



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) – **Finance Officer.**

REOI Reference No.: LR-MPW-288663 -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)- **Finance Officer.**

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 **Finance Officer.** who shall be responsible for the daily financial operations of the project including the review, development and execution of the full project budget in close consultation with the Project Coordinator. S/he shall assist the Project Coordinator in providing full project accounting and financial management of all project funds in line with the guidelines and regulations of the partners and stakeholders of this project. The Project Finance Officer will work closely with the Project Financial Management Unit (PFMU) on all accounting and financial management issues.

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)
Finance Officer
 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 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 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 Safeguard & Gender specialist

6. Community Engagement & communications 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 requires contracting a Local Consultant to be the **Project Finance Officer** who shall be responsible for the daily financial operations of the project including the review, development and execution of the full project budget in close consultation with the Project Coordinator. S/he shall assist the Project Coordinator in providing full project accounting and financial management of all project funds in line with the guidelines and regulations of the partners and stakeholders of this project. The Project Finance Officer will work closely with the Project Financial Management Unit (PFMU) on all accounting and financial management issues.

3. Finance Officer Responsibilities:

- Work collaboratively in order to manage and guide the team members on financial matters to ensure accurate and timely processing and maintenance of financial data related to the project.
- Ensure timely, accurate and relevant submission of financial reports required by project team members, the donor, counterpart organizations, and government in respect to both contractual and legal requirements.
- Assist the PFMU to adhere to World Bank financial reporting requirements by reviewing World Bank Legal agreements for compliance with organization's financial standards.
- Review and provide input where necessary to the quarterly interim financial report (IFR) prepared by the Project Financial Management Unit (PFMU) before it is signed by Project Coordinator;
- Ensure that financial documents are properly filed and maintains all documents and records supporting financial transactions for the Project;
- Verify the eligibility and accuracy of all payments by ensuring that documents are in compliance with World Bank and GoL requirements before submission to Project Coordinator for approval and onward submission to the PFMU; Lead in the preparation of donor financial and budgets vs actuals report and analyses the fiscal data of the project
- Work with PFMU to monitor monthly expenditure and tracking of expenditure and providing analysis reports to project team and management team as basis for planning and decision making.

- Manage the project's assets and liabilities to minimize currency exchange gain/ losses.
- Ensure the development of revised project proposals and budgets for submission to donors meets donor requirements for additional funding.
- Recommend to management cost effectiveness tools and methods
- Create and implement financial policies to guarantee operational efficiency.
- Maintain records and receipts for all daily transactions.
- Ensure financial records are kept up-to-date with the latest transactions and changes.
- Be the custodian of Petty Cash, including petty cash issuance and Petty cash reconciliations.
 - Prepare monthly report highlighting the detailed description of the activities performed and results achieved in the current reporting period (month for which the report was issued) as well as the resources used for performing these activities, a brief description and assessment of the current state of all project activities, issues encountered in the implementation of project, brief description of activities to be performed in the next reporting period as well as the resources estimated to be used for performing such activities, expected results in the next reporting period and assessment of the programs potential risks and recommendation for mitigating these risks;
 - Contribute to financial audits.
 - Monitor all bank deposits and payments.
 - Perform periodic financial analysis to detect and resolve problems.

4. Required Qualifications:

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

- Bachelor's degree in finance, accounting, economics, Business Administration or relevant field.
- The suitable candidate shall hold a CAT, AAT or ATSWA certificate or be a part-qualified (Level II above) professional accounting student with ACCA, CPA, or CA is a Must.
- Minimum of five (5) years' experience in executing Financial Management activities in World Bank funded projects(preferable), multilateral organization or INGO;
- Experience in donor resource management, mobilization, and/or grant administration;
- Strong written and verbal communications skills in English;
- Knowledge of International Financial Reporting Standards and International Standards on Auditing; Relevant training and certificates for this role will be an added advantage
- In-depth knowledge of financial regulations and accounting processes.
- Proficiency in MS Office, accounting software and other database applications. Outstanding analytical and time management skills.
- Strong attention to detail.
- Excellent written and verbal 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 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.