

REPUBLIC OF LIBERIA



FORESTRY DEVELOPMENT AUTHORITY

REQUEST FOR EXPRESSIONS OF INTEREST FOR PROVISION OF INDIVIDUAL CONSULTANCY SERVICES

LIBERIA FOREST SECTOR PROJECT

PROJECT ID: P154114

GRANT ID: TFA2427

(REFERENCE NO.: FDA/LFSP/CONS/56)

1. This request for expressions of interest follows the General procurement Notice for this project that appeared in Development Business No. WB452-01/17 of January 31, 2017.

The Government of Liberia through the Forestry Development Authority (Implementing Agency) has received a grant from the International Development Association (IDA) acting as administrator of the Liberia Single Donor Forest Landscape Trust Fund (financed by the Government of Norway) in the amount of US\$36.7 million towards the cost of the Liberia Forest Sector Project, and it intends to apply part of the proceeds of this Grant to eligible payments under an individual consultancy contract for the **Development of a Five Year Strategic Plan** for the of the Forestry Development Authority.

2. OBJECTIVES AND SCOPE OF SERVICES

The main objective of this assignment is to assist FDA to develop a Five Year Strategic Plan for FDA, to enhance its performance and functions.

An international consultant is required to lead and work closely with a national consultant (recruited independently) to complete a five year strategic plan for FDA. For the successful completion of this task, it is anticipated that the international consultant will be required to make up to two trips to Liberia for review of relevant documentation and consultations in country. The specific tasks and responsibilities of the international consultant include:

Lead the preparation of a five-year Strategic Plan for the FDA, and ensure that it is linked to the FDAs work planning practices.

- a. Review for the relevance, the existing strategic and planning documents (such as NFRL, NFMS, CRL, etc.), and mechanisms and procedures to strengthen the FDA's annual planning and coordination capabilities as developed by a separate initiative, (by the national consultant) which currently guide the FDA in its policy and practices;

- and keeping in view the need to adapt FDA strategic planning to enhance community engagement in management of forest resources as a result of evolving legal framework such as CRL, and Land Rights Act.
- b. In collaboration with the SPU and support from the RIU, consult with the FDA staff (national and regional), private sector (concessionaires, Liberia Timber Association), civil society and community groups, other relevant initiatives and Ministries on FDA strategic priorities for the period FY2017-2022.
 - c. In collaboration with the SPU, prepare a draft outline for the Strategic Plan. This should include a clear results framework (indicators with which to measure progress, to be achieved through the FDAs annual work planning procedures).
 - d. Assess the staffing needs and skills mix (including new skills) required to manage the work of the FDA, identify gaps and prepare a plan to upgrade skills, as needed.
 - e. Prepare the draft 5 Year Strategic Plan, and forecast of budgetary implications, and feasibility, (assumptions, conditions, limitations,) of successful implementation including through a phased approach to meet the objectives set out in the Plan
 - f. Participate in the RIU-SPU led consultations required for the validation of the draft 5 Year Strategic Plan.
 - g. Incorporate the feedback from the validation consultations, finalize and submit the 5-year Strategic Plan for approval by FDA Board.

The key deliverables for this assignment are:

- An inception report (including a work plan) for the assignment (approximately 5-10 pages).
 - A Note on the five year strategic priorities of the FDA, focusing on budgets, staffing and skill-mix, capacity strengthening and coordination. This would include updated versions of practical tools/instruments – such as work planning templates, information or knowledge management mechanisms, monitoring and reporting templates-and suggestions on using new tools and techniques, to improve existing practices and procedures – all of which are relevant to the identified strategic priorities.
 - A Draft Five Year Strategic Plan for FDA. The plan would define the goals, discuss how those goals would be achieved, and how success would be measured. A FDA-wide staffing plan (which makes an assessment of skills mix required to manage the work of the FDA, including identifying the need for critical new skills), would be an essential part of the Strategic Plan.
 - Final Five Year Strategic Plan for FDA, after incorporating comments and input from the Client.
3. The Forestry Development Authority now invites eligible *individual consultants* to indicate their interest in providing the required Services for the Liberia Forest Sector Project. Interested Individual Consultants should provide information demonstrating that they have the required qualification and experience to perform the Services by submitting a **cover letter** and **updated CV**. See qualification and experience criteria below

QUALIFICATION AND EXPERIENCE

- M.A. or M.Sc in a relevant field such as institutional and organizational development, environmental management, natural resource management, regional planning, and/or land and forestry sector administration.

- At least ten years of relevant experience working on natural resources, of which five should be from international engagements.
- Demonstrated expertise in working on institutional development and natural resources governance (eg. Strategic planning, policies formulation, capacity and staffing needs, strategic planning responsibilities and staffing requirements, institutional reforms, professional development, and performance and results-based management and reporting).
- In-depth knowledge of the forestry sector in Liberia and the institutional strengths and weaknesses of the FDA and its key partners.
- Experience of consultation with national and international partners on the development of a national strategy.
- Experience with working on donor-funded (including World Bank) projects will be an advantage.

4. GENERAL INFORMATION

- a. This assignment is for a duration of 125 days. It is estimated that the international consultant will require 55 working days to complete the assignment.
 - b. Facilities to be provided by the FDA include: office space and documents relevant to the assignment and organization of consultations.
 - c. The Forestry Development Authority is a gender sensitive institution. *Females are encouraged to apply.*
 - d. Only shortlisted candidates will be contacted for the selection process.
5. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers*, January 2011 revised July 2014 ("Consultant Guidelines").

A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours 0900 to 1600 hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, by mail or by e-mail) by **16:00 GMT on May 17, 2017**. **Envelopes or subject of emails must be marked "Expression of Interest for Development of Five Year Strategic Plan for FDA"**.

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