



Consultancy Announcement: 83442810 - Consultancy for Land Use Planning in Konobo and Glio-Twarbo Districts in Grand Gedeh County

Deadline for Proposals: 28 July 2023

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in Monrovia, Liberia is seeking for a Contractor to undertake the services detailed below:

A. Brief information on the project

The project “Strengthening ecological connectivity in the Tai-Grebo-Krahn-Sapo Forest Complex between Liberia and Côte d’Ivoire (TGS)” aims to strengthen the capacity for the joint management of natural resources and biodiversity and hence improve sustainably the connectivity of ecosystems and protected areas. TGS also envisions supporting community land formalization processes by facilitating the communities to develop sustainable land use management plans which guide the usage of land and land-based resources for the protection of biodiversity values and avoid the risks of deforestation that hamper the conservation of the forest ecosystems.

Natural demographic growth of fringes communities living around the Grebo-Krahn National Park and a high migration population from neighboring countries looking for the best conditions for agricultural activities create pressure on the park and hamper the conservation of the forest ecosystems. Thus, protecting, connecting, and conserving the forest land and developing plans for the land’s best potential invites opportunities for the populations living in and on the periphery of the protected areas.

B. Context

Having validated the management plan of the Grebo-Krahn National Park, GIZ/TGS has begun rolling out the implementation of one of the twelve thematic areas: “Sustainable Land Use Planning and Management Zoning” within the project sites. This theme includes developing a participatory land-use plan for the local communities according to the Land Rights Act and the Liberia Land Authority (LLA) guidelines for customary land-use planning with support for land formalization in Konobo District and Glio-Twarbo Districts in Grand Gedeh County.

The processes of nature and environmental considerations in the land-use “zoning” is going to be complemented by a simultaneous MARXAN study (*mapping and spatial planning*). The land rights law of Liberia requires a complete process for customary land ownership, beginning with land use planning. According to the operational plan and activities indicators of the Project, TGS has successfully implemented one of the three projected land use plans for communities around the Grebo-Krahn National Park. Therefore, an inclusive land-use plan for Konobo and Glio-Twarbo Districts in Grand Gedeh County that supports land formalization and creates a balance between biodiversity conservation and community livelihoods becomes crucial for sustainable land development as well as meeting project goals.

Pursuant of the above, GIZ is seeking the services of a consultant or consulting firm to develop two separate participatory land use plans for Konobo and Glio-Twarbo Districts in Grand Gedeh County. The consultant will work closely with, the Liberia Land Authority (LLA), Forestry Development Authority (FDA), Ministry of Mines and Energy (MME), Ministry of Internal Affairs (MIA).

C. Objectives

The main objective is to improved activities that will address the following:

- To develop a comprehensive forest inventories to gather data on tree species, age classes, stand density, tree health, and overall forest condition.
- To assess the ecological value of forested areas, including biodiversity, habitat quality, and wildlife populations
- To implement forest management plans that will align with the land use planning objectives
- To evaluate the potential impacts of the existing and future land use changes on forest ecosystems.

D. GIZ shall hire the contractor for the anticipated contract term period from August 2023 to December 2023.

E. Technical-methodological concept

In the tender, the tenderer is required to show *how* the objectives defined herein are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

1. *Technical-methodological concept*

1.1 Strategy: The tenderer is required to consider the tasks to be performed with reference to these objectives:

- (a) Present the actors relevant for the delivery of the expected services for which it is responsible and describe the **cooperation**;
- (b) Present and explain its approach to **steering** the measures with the project partners and its contribution to the **results-based monitoring system**;
- (c) Describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule that describes how the expected services will be delivered according to the expected tasks to be performed;
- (d) Describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with the expected tasks to be performed;
- (e) Describe its contribution to knowledge management for the partner and GIZ and to promote scaling-up effects under **learning and innovation**.
- (f) Explain its approach for coordination with the GIZ project. In particular, with reference to the project management requirements specified in the tasks to be performed;
- (g) Draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the tender; the plan should include information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

(h) Describes the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Tasks to be performed

(i) Describes its contribution to knowledge management for the partner and GIZ and to promote scaling-up effects under the **learning and innovation**.

1.2 Project management of the contractor

The tenderer is required to address the following:

(a) Explain its approach for coordination with the GIZ project. In particular, with reference to the project management requirements specified in the tasks to be performed;

(b) Draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the tender; the plan should include information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

(c) Describes the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with the tasks to be performed

(d) Describes its contribution to knowledge management for the partner and GIZ and to promote scaling-up effects under the **learning and innovation**

(e) Describe its backstopping concept. In accordance to the General Terms and Conditions of Contract of GIZ for supplying services and works, the following services must be a part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender taking into account these:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

F. The contractor shall provide the following deliverables:

1. **Responsibility:** The contractor is responsible for providing the following:

- Inception meeting in order to agree on and define approaches, methodologies, and tools to conduct the land use planning, workout a detailed work plan and activities chronogram;
- Conduct a comprehensive desk review of existing spatial and non-spatial data suitable for land use planning in the region, identify existing land use and future land use scenarios as well as management gaps, and offer alternative solutions to fill the data gaps using spatial data analysis;
- Two PLUP Workshops and team selection (1 for each district)
- Collect appropriate data for the development of two (2) separate Land Use Plans (LUP) and associated maps for Konobo and Glio – Twarbo Districts which promotes a more desirable social and environmental outcomes as well as more efficient use of land and natural resources and involves a partnership between the government and all stakeholders. In this phase, boundaries demarcation and the process of customary land formalization at the level of the chiefdom will be facilitated by the consultant.
- Land use plans drafting (2 land use plans drafted to be submitted to stakeholders for validation)

- Preliminary Stakeholders' validation meetings (community/Zwedru/Monrovia) One validation meeting to be organized in Zwedru with all stakeholders at the landscape level and another in Monrovia to be held with Legislators and authorities of the Liberia Land Authority.
- Land Use Plan Drafts amendment basing on stakeholders' recommendations and preparation of Land Use Plans final versions for final validation.
- One joined validation workshop for the adoption of the final version of both land use plans.
- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

NOTE: The two separate land use plans must be developed through transparent participatory approach in compliance with the Land Rights Act and guidelines of the Liberia Land Authority for land use planning in Liberia.

2. Reports: The contractor shall be required to submit the following reports to GIZ:

- Inception report
- Contributions to reports to GIZ's commissioning party
- Desk review report
- Two LUP Workshops reports
- Spatial Database and field data collection report
- Two Drafted land use plans
- LUP preliminary validation workshops meetings reports
- Final versions of validated and adopted LUPs
- Final consultancy report

G. Milestones

These milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Inception meeting	5 working days after contract has been signed/Monrovia/Consultant
Desk Review	15 working days after contract has been signed/Monrovia/Consultant
LUP Workshops, PLUP Team selection	23 working days after contract has been signed/Monrovia/Consultant
Data collection & mapping	53 working days after contract has been signed/Konobo & Glio-Twarbo/Consultant
Land use plans drafting	63 days after contract has been signed

Preliminary stakeholders' validation meetings (community/Zwedru/Monrovia)	73 working days after contract has been signed/ community/Zwedru/Monrovia/Consultant
Land use plans final version	83 working days after contract has been signed/Monrovia/Consultant
Adoption of final land use plans by all stakeholders	90 working days after contract has been signed/Zwedru/Consultant

Period of assignment: The consultant shall be hired for the anticipated contract term between **July 2023** to **December 2023**

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Inception meeting and report	5	1	5	
Desk review & desk review report	5	15	75	
<i>LUP Workshops, PLUP Team selection & reporting</i>	5	7	35	
Data collection & mapping	5	30	150	
Land use plans drafting	5	10	50	
Preliminary stakeholders' validation meetings (community/Zwedru/Monrovia)	5	10	50	
Land use plans final version	5	10	50	
Final workshop and adoption of final land use plans by all stakeholders	5	7	35	

Travel expenses	Quantity	Price	Total	Comments
Per-diem allowance in country of assignment	190	30	4875	
Overnight allowance in country of assignment	195	25	5250	
Transport	Quantity	Price	Total	Comments
Travel expenses (train, car) • Vehicle rental	18	300	5400	Travel within the area of assignment
• Motorbike transportation • Transportation to local community for community meetings	30 300	175 20	5250 6000	Motorbikes transport is for the five (5) consultants. There will be five motorbikes per consultant per day.
Other costs	Number	Price	Total	Comments
Workshops • Snacks & water • Hall rental	3 3	500 150	1500 450	The budget contains the following costs (snacks and water for workshop participants)
Procurement of materials and equipment LUP Accessories for data collection and mapping	1	1500	1500	The budget contains the following costs (tracking sheets, data loggers and survey tools)
Other costs Cash for work for data collectors	8	400	3200	The budget contains the following costs (data hire for data collection and tracking)

Workshops and training

Please describe in your concept how you implement GIZ's minimum standards for sustainable event management (see annexes to the terms of reference).

The contractor implements the following workshops/study trips/training courses:

- Two PLUP Workshops and PLUP team selection (1 for each district). The PLUP workshop will introduce to the local communities, the concept, and advantages of conducting PLUP. At this workshop, the PLUP team will be selected in a participatory manner. The expected number of participants is 300 persons. The consultant will reimburse the travel expenses of the participant as well as provide snack in line with GIZ P+R rule 566.
- Preliminary Stakeholders' validation meetings (community/Zwedru/Monrovia) One validation meeting to be organized in Zwedru with all stakeholders at the landscape level and another in Monrovia to be held with Legislators and authorities of the Liberia

Land Authority. Concerning sustainable event management, GIZ P+R rule will be adhered to

- One combined validation workshop for the adoption of the final version of both land use plans. This workshop is expected to take place in Zwedru by all stakeholders to finally adopt the land use plans. The consultant will reimburse the travel expenses of the participant as well as provide snack in line with GIZ P+R rule 566.

H. Technical Requirement for Key Experts:

The tenderer is required to provide personnel who are suited to filling the positions described, based on their CVs, the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training: university degree (German 'Diploma'/Master) in land or natural resources management, land administration, spatial planning or related field
- Language: C2-level language proficiency in English, knowledge of French or Krahn is an advantage.
- General professional experience: at least 5 years of professional experience in projects associated with land use planning, biodiversity conservation, environmental and social services analysis, essential ecosystems, landscape management or land administration within the green sector
- Specific professional experience: at least 5 years in developing land use plans, spatial land governance, land data management and analysis, GIS and remote sensing tools, spatial database design and management, biodiversity conservation, protected area management, environmental science
- Leadership/management experience: at least 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience: at least 5 years of experience in projects in Liberia
- Development cooperation (DC) experience: at least 2 years of experience in DC projects
- Other: Experience working for GIZ or EU funded project is an added advantage

Key expert 1

Tasks of key expert 1

- Conduct research and analysis to gather spatial information about physical, social, economic, and environmental characteristics
- Develop a spatial organization of land and land-based resources within the study area

- Allocate land for different uses such as residential, commercial, industrial, recreational, and public spaces. Consider factors like zoning regulations, density, accessibility, and environmental sustainability
- Develop strategies and recommendations for the implementation of the land use plans

Qualifications of key expert 1

- Education/training: Masters degree in spatial planning or related field
- Language: C2 -level language proficiency in English, knowledge of French or Krahn is an advantage.
- General professional experience: at least 5 years of professional experience in in projects associated with land use planning, biodiversity conservation, environmental and social services analysis, essential ecosystems, landscape management or land administration within the green sector
- Specific professional experience: at least 5 years in developing land use plans, spatial land governance, land data management and analysis, GIS and remoting sensing tools, spatial database design and management, biodiversity conservation, protected area management, environmental science
- Leadership/management experience: at least 3 years of management/leadership experience as a supervisor/focal person for a project
- Regional experience: at least 5 years of experience in projects in Liberia
- Development Cooperation (DC) experience: at least 2 years of experience in DC projects
- Other: Experience working for GIZ or EU funded project is an added advantage

Key expert 2

Tasks of key expert 2

- Analyze spatial data using GIS software to identify patterns, relationships, and trends
- Create maps, overlays, and models to visualize the data and extract meaningful insights for decision-making
- Perform spatial analysis to assess the suitability of different areas for specific land uses
- Integrate data from various sources, such as surveys, satellite imagery, and existing databases, to create comprehensive and up-to-date spatial datasets.

Qualifications of key expert 2

- Education/training: Masters degree in Geographic Information System or related field
- Language: C2 -level language proficiency in English, knowledge of French or Krahn is an advantage.
- General professional experience: at least 5 years of professional experience in in projects associated with land use planning, biodiversity conservation, environmental and social services analysis, essential ecosystems, landscape management or land administration within the green sector
- Specific professional experience: at least 5 years in developing of working with GIS/RS tools for land data management and analysis, developing spatial database, spatial planning, biodiversity conservation, protected area management
- Leadership/management experience: at least 3 years of management/leadership experience as a supervisor/focal person for a project
- Regional experience: at least 5 years of experience in projects in Liberia
- Development Cooperation (DC) experience: at least 2 years of experience in DC projects
- Other: Experience working for GIZ or EU funded project is an added advantage

Key expert 3

Tasks of key expert 3

- Conducting comprehensive forest inventories to gather data on tree species, age classes, stand density, tree health, and overall forest condition.
- Assessing the ecological value of forested areas, including biodiversity, habitat quality, and wildlife populations
- Implementing forest management plans that align with the land use planning objectives
- Evaluate the potential impacts of the existing and future land use changes on forest ecosystems.

Qualifications of key expert 3

- Education/training: Masters degree in Forestry or related field
- Language: C2 -level language proficiency in English, knowledge of French or Krahn is an advantage.
- General professional experience: at least 5 years of professional experience in projects associated with natural forest in a transboundary landscape, biodiversity conservation, essential forest ecosystems restoration, landscape management within the forest sector
- Specific professional experience: at least 5 years in managing and conserving forested areas, integrating ecological considerations, and ensuring the sustainable utilization of forest resources
- Leadership/management experience: at least 3 years of management/leadership experience as a supervisor/focal person for a project
- Regional experience: at least 5 years years of experience in projects in Liberia
- Development Cooperation (DC) experience: at least 2 years of experience in DC projects
- Other: Experience working for GIZ or EU funded project is an added advantage

Key expert 4

Tasks of key expert 4

- Conduct a comprehensive social impact assessment to understand how land use changes will affect different social groups, communities, and individuals within the project area
- Facilitate effective stakeholder engagement processes by identifying and involving key community groups, organizations, and individuals.
- Collect and analyse social data on existing social conditions and patterns in the area under consideration
- Assess the specific needs and aspirations of the community affected by land use changes
- Analyze the potential differential impacts of land use decisions on marginalized groups, such as low-income communities, minority populations, or vulnerable individuals.

Qualifications of key expert 4

- Education/training: Masters degree in Sociology, Demography, Social Work or related field
- Language: C2 -level language proficiency in English, knowledge of French or Krahn is an advantage.
- General professional experience: at least 5 years of professional experience in projects associated with natural forest in a transboundary landscape, biodiversity conservation,

essential forest ecosystems restoration, landscape management within the forest sector

- Specific professional experience: at least 5 years of experience in analyzing social factors, rural community needs, and equity considerations that are adequately addressed, leading to more inclusive and sustainable land use decisions
- Leadership/management experience: at least 3 years of management/leadership experience as a supervisor/focal person for a project
- Regional experience: at least 5 years of experience in projects in Liberia
- Development Cooperation (DC) experience: at least 2 years of experience in DC projects
- Other: Experience working for GIZ or EU funded project is an added advantage

Soft skills for all team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

I. How to Apply

To apply, interested company/organization should deliver their tender in **HARD COPY** to the below address:

**Country Office
Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
Tubman Boulevard / 3rd Street, Sinkor
Monrovia, Liberia**

The tender shall include:

- Company/organization profile
- Detailed technical proposal & tentative workplan
- Detailed financial offer
- Work sample
- Resumes of the technical team
- Company registration

The tender **MUST** be marked: **83442810 - Consultancy for Land Use Planning**

Since the contract to be concluded is a contract for service, we would ask you to offer your services at a fixed lump sum price, which covers all relevant costs (fees, travel costs, etc.). The assessment of the financial bid is based on the lump sum price tendered. For the purposes of our internal calculations and any subsequent contracts, we would also ask you to state the daily rate used for the tender. A breakdown of the days is not necessary.

The Contractor should note that the Liberia Revenue Authority (LRA) Code applies. The GIZ shall withhold the service tax of 10% on fees for services provided and remit the amount to Liberia Revenue Authority (LRA).