

REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM: To all interested National firms	DATE: June 30, 2022
	REFERENCE: RFQ/UNDP/ National ESIA Service Provider – MMCRP / 2022/0025

Dear Sir / Madam:

We kindly request you to submit your Proposal for [National Firm to conduct Environmental and Social Impact Assessment \(ESIA\) for the coastal defense structure at West Point – MMCRP](#).

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Monday, July 11, 2022 and via email, courier mail or fax to the address below:

[Bid Liberia <bids.lr@undp.org>](mailto:bids.lr@undp.org)

[Deadline for the Submission of Proposal: Monday, July 11, 2022](#)

Your Proposal must be expressed in the English, and valid for a minimum period of 90

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/business/protest-and-sanctions.html>

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 :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Thabani Mabodoko
DRR/Operation
6/30/2022

Description of Requirements

Context of the Requirement	National Firm to conduct Environmental and Social Impact Assessment (ESIA) for the coastal defense structure at West Point – MMCRP
Implementing Partner of UNDP	Environmental Protection Agency (EPA)
Brief Description of the Required Services ¹	Please refer to Annex 3- Terms of Reference
List and Description of Expected Outputs to be Delivered	Please refer to Annex 3- Terms of Reference
Person to Supervise the Work/Performance of the Service Provider	Please refer to Annex 3- Terms of Reference
Progress Reporting Requirements	Please refer to Annex 3- Terms of Reference
Location of work	<input type="checkbox"/> Exact Address: Monrovia, Liberia
Expected duration of work	Please refer to Annex 3- Terms of Reference
Target start date	Please refer to Annex 3- Terms of Reference
Latest completion date	Please refer to Annex 3- Terms of Reference
Travels Expected	Please refer to Annex 3- Terms of Reference
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>
Implementation Schedule indicating breakdown and timing of	<input checked="" type="checkbox"/> Required

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.

activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 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	<input checked="" type="checkbox"/> Not permitted
Payment Terms ³	Please refer to Annex 3- Terms of Reference
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Please refer to Annex 3- Terms of Reference
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

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.

	<input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion 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	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <p><u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁶ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁷	<p>Getachew Araya Procurement specialist on detail assignment Getachew.araya@undp.org</p> <p>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.</p>
Other Information [pls. specify]	

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

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 :

A. 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 :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) 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.*

B. Proposed Methodology for the Completion of Services

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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

[Designation]

[Date]

TERMS OF REFERENCE

Consultancy notice for Licensed National Firm to conduct an Environmental and Social Impact Assessment (ESIA) for the coastal defense structure at West Point

Project title: Monrovia Metropolitan Climate Resilience Project (MMCRP)

Post title	National Firm to conduct Environmental and Social Impact Assessment (ESIA) for the coastal defense structure at West Point – MMCRP
Project ID:	00127200
Project activity	Activity 1.1 – Sub activity 1.1.1 (Annual Work Plan Activity 1.1.1.3)
Procuring Entity	UNDP Liberia
Project Location	Monrovia
Deadline of Application	11- July- 2022

1. Background:

The Liberian capital Monrovia is particularly vulnerable to climate effects, namely sea level rise and the increased frequency of high-intensity storms. This has resulted in coastal erosion and shoreline retreat, which threatens the sustainability of ecosystem services and directly impacts Monrovia's fishery-based livelihoods of approximately 55,000 Monrovia's, 46% of whom are women.

The Environmental Protection Agency of Liberia (EPA) is the Executing Entity for the Monrovia Metropolitan Climate Resilience Project (MMCRP), financed by the Green Climate Fund (GCF), through the United Nations Development Program (UNDP) and the Government of Liberia (GoL). The core aim of the Project is to build the long-term climate resilience of coastal communities in Liberia by both addressing immediate adaptation priorities and creating an enabling environment for up-scaling coastal adaptation initiatives to other parts of Monrovia and Liberia.

As such, the MMCRP will address these vulnerabilities by: i) building a coastal revetment on 1050m of coastline at West Point-ensuring landings for fishing boats (Output 1); ii) improving the management of Liberia's coastal zone by developing capacity for ICZM (Output 2); and iii)

supporting the development of gender- and climate-sensitive livelihoods and improving the resilience of climate-sensitive livelihoods in Monrovia (Output 3). The project is expected to enhance coastal protection, foster improved coastal management and present local communities with diversified climate-resilient livelihoods.

The Project interventions of coastal protection, comprehensive, long-term planning for coastal zone management and the strengthening of local livelihoods — in conjunction with strong awareness-raising and knowledge management considerations — will address both the immediate and long-term impacts of climate change on the coast of Monrovia and facilitate the potential for up-scaling these initiatives across Liberia. The Project will also catalyze a paradigm shift in the management of Monrovia's coastal zone towards an integrated, transformative and proactive approach that addresses current and anticipated climate change risks and which mixes both infrastructure (where necessary) and coastal ecosystems in adaptation efforts.

The Environmental Protection Agency (EPA) is the principal authority in Liberia responsible for the management of the environment and natural resources and is empowered to coordinate, monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources. The EPA, in close collaboration with the Ministry of Mines and Energy (MME), Ministry of Finance and Development Planning (MFDP), the Ministry of Public Works (MPW) will implement the MMCRP through a Project Management Unit, based at the EPA. The UNDP, as an Accredited Entity to the GCF will provide oversight and quality assurance services to the MMCRP. The Project Management Unit (PMU) shall be responsible for the implementation of the Project with support from the EPA and UNDP.

During the project design stage, a conceptual design of the coastal defence infrastructure — in the form of a rock revetment — was developed. Based on this design, an Environmental and Social Assessment Report (ESAR) was prepared, to safeguard the environment and society through the implementation of the project and beyond. It follows the requirements laid out in the United Nations Development Programme's (UNDP) 2014 Social and Environmental Screening Procedure (SESP) and Social and Environmental Standards (SES). Derived from this is a detailed Environmental and Social Management Plan (ESMP), which states how potential impacts derived from some of the risks can be addressed so as to ensure that the project does not affect the environment and society without due mitigation. In addition to the ESAR, the Social and Environmental Screening Procedure (SESP) was carried out to assess how the project has integrated the overarching principles of UNDP's Social and Environmental Standards (SES) to strengthen social and environmental sustainability in its design; the potential social and environmental risks identified including their impact, probability, significance, and the possible mitigation measures to address them. The ESAR is an interim provision covering the requirements for a Project Brief, in addition to providing an Environmental and Social Monitoring Plan (ESMP). These documents — along with the SESP — serve as a baseline and set the scene to conduct a full Environmental and Social Impact Assessment (ESIA) of all outputs of the project, in accordance with the requirements under the 2003 Environmental Protection and Management Law (EPML).

Under **Output 1** of the project: ***Protection of coastal communities and infrastructure at West Point against erosion caused by sea level rise and increasingly frequent high-intensity storms***; a coastal defense infrastructure — in the form of a rock revetment — will be constructed to protect the West Point settlement against accelerated coastal erosion and extreme storm events induced by climate change. In addition, a project site-specific hydro-engineering study of West Point will be conducted – in tandem with the ESIA – by qualified engineers to ensure that the risks of potential localized and broader flooding are incorporated in the detailed design of the defense structure. The final technical design will be based on the existing conceptual design provided in the Engineering Sub-assessment funded by GCF’s project preparatory fund (PPF) resources and will consider best practices and lessons learned from other coastal protection interventions in Monrovia. This conceptual design was informed by detailed geo-physical and social assessments done during the project design (Feasibility Study, Vulnerability Sub-assessment, Engineering Sub-assessment, and Mangrove Sub-assessment), including an options analysis of nature-based solutions and other hard infrastructure options. *Therefore, to inform the final design, an Environmental and Social Impact Assessment (ESIA) will be conducted in accordance with the requirements of Liberian law, using the Environmental and Social Assessment Report (ESAR) from the project design stage as a baseline; in addition to a project site-specific hydro-engineering study of West Point done to ensure that the risks of potential localized and broader flooding are incorporated in the detailed design of the defense structure.*

Furthermore, the project – via Output 2: ***Institutional capacity building and policy support for the implementation of Integrated Coastal Zone Management (ICZM) across Liberia*** – will strengthen the capacity of the national government in Liberia to implement climate risk-informed Integrated Coastal Zone Management (ICZM) and to support cross-sectoral coordination among the 10 government institutions (*Ministry of Mines and Energy (MME), Environmental Protection Agency (EPA), National Fisheries and Aquaculture Authority (NaFAA), Ministry of Public Works (MPW), National Disaster Management Agency (NDMA), Liberian Hydrological Service (LHS), Liberian Meteorological Service (LMS), Liberian Maritime Authority (LMA), Ministry of Finance and Development Planning (MFDP), and the National Port Authority (NPA)*) responsible for climate-resilient coastal management. The ICZM approach considers land-use planning in relation to climate risks, the interconnectivity of coastal systems, stakeholder sectors, as well as the intrinsic dependence of communities on coastal resources for their livelihoods. The approach also promotes evidence-based decision-making using scientifically defensible data. Implementing such an approach in the MMA — and across Liberia — will transform the existing coastal management paradigm and reduce the vulnerability of coastal communities to the impacts of climate change-induced SLR, accelerated coastal erosion and increased incidence of extreme weather events. The adoption of a climate-resilient ICZM approach will be facilitated by the development of a high-resolution, multi-criteria vulnerability map of the Liberian coastline and a national Integrated Coastal Zone Management Plan (ICZMP), as well as by equipping and building capacity of relevant stakeholders to effectively implement the plan. *As a result, a full ESIA is needed to assess and recommend measures to mitigate the environmental and social risks involved in conducting*

the aforementioned vulnerability assessment. The ESIA will cover key potential social risks related to the mainstreaming of the ICZMP including but not limited to: lack of inclusivity, ineffective communication including dissemination tools and strategies, inefficient or insufficient awareness-raising and capacity building, under-utilization or rotation of ICZM-trained staff or Cross-Sectorial Working Group (CSWG), unwillingness to adopt new coastal management and climate adaptation techniques by coastal communities and relevant GoL institutions etc. The ESIA is also expected to highlight potential risks from community entry, engagement, and awareness exercises and provide mitigation measures to reduce said risks.

Additionally, under **Output 3: Protecting mangroves and strengthening gender- and climate-sensitive livelihoods to build local climate resilience in Monrovia**, the project will establish community-led co-management agreement to ease anthropogenic pressure on mangroves in the Monrovia Metropolitan Area (MMA) – specifically for communities bordering the Mesurado Wetland (West Point, Jacobtown, Topoe Village, Nippay Town, Fiamah, and Plonkor) – as a means to safeguard ecosystem services and livelihoods that depend on mangroves. The agreements will be underpinned by the existing land-use management framework and the improved institutional and regulatory framework for ICZM developed under **Output 2**. These agreements will also be supported by awareness-raising activities and incentives for alternative livelihood practices developed under Activity 3.4 (*Establish small-scale manufacturing facilities and develop training material to capacitate community members to manufacture and sell cookstoves to support alternative climate-resilient livelihoods*) and Activity 3.5 (*Purchase and install low-maintenance eco-friendly cold storage facilities near fish processing sites to reduce pressure on mangroves and increase market efficiency*). The development of the co-management agreements will be undertaken through a participatory approach to ensure that community needs and concerns are incorporated into the agreement and that community buy-in and ownership of the agreement are developed. The agreement will prioritize equitable access and will seek to shift the paradigm of community members from considering themselves as users of mangrove ecosystems to participating in the co-management of the ecosystems. *Hence, the ESIA will also consider the impacts associated with livelihood activities under Output 3, and if required, based on this assessment, a Livelihood Restoration Plan (LRP) will be developed as part of the ESIA process and included in the Environmental and Social Management Plan (ESMP) for the project.*

Upon this backdrop, **UNDP is seeking the services of a National Firm to develop an Environmental and Social Impact Assessment (ESIA), considering the impacts associated with the planned revetment at West Point as well as the ICZMP mainstreaming activities under Output 2, and the livelihood activities under Output 3.** The ESIA will build on the ESAR as well as the social and environmental screening procedure (SESP) – carried out to assess how the project design integrates the overarching principles to strengthen social and environmental sustainability, identify social and environmental risks and describe measures to manage these risks – in its design and implementation, and will be conducted in tandem with the hydro-engineering study and finalization of the revetment design. This will be done in accordance with the

requirements of Liberian law for the construction of the revetment and will include an assessment of the risk of economic displacement as a result of the revetment restricting access to boat launching sites for fisherfolk, and the development of the mangrove co-management agreement. The ESIA will also cover key potential social risks related to the mainstreaming of the ICZMP, and include a marine and estuarine biological survey, a marine and estuarine sediment survey, a household survey of affected communities, and a fish landing survey, as identified by the Environmental and Social Management, Monitoring and Mitigation (ESMMM) – the key tool used to ensure that the impacts of project activities on the environment and society are minimized and that both will be safeguarded during the implementation of the proposed project, in compliance with all technical, regulatory, and institutional requirements.

2. Objectives of the Consultancy:

The objective of the consultancy is to carry out a full-scale Environmental and Social Impact Assessment (ESIA) – which complies with the Environmental Protection and Management Law (EPML) of Liberia, as well as with the UNDP's and GCF's Social and Environmental Standards (SES) – in order to inform the detailed design for the coastal defense structure (revetment) in West Point as well as consider the impacts of the livelihood activities under Output 3 of the project. The ESIA is also meant to build on the ESAR and SESP, including but not limited to assessing the status of the environmental and social risks outlined in both documents and modify – where necessary – the suggested mitigation measures, identify new risks to the final design and construction of the revetment at West Point and the livelihood activities under Output 3 of the project, and describe measures to manage the new risks identified. The ESIA will need to be approved by the EPA – the national authority with the statutory mandate to issue environmental permits and licenses to environmental firms/consultants which enables them to conduct an ESIA in Liberia.

3. The Scope of the Services to be performed

The specific tasks to be performed by the contractual firm shall be but not limited to the following:

- a) Review the ESAR and SESP report developed during the project design;
- b) Assess the status of the social and environment risks outlined in the ESAR and SESP report;
- c) Collaborate with the firm conducting the hydro-engineering study and finalizing the revetment design;
- d) Analyze, evaluate and propose measures to prevent, control, mitigate, restore and/or compensate the potential environmental and social impacts of the project so that it complies with UNDP's, GCF's Social and Environmental Standards and national legislation;
- e) Prepare an Environmental and Social Impact Assessment (ESIA) and its respective Environmental and Social Management Plan (ESMP) for the operation (project) to ensure the socio-environmental sustainability of its different components. Ensure the ESIA

includes conducting the following surveys: marine and estuarine biological survey, a marine and estuarine sediment survey, a household survey of affected communities, and a fish landing survey.

- f) Develop a consultation/stakeholder engagement plan, including an analysis of interested and affected parties, detailing documentation requirements, and dissemination of information about the project. The plan should consider cultural gender perceptions and mitigation strategies;
- g) Characterization of the area of direct impacts, describing the current environmental and social conditions in the area where the project is intended to intervene or be implemented:
 - Map of sufficient detail showing the project site and the area that may be affected by the project's direct, indirect, and cumulative impacts (i.e., area of influence)
- h) Socio-economic and environmental characterization, which includes presenting concise information on the main socio-environmental factors that will be affected by the project. This information, whenever possible, should be based on qualitative and quantitative data. Factors will/ may include:
 - On the environmental side: land use, noise, geology/soil, natural disaster risks, water resources, flora and fauna, protected areas, waste generation, environmental legacies, pollution levels, (hazardous and non-hazardous);
 - On the socio-economic side: population, social composition, levels of urbanization, income indicators, levels of health and education, social organization systems, sanitation infrastructure (water, sewage, solid waste), transport; cultural, historical and archaeological sites or monuments in the vicinity, potential negative social impacts on the community;
 - On the "gender side": identify and understand key gender dynamics and highlight women's and men's different concerns on environmental issues. Ensure collection of gender specific and sex-disaggregated data as well as usage of gender sensitive indicators for identified impacts and measuring outcomes for women and men;
- i) Support the implementing partner, EPA (and responsible parties) in carrying out meaningful consultations with stakeholders and the residents of the targeted communities under the project (West Point, Jacobtown & Topoe Village, Nippay Town, and Fiamah & Plonkor) regarding the ESIA
- j) Liaise closely with the Safeguard Officer, Gender Officer, Gender Specialist, Coastal Engineer, and Chief Technical Advisor of the PMU regarding the activities conducted during the ESIA.
- k) The ESIA must include management plans and other instruments detailing environmental and social requirements to guide the final design of the coastal defense and its components – including recommendations for changes to the project design as well as specific actions to be taken by contractors and subcontractors – and the livelihood activities under the project.

- 1) Develop framework for monitoring implementation of the ESIA for use by an independent party and by the project.

4. Reports by deliverables

The following reports must be submitted by the contractual party and approved / accepted in accordance with the above deliverables / tasks by the EPA, UNDP and other implementing partners:

Deliverables	Timeline	Payments
Desk Review and submission of Inception Report	2 weeks after signing of contract	15%
Approved Project Brief	1 month after signing of contract	20%
Approved Project Scoping Report	2 months after signing of contract	
Approved ESIA Report (including reports on all surveys conducted as directed by the ESMMM)	3 months after signing of contract	40%
ESMP and Stakeholder Engagement Plan	6 months after signing of contract	25%

5. Institutional arrangement / reporting relationships

The consultant will work under the overall guidance of the Environmental Protection Agency of Liberia (EPA) in collaboration with the UNDP Liberia, with technical supervision from the Ministry of Mines and Energy, and in close coordination with the Project Management Unit (PMU) of the Monrovia Metropolitan Climate Resilience Project (MMCRP). They will also consult with the UNDP RTA who provides technical oversight.

6. Duration of the Assignment

The duration of the service will last for 130 working days spanning over six months, from 1 July 2022 to 31 December 2022.

7. Qualifications

The firm must be certified/licensed or accredited by the EPA and must be in compliance with the Liberia Revenue Authority (LRA).

Experience

The firm must at least have the following experiences:

- A minimum of 7 years of progressive professional experience in conducting ESIA and ESMP in Liberia;

- Records of conducting at least six (6) ESIA and ESMPs for large scale (completion of full ESIA) projects in Liberia, including projects with multilateral agencies/donors;
- Substantial, relevant experience in conducting ESIA and ESMP for adaptation, disaster risk reduction or coastal defense related projects is an asset;
- Evidence of a competent ESIA team that includes key experts with qualifications on social, environmental, biodiversity and gender;
- Demonstrated ability to engage and work with governmental agencies, development partners and with local communities;
- Very good experience with GCF or GEF project implementation or management; and
- Excellent working knowledge of English and written communication skills.

Qualifications of Consultants/firms Staff

1. Team leader /Environmental Expert

- Minimum Master's degree in Environmental Science, Natural Resource Management, Regional Science or related field with minimum 5 years professional work experience.
- Must have experience of both national regulations as well as multi-lateral agency's policies related to environment.
- ESIA license
- Demonstrable analytical skills and report-writing skills.
- Excellent, proven management and communication skills
- Knowledge of the Environmental Protection Agency Compliance and Enforcement System shall be considered an advantage
- Fluent in written and spoken English
- Knowledge of gender and its integration in environmental and social impact assessments is a plus

2. Social Expert

- The candidate must hold master's degree in social science (namely sociology; social anthropology; any other subject field)
- Should have at least 5 years of experience of working independently as social development expert in large infrastructure projects in Liberia
- Must have experience of both national regulations as well as multi-lateral agency's policies
- Must have knowledge of gender and its integration in environmental and social impact assessments

8. Submission of Application

The UNDP invites interested and eligible firms or companies to indicate their interest in providing the above services by submitting the following documents/ information to demonstrate their qualifications and eligibility.

- a. **Technical proposal:** the technical proposal shall briefly describe the overall methodology to be used in conducting the ESIA, including proposed plans and tentative timelines for the inception, field surveys, stakeholder engagements, etc.
- b. **Financial proposal:** the financial proposal shall specify an all-inclusive daily fee. Payments will be made based on the specific and measurable deliverables; and the agreed financial proposal to be released upon submission of a certificate of payment request, indicating that the deliverables are achieved as per the TOR and will be verified and cleared for payment by the UNDP and EPA.
- c. **A cover letter** indicating your suitability to provide the services.
- d. **Curriculum Vitae (CV) and supporting documents for key staff (team leader/ environmental expert)** demonstrating experience in performing similar assignments with references and showing responsiveness to the qualification's requirements outlined.
- e. **Certificate/certified document of accreditation** from the Liberian government allowing your firm to perform ESIA, ESMP and other environmental related assessments and investigations;
- f. **Latest Tax receipts/ clearance** from the Liberian Revenue Authority (LRA).

Applicants are instructed to submit their daily rate financial proposals in USD, using the financial proposal template provided (Offerors letter to UNDP).

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

9. Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm / qualification, capacity, and experience/	30%	300
2	Proposed Methodology, Approach, and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
TOTAL		100%	1000

Technical Proposal Evaluation (FORM I)	
Expertise of the Firm / Organization	Points Obtainable

1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, Age/size of the firm, Strength of the Project Management Support	90
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedure, warranty	25
1.5	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes	120
SUB TOTAL		300
Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach, and Implementation Plan		
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	50
2.2	Have the important aspects of the task been addressed in sufficient detail?	35
2.3	Are the different components of the project adequately weighted relative to one another?	30
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	90
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	75
SUB TOTAL		400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	Task Manager/ Team Lead	
	- Specific Experience relevant to the assignment	45
	- Regional/International experience	20
	- Training experience	20
	Knowledge of the region	30
	Educational Qualifications	15
	- Language qualification	15
SUB TOTAL		145
3.2	Senior Expert/s	
	- Specific Experience relevant to the assignment	45
	- Regional/International experience	15
	- Training experience	15
	- Knowledge of the region	15
	Educational Qualifications	20
	- Language qualification	15

	SUB TOTAL	125
3.3	Junior Expert/s	
	- Specific Experience relevant to the assignment	10
	- Regional/International experience	5
	- Educational Qualifications	10
	- Language qualification	5
	SUB TOTAL	30
	SUB TOTAL	300
	Aggregate	1000

Please indicate in the subject line “[National ESIA Service Provider – MMCRP](#)”. Any submission received after the above deadline will not be considered. Only applicants that meet the requirements as outlined will be considered for evaluation. Eligibility criteria and the selection procedure shall be in accordance with the Government of Liberia procurement policy.