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 Republic of Liberia has received a grant from the Government of Norway in the amount of US$36.7 million equivalent through the World Bank 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 a Community Forestry Specialist.

2. **OBJECTIVES AND SCOPE OF SERVICES**

The main objective of this assignment is to recruit a Community Forestry Specialist to provide assistance to the Technical Manager of the CFD to implement LFSP activities under Component 2.3, based on the agreements and guidelines established in the Project Appraisal Document (PAD), the Project Implementation Manual, and other project documentation.

The Community Forestry Specialist shall assist the Technical Manager of the CFD by, *inter alia*:

a. Ensuring effective and efficient implementation of the nine-step process, and quality control, particularly with regard to the socio-economic surveys and resource reconnaissance (SESRR), demarcation, and the establishment of Community Assemblies and Community Forestry Management Bodies;

b. Ensuring effective coordination between the CFD and other FDA departments, as well as other entities (such as the Liberia Land Authority), during the conduct of the nine-steps, particularly with regard to demarcation and mapping;

c. Ensuring effective engagement with field-based staff during the conduct of the nine-steps, and overseeing CFD staff capacity building;

d. Coordinating with the CFWG leadership and ensuring that appropriate action is taken in response to agenda items and agreements reached during meetings, and ensuring
that all relevant information (agendas, minutes from meetings, resolutions) is submitted to the FDA website team for posting once this is received from the CFWG Secretariat;

e. Liaising with other project implementing entities, and participating in relevant meetings and workshops;

f. Assisting in the preparation of CFD work plans and progress reports for LFSP-funded.

A full copy of the terms of reference can be found below, as Attachment 1 to this request for expressions of interest.

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 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

- A Bachelor’s degree in Forestry, Natural Resource Management, Rural Development or a related field. A Master’s degree in any of the listed fields is an added advantage;
- Work experience of at least 5 years in the forestry sector in Sub-Saharan Africa;
- Work experience of at least 2 years working in Liberia with the community forestry program, preferably with experience implementing the Nine Steps;
- Work experience with donors and implementing partners on projects in Liberia in the environmental, natural resource management, or forestry sectors;
- Proven experience of working on complex tasks and coordination of various teams / processes.

4. GENERAL INFORMATION

a. The Consultant will be on a 3-month probation period;

b. This assignment is for one (1) year with the possibility of extension subject to satisfactory performance and budget availability;

c. This is a project position supported by the Liberia Forest Sector Project for which contract terms are limited to the period of the projects (closing June 30, 2020);

d. The Forestry Development Authority is a gender sensitive institution. Females are encouraged to apply;

e. Only shortlisted candidates will be contacted for the selection process.

A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Consultant Guidelines. For reference, please see Section V. of the World Bank’s Selection Guidelines, January 2011 edition, revised July 2014, by following the link below:

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 December 14, 2018. Envelopes or subject of emails must be marked “Expression of Interest for Community Forestry Specialist”.

Forestry Development Authority
Whein Town, Mount Barclay
P. O. Box 3010
Montserrado County
Monrovia, Liberia
Attention: Saah A. David, Jr., National REDD+ Project Coordinator
Tel: +231(0)880699711
Email: reddliberiaprogram@gmail.com cc: hdd1960wllms@gmail.com
Attachment 1: Terms of Reference

TERMS OF REFERENCE FOR COMMUNITY FORESTRY SPECIALIST

(Procurement reference: LR-FDA-80948-CS-INDV)

1. Background

Liberia contains about 4.3 million ha of lowland tropical forest that comprises 43 percent of the remaining Upper Guinea forests of West Africa. Most of Liberia’s rural population is dependent on forests and their various products and ecosystem services. Liberia is faced with enormous challenges in managing its forests to contribute in a balanced way to long-term, sustainable economic growth; supporting the livelihoods of rural communities; and ensuring that its important national and global heritage is conserved. As part of the reform process, Liberia has been working with the World Bank to reduce its emissions from deforestation and forest degradation, foster conservation, ensure sustainable forest management, and enhance forest carbon stocks (REDD+). Liberia’s REDD+ strategy aims to build the country’s capacity, so that it is ready to participate in the REDD+ program, which will provide payment for proven results in emissions reductions. Toward this end, the Government of Liberia (GoL) and the Government of Norway (GoN) signed a Letter of Intent (LoI) in September of 2014. The Liberia Forest Sector Project (LFSP) is a result of this partnership, aimed at the improved management of, and increased benefit-sharing in, targeted forest landscapes. Implementation of the LFSP is led by the Forestry Development Authority (FDA), with the Environmental Protection Agency (EPA), Liberia Institute of Statistics and Geo-Information Services (LISGIS), Ministry of Agriculture (MOA), Ministry of Lands, Mines and Energy, and the Land Authority (LA) implementing specific sub-components of the project. The REDD+ Implementation Unit (RIU) is responsible for project management of the LFSP.

Under the LFSP, the main objectives of subcomponent 2.3 are to “strengthen community governance and institutions to manage community forestlands and common pool resources (in accordance with the CRL and the Land Rights Policy); promote and support productive natural resources management (NRM) investments; and improve livelihoods by creating jobs opportunities, and improve income from the use of communities’ customary lands and forest resources”. However, before any of this can be done, communities must have gone through the nine-step process, established under the implementing regulation to the Community Rights Law of 2011 with Respect to Forest Lands, as Amended. Only once a Community Forest Management Agreement has been signed – which represents the completion of the nine steps to Authorized Forest Community Status – does the community have a statutory right to manage their forest resources, under standards and technical specifications issued by the FDA.

As the community forestry program expands under the LFSP, and the FDA is required to increase the level and amount of assistance it provides to communities applying for Authorized Forest Community (AFC) status, and with livelihood activities and CF enterprises, the Community Forestry Department (CFD) will need more technical and managerial support. For this purpose, a Community Forestry Specialist will be hired to work as part of the RIU to directly support the CFD of the FDA.

2. Objectives of the Assignment

The main objective of this assignment is to recruit a Community Forestry Specialist to provide assistance to the Technical Manager of the CFD to implement LFSP activities under Component 2.3, based on the
agreements and guidelines established in the Project Appraisal Document (PAD), the Project Implementation Manual, and other project documentation.

3. Specific Duties and Responsibilities

The Community Forestry Specialist shall assist the Technical Manager of the CFD by:

- Ensuring effective and efficient implementation of the nine-step process, and quality control, particularly with regard to the socio-economic surveys and resource reconnaissance (SESRR), demarcation, and the establishment of Community Assemblies and Community Forestry Management Bodies;
- Ensuring effective coordination between the CFD and other FDA departments, as well as other entities (such as the Liberia Land Authority), during the conduct of the nine-steps, particularly with regard to demarcation and mapping;
- Ensuring effective engagement with field-based staff during the conduct of the nine-steps, and overseeing CFD staff capacity building;
- Ensuring that all required evidentiary documentation is collected during the nine-steps, and that it is properly organized, digitized, and archived. This includes preparing and regularly updating the Excel worksheet to track the progress of communities throughout the nine-steps;
- Ensuring that all relevant evidentiary documentation collected during the nine-steps is submitted to the FDA website team in a timely manner, for upload to the FDA’s website;
- Assisting in the administration and expansion of the Roster of Technical Service Providers, identified to support communities with livelihood activities;
- Overseeing and coordinating other LFSP-funded activities related to the management of forest resources, such as the development of Community Forest Management Plans and support for livelihood activities;
- Coordinating with the CFWG leadership and ensuring that appropriate action is taken in response to agenda items and agreements reached during meetings, and ensuring that all relevant information (agendas, minutes from meetings, resolutions) is submitted to the FDA website team for posting once this is received from the CFWG Secretariat;
- Liaising with other project implementing entities, and participating in relevant meetings and workshops;
- Assisting in the preparation of CFD work plans and progress reports for LFSP-funded.

4. Deliverables

The consultant will produce various written deliverables as required in the course of this assignment, as required by the National REDD+ Coordinator and Technical Manager of the CFD.

5. Duration of the Assignment

The consultant is expected to work full time and be based in the CFD at FDA Headquarters. The duration of this assignment is 12 months, with a 3-month probation period. The contract may be extended based on consultant’s performance and availability of funds.

6. Client’s Inputs and Counterpart Personnel

The FDA CFD will provide the consultant with a workspace and a laptop computer. Expenses related to work travel (field visits, etc.) shall be covered by the FDA.
The consultant will report to the National REDD+ Coordinator, and to the Technical Manager of the CFD. Quarterly workplans for the consultant shall be prepared and approved by the CFD Technical Manager – her / his performance and delivery will be assessed against these quarterly workplans.

**7. Experience and Qualification Criteria**

This consultancy will be carried out by an individual consultant with the following expertise:

i. A Bachelor’s degree in Forestry, Natural Resource Management, Rural Development or a related field. A Master’s degree in any of the listed fields is an added advantage;

ii. Work experience of at least 5 years in the forestry sector in Sub-Saharan Africa;

iii. Work experience of at least 2 years working in Liberia with the community forestry program, preferably with experience implementing the Nine Steps;

iv. Familiarity with the legal framework governing community forestry, including the Community Rights Law of 2009 with Respect to Forest Lands and the implementing regulation, and other relevant laws and regulations;

v. Work experience with donors and implementing partners on projects in Liberia in the environmental, natural resource management, or forestry sectors;

vi. Proven experience of working on complex tasks and coordination of various teams / processes;

vii. Sound judgment, excellent analytical skills, strong networking and interpersonal skills, ability to plan, organize and coordinate work and to cope with a demanding workload;

viii. Highly independent, creative and self-driven;

ix. Strong writing and verbal communication skills in English.