



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) – **Junior ICT/Digital Communications Specialist**

REOI Reference No.: LR-MPW-288666 -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) – **Junior ICT/Digital Communications 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 **Junior ICT/Digital Communications Specialist** who shall work closely with the Project Coordinator to provide ICT support and maintenance during the implementation of the project. S/he shall be responsible for all ICT equipment, software and internet services maintenance and management of the ICT facilities of the PMU and provide regular maintenance and updating services. In addition, the Specialist will support teams with various applications related to their work needs associated with GIS and data management, as well as in terms of online communications of project activities and results. 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)
Junior ICT/Digital communication 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 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, including 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 ICT/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 whilst 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 **Junior ICT/Communications Specialist** who shall work closely with the Project Coordinator to provide ICT support and maintenance during the implementation of the project. S/he shall be responsible for all ICT equipment, software and internet services maintenance and management of the ICT facilities of the PMU and provide regular maintenance and updating services. In addition, the Specialist will support teams with various applications related to their work needs associated with GIS and data management, as well as in terms of online communications of project activities and results.

3. Junior ICT/Digital Communication Specialist Responsibilities:

- Responsible to the Project Coordinator and PMU;
- Develop a fully equipped ICT system communication facility for the unit;
- Conduct a needs assessment and develop an action plan for the ICT hardware and software needs of the PMU and project implementing partners.
- Design, install and configure the network connecting all project offices;
- Assess the data needs of policy planners, design and implement the Management Information System (MIS) of the project unit;
- Study and analyze essential elements of effective computerization with particular emphasis on improving administrative efficiency and service compliance;
- Organize training courses for the project officials and PMU staff on relevant computer and communication technologies;
- Study and analyze data needs for effective monitoring of the project activities;
- Design appropriate modules and progress dashboards for effective communication of data from the central database;
- Support Finance Officer to manage the central transactions database of the project and develop appropriate modules/utilities for effective and regular dispersion of the data.
- Support PMU members and project implementing partners to work with mapping and GIS to inform design and implementation of project activities.
- Cloud-based database and archive for all reports, TORs and documents.
- Work with Community engagement, and communications officer and Social Development Officer to develop a communications strategy and digital grievance redress and citizen engagement platform on the project.
- Develop a website and setup relevant social media accounts for the project to effectively communicate project activities and results.
- Other tasks as assigned by the Project Coordinator.

4. Minimum Qualifications:

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

- The person suitable for this position should have the following qualifications:
- Advance ICT Certificate; Bachelor Degree in Computer Science or related field will be an advantage;
- Minimum 5 years work experience in ICT systems design and maintenance/management with 3 years direct relevant experience;
- GIS and spatial data collection, management and sharing experience, including applications such as open street map and survey tools such as ODK and KoBo;
- Excellent website design skills and extensive experience
- Active social media user with experience across multiple platforms;
- Experience related to communicating results and monitoring and evaluation.
- Experience in the design, development and implementation of LANs, WANs, and most recent communication technologies;
- Experience in the design, development and implementation of hierarchical and relational database captured through customized software with executive information system capability;
- Minimum 5 years work experience in public/private/international organization/development projects is preferred;
- Excellent in communication and presentation skills;
- Proficiency in written and spoken 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 ICT 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.