



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) – **Senior Procurement Specialist**

**REOI Reference No.: LR-MPW-288661 -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) –**Senior Procurement Specialist** 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 **Senior Procurement Specialist** who will work in close consultation with the Project Coordinator (PC) and the **Procurement Specialist** of the PMU, other departments and stakeholders, to ensure that all procurement activities under the project are carried out efficiently and in accordance with the guidelines and policies of the Project Management Framework and Financing Agreement. S/he shall be responsible to develop and update procurement strategy for various project activities and the development and publishing of the periodic procurement plans adopting the appropriate procurement method and approaches to maximize the effectiveness of the procurement process.

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 are 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, attach photocopies of 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](http://www.emasion.gov.lr), [www.mpw.gov.lr](http://www.mpw.gov.lr) and [iiu-mpw.org](http://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](mailto:jjreynolds@mpw.gov.lr) / [tmaxsr@yahoo.com](mailto:tmaxsr@yahoo.com)

Terms of Reference (ToR)  
**Senior Procurement Specialist**, 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 neighborhoods and to improve urban infrastructure planning and management in Liberia. The project proposes 4 components:

Number	Name	Activities	WB Financing	AFD Financing
Component 1	Climate Resilient Infrastructure and Urban Upgrading	Resilient infrastructure for climate risk management Neighborhood and market upgrading	US\$30-32 million	~US\$9 million (for Neighborhood upgrading)
Component 2	Strengthening Integrated Resilient Urban Development Capacity	Laws/regulations, codes and permitting processes Climate Resilient Spatial Development Plan for Greater Monrovia Revenue mobilization and financial sustainability Operations and maintenance of infrastructure (O&M)	US\$4-6 million	~US\$1.1 million (for strengthening Operation and maintenance and risks management capacities)
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 focused 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 drainages, 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) Southeastern 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 a 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 will competitively recruit an experienced and qualified consultant to be the **Senior Procurement Specialist** who will work in close consultation with the Project Coordinator (PC) and the **Procurement Specialist** of the PMU, other departments and stakeholders, to ensure that all procurement activities under the project are carried out efficiently and in accordance with the guidelines and policies of the Project Management Framework and Financing Agreement.

## **3. Roles and Responsibilities:**

- Develop and update procurement strategy for various project activities to determine the most appropriate procurement method and approaches to maximize the effectiveness of a given procurement process.
- Lead in the development, updating and publishing of periodic procurement plans as required for the implementation of the project;
- Ensure these plans meet the donors' requirements/guidelines and the arrangements defined in the financing agreements
- Ensure and monitor adequate publicity for the call for tenders;
- Advise other members of the PMU and project stakeholders of the national, WB and AFD procurement policies that need to be strictly adhered to.
- Advise on setting up evaluation criteria, the methodology for quantifying, and the minimum qualification requirements for the award of contracts in bidding documents and requests for proposals (RFPs);
- Coordinate evaluation of bids and consultant(s) selection processes, including identifying relevant members of evaluation committee, conducting evaluation training to those members of evaluation committee that require it, facilitating the evaluation committee and acting as the secretary to the evaluation committee and drafting the evaluation report for signature of all committee members at the end of the evaluation committee meeting.
- Participate in developing bidding invitations (invitations for bids, bidding documents, requests for expressions of interest, Request for Proposals) for all procurement packages within the scope of the Project
- Review evaluation reports of the bids and proposals
- Validate all the contracts for the implementation of the project;
- Monitor all the work orders related to the contracts and evaluate their implementation
- Provide Contracts management services which includes the monitoring and reporting of contracts provided under the project and the disbursement of funds under these contracts; shall also carryout evaluation and recommendation to improve procurement activities including delivery of logistical supplies/services;
- Set up an archiving system, including all the documents that may be asked by auditors or donors

- Monitor the progress of the procurement activities in relation to all bidding packages (Goods, Works, Non-Consulting Services, and consultancy Services)
- Contribute to the elaboration of advancement reports on the project, providing up-to-date information on the procurement aspects
- Carryout all other procurement related functions as directed by the Project Coordinator.
- Reports directly to the Project Coordinator

#### **4. Minimum Qualifications:**

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

- At least a Masters' Degree in Procurement / Economics / Law / Engineering / Social Sciences and or Business Administration or related field.
- 10 years working experience in public procurement, with at least 6 years on Donor funded projects financed through the Government of Liberia or any other sub Saharan African Country, by the World Bank, and international financial organizations; experience in infrastructure project will be advantage.
- Knowledge of international organizations/institutions and national public procurement regulations and procedures;
- Knowledgeable of a broad range of specialized activities related to contract, asset and procurement management, including organization and conduct of procurement processes, implementation of contract and sourcing strategies, reporting, control of assets, etc;
- Demonstrates strong IT skills, computer literacy, in particular experience with Microsoft Office products (MS. Words, Excel, Power Point, Internet Explorer, etc.);
- Ability to communicate, negotiate, analyse, elaborate and present reports.
- Participate in team meetings and support the capturing and completion of next steps and action items
- Ability to work independently and within a team environment and exercise mature judgment.
- Highly motivated self-starter with the ability to coordinate multiple projects/ tasks simultaneously in a high-pressure environment

#### **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 Project Coordinator.
- 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 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.