

REPUBLIC OF LIBERIA
OFFICE OF MINISTER OF STATE WITHOUT PORTFOLIO

DIASPORA AFFAIRS DEPARTMENT (DAD)
DIASPORA ENGAGEMENT PROJECT (DEP)

Grant No: P124809

CONSULTANT SERVICES: **DIASPORA ADVISOR**

Request for Expressions of Interest

1. The Government of Liberia has received a grant from the International Development Association (IDA) toward the cost of establishing and operationalizing the Diaspora Affairs Department, and the government intends to apply part of the proceeds for consulting services for a Diaspora Advisor.
2. The objective of the assignment is to strategize, coordinate, and plan special events to promote linkages between the Liberian Diaspora and activities on Liberia. The Diaspora Advisor will engage in public relations and outreach both within Liberia and in the region to identify key resources that can bridge the gaps that exist in Liberia with respect to diaspora interest. As a key member of Project team, the Diaspora Advisor will be capable of rapid, coordinate action to capture opportunities for positive change and confidence-building with all programme counterparts.
3. The GOL now invites eligible individual local consultants to indicate their interest in providing the services. Interested individual consultants must provide information indicating that they are qualified to perform the services (CVs, description of similar assignments, experience in similar conditions). Selection will be based on qualifications and experience stipulated below.
4. Consulting firms are allowed to propose individuals for this assignment. However, only the experience and qualifications of individuals shall be used in the selection process, and corporate experience shall not be taken into account and the contract would be signed with the proposed individual.

QUALIFICATIONS:

5. The Diaspora Advisor shall have the following educational and professional qualifications:
 - a. Master degree or equivalent in development, public relations, project management, social work or other related field.
 - b. At least 5 years of professional experience in the field of governance and development, or management, especially in public sector and public affairs/relations;
 - c. Experience in stakeholder participation and consensus-building projects.
 - d. Thorough knowledge and understanding of government structures and current development planning in Liberia.

- e. Demonstrated capacity to understand and analyze local, national, and regional political context of Liberia.
 - f. A drive for results in a high volume, quick-paced programme environment; creativity and analytical capability required to respond to evolving programme demands and current events.
 - g. Excellent computer skills, including MS Office suite.
 - h. Fluency in Written and spoken English is required. Speaking of at least one Liberian language and written and speaking of French will be an added advantage.
6. **Duration of assignment:** one year renewable based on performance.
7. The consultant will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers” dated January 2011. Interested individual consultants may obtain further information at the address below from Monday to Friday between 0830 hrs and 1630 hrs during working days.
8. Expressions of Interest, clearly marked “**Diaspora Advisor**”, must be delivered to the address below by hand, mail or email, by 1400 Hrs on **February 24, 2014**. Only short listed candidates will be contacted.

Ministry of State without Portfolio
5th Floor, Foreign Affairs Building
Capitol Hill
Monrovia, Liberia
Attention: Minister of State without Portfolio
E-mail: diaspora.project@yahoo.com

Terms of Reference DIASPORA ADVISOR

Background

In response to a request from the Government of Liberia for support to its Diaspora Affairs Department in the Office of the Minister of State without Portfolio, the World Bank has approved a grant to undertake specifically defined activities within a two year period beginning March, 2014.

Accordingly, the Minister of State without Portfolio requires the services of a competent, innovative creative individual to be provide consultancy on Diaspora Advisor as well as provide leadership to the project team and undertake related duties.

Objectives of the assignment

The objective of the assignment is to strategize, coordinate, and plan special event to promote linkages between the Liberian Diaspora and activities on Liberia. The Diaspora Advisor will engage in public relations and outreach both within Liberia and in the region to identify key resources that can bridge the gaps that exist in Liberia. As a key member of Project team, the diaspora advisor will be capable of rapid, coordinate action to capture opportunities for positive change and confidence-building with all programme counterparts.

Scope of the Work

The work will be undertaken under the supervision of the Minister of State without Portfolio in close collaboration with the Project Manager of the Diaspora Affairs Department of the Ministry of State without Portfolio. The main responsibilities of the Diaspora Advisor will include, but not be limited to, the following:

- a. Develop, coordinate and implement methodologies for engaging government institutions and local institutions in consultative processes for project identification and implementation.
- b. Write-up and recommend projects for those identified through consultative processes using the Programme Activity Database.
- c. Interface with the Diaspora on a regular basis to share information on current issues in Liberia, identify human capital, and other resources that exist in the Diaspora and can be used to supplement activities in Liberia.
- d. Organize public presentations and demonstrations to Diaspora communities to introduce them to the Project team and garner support for the initiatives being carried out.
- e. Produce informational/promotional material to be distributed to the diaspora.
- f. Develop relationships with a broad spectrum of promotional outlets print and electronic media to establish a strong support coalition.
- g. Provide technical assistance to grantees as required, or arrange technical assistance from the relevant government authority.
- h. Undertake regular travel to the districts in order to identify, develop and/or support programming opportunities.
- i. Provide the Diaspora Team management with ongoing assessment and anticipation of political events, including potential impacts and outcomes of the grants.

Qualification Requirements:

- i. Master degree preferred, such as in development, public relations, project management, social work or any other related field.
- j. At least four years of professional experience in the field of governance and development, or management, especially in public sector.
- k. Experience in stakeholder participation and consensus-building projects.
- l. Thorough knowledge and understanding of government structures and current development planning in Liberia.
- m. Demonstrated capacity to understand and analyze the national, regional, and local political context of Liberia.
- n. A drive for results in a high volume, quick-paced programme environment; creativity and analytical capability required to respond to evolving programme demands and current events.
- o. Excellent computer skills, including MS Office suite.
- p. Written and spoken fluency in English is required.

Key Deliverable:

- Project proposals to promote and serve diaspora interest in development in Liberia.
- Public presentations and demonstrations on developments in Liberia for diaspora consumption.
- Technical assistance packages from diaspora communities for consumption in Liberia.
- Reports with appropriate recommendations on diaspora engagement travels
- Others appropriate reports from work assigned by the Minister of State without Portfolio.

Desirable Competency:

Strong interpersonal skills and an ability to work within and build team environment; ability to provide detailed and strategic analysis; excellent communication and negotiation skills; ability to work effectively and harmoniously within a diverse work environment.

Duration of Assignment: One year renewable based on performance.

Reporting

The Advisor will report to the Minister of State without Portfolio.

Application

Submissions should contain an expression of interest, together with the curriculum vitae of the expert, stating his/her relevant experience and capacity to undertake the work.

All submission should be made electronically to diaspora.project@yahoo.com on or before **February 24, 2014 at 1400hr.**