



REPUBLIC OF LIBERIA
MINISTRY OF PUBLIC WORKS

P. O. BOX 9011
SOUTH, LYNCH STREET
MONROVIA, LIBERIA



Request for Expressions of Interest

Date: April 18, 2022

Name of Assignment: Individual Consultancy Services for the Project Management Unit of the Liberia Urban Resilience Project (LURP) – **Project Coordinator / Head of PMU**

REOI Reference No.: LR-MPW-288612 -CS-INDV

Project ID.: P169718

Country: Liberia

Dear Sir/ Madam:

The Government of Liberia has received a loan and grant facilities from the International Development Association /World Bank and the French Development Agency (AFD) and intends to apply part of the proceeds of these facilities to eligible payments under the contract for which this Request for Expression of Interest **for** Individual Consultancy Services for the Project Management Unit (PMU) of the Liberia Urban Resilience Project (LURP) – **Project Coordinator / Head of PMU** has been published.

The Liberia Urban Resilience Project (LURP) is led by the Government of Liberia through the Ministry of Public Works (MPW) and financed by the World Bank (WB) and the French Development Agency (AFD). The proposed development objective is to increase flood resilience and access to urban infrastructure in underserved neighborhoods and to improve urban infrastructure planning and management in Liberia.

- The scope of service for this position requires an experienced consultant to be the **Project Coordinator / Head of PMU** who shall be particularly responsible for supervising, planning, coordinating and implementing all the activities of the Project Management Unit. S/He shall lead in the full implementation of the project and shall report directly to the Deputy Minister for Technical Services of the Ministry of Public Works. Additionally, s/he shall supervise, plan and coordinate the overall project activities; prepare the annual work plan; manage PMU staff and oversee the day-to-day activities of the PMU related to procurement, project monitoring and evaluation, financial management, progress and financial reporting, of the project. The duration of this service will be for **12 months** but renewable on an annual basis for a period up to six (6) years based upon satisfactory performance, project needs and available budget. Further details of this service is indicated in the attached Term of Reference. (TOR).

The Ministry of Public Works now invites eligible interested individuals to indicate their interest in providing this service. Interested individuals must provide information indicating that they are qualified to perform the services in accordance with the requirements set forth in the TOR including copies of their CV, attached relevant applicable certificates/documents, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.

This procurement process will be conducted in accordance with the recruitment of individual Consultant procurement/method contained in the World Bank Regulation for IPF Borrowers July 2016, Revised November 2017, August 2018, and November 2020, and the procedures described herein. The scope required is described in detail in the attached Terms of Reference (TOR). Copy of the Terms of Reference (TOR) can be downloaded at www.emasion.gov.lr, www.mpw.gov.lr and iiu-mpw.org.

Expressions of Interest must be delivered to the address below by hand, mail, courier or email on or before **May 16, 2022 at 4:30 pm:**

Attn: Ministry of Public Works
Hon. James J. Reynolds
Assistant Minister Planning & Programming
Ministry of Public Works
South Lynch Street
1000 Monrovia, Liberia
Tel: 0777-004004 / 0880523691
E-mail: jjreynolds@mpw.gov.lr / tmaxsr@yahoo.com

Terms of Reference (ToR)
Project Coordinator/ Head of PMU
 Project Management Unit
 LIBERIA URBAN RESILIENCE PROJECT (LURP)

Republic of Liberia

1. Background

The Liberia Urban Resilience Project (LURP) is led by the Government of Liberia through the Ministry of Public Works (MPW) and financed by the World Bank (WB) and the French Development Agency (AFD). The proposed development objective is to increase flood resilience and access to urban infrastructure in underserved neighbourhoods and to improve urban infrastructure planning and management in Liberia. The project proposes 4 components:

Number	Name	Activities	W B Financing	AFD Financing
Component 1	Climate Resilient Infrastructure and Urban Upgrading	Resilient infrastructure for climate risk management	US\$30-32 million	~US\$9 million (for Neighborhood upgrading)
		Neighborhood and market upgrading		
Component 2	Strengthening Integrated Resilient Urban Development Capacity	Laws/regulations, codes and permitting processes	US\$4-6 million	~US\$1.1 million (for strengthening Operation and maintenance and risks management capacities)
		Climate Resilient Spatial Development Plan for Greater Monrovia		
		Revenue mobilization and financial sustainability		
		Operations and maintenance of infrastructure (O&M)		
Component 3	Contingency Emergency Response Component (CERC)	The CERC is a zero-sum component that allows for the rapid reallocation of un-disbursed IDA funding for situations of urgent need in response to a natural disaster or crisis that has caused, or is likely to imminently cause, a major adverse economic and/or social impact.	US\$0 million	N/A
Component 4	Project Management	Project coordination; procurement; financial management; safeguards; M&E; operational costs; etc.	US\$4 million	~US\$1.1 million

AFD-financed activities will provide basic services to local communities exposed to poor living conditions and high levels of vulnerability to climate change under Component 1, through the

development of secondary and tertiary infrastructure in targeted neighborhoods and communities. Works will include three types of investments: roads rehabilitation including pathways, drainage, lighting points and trees; water kiosks; and public spaces gathering different services (playgrounds, sports grounds, library, community hall, restrooms). Neighborhoods for interventions will be selected based on criteria agreed between the stakeholders and the funding agency are Lakpazee (Monrovia Community Council area), Woodcamp (Paynesville community council area) and Shoe Factory (Gardnersville township area).

WB-financed activities are focus on climate and flood resilience. Activities will include rehabilitating/upgrading/constructing drainage infrastructure in densely populated areas, and implementing blue-green-grey infrastructure, beyond traditional concrete drainage, such as protected green water retention areas, permeable paving, and rainwater capture. A feasibility and design study will confirm the specific geographic and technical scope of the investments. These will include areas of interest within Liberia, as well as two sites in Monrovia City Corporation jurisdiction: (i) Northern Bushrod Island, and (ii) Central Business District (CBD), and two in Paynesville City Corporation jurisdiction, including (iii) Omega Market area, and (iv) South eastern Paynesville. In the target areas where climate resilience interventions are envisaged, a small portion of the budget will be used for associated resilient upgrading interventions activities to support improvements in living conditions and access to public services. In addition, the project will support the strengthening of integrated resilient urban development capacity through four major areas of support including (i) Laws/regulations, codes, and permitting processes; (ii) climate resilient spatial development plan for Greater Monrovia; (iii) revenue mobilization and financial sustainability; and (iv) operations and maintenance of flood management infrastructure.

Both phases of the project will be implemented simultaneously but with different schedules due to reporting and administrative issues. The WB through its IDA financing has provided US\$40.0 million for this project while the French Development Agency (AFD) will provide co-financing in the amount of EUR10.0 million (US\$11.3 million). A parallel financing arrangement will be used, whereby the two development partners will finance their respective activities separately, while using the same umbrella program framework and the same implementation arrangements, including the use of the same Project Implementation Manual (PIM) and Project Management Unit (PMU).

The project will be implemented through a PMU, hosted by MPW comprised of the following profiles:

1. Project Coordinator
2. Lead Civil engineer
3. Civil engineer
4. Environmental Specialist
5. Social Safeguards & Gender Specialist
6. Communications & Community Engagement Specialist
7. Senior Procurement Specialist
8. Procurement Specialist
9. Finance Officer
10. Junior IT & digital communication specialist

The financial management aspects of the Project will be managed by the Project Financial Management Unit (PFMU) hosted by the Ministry of Finance, Planning and Economic Development while the PMU will provide operational support for financial transactions of the project.

2. Scope of Works

This project requires contracting a Local Consultant to be the **Project Coordinator/ Head of the Project Management Unit (PMU)** who manages and supervises the Project.

The **Project Coordinator** will be particularly responsible for supervising, planning, coordinating and implementing all the activities of the Project Management Unit. S/He shall lead in the full implementation of the project and shall report directly to the Deputy Minister for Technical Services of the Ministry of Public Works.

3. Project Coordinator / Head of PMU Responsibilities:

General Administration

- Supervise, plan and coordinate the overall project activities;
- Prepare the annual work plan;
- Managing PMU staff and overseeing the day-to-day activities of the PMU related to the management and implementation of the Project, including supervision of PMU staff responsible for procurement, project monitoring and evaluation, financial management, progress and financial reporting, leading staff of the PMU;
- Supervise PMU staff in the performance of their respective duties and ensure the efficient functioning of the unit including setting performance targets of all PMU staff and leading annual performance reviews.
- Ensure that clear PMU working arrangements are established for collaborating with the Liberian authorities on all management, financial, accounting and procurement matters as well as environmental and social standards.
- Lead the development of work plans, workshops and periodical work sessions and meetings for the unit and hold orientation seminar for team members from the project, municipalities and townships;
- Provide regular updates to WB and AFD task teams and participate in regular meetings to provide updates, and rapidly act on and respond to specific requests or queries from WB and AFD teams.
- Ensure the technical coordination with the different stakeholders and beneficiaries of the project
- Participate and represent the PMU as non-decision-making member in the Project Steering Committee (PSC) and the Technical Working Group (TWG) and serve as secretary of both committees.
- Ensure the execution of the decisions and recommendations of the PSC and the TWG.

- Be responsible for the preparation and the transmission to the financiers of the no objection requests on the aspects within his/her scope of responsibility.
- Ensure the application of the arrangements of the Project implementation manual and of any regulation applicable to the project and to the management of the PMU.
- Undertake all the actions necessary for the respect of the arrangements of the financing agreements of the Project
- Undertake external high-level communications through the office of the Deputy Minister for Technical Services.
- Represent the PMU and the project in general to national and international audiences in Liberia and internationally.

Financial Management

- Coordinate the preparation of the budgetary and financial plans of the project in relation with the PFMU
- Prepare with the financial management officer and present to the members of the PSC the annual budget and the financial reports of the Project
- Ensure the proper budget and financial implementation of the project
- Provide to the PFMU all the required elements to request the drawdowns of the funds
- Identify implementation arrangements and needed resources to implement the project and ensure proper management of funds, including accounting, financial control and audit procedures acceptable to the World Bank and AFD.

Technical management

- Draft Terms of References and management of local and foreign consultants, monitoring progress on deliverables under those contracts and providing feedback as necessary, and coordination of the work of the consultants consistent with the overall project implementation plan
- Validate all the technical documents of the project (ToR, technical reports, etc)
- Review and validate the Procurement plan of the project prepared by the procurement officer
- Ensure the application of the proper process of procurement for the different activities of the Project in accordance with the WB guidelines
- Validate all the tender documents and the contracts to be signed for the implementation of the Project activities
- Ensure the dissemination of the technical reports

Monitoring and supervision

- Coordinate the preparation and ensure the proper conduct of the supervision missions and external control activities (audit, WB and AFD supervision missions, ...)
- Ensure the implementation of the monitoring and evaluation of the project
- Monitor and evaluate the performance indicators of the project
- Participate in building and implementing the detailed concept and approaches as part of the overall framework and methodology of MIDP project.

4. Required Qualifications:

The person suitable for this position should have the following qualifications:

- A Master Degree in Administration/Management, Public Policy, Engineering, Urban Planning, Social Sciences or equivalent relevant qualification.
- Minimum 15 years of project management experience with at least 5 years of experience in similar role in a Donor Financed project. Management experience on an urban development project with emphasis on drainage, flood mitigation and civil works will be considered an added advantage;
- Knowledge of the local terrain and familiarity with working in Sub Sahara Africa;
- Proven experience and ability to manage projects with value in excess of US\$10 million.
- Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, including senior government officials, regional/local authorities, experts and NGOs/communities.
- Excellent computer literacy skills, including fluency in project management software
- The ability to work with multiple discipline projects.
- Excellent project management and supervision skills.
- Excellent organizational, time management, leadership, and decision-making skills.
- Excellent written and verbal English communication skills

5. Reporting

- a. Monthly progress reports: The Consultant shall prepare concise Monthly Progress Reports covering progress towards achieving the objectives in this ToR as well as identified areas of weaknesses and strategies for improvement of procurement activities. The reports shall

provide a brief but comprehensive end-of-month progress assessment. Tabulated representations of the work program, details of impediment to the performance and proposals for overcoming them. These reports shall be submitted within or not later than the 7th day of the first week of the succeeding month. The report will be assessed and appraised by the Deputy Minister for Technical Services and the Project Steering Committee.

- b. Quarterly Progress Reports: These reports shall make use of the information previously reported monthly, but suitably modified to include, summarize, and draw conclusions on all pertinent issues concerning the assignment. In addition, the Quarterly Progress Reports shall summarize the Consultant's activities, with solutions adopted, and any other relevant information considered necessary in respect of the services delivery. Each of these reports shall be submitted not later than the 7th day of the first month of the following quarter.
- c. A draft final report within the last week of the second-to-last month of the assignment for review by the development partner and the project steering committee.
- d. A final report within the last week of the assignment.

6. Contract Duration:

The contract duration will be for a period of one year (12 months), with a probation period of three months, upon which it can be renewed based on satisfactory performance. The total project duration is expected to be for six years (72 months) based upon project needs ~~and available~~ and available budget.

7. Selection Method:

The selection method for this assignment is Individual Consultants selection (ICS). The process of selection will be in line with the relevant WB Procurement Regulations.