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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

CONSULTANCY FOR THE CONDUCT OF A Targeted Scenario Analysis TSA

PROCUREMENT NOTICE No. – **UNDP/LBR/IC/GGP-IAP/037/2018**

Date: 05 October 2018 Country: Liberia

Duty Station: Monrovia, Liberia

Description of the assignment: National Consultancy: Conducting Target Scenario Analysis for the Oil Palm sector in Liberia- Data Collection

Project name: “Reducing Deforestation from Commodity Production” (GGP-IAP)

Duration: October – December 2018

Starting date: Immediately

Contract type: Individual Contractor (National)

Languages: English

Proposals should be submitted at the following address: by email to bids.lr@undp.org (Please include procurement notice number in the subject area) no later than **Friday, 19 October 2018 at 5:00 PM (GTM)**.

Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. Background

The UNDP-GEF project, Support to Reduced Deforestation Commodity Production also known as the GGP Production Project, is a child project under the UNDP-GEF 6 Integrated Approach Pilot (IAP) program: Taking Deforestation out of Commodity Supply Chains, known since its launch in September 2017 as the Good Growth Partnership (GGP). The GGP is advancing an integrated supply chain approach to tackling the underlying root causes of deforestation from agriculture commodities, specifically palm oil that contributes to deforestation in Liberia. This approach consists of linked projects covering production, demand, transactions, and knowledge management and learning.

As part of an integrated, supply chain approach the Production project will create linkages and synergies to overcome barriers that pose systemic challenges to reduced deforestation commodity production across regions and commodity markets. The selected approach seeks to catalyze the development or transformation of national and sub-national systems based on some key levers: 1) dialogue, action planning, policies and enforcement, 2) farmer support systems, and 3) land use mapping and planning.

The project focuses on palm oil production in Western Liberia (Grand Cape Mount, Bomi, Gbarpolu and Bong).

UNDP has experience implementing the Targeted Scenario Analysis (TSA), - an innovative approach and an alternative to traditional valuation techniques. The TSA adds value by capturing and presenting the value of ecosystem services beyond cost-benefit analysis to compare the implications of contrasting management strategies within decision making, in order to help make the business case for sustainable policy and investment choices. Through the conduct of a TSA, data is generated and presented on/ related to the management of ecosystems in a way that is relevant to the choices facing a decision maker so that policy and management decisions made result in effective and sustainable management of ecosystems and ecosystem services.

The TSA presents balanced evidence for decision makers, weighing the pros and cons of continuing with business as usual (BAU) or following a sustainable development path that allows for ecosystems to be more effectively managed - the Sustainable Ecosystem Management (SEM) scenario.

For Liberia the TSA is being undertaken for the Oil Palm productive sector and targets the land use and natural resource environmental policy makers. It intends to show the impact of land and resource use policy options and management practices on tropical forest ecosystems and the many services they deliver to society.

Component 1 of the GGP Production Project aims to facilitate action planning, policy reform and improved enforcement capabilities through structured dialogue on sustainable production within the oil palm sector. The project will also work under this component to align and develop joint concrete actions to mitigate the negative impacts of oil palm production and maximize productivity, thereby strengthening the enabling environment in the country for the production of sustainable products. Under this component, it is recognized that a land allocation system is required to drive land use decisions away from forested areas, with a potential need for a comprehensive approach of regulations combined with enforcement and incentives designed to shift development to degraded land areas. Tested at the targeted landscape level, alternative livelihood support delivered under Conservation Agreements is considered as a key mechanism for incentivizing conservation.

Component 3 of the GGP Production Project supports the environmental economic modelling and analysis of various commodity production: forest conservation scenario development, as well as the creation of land use plans and zoning with go and no-go areas defined, and land use protection strategies.

Many international oil palm companies, including Sime Darby, have made commitments to responsible oil palm. These generally include commitments to RSPO certification, no deforestation, no development of peatlands, and no exploitation of workers and communities. As a consequence, development of concessions within Liberia has effectively come to a halt as companies try to determine how they can proceed with the development necessary to economically viable oil palm operations without violating their environmental and social commitments. An often stated risk is that this situation is, at best, taking too long to come up with viable solutions and, at worst, irreconcilable. Thus, responsible companies may have no choice but to exit high-forest cover regions like Liberia's Northwest Landscape, leaving concessions behind for less responsible actors.

Need – The UNDP/GGP is seeking to strengthen the sustainable management of natural capital and the flow of ecosystem services towards the reduction of poverty, the creation of jobs and livelihood opportunities, particularly for the poor while sustaining growth. The UNDP/ GGP works on making the economic case for sustaining and

improving ecosystem services in a manner that fundamentally alters the way national development is planned and acted upon.

Against this backdrop, UNDP/GGP is seeking to conduct this TSA study which will entail an economic analysis based on solid science with a focus on a clear policy question, careful identification and engagement with decision makers, broad participation by local stakeholders, and effective communication and collaboration, particularly with the champion(s) identified through this assignment. The services of a competent Consultant to undertake this study are therefore being sought to execute this assignment, working under the guidance and direct supervision of the Global TSA Consultant while in close collaboration with the GGP Liberia Project Manager, the UNDP Green Commodities Programme (GCP), Conservation International Liberia and inter alia: the Oil Palm Technical Working Group (OPTWG), the Platform Manager and the Ministry of Agriculture.

Objectives of the Assignment:

This TSA for Liberia seeks to support the identification of oil palm production scenarios that maximize commercial viability, social equity, and environmental responsibility. It will do so through a focus on the 220,000 hectare palm oil concession currently held by the Sime Darby company in northwest Liberia, which is the focal geography under the Good Growth Partnership.

The TSA is being mainly undertaken in technical as well as procedural terms by engaging decision makers and key stakeholders in defining and applying analysis to a clear policy question, in support of effective communication and advocacy for decision-making on sustaining and/or improving ecosystem services.

The process of conducting the TSA will build on commitments and agreements already in place with respect to roles and responsibilities, between the implementing partners and key government counterparts (Environmental Protection Agency, Forest Development Authority, Ministry of Agriculture). Moreover, by explicitly seeking to advance priorities articulated in the Government of Liberia's development agenda (promotion of sustainable palm oil, investment in smallholder production, job creation), we are confident that the TSA effort will benefit from support at technical as well as political levels. Finally, civil society organizations in Liberia are wary of large-scale commercial agroforestry development to the detriment of community and smallholder needs and interests, and this TSA responds to that concern by seeking to build the case for appropriate inclusion of smallholders and communities in oil palm development.

Based on consultations and engagement with the decision makers and key stakeholders. Two scenarios (BAU and SEM) would be articulated in detail, showing the hypothesis being employed about how the selected policy measure will bring about a shift from the BAU scenario to the SEM scenario, in relation to the selected indicators. This includes defining the links between changes in the condition of ecosystems and the delivery of ecosystem services under each scenario.

The TSA will focus on supporting land use and its planning with a view to helping the Government of Liberia determine best land uses around Oil Palm development. It will work towards bringing about a needed shift in the policies and procedures that inform concessioning, particularly those surrounding community lands.

The purpose of this consultancy is to produce a data set for the TSA study, to be used as evidence for decisionmaking and further planning. The national consultant will collect, enter and perform specific data analysis of oil palm sector data within a determined time frame. The consultant will assist and support an international consultancy firm in the elaboration of a Target Scenario Analysis for the oil palm sector in Liberia.

Scope of Work

Duties and Responsibilities

In line with the guidance note entitled Supporting economic valuation initiatives to drive change through Targeted Scenario Analysis, the main tasks are as follows:

The National consultant has responsibility for all data collection in the field, data cleaning and translation, and will prepare summary reports for the qualitative and quantitative studies following the analysis plan recommended by the international consultant/firm.

Background Research aimed at collecting data and enhancing knowledge/learning on BAU and SEM for oil palm in the context of Liberia for the purposes of understanding the trends and reporting; supplementing primary research and recommendations. This would involve:

- Case studies from best practices under oil palm-targeted programs in Liberia and Internationally
- Literature and relevant background documentation—International conventions; studies; best practices addressing oil palm;
- Review of legal documents, laws and policies related to oil palm legislation, policy and related regulations in Liberia concerning Oil Palm
- Behavioral studies, and information relevant to the context of oil palm and natural resource management in Liberia.

Primary Research- The primary research will involve the development of series of structured surveys (Key Informant Interviews [KIIs]; Expert Consultations; and Focus Group Discussions (FGDs), and/or other information gathering techniques).

- Institutional/Organizational Level Assessment of Capacities, Services and Operations of oil palm stakeholders; establishing baseline figures of oil palm production within counties and concessions: number of concession; production figures etc.
- Identify capacities and constraints of stakeholders in producing oil palm and related issues: Ministries and Departments/Agencies; CSOs; CBOs, etc.
- Identify the variability of oil palm and its dynamics among the concessionaires, oil farmers (considering any socio-economic, cultural, particularities, etc.).
- Identify the needs of oil palm stakeholders.
- Assess the capacity of Government officials and civil society to respond to oil palm production; also looking at the consideration of relevant legal articles addressing oil palm.
- Identify the linkages and potential implementation gaps between institutions/organizations and laws and policies aimed at sustainable production of oil palm.
- Identify current effectiveness of mechanisms used by institutions to track and/or respond to oil palm and issues related to oil palm, including opportunities for improving information management systems that could be used to aid Ministries/ Agencies/ Commissions supporting the oil palm sector.

- Based on the findings of the survey, provide concrete and practical recommendations to address sustainable oil palm production in Liberia

In order to conduct the survey on the key parameters, the following steps can be followed, but should not be limited to:

- Desk review on the situation of oil palm in Liberia, particularly in the area of policy and production - Quantitative data collection and analysis of information from different organizations and institutions working in oil palm production.
- Key informant interviews (KIIs), stakeholder consultations and other participatory methods used.
- Focus Group Discussions (FGDs) regionally to explore attitudes towards violence against women.
- Compose individual case studies through in-depth discussions with producers, institutions and organizations.

The National Consultant under the supervision of the GGP Project Manager- Liberia, UNDP Country Office in Liberia and GCP will undertake:

Data collection:

- Develop appropriate questionnaires and formats for reporting the information and data inventory/collected.
- Collect data on the oil palm industry profile, baselines around pre-identified indicators, consumption, import/export patterns and applications.
- Data collection on present and historical oil palm consumption by county and concession.

Data entry, management and Analysis:

- The consultant will manage all collected data.
- Perform data analysis including but not necessarily limited to classification of data based on present and historical oil palm consumption by county and concession, list of oil palm users segregated by county, (production where applicable) consumption and export data by concession/ country, projected growth trends until 2020/21.
- Submit data for cross-check and verification by International Consultancy firm.
- Collaborate with the International Consultant firm in respect of data inventory/collection and analysis.

Reporting:

- The consultant will prepare a comprehensive technical report. This report will include the presentation of the data as well as the analysis conducted, including analysis.

Methodology

Under the overall guidance of the GGP Liberia Project Manager and in close collaboration with the Green Commodities Programme of UNDP and Conservation International, the Consultant will be required to conduct/ support the execution of a TSA for Liberia which would include the collecting and analysis of data and information to support the BAU and the SEM, as well as the preparation of materials for communicating with decision-makers.

The consultant will focus on:

- Instrumentation: the TSA will comprise of a desk review of existing national and international literature and secondary, as well as the collection and analysis of new and primary data from Liberia where necessary, and as needed focus group discussions.
- Data analysis and result consultation: data collected will be quantitatively analyzed. Results will be described using the TSA procedural methodology, and results presented both in a technical report and in accessible material for decision-makers.

Deliverables and Key end results:

Duties and Responsibilities

The Consultant will have a set of responsibilities as follows:

Policy and Governance

- In-depth analysis of the governance of the oil palm sector, identification of the barriers that limit the production of oil palm that is environmentally sustainable and economically profitable. This analysis should take into consideration gender dimensions of production and governance of the sector, including the existing structure and differentiate roles, needs and constraints.
- Identify the causes of any gaps, weaknesses, or strengths of relevant existing plans and policies that support oil palm explaining any difficulties for endorsement and implementation.

Platform and stakeholders

- Review key existing dialogue space / platforms on oil palm and other issues related to natural resources, including what they are doing/ the focus of their engagements
- Work with the Platform Manager to validate and/or improve the existing mapping of the main stakeholders and their positions regarding the sustainability of the oil palm sector.
- Select interviews with private companies, state entities at national and regional level, cooperation agencies, civil society organizations, producer associations, women's groups and other stakeholders directly or indirectly involved or interested in the production of oil palm. This is to close any gaps observed in the desk studies. This could include a field visit to the areas of production and processing of oil palm (e.g. Sime Darby landscape, which is the GGP project target landscape in Liberia).

The consultant will also:

- Provide periodical presentations of progress to the Liberia Project and Platform Managers, and if required to the OPTWG Secretariat
- Present all supporting documentation and data collected as reference material
- Interact with the global team of the GCP, as necessary, to receive guidance and exchange information

The following products are to be delivered by the Consultant:

- **An inception plan** clearly indicating activities, timelines and delivery plan including tools and methodology to be employed should be outlined, including an initial consultation workshop with the in country team (UNDP, CI, MOA and OPTWG) to access relevant data. (Questionnaires and formats for reporting the information and data)
- A complete set of **data and information** collected for the indicators Submission of data for cross-check and verification by GCP, GGP Project Manager- Liberia
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- **Reports on analysis** of inventory/collected data, including a report.
- **Mapping, Analysis and documentation of relevant decision-makers** for bringing about the desired policy shift
- **Preparation of materials** that would make the results of the TSA accessible and support /present the case for the policy shift
- A one-day dissemination and **feedback workshop** organized for the relevant stakeholders in Monrovia, with accessible presentation materials, following the preparation of the full TSA by the International firm.
- Preparation and submission of the **final report** (survey & inventory) including a summary narrative report.

	Tasks	days allocated	Deadline	Expected results
1	<p>Conduct initial consultations with stakeholders (UNDP, CI, MoA, Oil Palm platform) to assist in the design of a monitoring framework and for the collection of suitable baseline monitoring data</p> <p>Agreement on data collection plan (including sampling and data collection tools and methods), including presentation of the methodology and other instrumentation protocols.</p>	7	Monday October 26, 2018	<p>Inception report/ plan including monitoring frameworks written down and baseline data collection</p> <p>Written submission of tools to be used and data collection plan.</p>
2	Complete data collection	35	15 November, 2018	Data outputs and consultancy progress report submitted to UNDP and the International consultant firm; National consultant will lead with guidance from International consultant

3	Complete data analysis	7	22 November, 2018	Draft survey on oil palm submitted to UNDP and; National firm will lead with guidance from consultant. Reports on analysis of inventory/collected data
4	First Draft report submitted to UNDP and international consultant	5	29 November, 2018	First draft of the report for review by International Consultant and UNDP Mapping, Analysis and documentation of relevant policy decision makers Materials prepared to support the TSA
5	Final Report including findings and input submitted to international consultant and UNDP	3	7 December, 2018	Final Report inclusive of comments & feedback included and sign off on all data and analysis.

REPORTS

Reports on data inventory/collection and analysis in accordance with elaborated formats and agreed requirements by the International Consultant.

liverables and Key end results:

Institutional Arrangements:

- Reporting - Direct supervisor: GGP Liberia Project Manager, in close collaboration with the Green Commodities Programme of UNDP and Conservation International
- In all matters relating to the assignment, the contractor will report to the supervisor based on the table below indicating the expected outputs and their timelines.
- The Contractor is expected to liaise/interact/collaborate/meet with in the course of performing the work with UNDP Liberia CO's Quality Assurance team, Platform team, as well as Ministry of Agriculture, Government agencies, Private Sector companies, other consultants, other agencies, donors, communities, local government units, etc. as relevant to Liberia's context.

- If the consultant is required to travel, the project will provide administrative support and airplane tickets and per diem to locations where this initiative is implemented. Reimbursements will be made as per UNDPs guidelines and based on the presentation of an F10 Travel form.

Organization of work and indicative schedule/ Duration of the Work:

This assignment will be full-time for a period of sixty (60) working days including reporting preparation. At the beginning of service, the Consultant will prepare a detailed workplan and timetable for delivery of the above activities. The Consultant will be home-based and will be responsible for providing her/his own work station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection.

- Estimated lead time for UNDP or Project Implementing Partners to review outputs, give comments, certify approval/acceptance of outputs: 14 working days after submission of outputs.

Education profile:

The candidate should meet the following minimum requirements:

- Professional with at least a Master's degree in economics, policy or social sciences or related fields.

Professional experience:

- Five years' experience as a data analyst preferably with a degree in a relevant field.
- Three years' experience in conducting research
- Experience in data collection, entry, management and analysis
- Ability to write a concise and well-written analytical research report on the results
- At least 5 years of professional experience in natural resource economics
- Experience working on sustainability issues in public finance and/or private sector investment in sustainable commodity supply chains
- Experience particularly in the oil palm sector is a clear asset Strong analytical and quantitative skills.
- Proven capability to handle complex assignments (e.g. project related or analytical tasks with operational relevance) and produce work to a high professional standard, with minimum supervision
- Proven ability to work in teams and capability to work in multi-cultural environments as well as experience working with different stakeholders

Key competencies

- Strong communications and demonstrated ability to build rapport and to interface effectively with people working in government, civil society and the private sector (public and private sector leaders)
- Excellent written and verbal communication skills in English as well as presentation skills, including proven strong integration skills and is, capable of pulling together inputs from various sources to address complex issues under pressure in a timely manner
- Strong theoretical and practical skills necessary to understand and undertake analyses and proven ability to conduct policy relevant research

- Excellent workflow management and task organization skills; able to take responsibility for all aspects of coordination of the workflow of assigned responsibilities.
- Is gender and culture sensitive

Scope of Bid Price and Schedule of Payments

The contractor will be paid accordingly to the submission of the deliverables as per the table detailing the expected outcomes and based on the total number of days worked and reported at the agreed upon rate and as per the target due date.

- IC payments are directly linked to deliverables.
- Submit price proposal in an all-inclusive daily fee, supported by a breakdown of costs
- Contract price is fixed regardless of changes in the cost components
- The contract signed as IC does not involve any fees in advance at the beginning of the consultancy.
- If travels are required, costs will be covered by the project.

The technical revision of CVs will consider the following criteria:

Deliverables	Average Effort	% of total payment. All payments will be effective 5 days after delivery of product and the approval of direct supervisor. All payments will be effective after review and acceptance of supervisor (Estimated lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs: 14 days after submission of output.)
Inception plan and initial consultation workshop	7 days	15%
Data collection including data entry, cleaning and analysis	35 days	
First Draft of Report	5 days	45%
Report of Stakeholder validation consultations	7 days	30%
A Final report	6 days	20 %
	Total 60 Days	100%

Presentation of Offer

Qualified candidates who are interested in the above position are invited to submit their application, in English, attaching the documents listed below no later than (12 October , 2018 by 15:00 COB) to bids.lr@undp.org

Annexes to the TOR

The evaluation criteria are as follow:

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%. The evaluation process is divided into two phases:

I Phase: Technical revision of CVs (100 points), II Phase: Review of economic proposals. The candidate with the higher score combining the technical score and the price offer will be the selected candidate for the position.

The technical revision of CVs will consider the following criteria:

	QUALIFICATION REQUIREMENTS AS PER TORs	Points
A	Professional with higher education in economics, policy or social sciences or related fields	15
B	Five years' experience as a data analyst preferably with a degree in a relevant field; including experience in data collection, entry, management and analysis	10
C	Three years' experience in conducting research	5
D	Has proven excellent written and verbal communication skills in English as well as presentation skills, including writing concise and well-written analytical research reports on the results. Has proven strong integration skills and is, capable of pulling together inputs from various sources to address complex issues under pressure in a timely manner	20
E	Proven ability to work in teams and capability to work in multi-cultural environments as well as experience working with different stakeholders	10
F	Strong analytical and quantitative skills with Strong theoretical and practical skills necessary to understand and undertake analyses and proven ability to conduct policy relevant research. Proven capability to handle complex assignments (e.g. project related or analytical tasks with operational relevance) and produce work to a high professional standard, with minimum supervision.	25

<i>G</i>	Strong communications and demonstrated ability to build rapport and to interface effectively with people working in government, civil society and the private sector (public and private sector leaders)	5
<i>H</i>	Excellent workflow management and task organization skills; able to take responsibility for all aspects of coordination of the workflow of assigned responsibilities	5
<i>I</i>	Is gender and culture sensitive	5
	<i>Total</i>	<i>100%</i>

Existing literature or documents that will help provide Offerors with a better comprehension of the project situation and the work required would be immediately provided as annex/es to the TOR.

Applicants are required to submit completed and signed UNDP Personal History Form)

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – P11 FORM