



## Terms of Reference (ToR)

### **Production of Rice Certified Seeds under the Seeds4Liberia Project**

#### **1. Background**

The Seeds4Liberia project, titled “Building resilient seed systems for rice, cassava, soybean, coffee, and fish value chains to strengthen food and economic diversification in Liberia”, is funded by the European Union and implemented by AfricaRice in partnership with IITA, WorldFish, and national institutions including the Central Agricultural Research Institute (CARI), the Ministry of Agriculture (MoA), the Liberia Agriculture Commodity Regulatory Authority (LACRA), and the National Fisheries and Aquaculture Authority (NaFAA).

The project seeks to strengthen food and nutrition security in Liberia by establishing well-structured and regulated seed systems, particularly for rice, cassava, soybean, coffee, and fish. Within this framework, the production and dissemination of certified seeds of rice and other crops are central to achieving self-sufficiency and improved farmer livelihoods.

This ToR sets out the responsibilities, deliverables, and operational modalities for selected private seed companies (PSCs), community-based seed enterprises (CBSEs), and community-based seed producers (CBSPs) contracted to produce certified seed under Seeds4Liberia.

#### **2. Objective of the Assignment**

The objective is to ensure the timely production, certification, and marketing of quality certified seeds of rice varieties (CY2, Orylux6, IR841 and NERICA4) that meet national and ECOWAS standards, in line with the mandate of the Seed Development and Certification Agency (SDCA) and LACRA.

#### **3. Scope of Work**

The contracted seed enterprise shall:

##### **1. Certified Seed Production**

- Produce certified rice seeds from foundation seeds supplied by CARI and/or approved sources.
- Respect national seed regulations and ECOWAS harmonized seed rules and regulations.
- Ensure varietal purity, proper isolation, and adherence to Good Agricultural Practices (GAPs).



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## 2. Post-harvest and Conditioning

- Harvest, thresh, dry, clean, treat, and package seeds using approved facilities and equipment.
- Ensure moisture content and quality standards are met before storage and sale.

## 3. Seed Certification

- Register fields with SDCA and undergo field inspections, sampling, and laboratory testing.
- Facilitate access of SDCA inspectors and provide documentation required for certification.

## 4. Reporting

- Submit monthly progress reports to the Seeds4Liberia Project Management Unit (PMU) and MoA.
- Provide final reports including certification results, volumes produced, and sales/distribution records.

## 5. Marketing and Distribution

- Market certified seeds in collaboration with the project and farmer-based organizations.
- Ensure traceability and proper labeling of certified seeds.

## 4. Eligibility Criteria

- Be a duly registered private seed company (PSC), community-based seed enterprise (CBSE), or community-based seed producer (CBSP) in Liberia. If not registered, contact the Seed Development and Certification Agency (Contact: Jobson A. Momo [jmomo@sdca.gov.lr](mailto:jmomo@sdca.gov.lr); 0770286104) to register as a seed producer 15 points
- Demonstrate prior experience in producing rice seeds. 5 points
- Have access to suitable agricultural land (upland and/or lowland) for seed production. 5 points
- Show availability or access to basic infrastructure and equipment for seed production, post-harvest handling, and storage. 10 points
- Employ or collaborate with personnel knowledgeable in seed production and Good Agricultural Practices (GAPs). 15 points
- Demonstrate readiness to contribute to production costs in complement to the project support. 15 points
- Agree to work closely with AfricaRice, CARI, SDCA, and other project partners, including providing timely reports and granting access to fields for monitoring. 5 points



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- Specify how many lots of 600 tons of certified seeds out of the 5 lots can be produced during the life of the project. 10 points
  - Proof of capacity to produce the quantity of certified seeds earmarked (e.g proof of infrastructure, proof of contract with other seed producers to produce the targeted quantity etc.) 10 points
- Agree to establish at least five seed sales points in the county where the enterprise is established. 10points

### How to apply

Interested and qualified Private Seed Companies (PSCs), Community-Based Seed Enterprises (CBSEs), and Community-Based Seed Producers (CBSPs) are invited to submit their applications to participate in the certified rice seed production component of the Seeds4Liberia Project.

Applicants must submit:

- A cover letter expressing interest and specifying the number of lots (600 MT each) they wish to undertake.
- A company profile outlining ownership, registration status, and experience in seed production.
- Evidence of legal registration and tax clearance from relevant authorities.
- Proof of technical capacity, including staff qualifications, facilities, and equipment for seed production, processing, and storage.
- Description of available land (upland or lowland), including location, size, and ownership or lease documentation.
- Evidence of previous experience in producing or marketing rice seeds.
- A brief business plan, financial capacity of the company to implement the business plan and implementation timeline indicating how the company will achieve the targeted production volume.
- Proof of willingness and capacity to establish at least five seed sales points in the target county.
- Commitment to comply with SDCA certification procedures and to collaborate with AfricaRice, CARI, and MoA for inspection and monitoring.

### Selection Process



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- Applications will be evaluated based on the eligibility criteria and technical and financial capacity described in this ToR.
- Short-listed applicants may be invited for clarification meetings or field verification before final selection.
- Final selection and contracting will be approved by AfricaRice and the Ministry of Agriculture (MoA) through the Seeds4Liberia PMU.

## 5. Number of lots

There will be only 5 lots with each being 600 tons for the life of the project. Seed producers who are not able to handle a lot of 600 tons are advised to contract with other seed producers to be able to have the capacity to handle a single lot. In addition, seeds producers can also establish contracts with other seed producers to compete for more than one lot (1200 tons, 1800 tons, 2400 tons) provided they demonstrate the capacity to reach their target.

## 6. Roles and Responsibilities of Partners

- **CARI:** Supply early generation seed (foundation), provide technical backstopping, and support inspections.
- **MoA / SDCA:** Ensure certification, quality control, and compliance with regulations.
- **AfricaRice/ Seeds4Liberia PMU:** Provide technical guidance, training, and partial financial support for land preparation, certification and marketing as detailed below:

Provision of essential equipment, including one (1) 14hp power tiller, one (1) 8-row manual seeder, one (1) 12-spike manual seeder, one (1) 5-row seeder for walking tractor, one (1) 4G-150 reaper harvester, 1,800 hermetic bags, and two (2) hermetic cocoons with monitoring system (capacity 5MT each) per 600 tons of certified seeds to be produced. The agricultural equipment will be conceded at the end of the contract. For the duration of the contract, the equipment remains the property of Seeds4Liberia.

- Financial support: EUR 16 000 per lot of 600 tons as support for land preparation and EUR 100 as support for the production of one metric ton of rice certified seed.
- Capacity strengthening: technical backstopping, training in seed production and management, and support for the development of business plans for sustainability.

- **Contracted Seed Enterprise:** Implement production, processing, certification, and marketing of certified seed.

## 7. Deliverables

- Certified seed production of rice (target: 3,000 tons during project life) during four production cycles.



- At least three field inspection reports and laboratory analysis reports per production cycle.
- Monthly activity and financial progress reports.
- Final report including certified quantities, seed buyer lists, and lessons learned.

## 8. Duration and Timeline

The contract will run for a period of 24 months, renewable annually based on performance and availability of project funding. Production cycles will follow Liberia's rice growing calendar (typically May–October for upland and July–December for lowland).

## 9. Payment and Incentives

Payments will be made in tranches, tied to milestones:

- 40% advance upon contract signing and submission of field registration/certification documents.
- 30% after harvest, drying, and preliminary inspection reports.
- 20% upon presentation of certified seed analysis reports.
- 10% final balance upon acceptance of final report and verification of certified seed sales/distribution.

Incentives such as mechanization kits, marketing support, and certification subsidies may be provided, proportional to the volume of certified seed produced and marketed.

## 10. Monitoring and Evaluation

The contracted enterprise will be subject to regular monitoring by:

- The Seeds4Liberia PMU.
- SDCA inspectors.
- AfricaRice and project partners.

Performance indicators include:

- Quantity and quality of certified seeds produced.
- Compliance with certification protocols.
- Timeliness of production and delivery.
- Adoption of agro-ecological practices.

## 11. Confidentiality

The contracted enterprise shall not disclose any information or documents related to the contract without prior written approval of the Seeds4Liberia PMU.



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## 12. Dispute Resolution

Any dispute arising shall first be settled amicably by negotiation. Failing this, arbitration will be conducted in accordance with Liberian law and ECOWAS seed regulatory frameworks.

This Terms of Reference (ToR) outlines the requirements and expectations to produce the Rice Certified Seeds under the Seeds4Liberia Project.

The offers should be submitted to [A.Quotations@cgiar.org](mailto:A.Quotations@cgiar.org).

Deadline for the submission of Tenders is **Wednesday, December 17, 2025, at 16:00 Abidjan Time.**

**All Technical Offers must be password protected.**

**Any bidder who does not qualify is automatically disqualified.**

**The validity of the offers must be 90 days.**

**AfricaRice will reject all late proposals.**

**Proposals sent to any private emails of AfricaRice staff members will be rejected.**

**Any request for clarification should be sent to [A.Quotation@cgiar.org](mailto:A.Quotation@cgiar.org).**

**AfricaRice has zero tolerance for fraud and corruption.**

**AfricaRice's anti-fraud and anti-corruption policy mentions sanctions against compromised individuals.**