



REPUBLIC OF LIBERIA
INDEPENDENT NATIONAL COMMISSION ON HUMAN RIGHTS
20th Street, Sinkor, Russell Avenue, Monrovia, Liberia



REQUEST FOR EXPRESSION OF INTEREST (REOI)

REOI Reference No.: INCHR/REOI/001/2026

Date of Issue: October 7, 2026

Deadline for Submission: October 14, 2026

Consultancy for the Preparation of Architectural Design, Conceptual Design and Construction
Plans for a Memorial at the Dorgomai Massacre Site, Lofa County

Independent National Commission on Human Rights (INCHR)

Consultancy: Detailed Design (Drawings) and Bill of Quantities for the Human Rights Memorial
Project, Lofa County

BACKGROUND

The Independent National Commission on Human Rights (INCHR) plans to construct a memorial in Lofa County, consisting of a monument, a sitting/reflection space, and bathroom facilities. The Commission is seeking a qualified and experienced individual consultant to prepare the detailed design and Bill of Quantities for the project.

OBJECTIVE OF THE CONSULTANCY

The primary objective of this consultancy is to engage a qualified architect or architectural firm to develop a comprehensive, culturally appropriate, technically sound, environmentally sensitive, and aesthetically meaningful architectural design and construction plan for the proposed memorial at the Dorgomai massacre site.

The selected consultant will be expected to translate the historical and memorialization objectives of the project into a functional and enduring architectural concept that honors victims and provides an appropriate space for survivors, families, community members, visitors, researchers, and future generations.

SCOPE OF WORK

The consultant will:

- Conduct a site visit and topographic survey, and consult stakeholders in Lofa County
- Prepare concept and preliminary designs with a preliminary cost estimate

- Consult with relevant local authorities, traditional leaders, community representatives, victims' families, survivors, and other stakeholders, as appropriate;
- Produce detailed architectural, structural, and plumbing/sanitation (and electrical, where applicable) drawings
- Prepare technical specifications and a detailed, priced Bill of Quantities
- Incorporate the Commission's comments and respond to bidder clarifications during tendering

EXPECTED DELIVERABLES

The successful consultant will be expected to deliver, at a minimum:

- Site assessment report;
- Conceptual design and design narrative;
- Site development/site layout plan;
- Architectural floor plans;
- Elevations and sections;
- Three-dimensional visualization/renderings of the proposed memorial;
- Landscaping concept/design;
- Accessibility and circulation plan;
- Memorial inscriptions/interpretive elements concept;
- Preliminary material specifications;
- Preliminary cost estimate/bill of quantities, where applicable;
- Detailed architectural/construction drawings sufficient to inform competitive construction procurement;
- Final architectural design package in both editable and PDF formats; .
- Final presentation to the INCHR.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree or higher in Architecture, Civil/Structural Engineering, or a related field
- At least [5] years of professional experience in building design and preparation of Bills of Quantities
- Proven experience designing public buildings, monuments or memorials, and sanitation facilities (a portfolio of similar work is required)
- Proficiency in AutoCAD and other design software, and in preparing Bills of Quantities (Excel)
- Knowledge of building materials, costs and construction conditions in rural Liberia
- Registration with the relevant professional body in Liberia (an advantage)
- Sensitivity to the commemorative purpose of the project, and respect for victims' dignity and confidentiality
- Strong written and spoken English

HOW TO APPLY

Interested applicants should submit the following:

- A cover letter and a detailed CV
- A short technical proposal or work plan
- A portfolio or list of similar assignments, with client references
- A financial proposal (lump-sum fee in USD)
- Copies of academic certificates, professional license and a valid ID

Applications should be sent in a sealed envelope to the Procurement Unit, Department of Administration and Budget, Independent National Commission on Human Rights, 20th Street Sinkor, Monrovia Liberia. For clarity call 0880-748-323/0777-077-066

Deadline: October 14, 2026. Late applications will not be considered.

Only shortlisted candidates will be contacted. INCHR is an equal opportunity institution, and qualified women and persons with disabilities are encouraged to apply. Canvassing or offering any inducement will lead to disqualification.

RESERVATION OF RIGHTS

The Independent National Commission on Human Rights reserves the right to:

- Accept or reject any or all Expressions of Interest;
- Cancel or modify the procurement process in accordance with applicable procedures;
- Request additional information or clarification from applicants;
- Verify the qualifications and experience of applicants;
- Shortlist applicants for a subsequent competitive procurement process; and
- Make no award where the Commission determines that doing so is not in its best interest.

The issuance of this Request for Expression of Interest shall not create any obligation on the part of the INCHR to enter into a contract with any applicant.

Authorized by:

Name: Darran Y. Waylor
Title: Acting Director for Administration and Budget
Date: October 7, 2026