REPUBLIC OF LIBERIA

MINISTRY OF PUBLIC WORKS

P. O. BOX 9011
SOUTH, LYNCH STREET
MONROVIA, LIBERIA

Request for Expressions of Interest

Date: May 30, 2023

Name of Assignment: Monitoring and Evaluation Specialist
REOI Reference No.: LR-MPW-004 -CS-INDV
Agreement No.: CLR1014 01 U
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 intendsto 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 Monrovia Integrated Development Project (MIDP) – **Monitoring and Evaluation 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 resilienceand 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 **Monitoring and Evaluation Specialist** who shall execute particularly all procurement activities for the Monrovia Integrated Development Project (MIDP) of the Project Management Unit. He/She shall report directly to the Project Coordinator. Additionally, s/he shall conduct the overall M& E activities of MIDP; prepare the annual work plan; manage and oversee the day-to-day activities of the MIDP related to procurement. 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 are indicated in the attached Term of Reference. (TOR).

The Ministry of Public Works through the Project Management Unit (PMU) now invites eligible interested individuals to indicate their interestin 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 **Guidelines for Procurement of AFD-Financed Contracts in Foreign Countries, OCOTOBER (2019).** 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 www.iiu-mpw.org.**

Expressions of Interest must be delivered to the address below by hand, mail, courier or email on or before **June 20, 2023, at 4:30 pm:**

Attn: Ministry of Public Works
Gabriel S. Flaboe, Sr
Project Coordinator
Ministry of Public Works
South Lynch Street 1000 Monrovia, Liberia
Tel: +231777-004004 / 880523691
E-mail: lurp.midp@gmail.com

Terms of Reference (TOR) for the position of
PMU Monitoring and Evaluation (M&E) Specialist

I. Project Information

The Liberia Urban Resilience Project (LURP)-Monrovia Integrated Development Project (MIDP) 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
Component1	Climate Resilient Infrastructure and Urban Upgrading	Resilient infrastructure for climate risk management Neighborhood and market upgrading	US$30-32 million	~US$9 million (for Neighborhood upgrading)
Component2	Strengthening Integrated Resilient Urban Development Capacity	Laws/regulations, codes and permitting processes Climate Resilient Spatial Development Plan for Greater Monrovia Revenue mobilization and financial sustainability Operations and maintenance of infrastructure (O&M)	US$4-6 million	~US$1.1 million (for strengthening Operation and maintenance and risks management capacities)
Component3	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
Component4	Project Management	Project coordination; Administrative Assistant; financial management; safeguards. M&E; operational costs; etc.	US$4 million	1.2M Euros million

AFD-financed activities will provide basic services to local communities exposed to poor livingconditions and high levels of vulnerability to climate change under Component 1, while **WB-financed activities are** focus on climate and flood resilience.

Both phases of the project will be implemented simultaneously but with different schedules different scope and sites targeted within Liberia and Monrovia. The WB through its IDA financing has provided US$40.0million 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.

The financial management aspects of the Project will be managed by the Project Financial Management Unit (PFMU) hosted by the Ministry of Finance, Planning and Economic Development while the PMU will provide operational support for financial transactions of the project.

III. Objectives of the Assignment

The **PMU Monitoring and Evaluation Specialist** will be particularly responsible to Establish and manage a robust monitoring, research and evaluation system for the purpose of assessing impacts of donor-funded programs and projects against established project goals, in full compliance with the requirements and procedures of the donors and the Government of Liberia where applicable. S/He shall lead in the full implementation of the M & E activities for MIDP-LURP and shall report directly to the Project Coordinator of the Project Implementation Unit.

The Specialist will provide support to ensure the Project is on track to achieve its objectives, as per the results framework set out in the Project Appraisal Document/project document. The M&E system shall be used to support a smooth and informed decision making process along the project implementation.

IV. Scope of the Assignment

Specific responsibilities of the Monitoring and Evaluation Specialist will include, but are not limited to, the following:

- Establishing and managing a performance monitoring framework that targets clearly defined project goals, outcomes, outputs, inputs, processes, indicators, and reporting formats and frequency, for effective monitoring, reporting and updating progress of donor-funded programs and projects;

- Supporting the preparation of the project "Annual Implementation Plan" (AIP) in collaboration with other members of the PMU, LWSC and the Donors, ensuring it contains clear, quantifiable annual financial and physical progress targets/indicators;
- Submitting monthly, quarterly and annual reports summarizing technical and financial progress made relative to objectives and indicators specified in the AIP and Project Appraisal Document (PAD);
- Reviewing financial reports by the PMU to verify that outputs claimed against costs have been adequately realized;
- Advise other PMU staff on any engineering and infrastructure, and environmental and social related matters;
- Participating in all planning, coordination and follow-up meetings with Donors or LWSC staff;
- Identifying key issues, lessons learned and best practices in PMU managed programs and projects; and
- Organizing and conducting mid-term and post-project evaluations of programs and related projects in the target areas.

V. Key Deliverables/Expected Output

The M&E Specialist will deliver the following:

- M&E Plan / database based on the Projects logical frameworks
- Data Collection tools adapted to the Projects
- Set of Indicators to follow-up the management of the different components of the Projects
- Set of indicators to follow-up the outcomes of the Projects
- Reporting templates/tools (surveys, etc.), operational dashboards
- Standard Operating Procedures for the collection, verification and analysis of the data, user guides, training materials
- Supervision of the application of the Procedures and identification and provision of solutions to any issues related to their implementation.
- Routine reports (monthly, annual, quarterly) as shown below:

  (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 Monitoring & Evaluation activities. The reports shall provide brief comprehensive report at the end of the month progress assessment. This report shall be submitted within and not later than the 7th day or in the first week of the succeeding month

  (b) Quarterly Progress Report: 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. addition, the Quarterly Progress Reports shallsummarize 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.

- A final report within the last week of the assignment.
- Elements necessary to the preparation of the workplans;
- Elements to feed the implementation of the communication strategy of the project;
- Any additional relevant report/note to draw attention on specific issues identified during the implementation of activities, and elements that required specific decisions.

VI. Required Qualifications and experience

The selected candidate should demonstrate key skills and and experience in:

- A bachelor's degree in Economics, Econometrics, Applied Statistics, Project Management or any other relevant discipline from a recognized University. Possession of an advanced degree in a relevant field is desirable;
- A minimum of 5 years professional experience in M&E related functions. Experience in M& E functions of an urban infrastructure project is a plus;
- Experience in designing and implementing M&E plans and impact evaluations in donor funded Projects. Demonstrated experience in implementing M&E works for World Bank or AFD funded projects will be an added advantage
- Working knowledge of Donors and GoL Monitoring and Evaluation rules and procedures will be advantageous
- Demonstrated skills and experience in designing and field-testing surveys and other data collection instruments
- Strong orientation and knowledge in establishing baseline measurements for results monitoring
- Proven experience in the usage of computerized database system or monitoring information system is required
- Demonstrated report writing skills in English, with great attention to detail and ability to draft reader-friendly documents by simplifying reports for different target audiences, including the general public
- Ability to communicate effectively, including good presentation skills in English
- Excellent organizational and administrative skills, including the ability to manage priorities, work under pressure and meet tight deadlines with minimal supervision.
- The ability to work in a proactive and autonomous way
- Ability to adapt priorities to respond to changing demands innovatively
- Proactive and use of initiative to achieve desired results
- Ability to facilitate learning and knowledge management between staff working on the Project and among other stakeholders
- Strong IT skills (Word, Excel, Access).

VII Contract Duration and Place of Work

MIDP is already effective and is expected to close on June 30, 2027. The duration

of the assignment is renewable one year with a probationary period of three (3) months at the commencement of the contract. The total project duration is expected to be four years (48 months). However, the contracts will be signed annually, and the continuation will be based on satisfactory performance approved by the PMU, continued business needs and budget availability.

The M&E Specialist will be based at the PMU offices located at the Ministry of Public Works headquarters.

VIII Selection Method:

The selection method for this assignment is Individual Consultants selection (ICS) using the Guidelines for the Procurement of AFD-Financed Contracts in Foreign Countries.

Appendix to The Request for Expressions of Interest
(To be sumitted with the application, signed and unaltered)

Statement of Integrity, Eligibility and Environmental and Social Responsibility

Reference of the bid or proposal _____(the "**Contract**")
To: _____ (the "**Contracting Authority**")

1. We recognise and accept that *Agence Française de Développement* ("**AFD**") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.

2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:

   2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;

   2.2 Having been:

   a) convicted, within the past five years by a court decision, which has the force of *res judicata i*n the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);

   b) subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);

   c) convicted, within the past five years by a court decision, which has the force of res judicata, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;

   2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;

   2.4 Having been subject within the past five years to a contract termination

fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6 Being subject to an exclusion decision of the World Bank and being listed on the website http://www.worldbank.org/debarr (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:

3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;

3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5 In the case of procurement of goods, works or plants:

a) Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;

b) Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.

4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.

6. In the context of the procurement process and performance of the corresponding contract:

   6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately indented to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

   6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;

   6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

   6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

   6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;

   6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

   6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation

measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: _____ In the capacity of: _____
Duly empowered to sign in the name and on behalf of[1]:_____
Signature: _____
Dated: _____

[1] In case of joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant.