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JOB TITLE: SEEDLING SUPPLY CONSULTANT (Nursery Firm)

Date Adverted:	15 th March, 2023
Location:	On-site
Application deadline:	31 st March, 2023
Languages required:	English
Expected start date:	5 th April 2023
Expected Duration of Assignment:	3 months

Objective:

The purpose of consultancy is to provide technical support to YARDO-SL for the implementation of the IKI sponsored project titled: Strengthening Actions for the Sustainable Protection of the Guma Water Catchment in Sierra Leone.

The project which will be implemented in York, Big Water and Black Johnson communities in the Western Area Rural District seeks to promote environmental sustainability through reforestation and capacity building activities.

The role of the research consultant is to assist YARDO-SL with the supply of high quality nursed seedlings. The consultant (individual or firm) will be responsible for the safe delivery of the seedlings to their respective planting sites.

1. Background

YARDO-SL is a common name for the registered NGO called Youth Action for Relentless Development Organization Sierra Leone. The organization was established in 2014 with a mission to empower young people for sustainable development through capacity building, research and advocacy, and innovation.

Over the years, YARDO has established itself as a pioneer of youth led environmental stewardship programs across the country. To date, the organization has trained over 1,000 young people on environmental management and biodiversity conservation, and planted over 324,000 trees.

Please read more about work here: www.yardosl.org

2. Scope of work, responsibilities, and description of the proposed analytical work

The consultant will directly report to the Project Manager.

Key Tasks:

1. Conduct a community stakeholder engagement together with the National Protected Area Authority, National Water Resource Management Agency, Environmental Protection Agency, Ministry of the Environment and other partners, to be facilitated by YARDO to brief them about this activity and its intended objectives
2. Supply the 10,000 seedlings (Acasia 5,000, Gmelina 5,000)
3. Deliver seedlings to various planting sites

2.1. Timeline and Deliverables

The timeline for this assignment is 30 days starting from the day agreement was made.

Deliverables:

1. Deliver 10,000 seedlings as agreed
2. Full narrative report on all activities under this assignment

4. Requirement and Experience

Firm must:

- Have be registered and tax complaint
- Have carried out a similar task in the past two years with list of references
- Have its own nursery site

Application Procedure

The application package containing the following (**to be uploaded as one PDF file and sent to Info@yardosl.org**) or hard copies submitted to our Office at 3 West Street, Freetown.

- A cover letter with a brief description of why the applicant consider considers themselves the most suitable for the assignment coupled with a copy of their registration certificates and ID Card of Company Manager
- Company Profile, indicating all experience from similar projects and specifying the relevant assignment period (from/to), as well as the email and telephone contacts of at least three (3) professional references; and
- Technical proposal with the applicant's approach on how to produce the deliverables, methodology and timeline proposed for this assignment. And a financial proposal highlight cost for the assignment. (no more than 3 pages)

Evaluation process:

Applicants are reviewed based on Required Skills and Experience stated above and based on the technical evaluation criteria outlined below. Applicants will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Being responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation where technical criteria weigh 70% and financial criteria/ Proposal weighs 30%.

Technical evaluation (50 points)

Criteria A – Desk Review of candidates’ qualifications and experience (20 Points)

- A minimum of 5 years of relevant experience in implementing similar assignments in Sierra Leone. **Weight = 8 points.**
- A minimum of 3 years’ demonstrated experience in developing and implementing similar assignments in Sierra Leone. **Weight = 7 points.**
- A minimum of 2 years of demonstrated experience in working with NGOs in Sierra Leone. **Weight = 5 points.**

Criteria B – Technical proposal (10 Points)

Only the technical proposals of candidates obtaining a minimum of **25 points in Phase 1** (Criteria A) will be assessed on Criteria B.

The top 3 candidates obtaining a minimum of 70% (49 points from Criteria A plus B) of the maximum obtainable points for the technical criteria (70 points) shall be considered shortlisted for the financial evaluation.

Criteria C – Field Visits (40 Points)

- Quality of seedlings = **25 points**
- Quantity of seedlings = **15 points**

Financial evaluation (30 points)

- The financial proposal should specify an all-inclusive fee per deliverable.
- The financial proposal must be all-inclusive and take into account various expenses that will be incurred during the contract, including: unit cost of seedlings, cost of delivery etc.

Contract Award

Candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into contract with YARDO-SL.

Payment modality

Payment will be made in lump sum as suggested by the project manager. This would either be at the

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start of the assignment or at the end. Either way, payment will be made through bank transfer on account bearing the name of the consultant.

All consultants must submit a police clearance