

# WEST AFRICA REGIONAL FISHERIES PROJECT (WARFP-LIBERIA)

## LIBERIA MARITIME AUTHORITY (LiMA)

NATIONAL FISHERIES & AQUACULTURE AUTHORITY

P. O. BOX 10-9010

1000 MONROVIA 10, LIBERIA



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### Request for Expression of Interest (REOI) for Management of Robertsport Fish Landing Facility

#### 1.0 BACKGROUND

The Liberia Maritime Authority (LiMA) through the West Africa Regional Fisheries Program (WARFP) has built a fish handling facilities at Robertsport, with the aim to reduce post harvest losses and increase value added and trade in fish product through development of an effective fish value chain. Currently, the amount of fish that may be landed, processed, stored and transported from the site can only be estimated. There is not yet enough information to inform a Public Private Partnership (PPP) prospectus.

The requirement is for a 2 year period to establish the pattern of possible landings and assist all the communities of Robertsport to make use of and derive benefit from the site. There is no example of this form of fisheries center in Liberia, therefore no established model to follow. Other countries like Sierra Leone, Ghana, Gambia and Senegal have similar arrangement, but not yet Liberia. To achieve this an assistance team will be needed to be resident in Robertsport for two years. They will help the Community Management Association (CMA) lease each individual facility out for commercial operation, but maintain the overall business management role to ensure community benefit is taken into consideration while collecting the business model information. In view of the above, the LiMA through the WARFP, in collaboration with the Ministries of Commerce and Industry and Agriculture, now seeks Expressions of Interest from qualified Individuals for the operations and management of the Robertsport Fish Landing Facility. The processing facility will be implemented through a contract with the Government of Liberia.

#### 2.0 OBJECTIVES OF THE ASSIGNMENT

The objectives of the assignment are to:

- (i) Increase the capacity of CMA officers and staff to provide management of fisheries through training and mentoring.
- (ii) Supervise the productive investments of the site.
- (iii) Establish accounting and maintenance systems for the ice plant and chill storage, power generation, fuel supplies and renting units to local businesses.
- (iv) Foster the development of the use of social assets such as the meeting hall, ablutions and child care facilities.
- (v) Assist fishing communities to make best use of the facilities by education, example and supervision
- (vi) Be responsible for and account WARFP finance for support of the development of the Robertsport site
- (vii) Implement WARFP programs by agreement with NAFAA and project implementation unit
- (viii) Cooperate with any other investments in fisheries processing for the benefit of the Robertsport community

The team would have an operating budget (financed through WARFP) to support early stages of operation with the intention of establishing and proving business models while moving to operating costs recovery from productive units over the period.

### **3.0 SCOPE OF SERVICES**

#### **General Responsibilities:**

The facilities support sectoral development by offering infrastructures necessary to receive, process and store fish, enhancing national and international competitiveness in fish commodity trade. The facility is located on the shores of Lake Piso in Robertsport, Grand Cape Mount County and well positioned to access fish caught from both marine and fresh water.

Government's contribution is the value of the land, facilities and available preservation and processing equipment. The facility will be fully operationalized by the management team. The facilities and equipment is provided directly to service the post-harvest segment of the fish value chain, allowing alignment with the FAO Codex Alimentarius and Hazard Analysis Critical Control Point (HACCP) System and qualifying produce for domestic, regional, and international markets.

The management team is expected to provide guidance on additional equipment required to meet optimum operational output of the facility and product branding needs of the targeted market, and to provide effective management of the facility to ensure its profitability and sustainability.

### **4.0 REPORTING AND TIME SCHEDULES**

Monitoring and Evaluation of the Project will be jointly performed by the contractor and the Government of Liberia represented by The National Fisheries and Aquaculture Authority, and other relevant agencies of Government. Monthly, Quarterly and annual operations and financial reports will be submitted to the NaFAA through the Project Implementations Unit at the National fisheries and aquaculture authority.

### **5.0 MINIMUM QUALIFICATION REQUIREMENT**

#### **Requirement**

A team of two persons to be resident in Robertsport with experience in fish production, processing, ice plant and chill store management, accounting and business management and engineering. It is expected one team member will be business and fisheries management qualified and the second experienced in engineering, refrigeration and maintenance.

The team of two persons is required for mutual support in the remote location of Robertsport. The team would be supported by NAFAA, assigned as advisers to the CMA with the objective of supporting the CMA to manage fish reception and processing as well as social and management functions of the Fanti town site, with outreach to the Kru and surrounding communities that make up the CMA. The team would be further supported by the Environmental Justice Foundation (EJF) working to develop capacity in the CMA. The two year program would demonstrate the business case to define the long term management of the site.

## **Budget estimation**

Full time operating costs of the facility (mainly fuel costs for site generator, personnel and maintenance costs) will be provided by the NaFAA through the WARFP. In addition accommodation (rented or prefab/container) and vehicle would be required.

In addition, the firm is expected to provide the following:

- Proof of valid business registration;
- CVs stating educational and professional qualifications of key staff;
- Details of references with contact names, addresses, and telephone numbers;
- Proven tax compliance, including a tax clearance from the Revenue Authority;

## **DURATION OF ASSIGNMENT**

Two (2) years contract subject to review and possible extension at the end of each year, based on satisfactory performance of the operations.

## **DUTY STATION: Robertsport, Grand Cape Mount County**

Expressions of interest are now invited from eligible individuals or firms to indicate their interest in providing the above-mentioned services. Interested firms must provide information indicating that they are qualified to perform the services (brief corporate profile, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.)

The attention of interested Firms is drawn to paragraph 1.9 of the World Bank's [Guidelines: Selection and Employment of Consultants \[under IBRD Loans and IDA Credits & Grants\] by World Bank Borrowers](#) , January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Firm will be selected in accordance with the Selection based on the Consultants' Qualifications (CQS) method set out in the Consultant Guidelines.

Further information maybe obtained at the address below during office hours from Monday to Friday from 8:30am to 16:30pm Local Liberian Time.

Expressions of interest must be delivered in a written form to the address below in person, or by mail, or by e-mail, by **February 16, 2018** clearly marked "**Expression of Interest for Management of Robertsport Fish Landing Facility for the National fisheries and aquaculture authority Through the West Africa Regional Fisheries Project (WARFP)**"in collaboration with the **Ministry of Commerce**

**Attn: Mr. Yevewuo Z. Subah, Project Coordinator**

**West Africa Regional Fisheries Project (WARFP) ,**

**National Fisheries And Aquaculture Authority (NaFAA)**

**Liberia Maritime Authority**

**Mesurado Fishing Pier, Freeport**

**Monrovia, Liberia**

**E-mail Addresses:**

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## **Annex 1: Terms of References for Management Team**

### **Requirement**

A team of two persons is required for mutual support in the remote location of Robertsport. The team would be supported by NaFAA, assigned as advisers to the CMA with the objective of supporting the CMA to manage fish reception and processing as well as social and management functions of the Fante town site, with outreach to the Kru and surrounding communities that make up the CMA. The team would be further supported by the EJF working to develop capacity in the CMA. The two year program would demonstrate the business case to define the long term management of the site.

The team would have an operating budget (financed through WARFP) to support early stages of operation with the intention of establishing and proving business models while moving to operating costs recovery from productive units over the period. The key responsibilities of the pair are as follow:

#### **A. Fisheries Business Manager**

##### **Qualifications:**

At least 10 years business experience in fish trading, marketing or processing  
Degree in Fisheries related studies  
Experience in African fisheries is an advantage.

##### **Responsibilities**

1. Overall site management and security
2. Establish financial management systems and train staff
3. Training of fishermen, fish marketing, fish processors and community members in the use and care of the site
4. Establish pilot programs for fishermen to demonstrate the value of use of the site
5. Support the establishment of fish auctions, wholesale and retail fish trade from the site
6. Establish management and maintenance systems for site machinery
7. Set up lease arrangements for productive site facilities and supervise performance
8. Facilitate the management fisheries through supporting the CMA and NaFAA in fisheries data collection and supervision of conservation measures
9. Monthly summary report and quarterly detailed progress report

##### **Reporting**

Site Manager will report to the Director-General of the National Fisheries & Aquaculture Authority.

#### **B. Fisheries Engineer**

##### **Qualifications**

At least 5 years experience in the operation of fisheries processing machinery and equipment including ice making, chill storage and electrical generating machinery,  
Mechanical or Refrigeration engineering certificate of competence,  
Experience in African Fisheries is an advantage.

##### **Responsibilities**

1. Site supervision in the absence of the manager

2. Train operators in the maintenance of the site refrigeration and power systems, buildings management and maintenance and site safety
3. Train operators in the business of ice making, ice storage, ice delivery to customers and payment systems
4. Train operators in the management of chill storage, reception, packing, stacking, rotation of stock and payment systems
5. Train operators in the operation of power generation, site distribution and safety and methods of cost recovery
6. Supervise lease holders of fuel supplies to ensure site safety and compliance with environmental regulations
7. Set out maintenance manuals for all aspects of site operation and machinery identifying cost recovery processes and accounting systems
8. Monthly summary report

## **Reporting**

The Engineer will report to the site manager

### **Annex 1: List of facilities at the Robertsport Fish landing Site cluster**

The Robertsport Fish Landing Cluster was constructed by the Government of Liberia with funding from the World Bank. The total value of the facility including equipment is US\$ 2.3 million and is comprised of the following facilities:

1. **Net, Gear and Repair Shops – Contains;**
  - 3 shops
  - 2 storages
  - 4 repair areas for, net, boat engine, fish boxes and canoe
2. **Fresh Fish Handling complex – Contains;**
  - 1 Cold Store (8m x 3mx 4m)
  - 1 Flake Ice machine ( 5 tons/day) with a storage
  - Fresh fish retail market with 8 tables, lockers and wash basins
  - Fresh fish wholesale area
  - Fish Processing and packaging area with wash basins
  - Allocated space for expansion of refrigeration capacity
  - Fish Box storage
  - 4 offices for management team, sales and statistics/ records
  - 1 sales booth
3. **Fisherman's Changing Room – Contains;**

- 8 locker Rooms
- 2 toilet rooms
- 2 shower rooms
- 30 lockers

**4. Community Fisheries Center – Contains;**

- 1 Shop with a bar
- 1 kitchen with service area
- Meeting/activity hall
- 3 offices for the CMA
- Play area for kids

**5. Public Toilet – contains;**

- 1 store room
- 6 toilet rooms

**6. Day care Center – contains;**

- 2 nurseries
- 2 toilet rooms
- 1 shower
- Play area

**7. Dry Fish Market – contains;**

- 20 tables with lockers

**8. Fish Drying Shed - Contains;**

- 2 units with potential for 16 choker ovens each ( 32)
- 8 pilot oven ready for trials
- 16 storage lockers each ( 32)
- 16 wood storage each (32)

**9. Fuel Station/Bunkerage for premixed gasoline with;**

- 1 Surface Tank (3500 gallons)
- 1 dispenser pump

**10. Power Supply – Generator house with;**

- 100 KVA Diesel Generator 1
- 50 KVA Diesel Generator 1
- External Fuel Storage tank (2500 gallons) 1

**11. Water Supply**

- The site is connected to the municipal water supply (LWSC)
- Have 2500 gallons overhead poly-tanks for water storage with further 2500 gallon storage on ground.