



RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIAN INFORMAL SECTOR EMPLOYMENT (REALISE) PROJECT

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TERMS OF REFERENCE (TOR) FOR Community Facilitator (CF) to support implementation of Community Livelihood and Agriculture Support (CLAS) Program in Bomi, Grand Cape Mount and Gbarpolu Counties

1.0 Background

The Government of Liberia has received funding from the World Bank, Swedish International Development Association (Sida) and the French Agency for Development (AFD) to implement the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) Project. The Project Development Objective is to increase access to income-earning opportunities for the vulnerable in the informal sector in response to crises, expand income and livelihood support to poor and food-insecure households, and improve efficiency in managing social protection programs in Liberia. The REALISE project comprises six components namely: (i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; (ii) Temporary Employment Support and Employability Development for Vulnerable Workers, (iii) Program Implementation, Capacity Building, and Coordination; (iv) Contingency Emergency Response Component (v) Community Livelihood and Agriculture Support, and (vi) Social Cash Transfer and Strengthening of the National Social Protection System. The REALISE Project is being implemented by the Ministry of Youth and Sports (MYS), Ministry of Gender, Children and Social Protection (MGCSP), and the Liberia Agency for Community Empowerment (LACE). Implementation of project activities is managed by a single Project Management Team (PMT) that sits outside of the implementing institutions and is comprised of consultants hired by them. The Ministry of Youth and Sports is responsible for overall coordination of the Project.

In preparation for implementation of activities under the CLAS Program, LACE is seeking to hire the services of qualified local firms to serve as Community Facilitator (CF) for the program. Implementation of the CLAS program is carried out concurrently across 8 counties and organized into clusters. Cluster 1 comprises Bomi, Bong, Gbarpolu, and Lofa Counties and is funded by the Agence Française de Développement (AFD), while, Cluster 2 comprises Grand Cape Mount, Grand Gedeh, Nimba, and Sinoe Counties, with funding support provided by the World Bank. One or more Community Facilitators may be contracted to support implementation of program activities in each county. These providers will adhere to important project documents, including the Project Operations Manual (POM), Program Handbook, and Implementation Guidelines, among others. The Community Facilitator(s) shall be under the supervision of the REALISE Project Management Team (PMT), which will ensure that the program is executed in compliance with the processes specified in the primary project documentation.

1.1 Objectives of the Assignment

The objective of this assignment is to facilitate the successful implementation of all activities of the CLAS program in targeted communities in each county. Implementation will build on utilizing a Community Driven Development (CDD) approach to mobilize and coordinate the resources and services needed for the rollout and implementation of core activities under the program.

1.2 Duration

The support sought under this assignment is expected to run for 12 months for lot 1 and 24 months for lot 2,3 & 4

2.0 Description of CLAS Program

The CLAS program is aimed at improving livelihood opportunities and climate resilience for poor and vulnerable populations in rural areas of Liberia. The program targets to support up to 16,200 beneficiaries living in rural communities in Grand Cape Mount, Gbarpolu, Grand Gedeh, Nimba, Bomi, Bong and Lofa Counties with inputs and technical support to engage in, among others, community-level farming that will help recover or strengthen their income generation potential and improve their resilience to cope with current and future food crisis in Liberia. Program resources will be aimed at providing direct income support to vulnerable and food-insecure households, as well as to promoting local food production. In view of this, support under the program will be delivered through the following key interventions:

2.1 Livelihood and Agriculture Support (LAS)—this includes on the ground facilitation of beneficiaries to federate into Beneficiary Farming Groups (BFG) and develop farming subprojects that would enable them to access farm start-up grants of up to US\$1,800 to procure farm inputs. The program will also provide life skills training and promote climate-smart agriculture practices deemed necessary for sustaining the farming activities. Additionally, each beneficiary will be provided labor subsidy of US\$350 in the form of cash transfer to help smooth consumption during the lean season. Each beneficiary will be guaranteed a total of 100 working days per implementation cycle (12 months). The program will also facilitate the transition of beneficiaries to mobile money through the provision of a low-cost mobile phone and SIM card to each beneficiary to enable them access their labor subsidies.

2.2 Community Development Support (CDS)—This intervention of the program will provide grants of up to US\$1,800, alongside technical assistance, to each participating community to help maintain or improve small-scale common infrastructures that contribute to enhancing wellbeing of the community and promote livelihood opportunities. Identification of activities to be supported under this intervention will be done by the larger community under the leadership of a Community Oversight Committee. The small-scale and labor-intensive nature of community projects to be supported implies they are also likely to be low-carbon activities.

2.3 Market Link Support (MLS)—is aimed at increasing market access opportunities for project beneficiaries and the communities at both local and regional levels in Liberia. Additionally, the intervention will support the promotion of sustainable/climate smart agricultural practices (integrating agroecology) geared towards deepening the overall impact and increasing sustainability of the CLAS program in the targeted communities. MLS will enable farming groups to enhance their market access, improve profitability, and promote sustainable agricultural practices as part of improving CLAS based on lessons

learned from implementation of the Youth Opportunities Project (YOP) that was closed in September 2021. In furtherance of this, delivery of services under this intervention will rely heavily on Farmer Based Organization/Trade Groups (to be recruited in close consultation with the REALISE PMT) for playing the interlocutor/facilitation and knowledge transfer role. Each Farmer Based Organization/Trade Group will be facilitated to develop business proposals that would enable them to access up to US\$20,000 in grant from the project to deliver the proposed MLS services.

3.0 Scope of the Assignment

The CF will facilitate the implementation of CLAS activities at the community level, as well as provide supervision and technical assistance to project beneficiaries and their communities. The REALISE Project's second round of implementation aims to enroll 2,072 beneficiaries and support them in federating into 74 Beneficiary Farming Groups that will benefit from market linkage support. Furthermore, the program will provide funding for implementation of small-scale community development projects in 74 communities across the communities where the CLAS program will be implemented. Implementation will be done in Lot one. The table below shows the distribution of program beneficiaries, farming groups, and communities to be supported under lot 1 (Bomi, Grand Capemount and Gbarpolu) counties.

Distribution of targeted beneficiaries for lot 1

No	County	Number of Beneficiaries	Number of Beneficiary Groups	Number of Project Communities
1	Bomi	728	26	26
2	Gbarpolu	588	21	21
3	Grand Cape Mount	756	27	27
Grand Total		2,072	74	74

Distribution of targeted beneficiaries for lot 2

No	County	Number of Beneficiaries (round 2)	Number of Beneficiaries (round 3)	Number of Beneficiary Groups for round 2	Number of Project Communities for round 3
1	Bong	1,400	1,568	50	56
Grand Total		1,400	1,568	50	56

Distribution of targeted beneficiaries for lot 3

No	County	Number of Beneficiaries (round 2)	Number of Beneficiaries (round 3)	Number of Beneficiary Groups for round 2	Number of Project Communities for round 3
1	Nimba	1,344	1,344	48	48
2	Grand Gedeh	644	00	23	00
Grand Total		1,988	1,344	71	48

Distribution of targeted beneficiaries for lot 4

No	County	Number of Beneficiaries (round 2)	Number of Beneficiaries (round 3)	Number of Beneficiary Groups for round 2	Number of Project Communities for round 3
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1	Lofa	1,260	1,260	45	45
Grand Total		1,260	45	45	45

In fulfillment of the scope of this assignment, the CF shall perform the following duties:

3.1 Livelihood and Agriculture Support (LAS)

- Carry out mobilization and sensitization activities to create awareness of the project within targeted counties, districts, and communities.
- Facilitate the formation of a Farm Management Committee for each BFG, consisting of 5 members from the farming group membership, with at least 2 female members representatives.
- Employ a participatory rural appraisal process to support BFGs develop subproject proposals for their farming activities;
- Review farmer groups' subproject proposals to verify they are viable and sustainable, and provide technical assistance needed to complete all relevant project forms and data necessary for their subproject through a field appraisal process.
- Assist BFGs with local purchase and delivery of agro-inputs (planting supplies and tools), ensuring that required paperwork is established and maintained in subproject communities and the CF office, and that copies are sent to the PMT.
- Encourage and support BFGs to establish saving accounts to support the group's long-term sustainability efforts as well as facilitate the groups to develop a harvest revenue utilization plan, which includes percentage allocations for the Village Saving Loan Scheme, the continuation of future farming operations, and dividend sharing for each beneficiary.
- Promote climate-smart agriculture and improved livelihoods for BFGs by providing them with innovative ways (drip irrigation system, use of elevated bed, mulching of crop, intercropping, etc.) of cultivating their farms with shorter durations, allowing beneficiaries to harvest on a regular basis and generate income from farm proceeds.
- Work closely with consultants hired by the World Bank to gather and disseminate information aimed at improving Food and Nutrition Security (FNS) for beneficiary communities.
- Conduct weekly field visits to each subproject to validate farm size and provide specialized agriculture and market linkage advice needed to boost overall output.
- Conduct routine monitoring visits to collect relevant data on the progress of subprojects while ensuring adequate record keeping is being maintained at the community level, including accurate attendance records and a Guest-book system to record attendances for all monitoring/site visits by the SP and other visitors, including PMT members.
- Conduct 40-day training on life skills, financial literacy and climate smart agriculture for beneficiaries and Community Oversight Committees (COCs), ensuring to submit an end-of-training report to PMT, along with copies of signed beneficiary COC attendance records;
- Submit monthly monitoring reports to PMT outlining subproject progress, beneficiary attendance (digitally), dates of community support and monitoring visits, any

noticeable difference or deviations from approved subproject proposals, and any other notable occurrence.

- Support the implementation of the grievance redress mechanisms in all project communities;
- Undertake the required due diligence to ensure that proposed farming activities adhere to all safeguard requirements under the REALISE project or local regulations
- Attend regular County and Sectoral meetings in coordination with the PMT and offer regular briefings to local government officials on the progress of subproject operations. Please note that all updates to be shared at such meetings must be cleared by the PMT.
- Assist the PMT in organizing and delivering workshops and meetings by identifying a venue, mobilizing participants, and arranging catering services among other things as may be requested in the counties of assignment.
- With support from the PMT and in collaboration with local authorities, organize and implement end-of-subproject commissioning for each subproject community, awarding certificates of completion to the community leadership;
- Work with the FMCs to identify trusted group members that will receive the farm start-up grant on behalf of the group;
- Facilitate mobile money registration for BFGs and COCs for receipt of labor subsidy payment through the mobile money or the Liberia Household Social Registry (LHSR) as may be applicable at the time of payment;
- Obtain from PMT and distribute mobile phones and SIM cards to project beneficiaries in all selected communities;
- Work with PMT and support beneficiary registration for the National Identification Cards, and also ensure that the ID cards are distributed to beneficiaries when delivered by the NIR.
- Conduct an environmental risk assessment at the LAS onset and periodically update it, developing strategies to mitigate identified risks and ensure continuity and success.
- Adapt implementation strategies based on guidance and feedback received from the PMT.

3.2 Community Development Support (CDS).

- Facilitate community discussions/meetings aimed at identifying eligible community development activities using participatory approaches to inform the selection of community projects, ensuring that they meet local needs and requirements, and align with community priorities.
- Collaborate with local authorities to monitor implementation of the community development activities and their participation in commissioning ceremonies of community development projects.
- Provide technical support to Community Oversight Committees (COCs) and Beneficiary Farmers Groups (BFGs) to incorporate identified community development activities in the larger subproject proposal from the communities;
- Offer technical assistance (TA) and training to community groups and representatives to strengthen their capacity in project execution, management and sustainability;
- Undertake the required due diligence to ensure that proposed community development activities adhere to all safeguard requirements under the REALISE project or local regulations;

- Provide technical and supervisory support needed for the successful implementation of community development activities, including tracking of milestones, financial management, and processing of disbursement requests to the PMT;
- Support communities to procure goods and/or services, ensuring transparency, value for money and accountability for all procured items per approved project;
- Implement quality assurance procedures for all procured resources and community development projects to ensure they meet requirements and standards set by the PMT.
- Support communities to organize and put in place appropriate community structures to oversee utilization and sustenance of community subprojects;
- Support the PMT in conducting an environmental and social risk assessment at the CDS onset and periodically update it, developing strategies to mitigate identified risks and ensure continuity and success.
- Regularly monitor progress of community development projects and adapt strategies based on guidance and feedback received from the PMT.

3.3 Market Link Support (MLS)

- Collaborate with local authorities, Farmer Based Organization or Trade Groups, and other potential stakeholders to ensure a participatory and inclusive approach to market linkage activities. This may include conducting consultation sessions to integrate stakeholder perspectives, ensuring alignment with local priorities.
- Work with three (3) enrolled Farmer Based Organization/Trade Group to rollout market linkage support in all project communities.
- Support the PMT in monitoring and reporting on progress of MLS implementation and flagging to PMT areas requiring their intervention.
- Implement quality assurance procedures to ensure services provided and activities implemented by cooperatives meet requirements and standards set by the PMT.
- Work with the assigned Farmer Based Organization/Trade Group in each county to identify potential buyers and link them to each farming group either during or after harvest, and share the list with PMT.
- Conduct an environmental and social risk assessments at the MLS onset and periodically update it, developing strategies to mitigate identified risks and ensure continuity and success.

4. Eligibility Criteria

To be eligible to serve as Community Facilitator (CF) under this program of the REALISE project, the CF must meet the below qualification and selection criteria:

- Must be a registered NGO/firm in Liberia with a functional office in the county seeking to provide services;
- Must have at least 5 years of experience in implementing livelihoods, agriculture, rural or community development programs;
- Demonstrated experience organizing agriculture fieldwork (creating market linkages, value addition, smart agricultural training and practices, and extension services) over the last 5 years;
- Must have experience in participatory rural appraisal and community-driven development processes.
- At least 3 years of experience working on World Bank/donor financed projects or other international organizations in similar fields.

4.1 Additionally, the firm must have the following staff with the required qualifications and experience:

i. Executive Director

- Bachelor's Degree in Business Management, Public Administration, Social Sciences, Agriculture, Accounting, or related field;
- Must have 3–5-years' experience in managing livelihoods, agriculture, food security, or community development projects;
- Must have leadership skills and management experience;
- Must be computer literate

ii. Project Officer (Must have one in each county)

- Must have a minimum of Associate Degree/in any of the Social Sciences or a Diploma in Agriculture or Project Management;
- Must have a minimum of 2 years of project management experience in rural communities;
- Experience in monitoring and evaluation;
- Good report writing skills;
- Experience in using participatory approaches eg. PRA/PLA methodologies
- Must be computer literate

iii. M&E Officer (Each county must have one)

- Must be at least a High School Graduate
- Possess professional certificate in M&E Training from a recognized institution;
- Must have had at least 2-year experience in monitoring and evaluation activities;
- Good writing skills and must be computer literate.

iv. Community Agriculture Technician-CAT (one per project community)

- Must be a High School Graduate
- The CAT should have a background in agricultural training and demonstrated expertise in farming, particularly in the crop(s) that beneficiaries can cultivate over a 12-month period in the different counties of Liberia;
- The CAT should be located within, or nearby, the participant community in order to facilitate regular support and frequent monitoring

v. Community Trainer (1 per community)

- Must be a High School Graduate
- Must have Life Skills and Enterprise Training Experience;
- Must have received TOT training in Life Skills and Enterprise Development Training;
- Must have conducted training for community groups over the past 24 months;
- Good report-writing skills

5.0 Deliverables

5.1 General Project Administration & LAS

- Inception report upon contract signing, including a 12-month work plan.
- A summary report on awareness and mobilization activities, FMC formation, approved subproject proposals, reviewing process and the participatory rural appraisal process outcomes.
- Delivery of relevant training and TA (i.e., on innovative climate-smart and sustainable agriculture, and life-skills).
- Monthly subproject milestone completion reports (for LAS, MLS and CDS as needed), including qualitative/quantitative evidence on subproject implementation, farm cultivation (e.g., number of acreage), attendance sheets and other relevant metrics as per program's requirements on the project's MIS.
- An environmental and social risk assessment report on LAS, CDS and MLS activities, including identified risks, mitigation strategies, and periodic updates.
- Subproject commissioning report and consolidated reports as per Reporting Requirements section.

5.2 Market Linkage Support

- A functioning market information system for project communities (on various markets/institutions where produce can be sold), accompanied by a market analysis detailing potential opportunities, challenges, and strategies recommended for cooperatives, a directory of potential buyers categorized by region and produce type, and consolidated feedback from cooperatives.

5.2 Community Development Support

- A report detailing the findings from the local needs assessment and the outcome of community, stakeholders and BFGs discussions.
- List of proposed and approved CDS sub-projects for all the participating communities, including safeguard screening outcomes for each CDS project.
- A report highlighting key findings from due diligence checks and quality assurance reviews of CDS project, including financials on grants expenditure.

6.0 REPORTING REQUIREMENTS

The Community Facilitator will report to the Deputy Project Coordinator for Economic Inclusion and the reporting duties shall include the following:

6.1 Inception Report

The Community Facilitator will submit inception report detailing the Consultant's understanding of the requirements of the assignment, and detailed work plan with a breakdown of implementation milestones. The Inception report should be submitted within two weeks of contract signing.

6.2 Subproject Progress Reports

The Community Facilitator must keep records for each Beneficiary Farming Group indicating:

- I. Dates of the Community Facilitator's follow-up support meetings with each beneficiary farming group,
- II. Beneficiaries' attendance at the follow-up support meetings,
- III. All beneficiary farming groups status and current activities,
- IV. Milestone progress,

- V. Planned activities,

6.3 Progress Reports

The progress report shall be monthly updates, quarterly reports, and end-of-project cycle reports. These reports shall provide at least the following information:

- i. Detailed description of the activities performed, and results achieved in the current reporting period (monthly Updates and quarterly reports) as well as the resources used for performing these activities.
- ii. Detailed evaluation of the performance of all Community Agriculture Technicians (CATs);
- iii. A brief description and assessment of the current state of all component indicators;
- iv. Issues encountered (Challenges) in the implementation of all subprojects, including grievances reported by beneficiaries and actions taken to resolve complaints;
- v. Brief description of activities to be performed (Next Steps) in the next reporting period as well as the resources estimated to be used for performing such activities;
- vi. Expected results in the next reporting period.

7.0 Final Report

A final report detailing the achievements, challenges, and success stories from all subprojects supported during the project cycle. A final report will be due **15 days before the end of the contract.** The monthly updates and quarterly Progress Reports should be sent to the Deputy Project Coordinator no later than the 7th day of the next reporting period. (ex. if the report covers the period up to October 30th, 2024, the report must be delivered by the latest 7th of November 2024).

Statement of Integrity, Eligibility and Environmental and Social Responsibility

To: LACE

We declare and undertake that neither we nor anyone, including any member of our joint venture or any of our suppliers, contractors, sub-contractors, consultants, sub-consultants, where these exist, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, has engaged, or will engage, in any activity prohibited under AFD's General Policy Prevent and Combat Prohibited Practices ("AFD's General Policy") in connection with the present procurement process and (in case of award) the execution of the above-referenced contract ("Contract"), including any amendments thereto.

We acknowledge that AFD's participation in the financing of the Contract is subject to AFD's General Policy. As such, we acknowledge that AFD will not be able to participate in the financing of the Contract if we, including any member of our joint venture, or any of our suppliers, contractors, subcontractors, consultants or sub-consultants are ineligible as a result of a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations or are on any of the following lists (AFD's Sanction Lists) or if we are on any Financial Sanctions List issued by the European Union or by France, accessible here : <https://gels-avoirs.dgtresor.gouv.fr/List>.

We also acknowledge that AFD will not be able to participate in the financing of the Contract if we, including any member of our consortium or our suppliers, contractors, consultants, subcontractors, acquire or supply equipment or operate in sectors under United Nations, European Union or France embargoes.

We shall permit, and shall cause our sub-contractors, sub-consultants, agents (whether declared or not), personnel, consultants, service providers or suppliers, to permit the AFD to inspect all accounts, records, and other documents relating to the procurement process and/or Contract execution (in the case of award), and to have them audited by auditors appointed by the AFD.

We agree to preserve all accounts, records, and other documents (whether in hard copy or electronic format) related to the procurement and execution of the Contract.

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of: _____

Signature _____

Dated: _____