



REPUBLIC OF LIBERIA  
MINISTRY OF EDUCATION



## REQUEST FOR EXPRESSION OF INTEREST-(REoI)

### (CONSULTING SERVICES: INDIVIDUAL CONSULTANT SELECTION)

Name of Project	<b>Improving Results in Secondary Education (IRISE) Project</b>
Project ID	P164932
Grant ID	D5030-LR
Assignment Title	<b>Selection of National Contracts Management Specialist</b>
Reference No.	<b>LR-MOE-138251-CS-INDV</b>

## 1. INTRODUCTION

The Government of Liberia has received a grant equivalent to USD 47 million from the International Development Association (IDA) to implement the Improving Results in Secondary Education (IRISE) Project, hereinafter “the Project”. The Project duration is four years. The Ministry of Education (MoE) is the IRISE implementation agency responsible for project execution and results monitoring. The implementation is overseen by the Ministry’s Senior Management Team (SMT). The Ministry of Education intends to apply a portion of these funds to hire a National Contracts Management Specialist to advise on contracts that will be signed between the MoE and other parties during the implementation of the Project to reduce risks and liabilities to the MoE and ensure smooth project implementation.

## 2. BACKGROUND

### 2.1 The IRISE Project

The IRISE Project’s development objective (PDO) is to improve equitable access to, and quality of secondary education and provide a response to the COVID-19 pandemic. It will be achieved through a set of activities that are grouped into the five components:

- Improving access and learning environment at the senior secondary level
- Increasing opportunities for girls to transition to and complete senior secondary education
- Improving quality and relevance of senior secondary education
- Capacity building, Technical Assistance, project coordination and M&E
- Contingency Emergency Response Component.

### 2.2 Progress towards the achievement of the PDO will be monitored through the following key indicators:

- a) GER at the senior secondary level (percentage; and percentage female)
- b) Increased percentage of public and community senior secondary schools with a qualified

teacher each in Math, Science and English

- c) Number of direct project beneficiaries (number of females).
- d) Students' perception about the adequacy of the conditions of their schools to avoid the spread of COVID-19.

- 2.3 The Project employs a hybrid funding approach including the financing of inputs for interventions supported under Components 1, 4 and 5, and a results-based financing (RBF) modality with disbursement-linked indicators (DLIs) for Components 2 and 3. Disbursements under Components 2 and 3 will be conditioned on the achievement of specified results, as measured by DLIs. Such approach reflects a shift from an emphasis on inputs to focusing on incentivizing the achievement of results.
- 2.4 The day-to-day management of the implementation of the IRISE Project is delegated by the MoE to the Project Delivery Team (PDT), which is a team dedicated exclusively to the Project. The PDT reports directly to the SMT of the MoE and liaises with entities inside and outside the Ministry to support implementation of project activities. The PDT for the IRISE comprises a Deputy Project Coordinator & Technical Lead, International Procurement Specialist, Financial Management Officer, Environmental & Social Safeguards Specialist, and M&E Specialist. Under Sub-component 1.1 of the IRISE Project, a Clerk of Works will also be recruited by each School Management Committee to supervise civil works under the School Improvement Grant Scheme of the Project

### **3. OBJECTIVE OF THE ASSIGNMENT**

This Terms of Reference describes the roles and responsibilities of the National Contracts Management Specialist of the Ministry of Education's Project Delivery Team.

More information is provided in the detailed Terms of Reference which can be assessed through the link below:

[https://drive.google.com/file/d/1rcw4XJrhCfdr4zbQqm\\_O5CuxmUUytBPm/view?usp=sharing](https://drive.google.com/file/d/1rcw4XJrhCfdr4zbQqm_O5CuxmUUytBPm/view?usp=sharing)

You may also obtain a copy of the Terms of Reference from the email addresses below:

[Procurement.irise@gmail.com](mailto:Procurement.irise@gmail.com) copied to [abufahmed@yahoo.co.uk](mailto:abufahmed@yahoo.co.uk)

The Ministry of Education now invites eligible Individual Consultants ("Consultants") to indicate their interest in providing the services. Interested Individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services by submitting the most current curriculum vitae/resume.

### **4. SHORTLISTING CRITERIA**

The National Contracts Management Specialist to be hired must have the following:

- ❖ Minimum of a Bachelor's degree in Business Administration, Law, Engineering or a relevant field of study;
- ❖ 2 years of legal or paralegal experience, preferably working directly with contract law;
- ❖ He or she is expected to have a comprehensive knowledge of procurement policies rules, regulations and legal terminology of the World Bank, other multilateral funding agencies and the Government of Liberia Public Procurement and Concessions Commission Act;

- ❖ Specific experience in at least two (2) donor-funded assignments of similar nature and complexity;
- ❖ Willingness to work virtually or in an office setting;
- ❖ Ability to identify, analyze, and suggest solutions for problems, complaints from contractual parties, and MoE concerns;
- ❖ Knowledge of negotiation best practices, both in-person and in written form, that considers cultural norms and the MoE best interests;
- ❖ Excellent interpersonal and communication skills, including an impeccable mastery of the English language;
- ❖ Good organization skills and the ability to multitask on several projects simultaneously;
- ❖ He should have excellent command of verbal and written English and a strong attention to detail.
- ❖ Excellent oral and written communication skills, and familiarity with relevant computer software (MS Word, PowerPoint, Excel, etc).

**Note: Only individuals with the required qualifications and relevant experience that meet the requirements of the REoI will be invited for interview.**

The attention of Consultants is drawn to Section III, paragraphs, 3.14, 3.16 and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, revised November 2017, August 2018 and Fourth Edition, November 2020, setting forth the World Bank’s Policy on conflict of interest.

**The Consultant will be selected under the Individual Consultant Selection (ICS) Method under the World Bank’s “Procurement Regulations for IPF Borrowers”, Fourth Edition, November 2020.**

Expression of interest which must bear the title, “**Selection of National Contracts Management Specialist**” must be submitted in written form electronically to the address below (in person, or by mail or by email) by **17.00 hours local time on June 28, 2021**.

Further information can be obtained at the address below during office hours from 8.30 hours to 16.30 hours, local time or through [procurement.irise@gmail.com](mailto:procurement.irise@gmail.com) and copied to [abufahmed@yahoo.co.uk](mailto:abufahmed@yahoo.co.uk)

Address for submission of expressions of interest:

The Ministry of Education  
Ministerial Complex, Congo Town,  
Monrovia, Liberia

**Attention: Abraham A. Kiazolu- Deputy Project Coordinator & Technical Lead**

Improving Results in secondary Education (IRISE) Project

The address for online submission is: [procurement.irise@gmail.com](mailto:procurement.irise@gmail.com) and copied to [abufahmed@yahoo.co.uk](mailto:abufahmed@yahoo.co.uk)