



# **GUIDE TO PROCUREMENT OF ARCHITECTURE SERVICE IN LIBERIA**

## **REGISTRIES OF ARCHITECTS & ARCHITECTURAL FIRMS**

ENTITLED TO PRACTICE IN LIBERIA

AND

## **PROFESSIONAL PRACTICE CONDUCT AND CONDITIONS OF ENGAGEMENT OF ARCHITECTURE SERVICE IN LIBERIA**

**2024**



## **FORWARD**

The undesirable state of the built environment in most of Liberia's cities, town and villages and the need for urgent and decisive corrective steps have claimed the attention of the Liberian Institute of Architects (LIA), whose members as well as numerous non-member actors are known to be the key players contributing to the creation of this unwanted condition. The result is this document entitled "GUIDE TO THE PROCUREMENT OF ARCHITECTURE SERVICE IN LIBERIA". The document is directed at addressing the fundamental causes of the problem which are partially attributable to the prevalence of an unregulated building service delivery industry, particularly as relates to architecture.

The intention of this document therefore is to provide necessary important information that the general public, governmental, non-governmental and international organizations must have in the engagement of architects to provide architecture service, and in the ensuing interactions during the execution of buildings and related projects in Liberia. The information are provided under five sections as listed below and detailed throughout the document.

All users of architectural services are advised and encouraged to rely on this document as a primary source of information for ensuring that they engage with professional architects as well as get fair and value for money service in the execution of their projects.

The content of the document is subject to comprehensive review and revision after every two years. However, as may become necessary prior to this action, supplementary and revised information will be provided in the LIA/ARB website, as stated in parts of this document.

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## **Section 1: Architectural Service Compliance Monitoring and Enforcement Mechanism:**

Monitoring and enforcement for compliance in architectural practice standards in Liberia rests with the **Liberian Institute of Architects (LIA)** and the **Architects Registration Board (ARB)**. The latter is an autonomous body established under the Bylaws and Constitution of the Liberian Institute of Architects adopted at the General Assembly Meeting of LIA members held during the 2018 LIA Convention held in Monrovia, Liberia. The passing into law of the **LIA Architect Act of Liberia 2022**, in 2023, establishes the Architects Registration Board (ARB) along with its functions and responsibilities.

The LIA, previously named the Liberia Chamber of Architects (LCA) was established in 1976. Its aim then, as it is now, was to establish and facilitate a sustainable uniform platform of the requirements, procedures and conduct to be adhered to by all persons and business entities registered as architects and architecture firms, and on that account authorized to deliver architecture service to the Liberian public. The LIA is a legally established not-for-profit private institution composed of persons dedicated principally to the purpose of delivering architecture service to the Liberian public. The institution is a member of the Board of Directors of the Environmental Protection Agency (EPA); is one of the constituent members of the Contractor Classification & Categorization System (CCCS) of the Ministry of Public Works; and is a member of the Africa Union of Architects (AUA) and the West Africa Union of Architects (WAUA). The primary responsibility of the LIA is to ensure that persons deemed licensed architects in Liberia have attained the requisite minimum academic qualification and professional practice training. In doing so, the LIA will vet academic qualifications and facilitate student internship as well as post academic professional practice training, examinations and project assessments.

The overarching function of the ARB is to maintain the integrity of the LIA and its activities and actions. It is overseen by a seven member board comprising representatives from governmental and non-governmental institutions, and the private sector. The prime functions of the ARB are to approve professional practice training courses and qualification examinations; keep register of architects and firms to ensure that only registered architects and firms provide service; attend to complaints from the public on architects' conduct and competence; and participate in the accreditation of institutions that teach and provide architectural training of architects.

The LIA and the ARB will be responsible to legally ensure, by virtue of the passed Act that:

- a. Persons who have not successfully undergone the licensure process of the LIA/ARB shall not address themselves or be referred to with the title "Architect", even when they are

members (at any category) of the LIA. Such persons shall not be allowed to sign drawings for submission to MPW for construction permit, operate as principals of architecture firms, or take full responsibility for building projects at their places of employment.

- b. Persons who have attained full member status of the LIA but not the ARB professional license shall undertake projects of any size and value but under the direction of an ARB professional licensed architect. Such persons shall not be allowed to sign drawings for submission to MPW for construction permit, or operate as principals of architecture firms.
- c. Persons who have attained associate member status of the LIA but not the ARB professional license shall undertake projects limited to a maximum of two floors and shall do so under the direction of an ARB professional licensed architect. Such persons shall not be allowed to sign drawings for submission to MPW for construction permit, or operate as principals of architecture firms.
- d. LIA members and ARB professional licensed persons shall be allowed to sign and submit drawings in pursuit of MPW construction permit only if they are in good standing as defined in the LIA Bylaws and cleared by the ARB.
- e. Foreign persons who are verified licensed architects in their home countries are exempted from undergoing the two years of mandatory professional training in Liberia and sit and pass the ARB examinations in order to be qualified to practice. To be qualified to practice, they must first obtain a project specific provisional license from the ARB or work with an ARB licensed architect who shall demonstrably perform a significant role in the execution of the project.
- f. Students pursuing institutional academic qualification in architecture and entitled to Student membership of the LIA are not allowed to take responsibility to provide paid architectural service. They are allowed to work as interns in architecture offices under supervision of ARB professional licensed architects.

## SECTION 2 - REGISTER OF LIA/ARB CERTIFIED & REGISTERED ARCHITECTS

### INTRODUCTION

The authority of the Architects Registration Board (ARB) to register and control the practice of Architecture in Liberia is derived from the Bylaws of the Liberia Institute of Architects (LIA), adopted in 2018 and the LIA Architect Act 2022.

Subject to the provisions of the Bylaws, a person shall not prepare or take full responsibility for the erection or commissioning of architectural building plans or practice or carry on business other than that having relevance to naval architecture, or to landscape architecture under any name, style or title containing the word “architect” unless he is an LIA member and registered and licensed by the ARB.

The list consists of the following Architect categories:

- a. Fully Registered Architects
- b. Permitted Architects
- c. Architectural Assistants

**Fully Registered Architects** are those who can practice as Principals or Consultants to clients and can submit building plans for Planning and Building Construction approvals. They can be promoted beyond the level of Senior Architects if in paid employment in the public or private sector and are entitled to use the appellation ‘Arc’.

**Permitted Architects** are foreign based licensed architects who are practicing as Consultants in Liberia on a temporary basis. They are allowed to practice as Principals or Consultants.

**Architectural Assistants** are entitled to use the title ‘Architectural Assistant’, can only practice under the supervision of fully registered Architects and shall not act as Principals or Consultants in any private organization. Architectural Assistants are not entitled to occupy any position where they are required to be referred to as Architect and are not to hold professional responsibility for any building project exceeding two floors in height.

Any person whose name does not appear on the list of Registered Architects and purports to practice as an Architect or uses the title ‘MLIA’ after their name in the public or private sector or practices as a partner or director in a consultancy firm is in contravention of the Act and shall be labelled an impostor. The signatures and seals of such persons shall be rejected by the MPW if used on drawings to request construction permits.

The Register is updated annually. Government agencies and non-government institutions and the public are encouraged to check the Register properly before engaging any Architect to ensure their registration is in good standing. The register can be found on the LIA website ([www.liberianinstituteofarchitects.org](http://www.liberianinstituteofarchitects.org)) and in various print media.

## QUALIFICATIONS FOR THE REGISTRATION AND LICENSURE OF ARCHITECTS

Pursuant to the LIA Bylaws the following regulations, rules and order shall apply in the registration and qualification of Architects.

### 1. Minimum Formal Academic Qualification

- a. A degree (Bachelor in Architecture) or diploma (Post Graduate Diploma in Architecture) awarded after a minimum of 5 years full time study program awarded by a local institution of higher learning accredited by the National Commission for Higher Education (NCHE) and recognized by the LIA/ARB.
- b. A degree (Bachelor in Architecture) or diploma (Post Graduate Diploma in Architecture) awarded after a minimum of 5 years full time study program by an accredited foreign institution of higher learning recognized by the NCHE and the LIA/ARB.
- c. A degree (Bachelor of Science or Arts in Architecture) and Master degree (Master of Science or Arts in Architecture) awarded after the full period of a professional study program in architecture recognized by the NCHE and the LIA/ARB.
- d. A degree (Bachelor of Science or Arts in Architecture) after a minimum of 4 (four) years full time course by an accredited local or foreign institution of higher learning recognized by the NCHE and ARB.
- e. Other qualifications, including those acquired from distance learning institutions, as may be approved from time to time by the ARB.

### 2. Professional Training

- a. A degree, diploma or certificate in professional practice awarded after examination by an approved institution recognized by the NCHE and ARB.
- b. Minimum of 2 years post-qualification practical experience gained under supervision of an ARB licensed architect and the passing of the ARB approved professional examination conducted by the LIA. This is applicable to holders of minimum degree of Bachelor in Architecture or Post Graduate Diploma in Architecture.
- c. Minimum of 5 years post-qualification experience gained under supervision of an ARB licensed architect and passing of the ARB approved professional examination conducted by the LIA. This is applicable to holders of Bachelor of Science or Arts degrees in Architecture.
- d. Full membership of the LIA acquired after admittance assessment and evaluation by the LIA through its membership committee.

- e. Compulsory participation in the Continuing Professional Development (CPD) training and award of a Certificate confirming compliance for registration.

### **3. Character Certification**

Character referees shall be obtained from a professional person, civil servant or Clergyman. Candidate shall be free of any charge of previous professional misconduct.

### **4. Procedure For Registration**

- a. Formal application for registration to the ARB by candidates.
- b. Return of application forms duly completed with attached documentary evidence of:
  - i. Academic and professional practice competence qualifications.
  - ii. Character certification sent directly to the ARB.
  - iii. Payment of prescribed application fee.
- c. Compliance with periodic adverts providing information on registration procedures.
- d. ARB conducts due diligence review of assessment report on candidate for LIA membership, prepared and submitted by the LIA.
- e. ARB reviews and confirms candidate's results on professional practice exams administered by the ARB and submitted by the ARB's Registration Committee.
- f. ARB approves or disapproves candidate's application for practice license and registration, and communicates same to candidate in writing.
- g. If approved, candidate is licensed and registered to practice as a professional architect upon payment of the prescribed fee. Information is published for public use.
- h. Annual renewal upon payment of prescribed fee and continued membership of the LIA,

### **5. Fees For LIA Membership/ARB Registration**

Annual Fees For LIA Membership & Renewal:

- a. Affiliate US\$ 20.00
- b. Architectural Assistants US\$ 50.00
- c. Permitted Architects US\$ 500.00
- d. Fully Registered Architects US\$ 300.00

ARB Registration Application Fee:

- a. Architectural Assistants US\$ 10.00
- b. Permitted Architects US\$ 10.00
- c. Fully Registered Architects US\$ 10.00

ARB Registration Fee:

- a. Architectural Assistants US\$ 100.00
- b. Permitted Architects US\$ 500.00
- c. Fully Registered Architects US\$ 250.00



## ARB Registration Renewal Fee:

- a. Architectural Assistants US\$ 100.00
- b. Permitted Architects US\$ 500.00
- c. Fully Registered Architects US\$ 250.00

## 6. Title Architect

Only those whose names are on the Register as entitled to use the title 'Architect', shall be addressed as 'Architect' ('Arc') and practice as such.

## 7. Architect's Responsibility

- a. Only Architects registered or fully placed on the permitted list are entitled to hold practice as principals and issued with LIA/ARB seals and security stamps for their drawings. They can design and hold professional responsibility for the execution of building projects of any magnitude or complexity.
- b. Architects working for Government or public institutions have the same level of responsibility as 7(a) above.
- c. Architectural Assistants shall not take responsibility for any building above two floors in height, nor shall they sign drawings for submission to MPW for construction permits.



**ARCHITECTS REGISTRATION BOARD (ARB) REGISTER OF ARCHITECTS**

The Register of Architects and other service providers shall be published annually. The publication shall name persons who have been cleared to practice as principals of architecture firms and are qualified to use the title Architect, provided they are in good standing with reference to their registration status. They can be Architectural Consultants to clients, submit plans and other details for Planning and Building Construction approvals. Those working as civil servants or in any arm of Government at national or Local Government level may be promoted beyond the level of Senior Architects.

**List & Particulars Of Registered Individual Architects To Be Provided In The Register.**

No.	General Information	Brief Highlights Of Achievements Employment, Work Activities And Key Project Accomplishments
1	Name and passport size photo:	Employment History:
2	Nationality:	
3	Sex:	
4	Date of birth and age:	
5	Physical address:	
6	Contact information (telephone, email, website, etc.):	Work Activities & Key Project & Other Work Related Accomplishments:
7	Academic and professional qualifications: degree(s) – date(s), institution and country of study:	
8	Initial dates of LIA membership and ARB license & registration:	

*The Liberian Institute of Architects*



9	LIA membership number and ARB license/registration number:	
10	Architect Category:	
11	Registration Status (LIA and ARB): In Good Standing: Yes / No	
12	Current employer and position:	

## **SECTION 3 - REGISTER OF ARCHITECTURAL FIRMS**

### **ENTITLED TO PROVIDE ARCHITECTURE SERVICE IN LIBERIA**

#### **Introduction**

The Architect Registration Board (ARB) derives the power to register and oversee the training and practice of Architecture in Liberia from the LIA Bylaws adopted in 2018 and the Act. Subject to the provisions of the Bylaws and in accordance with the mission and aligned objectives of the ARB, it became necessary for the Board to prepare and maintain a register with particulars of Architectural Firms eligible to practice in Liberia.

Pursuant to the above, ARB has decided to publish a list of registered Architectural Firms in order to prepare the public in the choice of firms to engage with and thereby safeguard the lives and property of the society against the menace of unqualified persons masquerading as Architects. Therefore, the public is advised that only the services of firms named in the **Register of Architectural Firms** should be engaged for Architectural services in the Republic of Liberia. The use of any other firm or persons is in contravention of the provisions of the Act.

In conformity with LIA/ARB stipulations, listed Architectural Firms are advised to renew their registration on an annual basis in order to have their names included in updated lists of current Architecture Firms authorized to provide Architectural service in Liberia, as the Register shall be updated annually and from time to time, as may become necessary.

Enquiries for clarification of any part or parts of this section of this documents are welcome by the ARB.

#### **Registration And Qualification For The Registration Of Architectural Firms**

A firm seeking registration with the ARB shall:

- a. Be fully registered with the Liberia Business Registry as a sole proprietorship, private (limited or unlimited liability corporation) or partnership, in accordance with Liberian law.
- b. Have a registered name, number, and Certificate of Registration.
- c. Have a Tax Identification Number
- d. Possess a valid and current CCCS Certificate of the MPW.
- e. Have at least one Partner, Associate or Director who is a registered LIA member (in good standing) and is licensed and registered by the ARB.
- f. Show indisputable evidence of operational and financial participation of Liberian shareholders, where the firm is jointly owned by Liberians and foreigners.

## Registration Procedure And Attachments

- a. Return a duly completed application form with attached photocopies of valid documents listed above.
- b. Formal letter of application signed by the partners or shareholders of the company to accompany the filled application form.
- c. Report on inspection of the offices and operational facilities of the firm applying for registration.
- d. ARB reserves the right to request for a confidential report on the past performance and/or professional conduct record on the applying firm.
- e. ARB has the right to conduct an inspection of the offices and operational facilities of the applying firm.
- f. ARB's decision on the application shall be conveyed in writing to the firm by the ARB.
- g. Registration shall be finalized on the basis of full payment of the prescribed registration fee to the ARB.
- h. There shall be an annual renewal of the registration subject to payment of the prescribed fee and the continued membership of the LIA by the fully ARB registered Architects of the firm.

## Fees For Registration

- |  |   |             |
|--|---|-------------|
| a. Application, Processing, Registration and Certification fee | : | US\$ 25.00  |
| b. Annual Renewal fee (local and foreign firms)                | : | US\$ 200.00 |

## Professional Attestation

- a. Attestation by at least two fully Registered Architects with the ARB and LIA who are not members of the firm.
- b. The sponsors shall have a minimum of three (3) years post full registration experience with the ARB.
- c. Two of the sponsors shall be from either of the following groups:
  - i. Serving members of the ARB.
  - ii. Serving members of the LIA.

**The Register of Architectural Firms Entitled To Practice Architecture In The Republic Of Liberia.**

The Register shall be published annually with the following information provided on each qualified firm.

<b>No.</b>	<b>Name Particulars of Firm</b>	<b>Images/Photos of Major Projects Executed Independently Or In Collaboration With Others</b>
1	Name of firm:	
2	Physical Address:	
3	Contact Information: Telephone Nos.: Email: Website Address:	
4	Date of Incorporation & Registration No.:	
5	Date of LIA Membership	
6	Date of ARB Registration	
7	LIA/ARB Registration number(s)	
8	Names of Managing Partner/Director	
9	Firm's Areas of Work Activities & Specializations:	

## **SECTION 4 - CODE OF PROFESSIONAL CONDUCT AND ETHICS FOR THE ARCHITECTURAL PROFESSION**

This **Code of Professional Conduct and Ethics** for the Architectural Profession has been adopted by the ARB pursuant to promoting the practice of architecture in Liberia and in doing so protect public interest.

The Code states the guidelines for the conduct of members in the fulfilment of these obligations and is arranged in Principles, Rules and Guidance Notes. The Principles are those of universal application. The rules are specific mandatory injunctions, breach of which can lead to disciplinary action by the ARB. The Guidance Notes explain or amplify particular applications of a Principle or Rule.

Architects are by virtue of being LIA members licensed and registered by the ARB obligated and mandated to uphold all of the provisions of this Code. Contravention of any section of the Code is liable to reprimand, suspension, expulsion or any other sanction in accordance with the stipulations of the ARB and LIA Bylaws.

### **Principle 1: Professional Integrity**

#### **1.1 Honesty, Integrity, Faithfulness, Impartiality and Responsibility**

Members shall be honest in all their dealings, act with impartiality and responsibility and uphold the credibility and dignity of the profession at all times in their professional and business activities:

1.1.1 Members shall not make misleading, false or deceptive claims or statements about their professional qualifications and experience which are capable of implying or taking credit for work(s) which they did not do or participate in.

1.1.2 Members shall not participate in juror or external examination for any Architecture program in any institution in Liberia not recognized by ARB as this could lead to making misleading, false or deceptive claims or statements about the professional status of such a program which are capable of implying that it is a program recognized by ARB. This is gross misconduct.

1.1.3 Members shall not affix LIA/ARB stamp or seal on drawings, or sign specifications, reports or other professional work(s) for which they do not have control or a degree of knowledge and supervision enough for a professional duty of care for such work(s).

1.1.4 Members shall not affix LIA/ARB stamp or seal on drawings, or sign specifications, reports or other professional work(s) bearing business names in which they are not a principal or partner or director or which are unregistered by ARB or work(s) they have not directly reviewed and coordinated its preparation or work(s) they do not intend to take responsibility for its adequacy or otherwise.

1.1.5 Members shall not deliberately or carelessly mislead clients about the results that can be achieved through the use of the members' services by means that may be tantamount to the violation of any subsisting law and/or code of practice.

1.1.6 Members shall not collude, conspire with or assist a client in conduct that the Architect knows or reasonably should know is fraudulent, or legal or unethical.

1.1.7 Members shall act impartially in all cases in which they are acting between client, contractor and any other parties. They must interpret the conditions of a contract with entire fairness and firmness and diligently care out the services outlined herein.

1.1.8 Members are at liberty to engage in any activity, whether as Proprietor, Director, Principal, Partner, Manager, Superintendent, Team Leader, Supervisor, Salaried Employee of, or consultant to, anybody, corporate or unincorporated or in any other capacity provided that their conduct complies with the provision of this code.

1.1.9 A member who is convicted for abuse of office, dishonesty, misappropriation or general misconduct by any court of competent jurisdiction or indicted by a judicial Commission of Inquiry or Tribunal (whose decision has not been altered by a higher court through the process of appeal) in carrying his duties shall be deemed to have contravened the provisions of this Code.

## 1.2 Conflict of Interest.

Members shall not allow themselves to be improperly influenced by their own or other's self-interest. Members must declare to any prospective client any relevant business interests as they arise, which if not so declared, could raise doubts about their integrity.



1.2.1 Members who risk a breach of professional integrity shall, as the circumstances may require, either withdraw from the situation or remove the source of conflict or declare it and obtain the agreement of the parties concerned to the continuance of their engagement.

1.2.2 Members providing contracting services shall inform the client of his or her right to appoint another member to act as his agent and professional to advise on project control with respect to time, quality and budget.

## 1.3 Financial Misconduct

Members shall observe appropriate financial probity in connection with their professional and business activities.

1.3.1 Members shall not offer or accept commissions or gifts as an inducement to show favor to any person or body; nor shall they recommend or allow their names to be used as recommending any service or product in advertisements relating to their professional activities.

1.3.2 This Principle does not prevent members who are contractors from accepting the trade and cash discounts customarily allowed by manufacturers or suppliers.

## 1.4 Confidentiality

Members shall respect the privacy and confidentiality of others.

## 1.5 Client's Account.

Payments made by client for other services consultants, through members, is client's account in trust. Members therefore shall not thwart, divert, discount or delay remittance (beyond reasonable banking clearance time frame) to respective beneficiaries.

## 1.6 Architect's Payment Certificates

Architect's payment certificates shall be issued and signed by an authorized partner in an ARB registered architectural firm whose authorization shall be confirmed in writing at the beginning of each project and jointly signed by the partner(s). This responsibility may be delegated to another fully registered architect with the firm with a written authorization similarly signed.

## **Principle 2: Professional Competence**

### 2.1 Proficiency, Knowledge and Care

Members are expected to apply a high degree of skill, knowledge and care in all their works, and must also apply their informed and impartial judgment in reaching any decision whatever the circumstances are.

2.1.1 Members shall continuously improve their knowledge, skill and professional abilities through Continuing Professional Development Program (CPDP).

## 2.2 Adequacy of Resources

Members shall realistically appraise their eligibility and capability to undertake and achieve any proposed work; otherwise they shall not quote for, or accept the work.

## 2.3 Clarity of Terms, Scopes and Responsibilities

Members shall ensure that their terms of commission, the scope and extent of their responsibilities are clearly spelt out and recorded in writing and shall explain to their clients the implications of any of the conditions of engagement as minimum standard and how their fees are to be calculated and charged.

2.3.1 The ARB **Conditions Of Engagement, Charges And Consultancy Agreement For Professional Architecture And Project Management Services** is the minimum standard for engaging in the delivery of professional services and members proposing or making an agreement shall make use of the ARB Conditions of Engagement, Charges and Consultancy agreement to define the terms of the Engagement, Charges and Consultancy agreement where applicable.

2.3.2 Members shall not sub-commission or sub-let work without the prior consent of their client(s) and or without defining the charges in the responsibilities of those concerned.

## 2.4 Progress Reporting

Members shall keep their clients informed of the progress of a project and obtain client's approval before key decisions are made on the client's behalf.

## 2.5 Adherence to Time, Cost and Quality

Members shall use their best endeavors to meet the client's agreed time, cost and quality requirements for the projects.

## 2.6 Quality of Partners/Directors and Staff

Members shall not have or take as Partner or Co-director in their firm any person who is disqualified for registration by reason of the ARB or any applicable law of the Republic of

Liberia. This also applies to any person disqualified for registration by another regulatory professional body by reason of expulsion under the relevant disciplinary regulations and or who has been struck out of the ARB register.

2.6.1 Registered Architectural firms/Members shall arrange that the work of their offices and any branch office in-so-far as it relates to Architecture is under the control of a fully Registered Architect.

## **Principle 3: General Ethics And Obligations**

### 3.1 General Obligations

Members and Architectural firms shall uphold all the provisions of the Constitution of the Republic of Liberia, and endeavor to conserve the nation's natural resources and cultural heritage, while striving to improve the environment and quality of life within it.

3.1.1 Members/Architectural firms shall not discriminate in their professional activities on the basis of age, gender, race, tribe and/or religion.

3.1.2 Members/Architectural firms shall respect the provisions of the Liberian Copyright law in relation to designs and works executed by them or by other professionals. The Copyright in all designs shall remain the property of the architect, unless otherwise agreed.

### 3.2 Obligation to the Profession

Members/Architectural firms shall ensure that they are financially up to date in respect of subscriptions to ARB.

### 3.3 Obligation to Public

Members shall uphold and comply with the spirit and letter of the law governing their professional affairs, including provisions of the Conditions of Engagement, Charges and Consultancy Agreement for Professional Architectural and Project Management Services (CECCA-PAPMS), the National Building Code 9NBC) and Planning Regulations, in the discharge of their professional duties and business activities.

- A. Members/Architectural firms shall ensure that all Architectural projects/designs are signed by an ARB registered and licensed Architect before submission for planning and construction implementation approvals.
- B. The non-compliance with the provisions of the Conditions of Engagement, Charges and Consultancy Agreement for Professional Architectural and Project Management Services shall be deemed a breach of the provisions of this Code.

3.3.1 If, in the course of their rendering services on a project, members become aware of a decision taken by their employer or client which violates any law or regulation which will, in the Members' judgment, materially affect adversely the safety of the public of the finished project, members shall:

- A. Advise their employer or client against the decision
- B. Refuse to consent to the decision, and
- C. Report the decision to ARB for further action

3.3.2 Members/Architectural Firms are encouraged to render public interest professional services including those rendered for the needy, after disaster or in other emergencies without expecting compensation.

3.3.3 Members/Architectural Firms shall be involved in civic activities as citizens and as professionals and shall strive to improve public appreciation and understanding of architecture and the functions and responsibilities of architects.

3.3.4 A Member/Architectural firm may make his/her availability and experience known by means of direct approaches to individuals and organizations provided that the information given is in substance and in presentation factual, relevant and neither misleading nor unfair to others nor otherwise discreditable to the profession.

3.3.5 Members/Architectural Firms shall not advertise except as described and permitted in the practice guidance notes.

### 3.4 Obligation to Colleagues and Other Professionals

3.4.1 Respect and Recognition of colleagues: Members/Architectural Firms shall respect the rights and acknowledge the professional aspirations and contributions of their colleagues.

- A. Members/Architectural firms shall neither maliciously nor unfairly seek to damage another member's reputation or practice.
- B. Members/Architectural firms shall not insult or disparage colleagues or anyone on social media platforms, nor post offensive, discriminatory and inflammatory or false information and material on social media platforms, e.g. WhatsApp, Facebook, Twitter etc. The following shall be considered unacceptable:

- i. Private information about any individual or organization, including architects and architects' practices
  - ii. Abusive or derogatory comments
  - iii. Insensitive, inappropriate or upsetting comments, contents or links
  - iv. False allegations, or defamatory or insulting comments about any named individual or organization
  - v. Rude or aggressive posts
  - vi. Spam
  - vii. References to specific investigations, ongoing hearings or litigation
  - viii. Anything which infringes or encourages infringement of the law, including the intellectual property or privacy rights of others
  - ix. Anything which infringes the intellectual property or privacy rights of others.
- x. In line with the goal of achieving equality, discrimination in any form against anyone on grounds of the following will not be tolerated:
- a. Age, gender or disability
  - b. Being married or in about their family
  - c. Being pregnant or having a child
  - d. Race or tribe including color, nationality, ethnic or national origin
  - e. Religion, belief or lack of religion/belief

- C. A Member/Architectural firm, on being approached or instructed to proceed with professional work upon which another Member/Architectural firm was previously engaged, shall notify the facts to the ARB and to the original Member/Architectural firm and confirm that the original Member/Architectural firm had been duly paid before they proceed to undertake such works. If the project is under construction, a joint meeting between the Member/Architectural firm, the client and the builder shall precede the change of hands.

3.4.2 Respect and Recognition of other Professionals: Members/Architectural firms shall respect and recognize the expertise of other professionals and acknowledge their contributions to their works.

3.4.3 Competitions: Architectural design competitions may be conducted with the approval and under direction of and utilizing the ARB approved guidelines for Architectural Design Competitions.

- A. Members/Architectural firms shall not take part in any competition that is not organized and implemented in accordance with the provisions of the ARB.

- B. Members/Architectural firms who have been involved in organizing or assessing a competition shall not be subsequently engaged as Project Architect for the same project.

3.4.4 Pupilage and Professional Development: Members/Architectural firms shall recognize and fulfil their obligation to nurture fellow professionals as they progress through all stages of their career, beginning with professional education in the schools, progressing through tutelage and continuing throughout their career.

3.4.5 Good Employment Practice: Members/Architectural firms shall provide their associates and employees with a suitable workable environment, facilitate their professional development and compensate them fairly as and when due.

- A. Members/Architectural firms shall ensure that all members under their employ attend activities of the ARB and attain the minimum attendance required to maintain their practice licence.
- B. Members leaving an Architectural firm shall not, without permission of their employer or partner, take designs, drawings, data, notes, or other materials relating to the firm's work whether or not performed by the members.
- C. Members/Architectural firms shall not unreasonably withhold permission from a departing employee or partner to take copies of designs, drawings, data, report notes or other materials relating to work, materials performed by the employee or partner that are not confidential.

3.4.6 Procedures for Disputes and Complaints: All complaints and disputes between members shall first be referred to the LIA and ARB for arbitration.

### 3.5 Obligations for the Environment

Members/Architectural firms shall strive towards sustainable methods in design, development and practice of the profession.

### 3.6 Oaths of the Profession

Members/Architectural firms shall ensure adherence to the oaths sworn.

## **Guidance Notes**

### 1. Advertisement:

A member is permitted to:

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- (a) Send to architectural media principles and scripts about his/her own work or about architectural topics of general interest, and to allow his/her work to be displayed in exhibitions;
- (b) Exhibit his name outside his office and on buildings in the course of construction, alteration or extension, provided that such exhibition of his name is done unostentatiously and complies with the specifications for lettering prescribed by the ARB.
- (d) Publish images/photos of buildings in documents prepared in responses to requests for proposals by potential clients, for which he/she completed normal services as described in the Conditions of Engagement or the Basic Services as described in the Architect's Agreement, provided that the publication is done truthfully and factually.
- (e) Respond to an advertisement addressed to architects by a prospective client, overseas or at home who wishes to hear from architects willing and able to undertake a particular project.
- (f) Apply or advertise for salaried employment;
- (g) Advertise for staff and the advertisement may include details of salaries and other rewards offered, qualifications and experience required and indications of the type of work available.
- (h) Notify of a new or change of address, formation of or changes in firms or partnerships by way of public media;
- (i) Pay for an entry in any business or purely architectural directory;

## **SECTION 5 - GUIDE ON CONDITIONS OF ENGAGEMENT, CHARGES AND AGREEMENT FOR THE PROVISION OF ARCHITECTURE SERVICE IN LIBERIA**

The industry best practice for delivery of architecture service strongly requires that every architect-client transactional relationship in project delivery is executed with a consummated valid service contract.

The LIA/ARB recommends that registered architects use the following outline as basis for developing the contract details of conditions for engagement of their services with clients, in order to ensure that fairness and professionalism underscores their working relationships. Though the outline applies to architecture projects in general, the execution of public projects are by mandate of the Procurement and Concessions Commission (PPCC) subject to the standard service contracts developed by that institution.

Detailed information pertaining to the section that deals with 'Architectural Charges for Design Services' will be provided later in a separate publication.

### **PART 1: CONTRACT PREAMBLE**

#### **PROJECT DETAILS**

- a) Details of the professional architect: name, address, LIA/ARB assigned numbers, telephone number and email.
- b) Project title.
- c) Project location.
- d) Details of the client: name, address, telephone number and email address.

### **PART 2: CONSULTANCY SERVICE AGREEMENT**

#### **TERMS AND CONDITIONS OF ENGAGEMENT OF SERVICE**

- a) Appointment and authority of the architect and allied consultants.**
- b) Scope of normal architectural and other services**
  - Pre-design (technical and financial feasibilities)
    - i. Surveys
    - ii. Business case
    - iii. Others
  - Work types
    - i. New



- ii. Renovation, rehabilitation, refurbishment, restoration, retrofitting and remodeling
- iii. Repetitive
- iv. Others
  - Design
  - Construction supervision and contract administration
  - Others
- c) Obligations and authority of the client, architect and other service providers**
  - Care and diligence
  - Client's obligation
  - Architects obligation
  - Obligations of other service providers
  - Reports
- d) Limitation of warranty and insurances**
  - Limitation of warranty
  - Professional indemnity insurance
  - Compliance with LIA/ARB professional verification requirements (membership and registration)
- e) Co-operation**
- f) Alterations to services or design**

#### OBLIGATIONS AND AUTHORITY OF THE CLIENT

- g) Information, decisions, approvals and instructions**
- h) Statutory and other consents required**
- i) Appointment of other consultants**
- j) Responsibilities of other service providers**

#### FEES AND CHARGES FOR SERVICE

- a) Standard services (architectural design and specifications)**
- b) Standard services (supervision)**
- c) Additional supervision and residency (resident engineer, clerk of works, etc.)**
- d) Repetitive works**
- e) Partial services**
- f) Project management**
- g) Other additional and supplementary services**
- h) Reimbursable expenses**
- i) Payment of taxes and statutory workers benefits**

## STAGES OF PROFESSIONAL SERVICES

### a) Architect and project management services delivery stages:

- Pre-design stage
- Design stage 1 (concept)
- Design stage 2 (coordinated detail design)
- Design stage 3 (detail design)
- Bidding and award
- Construction stage
- Post construction period

### b) Delay to architect's services

### c) Client undertaking to issue approvals

### d) Payment milestones:

- As negotiated with Client
- To PPCC's standard contract provisions for public projects.

## INCAPACITY OF ARCHITECT

## POSTPONEMENT OR ABANDONMENT

## RESUMED AGREEMENT

## ALTERATIONS AND MODIFICATIONS COPYRIGHT AND USE OF INFORMATION

### a) Copyright

### b) Use of information

## TERMINATION

## FORCE MAJEURE

## ARBITRATION

## ATTESTATION

## WARRANTY & INSURANCES

## DISPUTE RESOLUTION

## GOVERNING LAWS OF THE AGREEMENT

## **SECTION 6 - LIA membership qualification requirements and procedure.**

Persons desirous of acquiring LIA membership status in any of the categories listed below shall return a filled in application form (obtained from the LIA website) to the LIA (via email) along with all required attachments.

- a. **Affiliate Membership:** Category of membership is open to Architecture students of LIA/ARB and NCHE recognized institutions.
  
- b. **Associate Membership:** Category of membership shall be awarded to an individual who:
  - i. has acquired partial academic qualification in Architecture (Bachelor of Science or Arts degree) as prescribed by a local or foreign accredited institution. After three (3) years (1 year pre-qualification and 2 years post-qualification) of relevant supervised practice training under the direction (mentorship) of an LIA/ARB licensed architect) the individual may be deemed qualified after assessment to embark on the LIA/ARB Licensure, Certification and Registration Program (LCRP) comprising professional practice training, assessment and examinations in order to qualify for the LIA/ARB Architects' Registration.
  
  - iii. has acquired partial academic qualification in Architecture or Architectural Drafting (Associate degree) as prescribed by a local or foreign accredited institution. After two (2) years (1 year pre-qualification and 1 year post-qualification) of relevant supervised practice experience the individual may be deemed qualified after assessment to undertake the LIA/ARB Special Permit Training Program (SPTP) comprising training, assessment and examinations in order to qualify for award of the LIA/ARB Special Permit to operate as a limited architecture service provider.
  
- c. **Full membership:** shall be awarded an individual who:
  - i. has acquired the full academic qualification in Architecture as prescribed by an accredited institution. After two (2) years (1 pre-qualification and 1 post-qualification) of relevant supervised practice training under an LIA/ARB licensed architect the individual may undertake the LIA/ARB professional practice assessment and examinations after completing the LCRP to qualify for LIA/ARB registration.
  
  - ii. has acquired the full (professional) academic credentials from an accredited institution and professional practice training qualification also from

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a recognized institution. The individual shall be exempted from undergoing the LIA/ARB LCRP training and exams after practicing architecture in Liberia for one (1) year under the direction of an LIA/ARB licensed architect, following which the individual may be licensed and registered after completing an interview and assessment session by the LIA/ARB Review Panel.

d. **Corporate Membership:** This category of membership shall be awarded to a non-resident individual who has acquired the status of Licensed and Registered Architect in his/her country of permanent residence; has not fulfilled the requirement of local practice experience, and wishes to engage in architecture work in Liberia. Individuals in this category shall not use the titles 'Registered Architect' and 'MLIA', and sign drawings.

e. **Honorary Membership:** shall be awarded to distinguished personalities, technical or non-technical, governmental or non-governmental, within and outside the Liberian community that have made meaningful and generous contribution towards the cause of Architecture, as it relates to human development.

f. **Fellow:** This title shall be bestowed on a full member who has diligently practiced architecture for a period of at least twenty (20) years, fifteen of which shall be in Liberia; has contributed meaningfully to the growth and development of the LIA and Architecture in Liberia and/or has been involved in several significant research work resulting in published and unpublished documents relating to architecture and planning; and has, through other means contributed meaningfully to the improvement of the Liberian society.

g. **Honorary Fellow:** An architect of esteemed character and distinguished achievements who is neither a Liberian citizen nor a resident of the Republic of Liberia and who does not primarily practice architecture within the domain of the Institute may be admitted to Honorary Fellowship.

h. **Emeritus:** This title shall be bestowed on a full member who has retired from active practice of the profession; has been a full member of good standing of the LIA and is retired from an occupation related to the profession of architecture for a period of at least twenty (20) years; and has attained the age of seventy (70) years or is so incapacitated as to be unable to work in the profession.

i. **Allied:** Individuals and organizational representatives who are not otherwise eligible for membership in the Institute and who meet requirements set out in Article

# The Liberian Institute of Architects

2.14 of the LIA Constitution and Bylaws shall be eligible for Allied membership in the Institute.

## LIA Membership Procedure

Following the submission of application forms and credentials as laid out in the above membership category section, the Membership Committee and Executive Board of the LIA shall evaluate the forms and credentials submitted, to ensure the criteria per categories outlined above are met. Obtaining an LIA membership in any of the stated categories in no way implies possession of a license to practice architecture in Liberia. The first step to obtaining a license to practice architecture in Liberia involves obtaining an 'Associate' or 'Full' LIA membership status as described above.

Membership application forms can be downloaded from the LIA website [www.liberianinstituteofarchitects.org](http://www.liberianinstituteofarchitects.org); also [www.liberianinstituteofarchitects.org](http://www.liberianinstituteofarchitects.org) Completed forms and credentials may be emailed to [admin@liberiainstituteofarchitects.org](mailto:admin@liberiainstituteofarchitects.org) or [liberianarchitects@gmail.com](mailto:liberianarchitects@gmail.com). Following the vetting and acceptance of an application the applicant shall be informed by the Executive Board to pay the required membership and subscription fees to the Treasurer of the LIA via direct deposit into the LIA's bank account, as follows:

Account name : Liberian Institute of Architects  
Account number : 203 313548 110 (LD), 203 313548 210 (USD)  
Bank name and address : GT Bank, 13<sup>th</sup> Street, Sinkor, Monrovia, Liberia

## LIA Membership Fees:

LIA Membership fees shall be paid in compliance with the tabulated rates shown below.

Item	Annual Subscription Payable Per Membership Category		
	LIA Membership Category	First time Annual, US\$	Annual Renewal, US\$
1	Affiliate	20	20
2	Associate	300	300
3	Full	300	300
4	Corporate	N.A.	N.A.
5	Honorary	N.A.	N.A.
6	Fellow	300	300
7	Honorary Fellow	N.A.	N.A.
8	Emeritus	25	25
9	Allied	75	75

Licensing & Registration (Including Personalized Seal) Fees

Item	Practice Category	Annual Subscription Payable Per Practice Category	
		First Time Annual, US\$	Annual Renewal, US\$
1	Fully registered Architects	250	250
2	Permitted Architects	500	500
3	Architectural Assistants	160	160
4.	Office	200	200

(Separation sheet)

**LIA/ARB Architect Certification/Registration And Licensure  
Program: Qualification Requirements And Process.**

(Insert thumbnail images, at least 4/6, here of the Liberia built environment to illustrate the dire need for an enforced regulatory environment for the delivery of architecture service throughout the country).

# **Architects professional practice training, licensure and registration process of the LIA/ARB Internship Architecture Program (IAP):**

## **Introduction**

The professional practice training, licensure and registration process of the **LIA/ARB Internship Architecture Program, IAP**) will be jointly administered by the **Architects Registration Board (ARB)** and the **Liberian Institute of Architects (LIA)**. The program consists of continuous assessment based on submitted log book information on work activities and reports on work experience; lectures, tutorials and seminars; interviews, and a practical project based examination.

The purpose of the program is to assess and impart knowledge and skill in relation to professional conduct and competence required to practice architecture in Liberia, and will be carried out over a minimum period of 24 months.

The program's structure and content are based on researched information obtained from regional and other foreign established Professional Institutions of architects that the LIA can relate to.

The program is designed to attend to the need to address post academic qualification training requirements across the following components:

## **Professional Training Components**

### **Component 1: Training**

#### **1.1 Prescribed individual and group tutorials delivered by assigned Professional Studies Advisers (PSAs):**

- a. Lectures on key professional practice subjects
- b. Sample past practice problems introduced and discussed
- c. Professional practice information and procedures based on the local context
- d. Answers to common questions discussed, and
- e. Individual applicant's self-study and research outputs presented and discussed at seminars.

#### **1.2 Monitoring by PSAs:**

- a. Continuous assessments by PSAs based on information provided in Practice Log Sheets.

#### **1.3 Intensive seminars and Group working sessions held periodically to:**

- a. Give applicants the opportunity to broaden their knowledge and experience in the practice of architecture through detailed and extensive discourse with their peers, under the guidance of PSAs.



- b. Cover various topics under the Continuing Professional Development (CPD) Program.

## **Component 2: Continuous Assessment**

### **2.1 Evaluation report:**

- a. Descriptive self-evaluation of applicants' learning and working experience on a periodic basis, under the supervision of PTAs;
- b. Cross referenced to information provided in the applicant's CV and submitted portfolio of current works being performed.

### **2.2 Preparation of Practice Log Sheets (PLS):**

- a. Compiled log sheets information covering twelve (12) months of industry internship training over the period of academic training.
- b. Compiled **log sheets** of post-academic training based on industry practice under the direct supervision of an ARB/LIA registered Architect or one of other such competent foreign based body recognized by the LIA/ARB. The required period of such training varies (from 12 to 24 months) on the basis of the attained academic qualification, number of years and quality of work experience already attained. See tabulated training program matrix below.

## **Component 3: Final Assessment**

The decision to award the Applicant the title 'Registered (and Licensed) Architect', which confers the authority to practice Architecture in Liberia will be based on final assessment carried out by the LIA's Accreditation Board and review/approval of the outcome by the ARB. Assessments will be based on performance of the Applicants on the following:

### **3.1 Case Study (Major Project):**

- a. Submission of a specific significant project in which the applicant had substantial participation at his/her work place, or if unemployed, a live project executed by the applicant under the guidance of his Supervising Architect (or Mentor);
- b. Awareness and understanding, during an interview session, of professional practice by the applicant, and of the applicant's
- c. Ability to carry out research on a subject or topic and prepare a technical report and related documentation.

**LIA/ARB ARCHITECT LICENSURE PROGRAM ACTIVITIES MATRIX**

Item	Item Description Mandatory pre-application relevant industry work experience.		Requirements For Undertaking The Licensure, Certification & Registration Programs (LCRP)			
			Categories of Applicants			
			With/Without Relevant Work Experience			
	Training & Assessment Component	Training Course / Action Requirements	Category 1	Category 2	Category 3	Category 4
			Associate Degree in Architecture or Architectural Drafting.	B.Sc., B.A., B.Tech. in Architecture.	B.Arch., PGDipl. Arch., M.Sc., or Ph.D, Architecture.	B.Arch., PGDipl. Arch., M.Sc., or Ph.D Architecture, and a Recognized Professional Training Qualification and Certification.
Applicable Membership Type Per Applicant Category						
		Associate Member	Associate Member	Full Member	Full Member	
1	<b>LIA Membership.</b>		LIA Membership Is Mandatory For Each Above Listed Applicant Category.			
2	<p><b>Qualification Requirements For Admission To Embark On The LIA/ARB LCRP: Applicable To Categories 2, 3 &amp; 4 Only.</b> (Pre-application relevant industry work experience is mandatory).</p> <p><b>Qualification Requirements For Admission To Undertake The LIA/ARB SPTP: Applicable To Category 1 Only.</b></p>		<p>12 months of pre-qualification internship training; and</p> <p>24 months of post-academic qualification supervised internship training. Both under LIA/ARB certified architects.</p>	<p>12 months of pre-qualification internship training; and</p> <p>24 months of post-academic qualification supervised internship training. Both under LIA/ARB certified architects.</p>	<p>12 months of pre-qualification supervised internship training, under LIA/ARB certified architects.</p>	Not required.
2	<p><b>Duration of the LIA/ARB LCRP: Categories 2, 3 &amp; 4.</b> (See Section on “LIA Membership Qualification Requirement”).</p>		<p>Not qualified to undertake the LCRP.</p> <p>Qualified to undertake</p>	<p>24 months, maximum (no exemptions).</p> <p>.</p>	<p>24 months, maximum (exemptions subject to assessment based on the</p>	Not required.

	<b>Duration of the LIA/ARB SPTP: Categories 1.</b>		the LIA/ARB Special Permit Training Program (SPTP).		duration of pre-application work experience.	
3	<b>Component 1: Training.</b>	<b>1.1 Prescribed individual and group tutorials delivered by assigned PSAs.</b>	Specially tailored training courses, seminars and monitoring regimes, over 18 months.	Required. To be undertaken over a period of 12 months.	Required. To be undertaken over a period of 12 months	Not required.
4		<b>1.2 Monitoring by Professional Studies Advisers (PSA).</b>		Required. To be undertaken over a period of 24 months.	Required. To be undertaken over a period of 24 months.	Not required.
5		<b>1.3 Intensive seminars and Group working sessions held periodically.</b>		Required. To be undertaken periodically over a period of 18 months.	Required. To be undertaken periodically over a period of 18 months.	Not required.
6	<b>Component 2: Continuous Assessment</b>	<b>2.1 Self-evaluation report.</b>	Required. To be undertaken periodically over a period of 18 months.	Required. To be undertaken periodically over a period of 18 months.	Required. To be undertaken periodically over a period of 18 months.	Not required.
7		<b>2.2 Preparation of Practice Log Sheets (PLS).</b>	Required. To be undertaken periodically over a period of 24 months.	Required. To be undertaken periodically over a period of 24 months.	Required. To be undertaken periodically over a period of 24 months.	Not required.
8	<b>Component 3: Examination &amp; Appraisal</b>	<b>3.1 Case study (major project).</b>	Required. To be undertaken over a period of 3 weeks.	Required. To be undertaken over a period of 3 weeks.	Required. To be undertaken over a period of 3 weeks.	Not required.
9		<b>3.2 Practice problems examination answers.</b>	2 weeks	2 weeks	2 weeks	Not required.
10		<b>3.3 Curriculum Vitae.</b>	2 weeks	2 weeks	2 weeks	Not required.

11		<b>3.4 Terminal Professional Interview.</b>	1 week	1 week	1 week	Required, 1 week.
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