

**Republic of Liberia**

**MINISTRY OF FINANCE AND DEVELOPMENT PLANNING**

**P.O Box 10-9016**

**Intersection of Broad and Mechlin Streets**

**Monrovia, Liberia**

**REQUEST FOR EXPRESSIONS OF INTEREST FOR  
SHORT TERM E-GP AWARENESS STAFF**

**NAME OF PROJECT: Integrated Public Financial Management Reform Project, II**

Assignment Title: **Twenty-Five (25) Short-Term Staff to Support Awareness and sensitization activities on E-GP implementation to beef up awareness capacity of the E-GP Project**

Financing Agreement reference: **2100155034068**

Project ID No.: **P-LR-K00-014**

Reference No. **IPFMRP II/C/IC/1.1.12-AfDB**

Issue Date: **October 6, 2021**

End Date: **October 16, 2021**

## **1. Background**

The Republic of Liberia has received Financing from the African Development Bank towards the cost of the Liberia Technical & Capacity Building Assistance Project, and it intends to apply part of the proceeds of this financing to cover eligible payment under the contract for the hiring of short-term E-Government Procurement implementation awareness staff.

As part of the on-going public procurement reform program achievements which improved competition and increased value for money, the Public Procurement and Concession Commission (PPCC) intends to conduct multi-track nationwide awareness to educate stakeholders and the general public on the procurement, installation, and deployment of the e-GP system, including its benefits to the national government and the country.

## **2. Rationale**

The rationale for this assignment is to hire twenty-five (25) external staff on a short-term basis to bolster the existing efforts of the Commission. The assignment will last for a period of three months

and the staff will be responsible to educate the general public on the procurement, installation, and deployment of the e-GP system, including its benefits to the national government and the country.

### **3. Objective of the Assignment**

The objective of the Assignment is to ensure an increase in information conveyance to stakeholders and the general public on the e-GP project implementation, and forge partnership with relevant stakeholders to aid with the information dissemination mechanism of PPCC.

### **4. Scope of the Assignment**

The scope of the assignment is to create awareness on the E-GP Implementation, in the fifteen (15) political subdivisions of Liberia. It will be carried out through the following means:

- Create awareness during town hall fora or meetings across the country with key stakeholders and citizens;
- Airing of dramas and jingles on radio stations in all counties;
- Street and theatre shows, Parades; and,
- Awareness materials distribution

### **5. Deliverables**

In addition to the foregoing, the individuals along with the Commission's staff shall deliver the following outputs for the assignment within the corresponding timeline:

- Conduct of town hall meetings in all counties at least once every two weeks
- Airing of dramas and jingles on radio stations in all counties (four times a week)
- Conduct of Street and Road Shows, Parades etc.
- Awareness and Momentum building through awareness materials distribution in all fifteen counties.

### **6. Qualification and Experience Requirement**

Interested individuals must meet the following Minimum Qualifications Requirements:

- ❖ Experience in public procurement, media relations, public administration, training or education. Knowledge of E-procurement and World Bank Procurement procedures will be an added advantage.
- ❖ Must have at least a first degree in any of the social science disciplines; graduate diploma or degree is an added advantage
- ❖ Must be fluent in speaking and writing English
- ❖ Self-starter and able to develop and implement programs with minimal supervision.
- ❖ Excellent interpersonal and persuasive skills;

- ❖ Ability to work with and build teams.
- ❖ Observant, analytical and pay particular attention to details.
- ❖ Working knowledge of MS Office Suite (Word, Excel, Access, and PowerPoint).

## **7. Duration of the Assignment**

The assignment is expected to take three months after signing of the contract.

## **8. Number of Staff**

A total of twenty-five (25) staff will be hired under this arrangement.

## **9. Duty Station**

All staff hired under this arrangement will be stationed in Monrovia. The assignment will require frequent travels to all the fifteen counties of Liberia.

## **10. Institutional Arrangement**

Staff recruited under this project shall work under the supervision of Public Procurement and Concession Commission (PPCC) and be subject to rudimentary Human Resource Policies whilst the assignment is active.

## **11. Facilities to be provided by the PPCC**

The PPCC will provide the following facilities:

- i. Access to all necessary information and stakeholders to facilitate the assignment
- ii. Office space
- iii. Essential office furniture
- iv. Essential miscellaneous office equipment
- v. Access to Internet, and network resources, where necessary
- vi. The consultant will use her/his personal Laptop.

## **12. How to apply**

Further information and the detailed TOR can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT), Mondays through Fridays.

The Project Management Unit (PMU) of the Ministry of Finance & Development Planning (MFDP) now invites eligible individuals to express interest in providing the services by submitting a list of similar assignments performed with references and submitting Curriculum Vitae (CVs) and copies of academic credentials, demonstrating experience in performing similar assignments

with references and showing responsiveness to the qualification requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised November 2017 and August 2018 ("Procurement Regulations"). Consultants will be selected using the Individual Consultant Selection (ICS) Method set out in the Procurement Policy Framework referenced above.

Expressions of interest must be delivered in a written form or by email to the address below on or before **16<sup>th</sup> October, 2021** @ 1700 hours (GMT) and indicate in the Email subject line or on the outer envelope **"Short-Term E-GP Awareness Staff "**

The Address referred above is:

**The Acting Project Manager  
Project Management Unit (PMU), Ground Floor Annex  
Ministry of Finance and Development Planning (MFDP)  
P.O Box 109013 – Intersection of Broad and Mechlin Streets  
1000 Monrovia, 10 Liberia  
Phone: +231 881154787  
E-Mail: [vfofana@mfdp.gov.lr](mailto:vfofana@mfdp.gov.lr) and copied to [jmentroe@mfdp.gov.lr](mailto:jmentroe@mfdp.gov.lr)**