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## SUMMARY OF PROCUREMENT PLAN

### Project Preparation Advancement (PPA)

**Project information: Harmonizing and Improving Statistics in West Africa Project –P169265**

**Project Implementation agency: Liberia Institute of Statistics and Geo-Information Services (LISGIS)**

**Date of the Procurement Plan: February 3, 2020**

**Period covered by this Procurement Plan: 3<sup>rd</sup> February to 31<sup>st</sup> July 2020**

#### **Preamble**

In accordance with paragraph 5.9 of the “World Bank Procurement Regulations for IPF Borrowers” (July 1, 2016), revised in November 2017, and August 2018 (“Procurement Regulations”) the Bank’s Systematic Tracking and Exchanges in Procurement (STEP) system will be used to prepare, clear and update Procurement Plans and conduct all procurement transactions for the Project.

This textual part along with the Procurement Plan tables in STEP constitute the Procurement Plan for the Project. The following conditions apply to all procurement activities in the Procurement Plan. The other elements of the Procurement Plan as required under paragraph 4.4 of the Procurement Regulations are set forth in STEP.

***The Bank’s Standard Procurement Documents:*** shall be used for all contracts subject to international competitive procurement and those contracts as specified in the Procurement Plan tables in STEP.

**National Procurement Arrangements:** In accordance with paragraph 5.3 of the Procurement Regulations, when approaching the national market (as specified in the Procurement Plan tables in STEP), the country’s own procurement procedures may be used.

When the Borrower uses its own national open competitive procurement arrangements as set forth in the **Public Procurement and Concessions Act, 2010 of the Republic of Liberia**, such arrangements shall be subject to paragraph 5.4 of the Procurement Regulations.

**In accordance with paragraph 5.3 of the Procurement Regulations, the request for bids/request for proposals document shall require that Bidders/Proposers submitting Bids/Proposals present a signed acceptance**

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at the time of bidding, to be incorporated in any resulting contracts, confirming application of, and compliance with, the Bank’s Anti-Corruption Guidelines, including without limitation the Bank’s right to sanction and the Bank’s inspection and audit rights. The form of the Letter of Acceptance is attached in Appendix 1.

*Leased Assets as specified under paragraph 5.10* of the Procurement Regulations: Leasing may be used for those contracts identified in the Procurement Plan tables. **Not Applicable**

*Procurement of Second Hand Goods as specified under paragraph 5.11* of the Procurement Regulations – is allowed for those contracts identified in the Procurement Plan tables. **Not Applicable.**

*Domestic preference as specified under paragraph 5.51* of the Procurement Regulations (*Goods and Works*).

Goods: **Not Applicable** for those contracts identified in the Procurement Plan tables;

Works: **Not Applicable** for those contracts identified in the Procurement Plan tables.

**Hands-on Expanded Implementation Support (HEIS) as specified under paragraphs 3.10 and 3.11** of the Procurement Regulations: **Not Applicable.**

**Other Relevant Procurement Information: –**

**(a). Prior Procurement Arrangements:**

The Procurement Arrangements as indicated in the below table and within the thresholds indicated in the below tables will be used. The thresholds for the Bank’s prior review requirements are also provided in the table below:

Table: Thresholds\*, Procurement Arrangements, and Prior Review

(The table below depicts the Thresholds and Procurement Methods to be used under the Regional Project for Statistics

**Thresholds\*, Procurement Methods, and Prior Review**

No	Expenditure Category	Contract (C) Value Threshold* [eq. USD]	Procurement Method	Contracts Subject to Prior Review / [eq. US\$]
1	Works	$C \geq 5,000,000$	Open Competition International Market Approach and Direct Contracting	All contracts at or above USD 5,000,000 are subject to international advertising and the use of the Bank’s SPDs (or other documents agreed with the Bank).
		$200,000 < C < 5,000,000$	Open Competition National Market Approach	None

No	Expenditure Category	Contract (C) Value Threshold* [eq. USD]	Procurement Method	Contracts Subject to Prior Review /[eq. US\$]
		$C \leq 200,000$	RfQ	None
2	Goods, IT and non-consulting services	$C \geq 500,000$	Open Competition International Market Approach and Direct Contracting	All contracts at or above USD <b>500,000</b> are subject to international advertising and the use of the Bank's SPDs (or other documents agreed with the Bank).
		$100,000 < C < 500,000$	Open Competition National Market Approach	None
		$C \leq 100,000$	RfQ	None
3	National shortlist for selection of consultant firms	$C < 100,000$	for Consulting Services	All contracts at or above USD <b>100,000</b> are subject to international advertising and the use of the Bank's SPDs (or other documents agreed with the Bank).
		$C \leq 200,000$	for Engineering and Construction Supervision	All contracts at or above USD <b>200,000</b> are subject to international advertising and the use of the Bank's SPDs (or other documents agreed with the Bank).
4	Selection of Individual consultants	<b>All values</b>	All Approaches	$\geq 100,000$
5	Training, Workshops, Study Tours	All Values	Based on approved Annual Work Plan & Budgets (AWPB) by TTL	This line activity is not subject to Procurement Review However, each of the activities will be cleared with the TTL prior to its implementation.

*(Special procurement arrangements like direct contracting, use of SOEs, UN Agencies, third party monitors, local NGOs, Force Account, servants needs, results based arrangements. It is not expected that there will be need for prequalification in the procurement arrangements under this Regional Project*

\*These thresholds are for the purposes of the initial procurement plan for the PPA and for first 18 months. The thresholds will be revised periodically based on re-assessment of risks. All contracts not subject to prior review will be post-reviewed.

**Prequalification.** Not expected for the packages of works/goods packages in the procurement plan.

**Proposed Procedures for CDD Components: Not Applicable**

**Reference to (if any) Project Operational/Procurement Manual:** The LISGIS Project Management Team will prepare Procurement manuals. The Procurement Plan will also form part of the Project Implementation Manual.

**Any Other Special Procurement Arrangements: None**

**Procurement Packages/PLAN with Procurement Arrangements and Time Schedule:** as per the Table below:



**b) PROCUREMENT PLAN****Works**

There are no works under the Project Preparation Advance

**Goods and Non-Consulting Services**

1	2	3	4	5	6	7	8	9	
Ref. No.	Contract (Description)	Estimated Cost US\$	Procurement Method	Prequalification (yes/no)	National Preference (yes/no)	Review by Bank (Prior / Post)	Expected bid opening date	Expected Contract Signature Date	Comments
1	Procurement of 4 laptops, 3 No. all-in-1 printers, office desks, a projector, metal filing cabinet, and stationery and supplies for project management	12,100	Limited, RFQ	No	No	Post	28 Feb 20	4 Mar 20	

### Consultancy Services

1	2	3	4	5	6	7	8	9
Ref. No.	Description of Assignment	Estimated Cost in US\$	Selection Method/ Arrangement	Review by Bank (Prior / Post)	Expected date of proposal submission	Expected Contract Signature Date	Expected Completion Date	Comments
1.	Recruitment of a Consultant to draft and validate curricula of the Statistics degree & CEST Program at the UL	10,000	INDV	Post	16 Mar 20	10 Apr 20	23 Apr 20	ToR to be submitted to IDA for Review and No Objection.
2.	Recruitment of a Financial Management Officer for Project Management	15,600	DS	Prior	10 Feb 20	21 Feb 20	31 Aug 20	ToR, performance evaluation, draft contract and minutes of contract negotiation to be submitted to IDA for Review and No Objection.
3.	Recruitment of a Procurement Specialist for Project Management	18,000	DS	Prior	10 Feb 20	21 Feb 20	31 Aug 20	ToR, performance evaluation, draft contract and minutes of contract negotiation to be submitted to IDA for Review and No Objection.



## Training and Workshop

(Training & Workshop activities are subject to TTL clearance).

Ref. No.	Training, workshop and study tours	Estimated Cost in (US\$)	Estimated Duration (Days)	Expected Training/workshop Date
1.	Conduct of validation workshop and TOT for the GP on the design of questionnaires and enumeration training manual	54,000		Feb. 20 to March 13 2020
2.	Workshop for cartographic field staff training	150,000		Feb. 24 to March 16 2020
3.	Workshop for enumeration mapping training	113,900		April 15, 2020
4.	Study Tours to regional countries for first-hand experience on regional harmonization of data collection, management and communication	32,000		March to April 2020
5.	Workshops on current administrative data across MACs and LISGIS regional offices	50,000		April to July 2020
6.	Workshop to strengthen and develop institutional capacity of NSO	35,000		April to July 2020
7.	Workshops for steering committee on Administrative Data	40,000		April to July 2020
8.	Workshop for Project Steering/Technical Committees for annual work plan preparation, review and validation	10,000		February 2020

### GENERAL NOTES

#### **1. Training and capacity building:**

Training workshops (including training material and support), conference attendance and study tours, will be carried out based on approved annual training and allied activities plan by the TTL. The beneficiaries, after the training, will be requested to submit a brief report indicating what skills have been acquired and how these skills will contribute to enhance their performance and contribute to the attainment of the Project's development objective.

#### **2. Operational Costs:**

These are expenditures incurred by the Recipient to finance: (i) communication technology (including, without limitation, internet and telephone; (ii) per diem and travel expenses of the operational staff performing their responsibilities under the Project; (iii) fuel and vehicle maintenance; (iv) maintenance of equipment; (v)



photocopies and publications; (viii) bank commissions; and (ix) utilities and office supplies as defined in the FA.

## Appendix 1

Letter of Acceptance of the World Bank's Anti-Corruption Guidelines and Sanctions Framework

Date: \_

Invitation of Bids/Proposals No. \_\_\_\_\_

To: \_\_\_\_\_

We, along with our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not) consultants and personnel, acknowledge and agree to abide by the World Bank's policy regarding Fraud and Corruption (corrupt, fraudulent, collusive, coercive, and obstructive practices), as set out and defined in the World Bank's Anti-Corruption Guidelines<sup>1</sup> in connection with the procurement and execution of the contract (in case of award), including any amendments thereto.

We declare and warrant that we, along our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not), consultants and personnel, , are not subject to, and are not controlled by any entity or individual that is subject to, a temporary suspension, early temporary suspension, or debarment imposed by a member of the World Bank Group, including, inter alia, a cross-debarment imposed by the World Bank Group as agreed with other international financial institutions (including multilateral development banks), or through the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement. Further, we are not ineligible under the laws or official regulations of *[Insert name of Employer as per bidding document]* or pursuant to a decision of the United Nations Security Council.

We confirm our understanding of the consequences of not complying with the World Bank's Anti-Corruption Guidelines, which may include the following:

- a. rejection of our Proposal/Bid for award of contract;
- b. in the case of award, termination of the contract, without prejudice to any other remedy for breach of contract; and
- c. sanctions, pursuant to the Bank's Anti-corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in the Bank's

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<sup>1</sup>*Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by International Bank for Reconstruction and Development Loans and the International Development Agency Credits and Grants*, dated October 15, 2006, and revised in January 2011 and July 2016, as they may be revised from time to time.

Sanctions Framework. This may include a public declaration of ineligibility, either indefinitely or for a stated period of time, (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>2</sup> (ii) to be a nominated<sup>3</sup> sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project.

We understand that we may be declared ineligible as set out above upon:

- a. completion of World Bank Group sanctions proceedings according to its prevailing sanctions procedures;
- b. cross-debarment as agreed with other international financial institutions (including multilateral development banks);
- c. the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement; or
- d. temporary suspension or early temporary suspension in connection with an ongoing World Bank Group sanctions proceeding.

For avoidance of doubt, the foregoing effects of ineligibility do not extend to a sanctioned firm's or individual's execution of its ongoing Bank-financed contracts (or its ongoing sub-agreements under such contracts) that are not the subject of a material modification, as determined by the Bank.

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 Bank to inspect<sup>4</sup> all accounts, records, and other documents relating to the

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<sup>2</sup> For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>3</sup> A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

<sup>4</sup> Inspections in this context are usually investigative (i.e., forensic) in nature: they involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data, and information (whether in hard copy or electronic format) deemed relevant

procurement process and/or contract execution (in the case of award), and to have them audited by auditors appointed by the Bank.

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 of the Bidder/Consultant: \_\_\_\_\_

Name of the person duly authorized to sign the Bid/Proposal on behalf of the Bidder/Consultant:

Title of the person signing the Letter: \_\_\_\_\_

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for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third-party verification of information.

**PROCUREMENT PLAN** Western Africa : Harmonizing and Improving Statistics in West Africa

**General Information**

Country: Western Africa Bank's Approval Date of the Original Procurement Plan: 2020-03-30  
 Revised Plan Date(s): (comma delineated, leave blank if non 2020-11-23  
 Project ID: P169265 GPN Date: 2020-09-10  
 Project Name: Harmonizing and Improving Statistics in West Africa  
 Loan / Credit No: IDA / 65730, IDA / D5840  
 Executing Agency(ies) Ministry of Finance and Economic Development

Activity Reference No. / Description	Loan / Credit No.	Component	Review Type	Method	Market Approach	Procurement Process	Prequalification (Y/N)	High SEA/SH Risk	Procurement Document Type	Actual Amount (US\$)	Process Status	Draft Pre-qualification Documents		Prequalification Evaluation Report		Draft Bidding Document / Justification		Specific Procurement Notice / Invitation		Bidding Documents as Issued		Proposal Submission / Opening / Minutes		Bid Evaluation Report and Recommendation for Award		Signed Contract		Contract Completion	
												Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
SL-MOFED-161632-CW-RFB / Rehabilitation of Statistics Sierra Leone Physical Infrastructure	IDA / 65730	Country-Specific Component: Improving and modernizing physical and statistical infrastructure	Post	Request for Bids	Open - National	Single Stage - One Envelope				0.00	Canceled					2020-03-26		2020-03-31			2020-05-12		2020-06-11		2020-07-16			2021-01-12	

Activity Reference No. / Description	Loan / Credit No.	Component	Review Type	Method	Market Approach	Procurement Process	Prequalification (Y/N)	Actual Amount (US\$)	Process Status	Draft Pre-qualification Documents		Prequalification Evaluation Report		Draft Bidding Document / Justification		Specific Procurement Notice / Invitation		Bidding Documents as Issued		Proposal Submission / Opening / Minutes		Bid Evaluation Report and Recommendation for Award		Signed Contract		Contract Completion		
										Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	
SL-MOFED-168263-GO-RFQ / Procurement of station wagon	IDA / D5840	Regional component: Harmonization, Data Collection, Quality Improvement, Dissemination and Use of Core Social and Economic Statistics	Post	Request for Quotations				0.00	Canceled							2020-04-27							2020-04-27		2020-04-27			
SL-MOFED-168262-GO-RFQ / Procurement of ICT equipment including laptops, photocopier and external drives	IDA / D5840	Regional component: Harmonization, Data Collection, Quality Improvement, Dissemination and Use of Core Social and Economic Statistics	Post	Request for Quotations	Limited	Single Stage - One Envelope		0.00	Pending Implementation						2020-04-29								2020-06-24		2020-12-21			
SL-MOFED-205719-GO-RFQ / Procurement of one vehicle for Project Coordination	IDA / D5840	Project Management and Monitoring and Evaluation	Post	Request for Quotations	Open - National	Single Stage - One Envelope		0.00	Pending Implementation						2020-11-28								2021-01-23		2021-07-22			
SL-MOFED-205748-GO-RFB / Procurement of Android Tablets for Cartographic mapping for Census operation	IDA / D5840	Country-Specific Component: Improving and modernizing physical and statistical infrastructure	Prior	Request for Bids	Open - International	Single Stage - One Envelope		0.00	Pending Implementation			2020-11-30		2020-12-05			2021-01-16		2021-02-15		2021-03-22		2021-09-18					
SL-MOFED-205750-GO-RFB / Procurement of Servers Hardware (High Availability) Windows Servers OS, Microsoft, Client Antivirus and Software	IDA / D5840	Project Management and Monitoring and Evaluation	Post	Request for Bids	Open - National	Single Stage - One Envelope		0.00	Pending Implementation			2020-12-16		2020-12-21			2021-02-01		2021-03-03		2021-04-07		2021-10-04					
SL-MOFED-205730-GO-RFB / Procurement of laptop computers for census including printers with scanners for PCU Data Science Team	IDA / D5840	Country-Specific Component: Improving and modernizing physical and statistical infrastructure	Post	Request for Bids	Open - International	Single Stage - One Envelope		0.00	Pending Implementation			2020-11-30		2020-12-05			2021-01-16		2021-02-15		2021-03-22		2021-09-18					
SL-MOFED-205734-GO-RFQ / Procurement of plotters, printers, machine for printing of IEC materials, book binders, embroidery machines with different sizes of flex banners specific details to be provided before the procurement	IDA / D5840	Country-Specific Component: Improving and modernizing physical and statistical infrastructure	Post	Request for Quotations	Open - National	Single Stage - One Envelope		0.00	Pending Implementation					2020-12-20								2021-02-14		2021-08-13				
SL-MOFED-205740-GO-RFB / Procurement of Network Infrastructure core equipment, Network hierarchy design and HQ Structure Cabling	IDA / D5840	Country-Specific Component: Improving and modernizing physical and statistical infrastructure	Post	Request for Bids	Open - National	Single Stage - One Envelope		0.00	Pending Implementation			2020-11-25		2020-11-30			2021-01-11		2021-02-10		2021-03-17		2021-09-13					
SL-MOFED-205747-GO-RFB / Procurement of cartographic imagery nation wide	IDA / D5840	Country-Specific Component: Improving and modernizing physical and statistical infrastructure	Post	Request for Bids				0.00	Pending Implementation			2020-12-08		2020-12-13			2021-01-24		2021-02-23		2021-03-30		2021-09-26					
SL-MOFED-205736-GO-RFQ / Procurement of Data Collection Application (Enumeration pad) with wireless network	IDA / D5840	Country-Specific Component: Improving and modernizing physical and statistical infrastructure	Post	Request for Quotations	Open - National	Single Stage - One Envelope		0.00	Pending Implementation					2020-12-23								2021-02-17		2021-08-16				

Activity Reference No. / Description	Loan / Credit No.	Component	Review Type	Method	Market Approach	Procurement Process	Prequalification (Y/N)	Actual Amount (US\$)	Process Status	Draft Pre-qualification Documents		Prequalification Evaluation Report		Draft Bidding Document / Justification		Specific Procurement Notice / Invitation		Bidding Documents as Issued		Proposal Submission / Opening / Minutes		Bid Evaluation Report and Recommendation for Award		Signed Contract		Contract Completion	
										Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual		
SL-MOFED-205746-NC-RFB / Procurement of mobile network and internet services to support Mid-Term Census and installation of high speed internet services for six months	IDA / D5840	Country-Specific Component: Improving and modernizing physical and statistical infrastructure	Post	Request for Bids	Open - National	Single Stage - One Envelope		0.00	Pending Implementation			2020-12-07		2020-12-12			2021-01-23		2021-02-22		2021-03-29		2021-09-25				

CONSULTING FIRMS																											
Activity Reference No. / Description	Loan / Credit No.	Component	Review Type	Method	Market Approach	Contract Type	Actual Amount (US\$)	Process Status	Terms of Reference		Expression of Interest Notice		Short List and Draft Request for Proposals		Request for Proposals as Issued		Opening of Technical Proposals / Minutes		Evaluation of Technical Proposal		Combined Evaluation Report and Draft Negotiated Contract		Signed Contract		Contract Completion		
									Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned
SI-MOFED-205744-CS-CQS / Recruitment of a consultant to support CAPI, Tablets, Provisioning and Data Analysis	IDA / DS840	Country-Specific Component: Improving and modernizing physical and statistical infrastructure	Post	Consultant Qualification Selection	Open - National		0.00	Pending Implementation	2020-12-14		2021-01-04		2021-02-17									2021-03-19		2021-04-23		2021-10-20	

INDIVIDUAL CONSULTANTS																		
Activity Reference No. / Description	Loan / Credit No.	Component	Review Type	Method	Market Approach	Contract Type	Actual Amount (US\$)	Process Status	Teams of Reference		Invitation to Identified/Selected Consultant		Draft Negotiated Contract		Signed Contract		Contract Completion	
									Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
SI-MOFED-167863-CS-INDV / Hiring a consultant to develop the Project Implementation Manual	IDA / DS840	Project Management and Monitoring and Evaluation	Post	Individual Consultant Selection	Limited		0.00	Pending Implementation	2020-04-09		2020-04-14		2020-05-05		2020-06-09		2020-12-06	