Component 5, RETRAP is focusing on irrigation development by rehabilitating three sites (Fahngonda, Kakata, and Meleki) and constructing a new scheme in Sahnpa. In addition, the project will support land preparation for rice cultivation/production to ensure that the rehabilitated and newly constructed irrigation systems are effectively utilized.

To guarantee quality, compliance, and timely delivery, independent monitoring and supervision services are required. This TOR outlines the responsibilities of a consulting firm to provide these services.

### **1.1 Objective of the Assignment**

The main objective is to provide full-time monitoring and supervision of all civil works for the four irrigation sites and oversee land preparation activities for rice cultivation/production. The consulting firm will act as the Project's Supervising Officer, ensuring that works comply with approved designs, technical specifications, contracts, national regulations, and international best practices.

The ultimate goal is to deliver climate-resilient irrigation systems and properly prepared farmland that are high-quality, cost-effective, and completed on schedule.

## **1.2 Scope of the Assignment**

The Consultant's services shall cover from pre-construction to the defects liability period for all four sites, as well as supervision of all land preparation. The scope includes, but is not limited to:

### **A. Construction Supervision & Quality Control**

- Maintain consistent site presence during rehabilitation and new construction.
- Inspect and approve/reject materials delivered to site.
- Monitor all construction activities (earthworks, concrete works, canal lining, gates, and structures).
- Document material testing procedures and maintain daily site diaries, inspection reports, and photographic records.

### **B. Land Preparation Supervision**

- Oversee clearing, levelling, and bund construction for rice fields.
- Supervise ploughing, harrowing, and puddling operations that ensures soil-water conservation.
- Ensure proper drainage and water management structures are integrated with irrigation systems.
- Certify that land preparation meets agronomic standards for rice production.

### **C. Design Compliance and Site Adaptation**

- Interpret contract drawings and specifications for contractors.
- Review and approve contractor-proposed design changes or value engineering proposals.
- Issue site instructions and variation orders with approval from RETRAP's Infrastructure Specialist and subject to Client authorization.

### **D. Environmental and Social Safeguards Monitoring**

- Ensure compliance with Environmental and Social Management Plans (ESMPs).
- Monitor mitigation measures for environmental impacts and community concerns.

## **3.0 Duration of the Assignment**

The assignment will be full-time during construction, rehabilitation, and land preparation (estimated at 8 months / 248 calendar days). This will be followed by a 12-month defects liability period, during which the consultant will provide part-time monitoring and reporting.

## **4. Shortlisting Criteria**

**The shortlisting criteria are:**

- a) Core Business of the firm and Number of Years in Business
- b) Technical and Managerial Organization of the Firm
- c) Description of Similar Assignments
- d) Experience in Similar Conditions
- e) Availability of Appropriate Skills among Staff or within the firm

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

- a) [dkulah@moa.gov.lr](https://vacancies & Career Opportunities | Ministry of Agriculture (www. moa.gov.lr) or it is directly requested via email from <a href=)

The attention of interested firms 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, and August 2018, 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>

A consulting firm will be selected in accordance with the Consultants Qualification Selection (CQS) method set out in the Procurement Regulations.

Expressions of interest must be submitted electronically in a format that cannot be altered (pdf format is preferred) to the email address below by **March 23, 2026 @ 5:00pm local time.**

**Note:** All expression of interests MUST be submitted to the below email address:

Galah Toto

National Program Coordinator

Program Implementation Unit (PIU), Ministry of Agriculture

Rural Economic Transformation Project (RETRAP)

2<sup>nd</sup> Floor LIBSUCO Building, Japanese Freeway (Formerly Somalia Drive) Gardnerville –  
Monrovia, Liberia

Tel +231-777576980

Email: [retrapbids@moa.gov.lr](mailto:retrapbids@moa.gov.lr) with a copy to Email: [gtoto@moa.gov.lr](mailto:gtoto@moa.gov.lr)



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**Terms of Reference (TOR): Engagement of Consulting Firm for Monitoring and Supervision of Irrigation Schemes and Agriculture Land Development Activities**

Monitoring and Supervision Services for Irrigation Infrastructure and Land Preparation under the Rural Economic Transformation Project (RETRAP)

## **Background**

Rice farming is central to food security and rural livelihoods in Liberia. To reduce reliance on rain-fed farming, the Government of Liberia, with support from the World Bank, is implementing the Rural Economic Transformation Project (RETRAP) through the Ministry of Agriculture.

Under Component 5, RETRAP is focusing on irrigation development by rehabilitating three sites (Fahngonda, Kakata, and Meleki) and constructing a new scheme in Sahnpa. In addition, the project will support land preparation for rice cultivation/production to ensure that the rehabilitated and newly constructed irrigation systems are effectively utilized.

To guarantee quality, compliance, and timely delivery, independent monitoring and supervision services are required. This TOR outlines the responsibilities of a consulting firm to provide these services.

## **Objective of the Assignment**

The main objective is to provide full-time monitoring and supervision of all civil works for the four irrigation sites and oversee land preparation activities for rice cultivation/production. The consulting firm will act as the Project's Supervising Officer, ensuring that works comply with approved designs, technical specifications, contracts, national regulations, and international best practices.

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## **Scope of the Assignment**

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### **D. Environmental and Social Safeguards Monitoring**

- Ensure compliance with Environmental and Social Management Plans (ESMPs).
- Monitor mitigation measures for environmental impacts and community concerns.

#### **1. Gender Mainstreaming & Social Safeguards**

- ✓ Monitor participation and reduce gender barriers to access and decision-making.

- ✓ Ensure compliance with safeguard policies, mitigate risks of displacement/exclusion, and maintain accessible grievance mechanisms.

## **2. Capacity Building & Awareness**

- ✓ Promote awareness on gender equality, labor rights, and safe working conditions.
- ✓ Facilitate community dialogues to strengthen cohesion and equitable resource sharing.

## **3. Monitoring & Reporting**

- ✓ Collect and analyze sex-disaggregated data on beneficiaries and workforce.
- ✓ Report on social impacts such as food security, income distribution, and resilience.
- ✓ Provide recommendations to enhance inclusivity and sustainability.

## **4. Cross-Cutting Issues**

- ✓ Integrate gender and social considerations into environmental and technical processes.
- ✓ Promote climate resilience measures addressing gendered vulnerabilities.

## **E. Measurement, Verification, and Payment Certification**

- Measure and verify completed works for interim and final payment certificates.
- Review contractor invoices and certify payments based on actual progress.

## **F. Stakeholder Liaison and Reporting**

- Act as liaison between Client, Contractor, and community.
- Chair site coordination meetings.
- Submit monthly progress supervision reports, and incident reports.
- Facilitate community engagement and grievance resolution.

## **G. Health and Safety Supervision**

- Enforce compliance with approved Health and Safety Plans.
- Ensure safe working conditions for workers and surrounding communities.

## **H. Commissioning, Handover, and Defects Liability**

- Develop and execute testing and commissioning plans for irrigation systems.
- Manage snagging and prepare punch lists.
- Oversee training of farmers and end-users in scheme operation.
- Monitor works during the defects liability period and certify rectification of defects.

## **G. Expected Deliverables**

- Inception Report (work plan, team deployment, methodologies).
- Monthly Comprehensive Supervision Reports.
- Interim Payment Certificates.
- Site Instruction & Variation Order Logs.

- Non-Conformance & Incident Reports.
- Testing and Commissioning Reports.
- Final Supervision Report.
- Defects Liability Period Closure Report.
- Land Preparation Supervision Report (covering rice field readiness).

## **Duration of the Assignment**

The assignment will be full-time during construction, rehabilitation, and land preparation (estimated at 8 months / 248 calendar days). This will be followed by a 12-month defects liability period, during which the consultant will provide part-time monitoring and reporting.

## **Minimum Qualifications and Experience of the Consultant**

### **Firm-Level Requirements**

- Proven experience in supervision of civil works, particularly irrigation infrastructure and agricultural land preparation.
- At least five years of experience in similar assignments funded by donor agencies or private farming enterprises.
- Capacity to deploy a multidisciplinary team (civil engineers, agricultural engineers, irrigation specialists, environmental/social safeguard experts, health & safety officers).
- Experience in project management and reporting.
- Familiarity with national regulations and international best practices in construction, health and safety, and environmental/social compliance.

### **Key Personnel Requirements**

- Team Leader / Supervising Engineer: Master's degree in Civil/Irrigation Engineering; 5+ years' experience; proven leadership in irrigation projects.
- Agricultural Engineer / Irrigation Specialist: Bachelor's degree in Agricultural Engineering/Irrigation/Water Resources; 5+ years' experience in irrigation and land preparation.
- Civil Engineer: Bachelor's degree in Civil Engineering; 5+ years' experience in construction supervision and quality control.
- Environmental & Social Safeguards Specialist: Bachelor's degree in Environmental/Social Sciences; 5+ years' experience in ESMP monitoring.
- Health & Safety Officer: Degree or certification in Occupational Health and Safety; minimum 2 years' experience in construction site safety.

## **Reporting and Management**

The Consultant will report directly to the RETRAP Contract Manager at the Project Implementation Unit (PIU) and will be responsible for managing its field teams across all sites.