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**REQUEST FOR PROPOSAL (RFP)**

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| NAME & ADDRESS OF FIRM | DATE: September 5, 2020 |
| **REF: RFP/LLA/ Community Self -Identification/UNDP/ 005/2020** |

Dear Sir / Madam:

We kindly request you to submit your Proposal for a firm/ company to support communities to carryout Community Self -Identification

Please be guided by the form attached hereto as Annex 1 to 4, in preparing your Proposal.

Proposals may be submitted on or before **Monday, September 14, 2020 at 12:00 PM via:**

☑E-mail : bids.lr@undp.org and subject REF: RFP/LLA/ Community Self -Identification/UNDP/ 005/2020

Your Proposal must be expressed in English, and valid for a minimum period of **120 Days**

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

**UNDP encourages every prospective Service Provider to** prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :<http://www.un.org/depts/ptd/pdf/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

**Endurance Emefiele,**

*Deputy Resident Representative*

9/5/2020

**Annex 1**

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| **Context of the Requirement** | 1. **Introduction:**   The Liberia Land Authority (LLA) is the Agency of the Government of Liberia with the primary mandate to develop policies on a continuous basic, undertake actions and implement programs in support of land governance, including land administration and management. The passage of the Land Right Acts of 2018 has empowered the LLA to strengthen it abilities and capacity to ensure the implementation of land reform programs which focus on women’s land rights, communities’ rights to land ownership, increased awareness, etc. To achieve this the LLA is partnering with UN Women, UNDP and WFP for the implementation of the project: Sustaining Peace and Reconciliation through strengthening Land Governance and Dispute Resolution Mechanism which is being funded by the Liberia Multi-Partner Trust Fund (LMPTF). The project is targeting four (4) counties (Grand Cape Mount, Maryland, Nimba and Sinoe Counties) respectively.  The project has two outcomes that propose interventions to tackle major problems identified by government, CSOs and Donor Partners and response to issues identified through the existing conflict analyses and land related assessments. The first outcome responds to the limited capacity of the Government to prevent land related conflicts and aims at strengthening the effectiveness, transparency and inclusiveness of land administrative structures at national and county levels. The project envisions strengthening the capacity of County Land Offices and linking them up with the existing government structures at county level in targeted counties in order to foster collaboration with local government. This project will also support commencement of the formalization of customary land as a measure to prevent disputes and ensure land rights for customary owners and users. The project supports the strengthening of County Land Offices and the creation of County Land Boards as well as the Community Land Development and Management Committees in targeted counties. The second outcome aims at strengthening the existing land disputes resolution mechanisms. It will strengthen the capacity of existing semi-formal and informal land dispute mechanisms to facilitate resolution of land disputes in a more transparent and inclusive manner. Additionally, the project will strengthen the prevention and management of potential conflict drivers, including environmental hazards as well as limited livelihood opportunities in concession areas, as a strategy for resolving disputes. This will be done by building on existing community-based systems such as MSPs and mechanisms of managing natural resources and environmental hazards.  The project will contribute to the implementation of the UNSDCF 2020-2024 for Liberia, notably Outcomes 2. 3 and 4. Particularly, Output 2.2 aims that “by 2024, national and subnational capacity to deliver sustainable natural resource management and climate-aware initiatives is strengthened”. The proposed initiative is aligned with National and International legal and policy frameworks and specifically, with the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), and the Covenant on Economic, Social and Cultural Rights (CESCR) which were ratified by Liberia in 1984 and 2004 respectively. The proposed initiative will also contribute to achieving the Sustainable Development Goals (SDGs), specifically 5, 10 and 16.  At national level the initiative supports the implementation of the 2017 Peace-building Plan, which was integrated into the Pillar 3: Sustaining Peace of the Government’s national development plan – the Pro-Poor Agenda for Prosperity and Development (PAPD). PAPD also calls for improving socio-economic human rights by passing and implementing the Land Rights Act to improve land tenure security; developing a regulatory framework for the actualization of the Liberia Land Authority Act; securing access to land by harmonizing of customary and statutory land tenure systems; and strengthening community land administration and governance framework (ensuring the inclusion of youth, women, and marginalized community members).  Likewise, it is aligned with the 2018 National Gender Policy which clearly calls for supporting women, land tenure and property rights including advocating for and promoting women’s access and control over land/land-based resources, and other forms of property and assets. In addition, there is alignment with the Liberian National Action Plan on Women Peace and Security (2019-2023), which emphasizes the importance of land, inheritance and property rights for women. Moreover, the proposed intervention has been designed to support the Government of Liberia to implement the LRA and LGA including the Legal Aid Policy (2019) and the Land Alternative Dispute Resolution (ADR) Policy.  Activity 1.2.3 of the project: “Sustaining Peace and Reconciliation through Strengthening Land Governance and Dispute Resolution mechanisms” calls for capacity building of Liberia Land Authority’s staff through training in different areas as per the 5-year Training Plan developed by the LLA including training on Gender and Human Rights, Gender responsive Land Dispute Resolution, etc. As part of developing its 5-year Training Plan, the LLA conducted a training needs assessment to identify gaps and immediate training needs in building the capacity of staff within the various departments of the Authority to effectively and efficiently carry out their roles and responsibilities in fulfillment of the legal mandate of the LLA.  To achieve the above, the Project is supporting a consultancy to conduct training of selected LLA staff in several areas as outlined below under the Objectives of the Consultancy. |
| Implementing Partner of UNDP | **The Liberia Land Authority (LLA** |
| Brief Description of the Required Services[[1]](#footnote-1) | * 1. **Objectives of this support communities to carry out Community Self -Identification**   To support customary communities in and around concession areas (in the project affected counties) go through LLA’s approved processes and procedures on community self-identification as provided in the Land Rights Act.   * 1. **Scope of work** * Conduct outreach and awareness in targeted communities onintervention, LLA, LRA, concept of customary land rights formalization, LLA approved CSIGuide, roles and responsibilities of stakeholders in the process in ten (10) targeted communities. * Develop community profile and facilitate the selection/election of interim coordinating committee (ICC), and community animators/mobilizers for each of the ten targeted communities. * Conduct training forcommunity leaders (at county and community levels) and other established bodies including mobilizers/animators, interim coordinating committee inclusive of equal participation of women, men, youths (male/females) and other marginalized groups in targeted communities. * Assist targeted communities to develop sketch map indicating all features, hotspots (disputed areas) and identify land area and other claims; and * Assist communities to determine the level at which they will self-identify; * Assist communities to develop final resolution for the CSI process and facilitate the signing of the CSI Declaration * Submit documentation of the CSI process to the LLA for verification. The facilitating institution will keep a folder on each community, documenting all the activities and outputs, and having them ready for review by the LLA.   **2.0 Methodology:**  It is expected that this activity will be implemented in close collaboration with the Liberia Land Authority.  Institution/firm is expected to deliver the following outputs:  Under the supervision of the Project Focal Person of the LLA and UNDP Office, the firm/organization shall:   * Review existing relevant CSI documents, studies and related laws; * Conduct vigorous awareness within the project affected communities, considering the followings:  1. customary land rights formalization 2. The Land Rights Act 3. The Community Self-Identification processes, and 4. The Liberia Land Authority  * Conduct scoping exercise within the project communities (Grand Cape Mount, Nimba, Sinoe and Maryland Counties) and develop the communities’ profiles; * Facilitate and coordinate the selection of community animators and community mobilizers for the selected project communities (Grand Cape Mount, Nimba, Sinoe and Maryland Counties); * Facilitate and coordinate the election or selection of Interim Coordinating Committees (ICCs) in the various project affected communities (Grand Cape Mount, Nimba, Sinoe and Maryland Counties); * Assist the communities to determine the levels at which they want to self-identify; * Provide guidance to assist the communities to determine the level at which they want to self-identify. * Assist the communities develop preliminary sketch maps (identify boundaries, hotspots, other claims and other features). * Facilitate the signing ceremony of internal MoUs and declaring self-identified communities as land owning community.   **(See TOR- Annex 3 for more Detail)** |
| List and Description of Expected Outputs to be Delivered | (See ToR for more detail- Annex 3) |
| Person to Supervise the Work/Performance of the Service Provider | UNDP/LLA’s Focal Point Person with inputs fromt the Liberia Land Authority Office |
| Frequency of Reporting | *See TOR* |
| Progress Reporting Requirements | See TOR |
| Location of work | Monrovia, Liberia  See TOR for details |
| Expected duration of work | **19 weeks** |
| Target start date | October 1st 2020 |
| Latest completion date | February 2thst 2020 |
| Travels Expected | Travel within country might be required |
| Special Security Requirements | NONE |
| Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal) | All cost associated to undertake the project should be included.  **☒See ToR in Annex 3** |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | ☒Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | ☒Required |
| Currency of Proposal | ☒United States Dollars |
| Value Added Tax on Price Proposal[[2]](#footnote-2) | ☒must be exclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | ☒120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal. |
| Partial Quotes | ☒Not permitted |
| Payment Terms[[3]](#footnote-3) | **See ToR- Annex 3** |
| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | The consultant will report directly to the UNDP/LLA’s Focal Point Person at the Liberia Land Authority Office in Mamba Point and to the UNDP Country Office in Monrovia for onward submission to DRR/P |
| Type of Contract to be Signed | ☒Contract for Professional Services |
| Criteria for Contract Award | ☒Highest Combined Score(based on the 70% technical offer and30% price weight distribution)  ☒Full acceptance of the UNDP Contract General Terms and Conditions(GTC). This is mandatory criteria and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal | **Technical Proposal (70%)**  ☒Expertise of the Firm 30%  ☒Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30%  ☒Management Structure and Qualification of Key Personnel 40%  **Financial Proposal (30%)**  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | ☒One and only one Service Provider |
| Annexes to this RFP[[4]](#footnote-4) | ☒Form for Submission of Proposal (Annex 2)  ☒General Terms and Conditions / Special Conditions (Annex 4)[[5]](#footnote-5)  ☒Detailed TOR (Annex 3)  ☐Others[[6]](#footnote-6)*[pls. specify]* |
| Contact Person for Inquiries  (Written inquiries only)[[7]](#footnote-7) | [info.lr.procurement@undp.org](mailto:info.lr.procurement@undp.org) - **ONLY FOR INQUIRIES BIDS, bids sent to this email will not be considered.**  Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Conditions and Procedures for electronic submission and opening, | ☒Official Address for e-submission: *[specify]*  ☒Free from virus and corrupted files  ☒Format: **PDF files only**, **password protected for Financial Proposal**  ☒**Password for Financial Proposal must not be provided to UNDP** until it is requested after the evaluation of Technical proposal |
| Other Information *[pls. specify]* | The Financial Proposal and the Technical Proposal Envelopes MUST BE SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNDP as specified on the page 1 of this RFP.  **Non-compliance with this instruction may be grounds for the rejection of the Proposal.** |

**We would like to remind you and to emphasize that in order to ensure the integrity of the procurement process and ensure confidentiality of the financial information during the technical evaluation stage, the financial and the technical proposals MUST BE COMPLETELY SEPARATED and submitted in separate sealed envelopes, clearly marked on the outside as either TECHNICAL PROPOSAL or FINANCIAL PROPOSAL, as appropriate.**

**Any and all financial information must ONLY be included in the Financial Proposal. No Financial proposals, quotes or any other related financial information should appear in the Technical Proposal.**

**Non compliance with this instruction may be grounds for the rejection of the Proposal.**

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[8]](#footnote-8)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[9]](#footnote-9))***

[insert: *Location]*.

[insert: *Date]*

To: Mulugeta Abebe

Dear Sir:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated*[specify date]*, and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **Proposed Methodology for the Completion of Services**

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| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.* |

1. **Qualifications of Key Personnel**

*The Service Provider must provide :*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

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| --- | --- | --- | --- |
|  | **Deliverables**  ***[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price**  ***(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 |  |  |
| 2 | Deliverable 2 |  |  |
| 3 | Deliverable 3 |  |  |
| 4 | Deliverable 4 |  |  |
|  | Total | 100% |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component [*This is only an Example]*:**

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| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3 (TOR attached)**

**TERMS OF REFERENCE ORGANIZATION/COMPANY**

TOR for the procurement National Institution/Firm to support communities to carryout Community Self -Identification

1. **Introduction:**

The Liberia Land Authority (LLA) is the Agency of the Government of Liberia with the primary mandate to develop policies on a continuous basic, undertake actions and implement programs in support of land governance, including land administration and management. The passage of the Land Right Acts of 2018 has empowered the LLA to strengthen it abilities and capacity to ensure the implementation of land reform programs which focus on women’s land rights, communities’ rights to land ownership, increased awareness, etc. To achieve this the LLA is partnering with UN Women, UNDP and WFP for the implementation of the project: Sustaining Peace and Reconciliation through strengthening Land Governance and Dispute Resolution Mechanism which is being funded by the Liberia Multi-Partner Trust Fund (LMPTF). The project is targeting four (4) counties (Grand Cape Mount, Maryland, Nimba and Sinoe Counties) respectively.

The project has two outcomes that propose interventions to tackle major problems identified by government, CSOs and Donor Partners and response to issues identified through the existing conflict analyses and land related assessments. The first outcome responds to the limited capacity of the Government to prevent land related conflicts and aims at strengthening the effectiveness, transparency and inclusiveness of land administrative structures at national and county levels. The project envisions strengthening the capacity of County Land Offices and linking them up with the existing government structures at county level in targeted counties in order to foster collaboration with local government. This project will also support commencement of the formalization of customary land as a measure to prevent disputes and ensure land rights for customary owners and users. The project supports the strengthening of County Land Offices and the creation of County Land Boards as well as the Community Land Development and Management Committees in targeted counties. The second outcome aims at strengthening the existing land disputes resolution mechanisms. It will strengthen the capacity of existing semi-formal and informal land dispute mechanisms to facilitate resolution of land disputes in a more transparent and inclusive manner. Additionally, the project will strengthen the prevention and management of potential conflict drivers, including environmental hazards as well as limited livelihood opportunities in concession areas, as a strategy for resolving disputes. This will be done by building on existing community-based systems such as MSPs and mechanisms of managing natural resources and environmental hazards.

The project will contribute to the implementation of the UNSDCF 2020-2024 for Liberia, notably Outcomes 2. 3 and 4. Particularly, Output 2.2 aims that “by 2024, national and subnational capacity to deliver sustainable natural resource management and climate-aware initiatives is strengthened”. The proposed initiative is aligned with National and International legal and policy frameworks and specifically, with the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), and the Covenant on Economic, Social and Cultural Rights (CESCR) which were ratified by Liberia in 1984 and 2004 respectively. The proposed initiative will also contribute to achieving the Sustainable Development Goals (SDGs), specifically 5, 10 and 16.

At national level the initiative supports the implementation of the 2017 Peace-building Plan, which was integrated into the Pillar 3: Sustaining Peace of the Government’s national development plan – the Pro-Poor Agenda for Prosperity and Development (PAPD). PAPD also calls for improving socio-economic human rights by passing and implementing the Land Rights Act to improve land tenure security; developing a regulatory framework for the actualization of the Liberia Land Authority Act; securing access to land by harmonizing of customary and statutory land tenure systems; and strengthening community land administration and governance framework (ensuring the inclusion of youth, women, and marginalized community members).

Likewise, it is aligned with the 2018 National Gender Policy which clearly calls for supporting women, land tenure and property rights including advocating for and promoting women’s access and control over land/land-based resources, and other forms of property and assets. In addition, there is alignment with the Liberian National Action Plan on Women Peace and Security (2019-2023), which emphasizes the importance of land, inheritance and property rights for women. Moreover, the proposed intervention has been designed to support the Government of Liberia to implement the LRA and LGA including the Legal Aid Policy (2019) and the Land Alternative Dispute Resolution (ADR) Policy.

Activity 1.2.3 of the project: “Sustaining Peace and Reconciliation through Strengthening Land Governance and Dispute Resolution mechanisms” calls for capacity building of Liberia Land Authority’s staff through training in different areas as per the 5-year Training Plan developed by the LLA including training on Gender and Human Rights, Gender responsive Land Dispute Resolution, etc. As part of developing its 5-year Training Plan, the LLA conducted a training needs assessment to identify gaps and immediate training needs in building the capacity of staff within the various departments of the Authority to effectively and efficiently carry out their roles and responsibilities in fulfillment of the legal mandate of the LLA.

To achieve the above, the Project is supporting a consultancy to conduct training of selected LLA staff in several areas as outlined below under the Objectives of the Consultancy.

* 1. **Objectives of this support communities to carry out Community Self -Identification**

To support customary communities in and around concession areas (in the project affected counties) go through LLA’s approved processes and procedures on community self-identification as provided in the Land Rights Act.

* 1. **Scope of work**
* Conduct outreach and awareness in targeted communities onintervention, LLA, LRA, concept of customary land rights formalization, LLA approved CSIGuide, roles and responsibilities of stakeholders in the process in ten (10) targeted communities.
* Develop community profile and facilitate the selection/election of interim coordinating committee (ICC), and community animators/mobilizers for each of the ten targeted communities.
* Conduct training forcommunity leaders (at county and community levels) and other established bodies including mobilizers/animators, interim coordinating committee inclusive of equal participation of women, men, youths (male/females) and other marginalized groups in targeted communities.
* Assist targeted communities to develop sketch map indicating all features, hotspots (disputed areas) and identify land area and other claims; and
* Assist communities to determine the level at which they will self-identify;
* Assist communities to develop final resolution for the CSI process and facilitate the signing of the CSI Declaration
* Submit documentation of the CSI process to the LLA for verification. The facilitating institution will keep a folder on each community, documenting all the activities and outputs, and having them ready for review by the LLA.

**2.0 Methodology:**

It is expected that this activity will be implemented in close collaboration with the Liberia Land Authority.

Institution/firm is expected to deliver the following outputs:

Under the supervision of the Project Focal Person of the LLA and UNDP Office, the firm/organization shall:

* Review existing relevant CSI documents, studies and related laws;
* Conduct vigorous awareness within the project affected communities, considering the followings:

1. customary land rights formalization
2. The Land Rights Act
3. The Community Self-Identification processes, and
4. The Liberia Land Authority

* Conduct scoping exercise within the project communities (Grand Cape Mount, Nimba, Sinoe and Maryland Counties) and develop the communities’ profiles;
* Facilitate and coordinate the selection of community animators and community mobilizers for the selected project communities (Grand Cape Mount, Nimba, Sinoe and Maryland Counties);
* Facilitate and coordinate the election or selection of Interim Coordinating Committees (ICCs) in the various project affected communities (Grand Cape Mount, Nimba, Sinoe and Maryland Counties);
* Assist the communities to determine the levels at which they want to self-identify;
* Provide guidance to assist the communities to determine the level at which they want to self-identify.
* Assist the communities develop preliminary sketch maps (identify boundaries, hotspots, other claims and other features).
* Facilitate the signing ceremony of internal MoUs and declaring self-identified communities as land owning community.

4.0. **Deliverables**

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| --- | --- | --- | --- |
| **No.** | **Activities** | **Deliverables / Milestones** | **No of Days** |
| 1. | Desk review/inception activities | Inception reports | 2 weeks |
| 2. | Awareness & outreach on Community Self-Identification processes and procedures | Conduct sensitization on the CSI in the ten project communities in the four counties project community | 2weeks |
| 3. | Development of Community profiles | Gather Community Information | 2 week |
| 4 | Election/selection and training of communities’ animators/mobilizers | Have Community Mobilizers in all the Project Community | 2 weeks |
| 5. | Selection/election and training of Interim Coordinating Committees (ICCs) | ICCs members elected and sensitized on the roles and functions | 2 weeks |
| 8. | Capacity building of all stakeholders (local government officials, women, men, youth, disadvantaged marginalized groups) on the processes and procedures of Community Self-Identification. | Conduct training workshop for the project communities | 2 weeks |
| 7. | Assist communities to determine level of self-identification | Ensure community agree to self-identify and signed MoU | 2 weeks |
| 8. | Assist communities to identify their land area through a community sketch mapping process and identify all claims, including TC and other privately deeded lands | Communities develop their maps showing all boundaries and identify conflict areas/zones | 2 weeks |
| 9 | Assist communities to prepare final resolution and facilitate the signing of the CSI Declaration | Ensure Communities sign declaration of self-identification certificate | 2 weeks |
| 10 | Submission of CSI documentation to LLA for review and validation of the CSI process | Submit all CSI document to the LLA for validation | 1 week |
| 11 | Preparation of Final Report |  |  |
|  | **TOTAL** |  | **40 working 19 weeks** |

**5.0 Qualification Requirements:**

To qualify as an institution/firm that will carry out this activity for the Liberia Land Authority you must meet the following criteria:

* Must have existed at least for five (5) years.
* Must exhibit a strong record performing similar tasks in Liberia.
* Must show competent credentials of a work team with good qualifications and technical skills.
* Must have strong organizational credibility, logistics, and systems to carry out job at hand.
* Demonstrate experience in efficient inter-institutional coordination.
* Have experience in working with customary communities across the country at several levels.
* Proven ability of managing a variety of individuals from diverse backgrounds.
* Display ability to handle cultural, gender, religious issues, and must have age sensitivity.

Team Composition

The project team should include a minimum the following key professionals: Team Leader, the team should comply with the following main specifications. Between them, the team members should have some degree of expertise in Public Administration, Sociology, Conflict Management, Public Policy Analysis etc

Team Leader

Will be responsible for the day-to-day technical delivery of the programme, overseeing the design, implementation and execution of all workstreams.

1. MA/MSc or higher degree in Conflict Management, Social Science or related discipline preferred; or an equivalent combination of education, training & experience with 10 years’ experience
2. Experience in managing/co-managing a team, excellent abilities in managing execution of tasks and resolving obstacles.
3. Experience in providing capacity training in conflict sensitive environment.
4. Proven experience of providing management advice to external partners on land dispute matter.
5. Ability to exercise sound judgment and diplomacy in a multi-stakeholder environment.
6. Understanding of Results-Based Management (RBM) and experience in implementation is a plus.
7. Experience in international organizations, natural resource management projects at the international level is a plus.
8. Professional knowledge of PowerPoint, ability to produce high-quality visual material.
9. Strong organizational skills, ability to work under tight deadlines.
10. Excellent knowledge of English, ability to speak and write clearly and correctly.

Lead Facilitator:

Will undertake participatory awareness & outreach on Community Self-Identification processes and procedures.

1. MSc degree in the field of Education.
2. Good communication skills and ability to work in team and resolve complex issues.
3. Good knowledge of training/coordination skills.
4. Good organizational, time management and facilitation skills.
5. Previous working experience in the relevant field with international/national organizations is desirable.
6. Good interpersonal and training skills are an advantage.
7. Good English reading and writing skills are required.

**Reporting and Institutional Arrangements**

The consultant will report directly to the UNDP/LLA’s Focal Point Person at the Liberia Land Authority Office in Mamba Point and to the UNDP Country Office in Monrovia.

**Annex 4**

## General Terms and Conditions for Services

**1.0 LEGAL STATUS**:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor’s personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

**2.0 SOURCE OF INSTRUCTIONS**:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

**3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

**4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

**5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

**6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**7.0 INDEMNIFICATION**:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

**8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

**9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:**

Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

**11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

**12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

**13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party (“Discloser”) to the other Party (“Recipient”) during the course of performance of the Contract, and that is designated as confidential (“Information”), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient (“Recipient”) of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser’s Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser’s Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** any other party with the Discloser’s prior written consent; and,

**13.2.2** the Recipient’s employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

**14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

**14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

**14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

**15.0 TERMINATION**

**15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 (“Arbitration”), below, shall not be deemed a termination of this Contract.

**15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

**15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

**15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

**16.0 SETTLEMENT OF DISPUTES**

**16.1** **Amicable Settlement**: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

**16.2** **Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 (“Interim Measures of Protection”) and Article 32 (“Form and Effect of the Award”) of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate (“LIBOR”) then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

**17.0 PRIVILEGES AND IMMUNITIES**:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

**18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

**19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

**20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

**21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

**22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor’s personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor’s personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

1. **AUTHORITY TO MODIFY**:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNDP Authorized Official.

1. *A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.* [↑](#footnote-ref-1)
2. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-2)
3. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-3)
4. *Where the information is available in the web, a URL for the information may simply be provided.* [↑](#footnote-ref-4)
5. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-5)
6. *A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.* [↑](#footnote-ref-6)
7. *This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.* [↑](#footnote-ref-7)
8. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-8)
9. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-9)