



Asset Declaration & Verification 2019LACC/ Revaluation – 2019/ 001

**Request for Proposal**

## **SECTION 1: INTRODUCTION, BACKGROUND AND SCOPE OF WORK**

### **1.1 Introduction**

An Act of 2008 enacted by the Liberian Legislature established the Liberia Anti-Corruption Commission (LACC).

The Government of Liberia on June 20<sup>th</sup>, 2014, by an Act of Legislature prescribed a National Code of Conduct for All Public Officials and Employees of the Government of The Republic of Liberia in line with the 1986 constitutional requirement to curb certain vices which are inimical to the economic and social wellbeing of our common patrimony.

The legislation of a national code of conduct after twenty-eight years, since the coming into force of the Liberian constitution, finally created a legal framework through which the conducts of public officials could be monitored, examined and punished in relation to the use and management of public resources.

In Part 10 of the Code of Conduct, it is required that every Public Official and Employee of government involved in making decisions affecting contracting, tendering or procurement, and issuance of licenses of various types sign performance or financial bonds and in addition declare his or her income, assets and liabilities prior to taking office and thereafter:

1. At the end of every three years;
2. On promotion or progression from one level to another;
3. Upon transfer to another public office; and
4. Upon retirement / resignation / termination

### **1.2 Background**

Asset Verification is the most important aspect of the Wealth Monitoring Regime of Public Officials and due to the fact that assets could be intentionally or unintentionally misstated, it is important to have a re-valuation window available. In this light, the LACC has made the necessary provision to handle these foreseeable disputes as it relates to the declared value of real properties listed during declaration.

In order to ensure validation and consistency of declarants' property valuation filings, LACC seeks to engage the services of a reputable firm or a consultant to conduct re-appraisal of lands and buildings, as the case may be, in support of their ongoing asset declaration/verification exercise. It is required that the selected firm or consultant will have extensive and strong technical skills in fixed asset appraisal with specific emphasis on land, buildings and other improvements thereupon. Practice shall utilize and conform to trending real property valuation technologies, concepts and international good practices.

To facilitate LACC's asset declaration/verification goals, the selected firm or consultant will work closely with LACC to use practical and effective ways to get the required tasks completed.

Offerors are responsible for ensuring that the offer(s) are received by LACC in accordance with the instructions, terms, and conditions described in this Request for Proposal (RFP). Failure to adhere to instructions described in this RFP may lead to the disqualification of an offer.

### 1.3 Scope of Work

The objective of this engagement is to conduct re-appraisal of land, buildings and other fixed improvements declared by selected declarants in various locations around the country.

The above-mentioned engagement will enable LACC to validate, re-appraise and appropriately document all such real properties subject to this exercise.

### 1.4 Activities of Scope

The validation/re-verification firm or consultant will implement key activities to achieve goals and objectives of the scope for the LACC activity. The implementation will be in partnership with the LACC Team responsible under the guidance of the Asset Declaration & Verification Officer.

The main activities of the scope of work follow below:

1. Conduct re-appraisal of assets including land, buildings and other fixed improvements on the subject parcels.
2. Provide a description of any additional activity that can be achieved during the assignment timeframe and which contributes to LACC objectives for validating/re-appraising targeted properties.
3. Present the comprehensive re-appraisal report along with findings and key recommendations to LACC at an end-of-assignment debriefing session.
4. Submit a comprehensive process report outlining key findings of the appraisal with in-depth information of each parcel re-appraised/validated; as well as processes of the assignment and recommendations to LACC in view of lessons learnt and process improvement.

### 1.5 Deliverables:

This engagement will focus on the following key deliverables:

#### 1. Work Method Statement.

Presentation of asset re-appraisal/valuation validation tools and working method that will be used to re-appraise assets including land, buildings and other improvements that would be listed by the LACC. The asset re-appraisal Work Method Statement shall be logical and chronological, including asset mapping of all subject parcels/properties as well as travel cost implications.

2. A comprehensive re-appraisal report of each of the listed parcels/properties along with related photos, valuation analysis and statement.
3. A digital platform on which findings from field engagements shall be furnished along with related technical site layouts (where applicable) and geo-locations of all subject parcels/properties.

#### 1.6 Timeline:

The assignment shall be conducted in packages and on request of the LACC, hence, the successful real property valuation firm/consultant shall be readily available in order to meet the pressing demand of the LACC. The successful offeror shall be required to include anticipated deliverable timeline per package of listed properties along with key completion deliverables per parcel/property.

All interested bidders are required to send their letters of interest along with their firm's profile or CVs, in case of individual consultants to: ([laccliberia@gmail.com](mailto:laccliberia@gmail.com) and [zkolenky@lacc.gov.lr](mailto:zkolenky@lacc.gov.lr)).

#### 1.8 The Cost Proposal:

A detailed cost proposal with unit cost for transport and accommodation as well as a lump sum professional service fee is also required in line with the anticipated timeline of the assignment. Offeror shall provide a cost proposal in compliance with this RFP. The prices submitted and cost proposal shall include all labor, tools and equipment use, local transport and accommodation per package of assignment.

#### 1.9 The Work Plan and Time Table:

The Offeror shall be required to provide a work plan and task network diagram or bar chart indicating the activities and the time required from the start up, through completion. The Offeror shall also provide a deliverables schedule in accordance with the Deliverables timeline (Section 1.5 above).

### Section 2: Instructions to Offerors

2.1 Letters of interest must be received no later than 16:00 on Monday, *July 15, 2019*. Offers may be submitted by either email to the following addresses: [laccliberia@gmail.com](mailto:laccliberia@gmail.com) and [zkolenky@lacc.gov.lr](mailto:zkolenky@lacc.gov.lr) or hard copy delivered to the Receptionist Desk at the LACC Head Office

*at (Tubman Boulevard, Opposite the Sierra Leonean Embassy, Congo Town, and Monrovia, Liberia).*