

REPUBLIC OF LIBERIA
OFFICE OF MINISTER OF STATE WITHOUT PORTFOLIO

DIASPORA AFFAIRS DEPARTMENT (DAD)
DIASPORA ENGAGEMENT PROJECT (DEP)
Grant No: P124809

CONSULTANT SERVICES: **PROJECT MANAGER**

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 Project Manager.
2. The objective of the assignment is to strengthen the capacity of the Government of Liberia's Diaspora Affairs Department within the Ministry of State to design and implement the Country's Diaspora Engagement Program (DEP) and effectively coordinate the project activities in line with support of the World Bank to the Ministry/Office. The project manager shall have responsibility to administer the project and to coordinate implementation of the project activities under the direct supervision of the Minister of State without Portfolio.
3. The GOL now invites eligible individual local consultant to indicate his/her interest in providing the services. Interested consultant must provide information indicating that he/she is qualified to perform the services (CVs, description of similar assignments, experience in similar conditions).
4. 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.

5. QUALIFICATIONS:

The Project Manager shall have the following educational and professional qualifications:

- a. At least five years of experience in project management and related work; experience in the public sector and Institution reforms project is desirable;
- b. At least a Masters degree in Social Science, Public Administration, Economics, Business Administration, Law or related disciplines;
- c. Attention to detail and ability to take initiative;
- d. Fluency in written and spoken English will be required;
- e. Proven track record in working effectively within multidisciplinary teams;
- f. Proficient in MS Office including Excel and PowerPoint;
- g. Experience working on World Bank-funded projects preferably would be an added advantage experience working with Liberian diaspora organization or entities.

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 "**Project Manager**," must be delivered to the address below by hand, mail or email, by 1400 Hrs on or before **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

Ministry of State without Portfolio
Terms of Reference
Project Manager

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 an Institutional Development Grant in the amount of USD 443,000. The project will be implemented by the Ministry of State without Portfolio.

Accordingly, the Minister of State without Portfolio requires the services of a competent, innovative creative individual to be appointed as Project Manager who will provide strong leadership to the project team and undertake related duties.

Objectives of the assignment

The objective of the assignment is to strengthen the capacity of the Government of Liberia's (GoL) Diaspora Affairs Department within the Ministry of State without Portfolio to design and implement the Country's Diaspora Engagement Program (DEP) and effectively coordinate the project activities in line with support of the World Bank to the Ministry/Office. The project manager shall have responsibility to administer the project and to coordinate implementation of the project activities under the direct supervision of the Minister of State without Portfolio.

Scope of work

Under the direct supervision and guidance of the Minister of State without Portfolio, the Project Manager shall:

- Provision of leadership to the project implementation team and serve as coordinator of the Diaspora Affairs Department, Office of the Minister of State without Portfolio;
- Collaboration with relevant heads of line departments to facilitate timely implementation and coordination of all project activities;
- Establishment of a close working relationship with financial and procurement units where appropriate within the Project Financial Management Unit in the Ministry of Finance in order to facilitate resolution of challenges to project implementation and other operational issues;
- Assistance to the departments in identifying eligible goods, work or services to be procured and to prepared requests for no objection for onward transmission to the World Bank;
- Transmission of all procurement requests to the procurement unit and monitor the planning, scheduling and delivery of the procured goods and services;
- Administration and monitoring of consulting service contract, with the approval of the Minister of State without Portfolio, receive invoices for payment, and for acceptance of the deliverables by the consultant;
- Monitoring of progress of project implementation against agreed performance indicators as indicated in the results framework for the project;
- Assistance with the development of annual work and budget plans;
- With the approval of the Minister of State without Portfolio, commission, on an annual basis, reputable procurement and accounting firms to conduct independent procurement and financial

audits, the latter to include a report on the financial management of the Designated Account, and to submit required audit reports to the Minister of State without Portfolio within six months after the period under review;

- Active interaction with Liberian diaspora organizations or entities throughout the world;
- Assistance to senior management of the Office of the Minister of State without Portfolio in the (i) timely submission of quarterly progress and procurement management reports; and (ii) the preparation of the Implementation Completion Report at the end of the project;

Key Deliverables

- Annual work plan, broken down by quarter;
- Monthly Performance Report;
- Quarterly performance/progress reports;
- Compiled Reports from diaspora organizations;
- Any other information required by senior management and World Bank

Qualifications and Experience

- At least five years of experience in project management and related work; experience in the public sector and institution building project is desirable;
- At least a Masters degree in Social Science, Public Administration, Economics, Business Administration, Law or related disciplines;
- Attention to detail and ability to take initiative;
- Fluency in written and spoken English will be required;
- Proven track record in working effectively within multidisciplinary teams;
- Proficient in MS Office including Excel and PowerPoint;
- Experience working on World Bank-funded projects preferred would be an added advantage experience working with Liberian diaspora organization or entities.

Reporting Obligations:

- The Project Manager shall compile monthly and quarterly procurement reports and submit same to the Minister of State without Portfolio within ten days after end of reporting period.

Performance Evaluation:

- Within one month after commencement of the assignment, performance standards and evaluation criteria shall be agreed and signed with the Client
- Based on the agreed performance standards, performance shall be evaluated at the end of a three-month probation period and at the end of 12 months

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.**

Duration of Assignment: One year; renewable based on performance

Duty Post: Ministry of State, Executive Mansion/5th Floor Ministry of Foreign Affairs Building, Capitol Hill, Monrovia, Liberia