



AFRICAN DEVELOPMENT
BANK GROUP



REPUBLIC OF LIBERIA
FORESTRY DEVELOPMENT AUTHORITY

P. O. BOX 3010
Whein Town, Mount Barclay
Monrovia, Liberia

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES)

COUNTRY: LIBERIA

NAME OF PROJECT: Scaling up the Participation of SMEs in Secondary Wood Processing-Industry in Liberia

Sector: **Small and Medium Scale Wood Processing Industry**
Assignment Title: **Individual Consultant to Conduct Baseline and Needs Assessment Studies**

Financing Agreement reference: **5700155003201**

Project ID No.: **P-LR-AAD-001**

Issue Date: January, 2019

End Date: June 2021

Government of Liberia through the Ministry of Finance and Development Planning and the Forestry Development Authority (FDA) as an Implementing Agency received financial support from African Development Bank (AfDB) under the **Fund for Africa Private Sector Assistance (FAPA)** to promote the private sector by scaling up the participation of Small and Medium Scale Enterprises (SMEs) in the secondary wood processing industry to promote inclusive green growth, employment and economic diversification in the Republic of Liberia. The project is composed of three components. One of them is on Capacity Development, which demands the hiring of an individual consultant for carrying out studies to **generate baseline information** on the beneficiaries (furniture makers and carpenters, unions/associations) as well as the **assessment of the needs** of the target beneficiaries.

Job Summary/Description

The Individual consultant will undertake i) a **baseline information survey** on the furniture and carpentry value chains in Liberia to gauge the status of small and medium-scale secondary wood processing industry with respect to socioeconomic information of furniture/carpentry workshops and unions/associations, the target groups, business type, products types, profit margin; the proportion of youth and women entrepreneurs in the sector; the access to the raw material, the sources and the legality of the raw materials (Chain of Custody System in domestic timber production). The baseline will serve as a benchmark to eventually compare with a final end line survey and identify the degree of impact the trainings had; and ii) a **needs assessment** of furniture and carpentry value chains in Monrovia and its environs with the purpose of identifying the capacity gaps of small and medium-scale secondary wood processing industry primarily in terms of legal, financial, technical, and organizational structure in Monrovia and its environs.

The needs assessment will also take into consideration the type of training needed to enhance the capacity. The findings and recommendations will inform the needed capacity to be design and deliver.

The detailed Terms of Reference (TOR) for the scope of work can be found at the following websites: www.fda.gov.lr and www.emansion.gov.lr

Minimum Qualification, Skills and Experience:

- Master’s degree in forestry, Forest Products Utilization, natural resources, development studies or related areas;
- Strong and documented experience in conducting participatory quantitative and qualitative assessments related to small-scale enterprise and capacity development;
- Demonstrated experience in leading similar assessments, including designing assessment tools;
- Ability to interact with public sector, INGOs, Forest Sector Partners and/or others;
- Strong organizational, analytical and reporting skills, presentation skills, attention to detail, and ability to meet deadlines;
- Strong data analyses skills including good knowledge of a statistical package
- Knowledge of the Liberia context, with preferable experience with Monrovia and environs;
- Previous experience in a fragile environment with tight security context will be preferred;
- Excellent verbal and written communication in English required.

Duty Station:	Monrovia
Start Date:	TBA
End Date:	TBA
Duration of Assignment:	Ninety-five (95) days

The FAPA Project Management Unit (PIU) of the Forestry Development Authority (FDA) therefore invites eligible individual consultants to indicate interest in providing these services by giving a detailed technical proposal clearly demonstrating a thorough understanding of the ToR and including, but not limited to the description of the methodology; demonstrated previous experience in similar assignments and qualifications outlined in this ToR, preferably in the form of a writing sample; proposed data management plan (collection, processing and analysis); proposed timeframe detailing activities and a work plan; and a financial proposal with a detailed breakdown of costs (including all applicable taxes) for the study quoted in United States dollars (USD).

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank’s “*Rules and Procedures for the use of Consultants*” May 2008, revised July 2012 which is available on the Bank’s website at <http://www.afdb.org>.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in a written form to the address below by e-mail by **5th July, 2019 @ 1700 hours** (GMT) and mention “**LIB/FDA/PIU/SMEs-SWPI/EOI/01/2019: conducting Baseline and Needs Assessment Studies of the SMEs-SWPI**”.

Attn: Mr. Edward S. Kamara,
Project Coordinator-SMEs-SWPI
Project Implementation Unit
Forestry Development Authority
Whein Town, Mount Barclay
Monrovia, Liberia
Tel: +231770430085/+231886823646
E-mail: kamara.ed14@gmail.com with cc to mikedoryen@gmail.com

TERM OF REFERENCE (BELOW!!)



REQUEST FOR EXPRESSION OF INTEREST

Scaling up the Participation of SMEs in Secondary Wood Processing Industry in Liberia

1. Introduction

The Forestry Development Authority (FDA) hereby invites an individual consultant to indicate his/her interest in the following Assignments as African Development Bank (AfDB) Bank hereby invites Consulting Firms to indicate their interest in the following Assignments as Environmental and Social Safeguards training provider.

After 14-year civil war in Liberia, infrastructure (economic, social and governance) were wrecked with consequential pressing needs to rebuild the country. Liberia is a forest-endowed country with 45% forest cover and great opportunities for investments and industrialization of the forestry sector, especially under the evolving Liberia Land Right Act. The socio-economic functions of forestry include the contributions of forest resources to the overall economy, for example through employment, values generated through processing and marketing of forest products and energy, trade, and investments in the forestry sector¹. The domestic timber industry involves all counties in Liberia, and encompasses production and chainsaw milling, transportation, urban market purchases and sales, and woodworking and construction businesses. It links the informal and formal sectors through a network of personal and business relationships. While the export of raw timber has valuable economic impact for the central government, value addition in the form of primary processing (sawn timber) is infinitesimal and the export sector does not go beyond harvesting raw round logs and paying taxes. On the other hand, domestic timber has an extensive and complex value chain that generates direct and indirect employment throughout the country with huge downstream value addition opportunities² in terms of job creation and increased income. In the medium-to-long term Liberia intend to diversify the economy and

¹ Liberia ATO/ITTO Principles, Criteria, Indicators and Checklist for Sustainable Management of Liberian Natural Forest. Liberia National Working Group on Sustainable Forest Management. 2nd Draft after field testing

² Bickel A. and Cerutti P. 2017. Liberia: Domestic timber value chain analysis. Extractive Overview Report. January. 53 pp.

encourage private sector investment and development in manufacturing, trade, and services³.

The US\$1,000,000 project funded by Fund for Africa Private Sector Assistance (FAPA) presented an important opportunity to promote the private sector by scaling up the participation of Small and Medium Scale Enterprises (SMEs) in the secondary wood processing industry to promote inclusive green growth, employment and economic diversification in the Republic of Liberia.

As one of the Government institutions responsible to sustainable development of Liberia's forest resource, the Forestry Development Authority is implementing the FAPA project with the aim of promoting inclusive green growth, employment and economic diversification for the people of Liberia. The project will coordinate with and provide training for approximately 60 furniture producers and carpentry service providers to increase their capacities to: effectively engage in providing quality and competitive furniture and carpentry for the domestic consumers and international market outlets.

2) Purpose and objectives of the consultancy

Forestry Development Authority is seeking a consultant to undertake two distinct, but interrelated objectives:

- i. A **baseline information survey** on the furniture and carpentry value chains in Liberia will gauge the status of small and medium-scale secondary wood processing industry with respect to socioeconomic information of furniture/carpentry workshops and unions/associations, the target groups, business type, products types, profit margin; the proportion of youth and women entrepreneurs in the sector; the access to the raw material, the sources and the legality of the raw materials (**Chain of Custody Generation of Baseline Information** on the beneficiaries, furniture and carpentry workshops and unions/association).

Assessment of the needs of the targeted beneficiaries: Analyze the needs of and challenges faced by the actors, furniture/carpentry workshops and unions, targeted organizations and services (System in domestic timber production). The baseline will serve as a benchmark to eventually compare with a final end line survey and identify the degree of impact the trainings had.

³ RoL. 2008. Readiness Program Idea Note (R-PIN). Submission to the World Bank FCPF.

A **needs assessment** of furniture and carpentry value chains in Monrovia and its environs with the purpose of identifying the capacity gaps of small and medium-scale secondary wood processing industry primarily in terms legal, financial, technical, organizational, in Monrovia and its environs. The needs assessment will also take into consideration the type of training needed to enhance the capacity. The findings and recommendations will inform the needed capacity to be design and deliver.

3) Tasks

The consultant will be expected to undertake the following activities which will contribute to both objectives:

- i. Undertake a desk review, which includes studying the furniture and carpentry industry responsibilities in an emerging green economy of developing countries., as well as reading related project documents to learn more about the context and capacity building support provided to small and medium-level secondary wood processing;
- ii. Update research questions and design, including identifying indicators for baseline survey;
- iii. Prepare a set of tools that will allow for data collection for both the baseline and needs assessment;
- iv. Have consultation with beneficiaries and stakeholders in Monrovia and its environs around existing internal capacity gaps, previous training received by furniture and carpentry industry, and priorities needs for the sector;
- v. Lead discussions with trained and skilled furniture and carpentry producers as well as training institutions to identify current skills/gaps;
- vi. Interview relevant stakeholders in Monrovia and environ (including CSOs/NGOs, INGOs, Public officials, training centers and others) who might have provided support to, or worked closely with furniture and carpentry industry in Liberia;
- vii. Gather feedback from small and medium-level secondary wood processing; who had closely work with and directly benefit from the capacity development of this enterprise ;
- viii. Analyze the data collected, with attention to the variances based on certain small and medium-level secondary wood processing industry; attention should also be placed on identifying contrasts between perceptions of different respondent groups;
- ix. Compile and present baseline data for pre-determined indicators in the form of a report; and

- x. Write needs assessment report, including findings and recommendations for scaling up small and medium-level secondary wood processing industry development in Liberia.

4) Methodology

The Consultant (in consultation with the PIU, Technical Committee (TC), and other stakeholders) will be expected to use a mixed-methods approach to conduct the baseline and assess the needs of the small and medium-level secondary wood processing industry. The assessment and baseline tools may include both quantitative and qualitative methods, including (but not limited to) consultations, focus group discussions, and key informant interviews. If deemed appropriate, the consultant may also choose to bring different stakeholders/respondents together for group discussion.

5) Support from Government of Liberia (FDA)

The Project Coordinator will be responsible for the overall coordination of all the evaluation tasks with the Consultant. In addition, the Project Implementation Unit (PIU) will provide all the necessary technical and operational support required throughout the targeted needs assessment process. The Project Coordinator in consultation with the Project Technical Committee will provide overall oversight.

The Project Implementation Unit (PIU) will be responsible for the following:

- Share all necessary documents with the Consultant to finalize the methodology and data collection tools;
- Provide input for the methodology, data collection tools and report
- Overall accountability of the assessment process
- Guidance and coordination throughout all the phases of the assessment
- Closely follow up the data collection process, ensuring quality control, daily debriefing, meeting the timelines set for interview completion; and
- Inform audience for their involvement in the study and help in setting specific dates for the assessment field schedule.

An International Consultant (IC) must include the following logistic cost in the proposed budget plan and have to arrange their own:

- Travel expenses for the Consultant to Monrovia (international consultant); and
- Accommodation arrangements while in Monrovia.

6) Schedule and logistics

The overall evaluation process is expected to take approximately 75 working days, which includes preparation, data collection, analysis, and reporting. The Consultant should be able to undertake some of the tasks concurrently to fit within the planned time-frame, without compromising the quality expected. The assignment is expected to commence in first May 2019, with the targeted needs assessment report expected by the third week of July 2019. Estimated timeline can be found below:

	Result	Estimated duration (days)
1.	Review of existing information sources	7
2.	Develop research questions and detailed methodology	7
3.	Revision of research questions and design based on stakeholders feedback	2
4.	Preparation of data collection instruments for assessment	7
5.	Revision of tools after feedback from stakeholders	2
6.	Data collection	30
7.	Data analysis and report outline draft	14
8.	Report writing	20
9.	Revision of draft report based on two rounds of stakeholders feedback	6
	Total Days	95

7) Deliverables

The Consultant will be expected to deliver the following outputs:

- An updated list of research questions and detailed methodology.

- Data collection tools.
- Report outline.
- Draft Baseline Survey report (soft copy)
- Draft Needs Assessment report (soft-copy)
- Final Baseline Survey report (soft copy)
- Final Needs Assessment report (soft copy)
- Two cleaned Excel databases (one on the Baseline and one on the needs assessment)

8) Qualifications

- Strong and documented experience in conducting participatory quantitative and qualitative assessments related to small-scale enterprise and capacity development;
- Demonstrated experience in leading similar assessments, including designing assessment tools;
- Ability to interact with public sector, INGOs, Forest Sector Partners and/or others;
- Strong organizational, analytical and reporting skills, presentation skills, attention to detail, and ability to meet deadlines;
- Strong data analyses skills including good knowledge of a statistical package
- Knowledge of the Liberia context, with preferable experience with Monrovia and environs.
- Previous experience in a fragile environment with tight security context will be preferred;
- Excellent verbal and written communication in English required.

9) Application Process and Requirements

Qualified and interested parties are asked to submit the following:

- Statement of interest
- A detailed technical proposal clearly demonstrating a thorough understanding of the ToR and including, but not limited to the following:
 - i. Description of the Methodology;
 - ii. Demonstrated previous experience in similar assignments and qualifications outlined in this ToR, preferably in the form of a writing sample;
 - iii. Proposed data management plan (collection, processing and analysis);

- iv. Proposed timeframe detailing activities and a work plan;
- A financial proposal with a detailed breakdown of costs (including all applicable taxes) for the study quoted in United States dollars (USD).