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 the assignments below:

i. Social Safeguards Specialist (Ref. No: FDA/LFSP/CONS/51)
iii. Natural Resource Management (NRM) Officers (Ref. No: FDA/LFSP/CONS/36)

2. OBJECTIVES AND SCOPE OF SERVICES

I. Social Safeguards Specialist – One (1) Position

The primary objectives for the Social Safeguards Specialist under LSFP are to: (i) oversee social issues in FDA under the LSFP; (ii) oversee the design, implementation and monitoring of social approaches (including in relation to agreed WB safeguards) in the LSFP; (iii) liaise with the Environment and Safeguards and other Specialists involved in the LSFP at EPA and FDA, to ensure consistency across project and targeted regions; and (iv) provide timely advice to the FDA in regards to any social issues arising out of implementation of the project, that requires urgent attention.

Under the overall technical supervision of the National REDD+ Coordinator - REDD Implementation Unit (RIU), the Social Safeguards Specialist (SSS) for REDD+ will support and participate in the capacity building training in livelihood activities. The specialist is also required to assist in other tasks
in all components of the projects that requires attention of social specialist at all levels of project implementation, including in the regions and targeted landscapes.

**ESSENTIAL JOB FUNCTIONS**

- Attend the Regional Consultant’s field training of Market Analysis and Development (MA&D) approach Phase1, 2, 3 & 4 for field facilitators and coordinators;
- Assist with the preparation of the stakeholders consultation and awareness training organized by FDA, development partner, donors and Regional Consultation;
- In Collaboration with other project Partners, identify and engage with targeted beneficiary Communities (within the project targeted landscape), identify and organize target Groups (1 group per community);
- Assist in collaboration with other Project partners present on participatory selection and characterization of sustainable livelihood activities, target market and resource supply areas done by community members;
- Support in preparation, implementation and monitoring of Livelihood Restoration Plans Activities in the targeted protected
- Participate actively to the Mid-Term Review/self-assessment, assisting FDA in the liaising with all concern key stakeholders;
- Liaise with all stakeholders for the participatory development of Community-Based enterprise plans in each project site;
- Support and supervise MA&D implementation (including report feedback and supervision) of the field implementation partners
- Monitor and respond to grievances from communities

**Duties and Accountabilities**

Specifically the Specialist will:

a) Provide strategic and technical advice to the RIU team and other stakeholders in designing a multi-stakeholder consultation, participation and outreach plan, together with a framework for consultation, in line with the Community Consultation Guidelines on forest developed by the EPA. This consultation plan should include: what activities to be consulted on, relevant stakeholders to be consulted, who will conduct the consultation, process for consultation, timeline, budget, etc. A subset of this overall consultation would be to consult with targeted stakeholder groups on what the likely social impact of LSFP would be. The goal of these consultations is to ensure inclusiveness, transparency and accountability, at the same time developing appropriate pro-poor forest management strategies;

b) Ensure views and concerns of forest-dependent communities are taken into consideration during the planning and decision making processes.

c) Assist and ensure consistent and proper documentation on consultative processes, summarize this information for key documents and store this information in a well-organized manner that facilitates ease of access and response to public comments or queries at later stages in the LSFP implementation.

d) Support the Capacity Building efforts under the sustainable management and protected areas of the project.

e) Support community in the process of identifying realistic and sustainable livelihoods projects under the protected areas.

f) Participate in all relevant project fieldwork and conduct discussions with communities on selected problems and issues identified by field based staff; and participate in resolution efforts, as needed.
g) Provide a written report within one week of conclusion of each task and field supervision. The report should give a clear summary of activities accomplished, recommendations and conclusions and points for follow-ups before the next phase;

h) Manage the day to day technical support and coordination with workers/communities in the field

i) Conduct field visitation at on-going/completed Protected Forest Projects sites for monitoring and supervision;

j) Assist the project field facilitators (FF) in the formulation of the social surveys’ plans required within the process, and monitor the analysis of the results;

k) Participate in the training of FF and PC of the Market Analysis and Development (MA&D) methodology by the regional consultant

l) Support the FF and future small scale entrepreneurs in the selection and follow-up of services providers in the technical, organizational and financial areas according to beneficiaries needs;

m) Participate in the development of the participatory Mid-Term Review and the Terminal workshop;

n) Assist in the preparation of draft contracts for FF and capacity building providers

o) Collaborate in the dissemination of project results and lessons learned. Other duties as are to ensure that the Liberia Forest Sector Project is conducted in an effective, efficient, accountable and transparent manner.

This assignment is for one (1) year with the possibility of renewal based on satisfactory performance.

II. Junior Officers/Conservation Assistants – Twelve (12) positions

The main objective of the assignment, consistent with the project’s institutional decentralization strategy, is to strengthen the FDA (Conservation Department) by regionally co-locating with other institutions for effective management of the targeted forest landscapes. It is envisaged that the recruitment will increase the number of technical PAs staff in the regions, improve technical skills and capacities by teaming up with the task teams in planning and implementing activities of the LFSP for timely output and bolster service delivery capacities of FDA for effective protected areas management.

Duties and Responsibilities

The duties and responsibilities of the Conservation Assistants under the Liberia Forest Sector Project (LFSP) are:

• Work closely with the Protected Area Manager in developing plans, design work schedules, and along with the park staff, implement all activities of protected areas programs under the Liberia forest Sector Project.

• Work closely with the project task teams, and along with the park staff, conduct bio-monitoring, social economic and biological studies, other biological research.

• Work in collaboration with regional staff of Community and Commercial Departments, Environmental Protection Agency (EPA), Ministry of Agriculture (MOA), Ministry of Lands, Mines and Energy (MLME), and other sectorial line ministries, agencies, INGOs, and NGOs in sharing or disseminating technical, biological and other information that is necessary for effective PA management.
• Work along with Park management in formulating policies and guidelines of park administration, in preparing annual work plans, patrol plans, identify training needs and develop concept documents aimed at strengthening of the Protected Area Network (PAN) and forward same to Central Office for review and approval before implementation.
• Participate in biological and social-economic research programs and translate data into reports that would inform management decision in the efficient management of the PAN system.
• Perform all tasks necessary for legal acquisition of land from the communities for park infrastructure development and follow up on all stages of the construction works to be done in the region under the LFSP and report to central office on status of work.
• Must submit monthly report, quarterly and annual report to immediate supervisor per terms of reference and in line with the activities of the LFSP.
• Perform any other duties as may be required.

Duty station and reporting procedures
All Conservation Assistants to be hired under the Liberia Forest Sector Project will be stationed (three in a region) in each of FDA’s four regional headquarters of the Country (Bomi, Nimba, Lofa, and Grand Gedeh counties) and work directly with staff of the protected and proposed protected areas in that region, collaborate with the LFSP Task teams, local authorities, other sectorial institutions, agencies and organizations in the execution of their duties. The Conservation Assistants will be supervised by a designee from the three staff in a region, coordinate their activities, work closely with regional forester and report to the Protected Area Manager at the Central Office of the FDA.

It is anticipated that this assignment will cover a period of twelve (12) months, with the possibility of renewal based on satisfactory performance.

III. Natural Resource Management (NRM) Officers – Eight (8) Positions

The main objective of this assignment is to enhance the FDA capacity to deliver on community forest management related activities. The primary role of the NRM Officers will be to work closely with Regional Extension Officer at the regional HQs, the community Extension Officers and Agroforestry Rangers through them with the communities in the assigned region, to enhance the basic understanding of the communities on sustainable management of forests, present options for conservation and commercial management of forests, and relevant community forest enterprises to enable communities to make informed decision making on resource management. The support from NRM Officers could come in the following forms:

- guidance on specific issues related to resource management demanded by communities,
- design and conduct trainings (on demand) on basic principles of natural resource management, community organization for forest management; awareness of opportunities and implications of Liberian laws relevant to forest management etc.
- technical support for communities/ groups of communities for specific forest based enterprises. The NRM Officers could act as the interlocutor to facilitate community access to the right resource/ expertise in the form of TSPs who would assist communities to develop and manage the forest resource.

NRM Officers would assess the key areas of support identified by communities and develop a strategic plan to enable effective support to communities in the short term (duration of the project), and in the long term with a view to effectively and efficiently fostering community empowerment for forest management and the FDA transition on increased emphasis on community forestry management.

NRM Officers will report to the Regional Extension Officers, and highlight risks and potential concerns foreseen in implementing community forest management, and related activities in a timely manner. In doing so the NRM Officers shall participate in regional coordination meetings with Regional Extension Officers and propose appropriate solutions.

Specific tasks

With the support of the Extension Officers, lead the process of engagement with eligible forest communities to be assisted by the project to:

(i) initiate a community forestry support process;
(ii) conduct participatory/rapid community rural appraisals;
(iii) territorial land use planning; and
(iii) community action plans.

- Provide advice and technical support for the preparation, integration and execution of conservation and commercial activities in Community Forest Management Plans (CFMPs), with a view to enhancing sustainable management of forests. Such advice and technical support shall be based on environmentally sustainable, simplified, internationally recognized best management practices with the intent of addressing barriers/ activities that have adversely affected sustainable management of community resources in the past with a particular emphasis on the inclusion of women and young adults.
- Assist Authorized Forest Communities (AFCs) to prepare, execute and monitor CFMPs, with the aim of improving subsistence and commercial activities, including, but not limited to, forestry, agroforestry, agriculture, aquaculture, artisanal mining, sustainable logging and charcoal production, and ecotourism.
- Promote and support the establishment and strengthening of small community forest enterprises (CFEs), for improved commercial management and adding value to forest products (for example, charcoal, lumber, furniture, construction wood).
- Develop and conduct training programs on a range of natural resources management issues, including land use planning, subproject administration, commercialization and marketing of forest and non-timber forest products, conservation activities, ecotourism, etc.
- Develop and conduct specialized training and capacity building, including, but not limited to, compliance with regulations, silvicultural practices, low-impact logging, safety, procurement and financial management, accounting, commercialization/markets, etc.
- Work closely with other agencies and ministries, donors, and technical service providers, in pursuance of the objectives of the Community Forestry Program.

**Reporting Requirements**

The NRM Officer for Community Forestry reports to the Regional Extension Officer and or Community Forestry Coordinator of the FDA. The NRM Officer will report on:

- Social economic activities of the assign areas;
- Bio- physical studies (bio monitoring status)
- Threats to biodiversity and mitigation measures;
- CFMA processes;
- Education and awareness on the CRL/CRL Regulations.

The appointments will be for one year and may be renewed annually subject to satisfactory performance.

3. The Forestry Development Authority now invites eligible *individual consultants* to indicate their interest in providing the required consulting 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 an *updated CV*. See qualification and experience criteria below:

**QUALIFICATION AND EXPERIENCE**

1. **Social Safeguards Specialist**

- Degree in natural resource management, management, development studies, peace and conflict resolution or related field;
- Five years of relevant professional experience especially in natural resources management aspects;
- Familiarity with key institutions and local context of Liberia
- Demonstrated expertise in and experience applying the World Bank's safeguards policies or Liberia National policies relating to community rights, citizen engagement etc ;
- Broad understanding of social and economic issues related to community development, the forest sector in Liberia;
- Awareness of the risks and benefits to forest-dependent and local communities and forest investments, including protected areas;
- Experience in conducting (not just organizing) public consultations with forest-dependent communities ;
• Willingness to travel extensively throughout Liberia for extended periods at a time; and computer literacy
• Field experience managing divergent interests in natural resource management;
• Demonstrated capacity for strategic thinking as well as practical problem solving;
• Excellent written and verbal communication skills in English;

II. Junior Officers/Conservation Assistants

- University degree in the following disciplines: forestry, biology, botany, ecology, conservation biology, natural resource management, Zoology or related fields;
- Must be able to perform a broad range of technical work in environment and protected area management;
- Must have the ability to perform administrative functions as evidence from past work experience;
- Prior experience in working in the environmental sector or with a forest sector institution/organization or on an environmental project is preferable;
- Excellent communication skills and fluency in written and spoken English is required;
- Preferably two (2) years of experience in similar function (as mentioned in count four) and must be willing to station out of Monrovia;
- Must be willing to work in remote field locations where modern conveniences are often lacking.
- Must be computer literate (Microsoft Word, Excel, etc.) and be a Liberian between the ages of 25 – 45 years old.

III. Natural Resource Management (NRM) Officers

- Bachelor’s degree or its equivalent in Natural Resources Management, Forestry, Agriculture, or a related field is required (Master’s degree in a related field is preferred);
- 2-5 years of relevant work experience, preferably in the forestry and/or agricultural sector;
- Substantive experience working at the community level, planning and implementing community-based development projects, preferably in the forestry and/or agricultural sector;
- Demonstrated ability to organize and execute training programs, including workshops, in collaboration with international counterparts;
- Demonstrated program management experience, including the drafting and management of budgets and report writing and record keeping.

4. GENERAL INFORMATION

a) Consultants will be on a 3-month probation period and will complete assignment based on satisfactory performance.

b) The Forestry Development Authority is a gender sensitive institution. Females are encouraged to apply.

c) 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.

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 February 24, 2017. Envelopes or subject of emails must be marked with the relevant/interested position.**

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Montserrado County
Monrovia, Liberia
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