



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) – **Procurement Specialist**

REOI Reference No.: LR-MPW-288662 -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 this loan 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) – **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 **Procurement Specialist** who shall work in close consultation with the **Senior 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. 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 are 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)
Procurement Specialist
 Project Management Unit (PMU)
 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	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 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. Financial Management 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 local consultant to be the **Procurement Specialist** who shall work in close consultation with the **Senior 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:

- Support the Senior Procurement specialist to 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.
- Support the Senior Procurement specialist to develop, update and publish periodical 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
- Review, monitor, and report on the progress of the procurement activities in relation to all bidding packages (Goods, Works, Non-Consulting Services, and consultancy Services) for the project that has been defined in the plan and promptly inform the Senior Procurement Specialist and Project Coordinator of any challenges related to their implementation;
- Prepare bidding invitations (invitations for bids, requests for proposals, requests for expressions of interest) for all procurement packages within the scope of the Project as well as prepare responses to requests for clarifications from bidders, responses to complaints from bidders, communications with service providers, suppliers and vendors, minutes of pre-bid meeting, bid opening, negotiations, contract finalization meetings, and working documents with stakeholders;
- When required under the project and in close consultation with the Senior Procurement Specialist, develop specific procurement plans/ packages within scope of the Project,
- Participate in developing bidding invitations (invitations for bids, requests for expressions of interest) for all procurement packages within the scope of the Project as well as prepare responses to request for clarifications from bidders, responses to complaints from bidders, communications with service providers, suppliers and vendors, minutes of pre-bid meeting, bid opening, negotiations, contract finalization meetings, and working documents with stakeholders;
- Prepare evaluation reports of the bids and proposals
- Prepare all the contracts for the implementation of the project;
- Prepare all the work orders related to the contracts and monitor their implementation
- Provide Contract 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;

- Regularly update an archiving system, including all the documents that may be asked by auditors or donors
- 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 Senior Procurement Specialist.
- Carryout any other procurement related services under the project by directive of the Senior Procurement Specialist or Project Coordinator.

4. Minimum Qualifications:

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

- At least a Bachelor's Degree in Procurement / Economics / Management / Engineering / Social Sciences and or Business Administration. Master's degree or specific procurement training (preferably World Bank related) will be an advantage.
- 5 years working experience in public procurement, with at least 2 years on Donor funded projects financed by the Government of Liberia, World Bank and international financial organizations; experience in infrastructure projects will be an 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;
- Demonstrate 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 Senior Procurement Specialist and 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.