



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) – **Communications & Community Engagement Specialist**

REOI Reference No.: LR-MPW-288659 -CS-INDV

Project ID.: P169718

Country: Liberia

Dear Sir/ Madam:

The Government of Liberia has received 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)- Communications & Community Engagement Specialist.**

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 **Communications & Community Engagement Specialist**, who shall work in close consultation with and report to the Project Coordinator of the PMU and carry out the communication and knowledge management activities of the project with an aim to strengthen the awareness and acceptance of project interventions in communities, municipalities and townships, raise awareness and information sharing among general population using innovative and most suitable communication tools. The Communications and Community Engagement Specialist shall also engage in daily collaboration with community leaders, local and national government officials as well as PMU colleagues for the sharing, promoting and sensitization of project activities and achievements.

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, 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)
Communication and Community Engagement 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	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 Neighbourhood upgrading)
		Neighbourhood 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	US\$0 million	N/A

		imminently cause, a major adverse economic and/or social impact.		
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 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. Communication & 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

The project will secure the services of a Local Consultant to be the project **Communications and Community Engagement Specialist** who shall work in close consultation with and report to the Project Coordinator of the PMU and carry out the communication and knowledge management activities of the project with an aim to strengthen the awareness and acceptance of project interventions in communities, municipalities and townships, raise awareness and information sharing among general population using innovative and most suitable communication tools. The Communications and Community Engagement Specialist shall also engage in daily collaboration with community leaders, local and national government officials as well as PMU colleagues for the sharing, promoting and sensitization of project activities and achievements.

3. Communication & Community Engagement Specialist Responsibilities:

- Draft communication strategies and action plans for all project activities to ensure greater visibility and public understanding of the projects' goals and results;
- Ensure the application of donors' guidelines and arrangements defined in the financing agreements on all project related communication activities ;Serve as the project focal for all public and community engagements including strategizing and defining suitable communication materials for communities, engaging public discussions, town halls and media institutions, and providing project support for gender specific communications;
- Work closely with the Ministry of Public Works (MPW), Paynesville City Corporation (PCC), Monrovia City Corporation (MCC), Ministry of Internal Affairs (MIA), Environmental Protection Agency (EPA). Liberia Land Authority and other important project stakeholders for effective coordination and communication of project activities in locations where the project is implemented;
- Support the local communities in organizing stakeholder consultations and, based on their information needs, developing and implementing communication plans;
- Lead in the preparation of priority communication materials based on the communications plan, and other communication materials as required by the project and aligned with the overall communications strategy of the project;
- Provide technical assistance in the development and dissemination of project communication materials, e.g., project briefs, brochures, radio spots, etc., and support organization of various public events on local and national level in order to achieve better Project understanding, recognition and visibility;
- Prepare exhibits, communications materials and other promotional collaterals related to the project;
- Prepare press releases on key project activities in close coordination with the Project Coordinator (PC)
- Develop monthly communications reports as determined by the PC;
- Identify opportunities to strengthen the capacity of partners through appropriate advocacy and communication training, access to information, supplies and equipment and through knowledge sharingWork closely with the Social Development Specialist in the engagement of project

communities in matters related to sensitization of communities on the project objectives, understanding community priorities and grievances.

- Manage the GRM database, develop monthly reports on grievances, and provide analysis that can inform the implementation of activities to project delivery. Prepare quarterly reports, duly reflecting results, lessons and recommendations from the component implementation.
- Coordinate and edit communications material, including alerts, press releases, pitches, talking points, key messages and press kits.
- Collaborate with the PMU internal and external stakeholders to develop and execute strategies for education and engagement.
- Develop media relationships with local and national media on behalf of the PMU;
- Work closely with the Social Safeguards and Gender Specialist to ensure all communications are gender-sensitive and ensure messaging is adequate for beneficiary communities, including illiterate community members;
- Collaborate with MIDP partners and stakeholders to provide social media content.
- Ensure consistent messaging and themes for the project;

4. Minimum Qualifications:

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

- Bachelor degree in Sociology, Mass Communication, Public Relations and or a related field. Master's degree is an added advantage;
- Minimum 7 years work experience with at least 5 years' relevant experience in project community engagement and communication within the Sub region;
- Demonstrated relevant experience in donor funded project public engagement activities including cultivating and building relationships with partner organizations and communities/residents;
- Experience with stakeholder grievance redress processes (establishment, training, oversight and management);
- Proven experience as communications specialist
- Experience in web design and content production is a plus
- Experience in copywriting and editing
- Solid understanding of project management principles
- Working knowledge of MS Office; photo and video-editing software is an asset
- Excellent communication (oral and written) and presentation skills
- Outstanding organizational and planning abilities
- Proficient command of English

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 communications and community engagement 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. Reports shall also include updates on grievance redress activities and updated database information for the period. 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.