



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



May 8, 2024

I. Position Information	
Title:	Request for Proposal: Consultancy (CSO Support to Communities) Designing & Implementation of Youth Eco-brigade in two communities
Reference	RFP NO. MCI/PROJ/SBA/LCS/005/2024
Contract Type:	Contractor services (NGOs, CBOs)
Programme:	Livelihood & Employment Creation in Liberia
Target Location:	Nimba, Bong, Margibi, Montserrado and Gola Forest National Park
Duration of Contract:	120 days (from June 15 to October 15, 2024)
Submission Deadline	<p>Proposals should be submitted on or before June 8, 2024, at 4:00 PM Liberia local time and via:</p> <p><input checked="" type="checkbox"/> E-mail: livelihoodandjobcreation2021@gmail.com</p> <p><u>Note: All Applications MUST be submitted through the above email address; absolutely NO hard copy will be accepted! Please send all queries to the same address</u></p> <p>Subject of email:</p> <p>“Call for Proposals for “MOCI/UNDP Livelihood & Employment Creation –Designing and Implementing of Youth Eco-Brigade”</p>

1. Background

Liberia is regarded as one of the biodiversity hotspots in the world, and one which contains the highest remaining portion about (49%) of the Upper Guinea Forest, including plants with high endemism. The country boasts of over 2000 vascular plant species, 600 bird species, 75 reptile species, 150 mammal species, etc. The country has a coastline of 560 km, which is host to about 58% of the country’s population within 9 of the 15 counties.

With the growing human population, there is an increasing wave of severe environmental degradation: pollution and sedimentation of water bodies; degradation of ecosystems such as swamps, wetlands and pollution of waterways, and biodiversity loss due to human pressure. Reports on the state of the environment identifies threats to terrestrial, coastal/marine, and freshwater ecosystems as well as the potential effects of climate change on these ecosystems. Livelihoods within various ecosystems are vulnerable to the anticipated effects of climate change.

Liberia has a population of approximately 4.6 million people, with a youthful population of about 63 percent below 25 years and 79 percent below 36 years (LISGIS, 2011). Despite this

proportion of the population, levels of poverty among the youths are high. Majority of the youth have limited skills, work experience, financial resources, physical assets, and most often find themselves in poverty-affected families. Female youths are far more impacted by these conditions, which have impeded the ability of young people to be productive and economically viable.

The Ministry of Commerce and Industry, in partnership with UNDP, through its Livelihood & Employment Creation Programme, seeks to contribute to the reduction of poverty and inequality by supporting initiatives that engage poor and vulnerable households/population in sustainable income generation activities.

The Eco-brigade Programme is a youth volunteer initiative that focuses on preserving the environment as well as creating start-up livelihood and income opportunities for the vulnerable youth population who are currently unemployed and economically marginalized. The successful implementation of this programme requires a strong partnership between the Environmental Protection Agency, Ministry of Youth and Sports, local authorities (both community leaders and city authorities) of the targeted communities for the intervention.

As indicated above, Liberia faces serious environmental and climate change challenges. While there are various legal frameworks and action plans to address them, implementation and enforcement have been difficult if not impossible without community buy-in and support that is critical for protecting the environment and safeguarding vulnerable communities. This program was designed to serve as an incentive for young volunteers to work for the health and safety of their communities while accessing training and resources to start-up small businesses that offer them long-term income and livelihood, committing them to the long-term protection/conservation of the environment.

2. Objective:

The overall objective is to create sustained livelihoods/income for community youth (male and female) while addressing environmental issues that affect them and their communities.

The specific objectives are:

1. Preserve environmental ecosystems.
2. Promote sustainable income and livelihood creation for youth.
3. Promote culture of commitment and environmental stewardship
4. Promote youth leadership/volunteerism and community stewardship on environmental protection in local communities.

3. Scope of work:

The Ministry of Commerce and Industry, in collaboration with the Environmental Protection Agency with funding support from the UNDP, seeks to contract a local organization with the most innovative project proposal for the establishment of five (5) youth eco-brigades in Nimba, Bong, Margibi, Montserrado and the Gola Forest National Park at a fix cost of US\$100,000.00, which excludes the direct payment to be disbursed to the 5 new eco-brigades by UNDP. The proposal should address the following 4 components:

Component 1: Business Start-up grants for 300 enlisted Eco brigade members (To be paid directly to grantees via mobile money with the support of the consultant at US\$400 per person after submission of signed list to MOCI and transfer to UNDP); and sustainable income through capacity building for VSLA¹, support for formalization as a community-based organization which will be directly funded by UNDP for the 5 Eco brigades that will be recruited in Nimba, Bong, Margibi, and Montserrado as follows:²

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County	No of youth to be enlisted in new eco-brigades
Montserrado (Monrovia)	100
Montserrado (Paynesville)	60
Nimba (Ganta)	60
Bong (Gbarnga)	40
Margibi (Kakata)	40
	300

Component 2: Environmental stewardship/business training and pilot community works – 26% of proposal cost³

Component 3: Toolkits and materials for the communities- 5%

Component 4: Facilitate the provision of VSLA grants to 5 previous eco-brigades (Zulu, Gbezohn, Snokri, Wologizi and Piso)ⁱ- (50% of proposal cost to be paid by consultant directly to the 5 eco-brigades VSLA through bank transfers)

Component 5: Post activity monitoring covering at least 25% of beneficiaries after 60 days of disbursement of funds to eco brigade members by UNDP-9% of proposal cost

Component 6: Overhead & admin cost- 10% of proposal cost

A contract will be awarded to the most technically compliant and responsive organization based on demonstrated capacity, experience, and expertise for the assignment. The evaluation will consider service providers that bring value and contribution to the management and sustainability of the eco-brigade. Duly recognized organizations are encouraged to develop and submit proposals and quote in the following format:

- Project content and problem analysis—what results will the project achieve and how does it address the problem.

¹ UNDP/MOCI desires to setup a revolving fund to be self-managed by the Eco brigade to provide loans to its members.

² UNDP/MOCI desires to have the Eco brigade's capacity built and formalized as CBOs through business registration and articles of incorporation with the capacity to manage funding, engage in proposal writing and project management with different partners with the support of the service providers.

³ It is expected that training will be coordinated with the local city administration, EPA local staff in the county and the intersectoral department of EPA.

- Implementation strategy—how will the project be designed in terms of criteria for targeting, selecting eco-brigade members, approach for local authorities' involvement, ensuring gender balanced participation training, selection of beneficiaries, and intervention and impact monitoring.
- Work plan—provide a clear plan of action on the timeline through a detailed work plan.

Risks and mitigation strategy: Identify risks including conflict of interest, bias in selecting beneficiaries, rent seeking and how these will be mitigated in the design and implementation.

4. Deliverable outputs and target dates:

Based on the scope above, the firm is expected to deliver the following outputs:

- Inception report including a clear methodology to be used in managing the programme, approach to selection and training for beneficiaries, kind of system to be installed to promote community participation and gender equity.
- Develop a training toolkit comprising of presentations on environmental stewardship and small business management and provide a set of training to the beneficiaries.
- Submit a list of beneficiaries enrolled with their mobile money payment information and recommendations for capacity support (tools)

Submit a final report reviewed and approved by MOC and UNDP.

Desired Qualification and Experience

The organization must be registered, based in Liberia, and have experience in conducting similar work, with at least 5 years of operational experience. Additionally, the firm must have the following expertise:

- Proven track record in managing youth led community driven interventions around natural resource management, conservation, environmental management etc.
- Experience in working with government entities, local communities, youth, CSOs, and other development stakeholders in Liberia.
- Have knowledge of the challenges facing conservation and environmental management and demonstrated contributions in mitigating those challenges.
- Track record of successfully working with either the Environmental Protection Agency or Forestry Development Authority with sector clearance or certification

Qualification of Key Team Members

Team Leader

The team leader will be responsible for the overall coordination and quality control of the outputs/deliverables for this assignment and will lead and guide the development and implementation process of the proposed assignment. He/she should possess the following qualification:

- Master's degree in environmental management, conservation, forestry, rural development, planning, or related fields.
- At least 7 years of work experience related to project/ programme management and development and/or co-ordination of complex multi-sector programmes/projects, preferably in natural resource management.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills.
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment.
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines.
- Have affinity with or interest in supporting environmental management, conservation and community livelihoods, volunteerism as a mechanism for durable development, and the UN System.

Trainer-Small business management

- Minimum BA/ BSc. in Business management, accounting, public administration, or related fields.
- Minimum of 3 years in small business capacity building including experience in providing mentorships to Liberian businesses
- Have a clear understanding of small business capacity deficit especially for youth-led businesses.
- Experience in working with small business start-up and community-based organization, particularly women and youth led enterprises.

Trainer-Environmental Management

- Minimum BSc. in biology, forestry, environmental science, or related field,
- Minimum of 3 years in community/youth centered environment/conservation program that include training and mentorship.
- Have a clear understanding of environmental/conservation management capacity deficit especially for volunteer initiatives.
- Experience in working with community volunteers.

V. Schedule of Payment		
Task	Product/Deliverables	Schedule of Payments
Submission and acceptance of inception report along with training plan	<ul style="list-style-type: none"> • Methodology for implementation. • Detailed workplan. • Training toolkit 	30%
Submission of mid-line report detailing list of deliverables including, training report, list of Eco brigade members and payment details	Updates on: <ul style="list-style-type: none"> • Training contents and shortlisting of beneficiaries • Selection criteria • Verified disbursement list for eco-brigade members enrolled • Minutes, including resolution from steering committee meeting of 5 eco-brigades (Zulu, Gbezohn, Snokri, Wologizi and Piso) 	50%
Submission of final report, including impact monitoring for 25% of program beneficiaries	<ul style="list-style-type: none"> • Upon submission of completion report and grant disbursement by UNDP • Evidence of bank transfer of VSLA grants to 5 eco-brigades (Zulu, Gbezohn, Snokri, Wologizi and Piso) 	20%

VI. Impact of Results

Enhance capacity and access to finance for small business startups to enhance growth and sustainability for improved livelihoods especially for women and youths.

IX. Submission Requirements

Firms/organizations who meet the requirements should submit a technical proposal, including annexes which should include the following:

- I. Cover letter
- II. Proposal Document (Technical Proposal with a clear methodology detailing how the ~~tasks~~ will be accomplished)
- III. Project budget per related activities- separate envelope detailing every line item
- IV. Proof of legal registration or status, including tax clearance (current)
- V. A detailed work-plan
- VI. CVs of key staff for the project

6. Reporting:

The successful firm will sign a contract with the Government of Liberia through the Minister of Commerce and Industry. The Livelihood Focal Person at MOCI, Focal Person at the EPA and the Program Coordinator at UNDP will provide technical oversight for the implementation of the assignment.

For further information regarding proposal submission, you may sent all queries to the email address above:

¹ The 5 previous eco-brigades have been duly set up and legally registered with business registration and articles of incorporations. They have previously received training on managing VSLA. Additional refresher training will be needed to operationalize them and facilitate the transfer of financial grant needed to keep them functional using the VSLA operations manual