



Republic of Liberia

# Ministry of Public Works

Liberia Urban Resilience Project  
Project Management Unit



## REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

### INDIVIDUAL CONSULTANT'S SELECTION

COUNTRY: **Republic of Liberia**  
NAME OF PROJECT: **Liberia Urban Resilience Project**  
PROJECT ID: **P169718**  
CREDIT/GRANT No.: **IDA-7122-LR/ IDA E-041-LR**  
ASSIGNMENT: **Senior Procurement Specialist**  
REFERENCE No.: **LR-MPW-484194-CS-INDV**

The Government of Liberia has received a loan and grant facilities from the International Development Association /World Bank and intends to apply part of the proceeds of these facilities to eligible payments under the contract for which this Request for Expression of Interest for the position of **Senior Procurement Specialist** has been published.

The objective of the Consultancy services ("**the Services**") is to implement and coordinate all procurement procedures for procurement activities under the Project. The Senior Procurement Specialist shall be responsible for the efficient and timely procurement of works, goods, and services, as outlined in the Procurement Plan of the Project.

The Ministry of Public Works now invites eligible interested individuals to indicate their interest in 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, attach photocopies of relevant applicable certificates/documents, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.

The suitable candidate for this position should have the following minimum qualifications and experience:

- At least a Masters' Degree in Procurement/Economics/Law/Engineering/Social Sciences/ Public Administration/Business Administration, or any other related field.
- A minimum of 10 years working experience in public procurement, with at least 6 years on Donor funded projects financed through the Government of Liberia or any other sub-Saharan African Country, by the World Bank, and international financial organizations. Demonstrated experience in procurement of infrastructure projects is required.
- Minimum of three (3) years experience in a senior management position.
- Knowledge of international organizations/institutions and national public procurement regulations and procedures;
- Knowledgeable of a broad range of specialized activities related to contract, asset and procurement management, including organization and

- conduct of procurement processes, implementation of contract and sourcing strategies, reporting, control of assets, etc;
- Demonstrated strong IT skills, computer literacy, in particular experience with Microsoft Office products (MS. Word, Excel, Power Point, Internet Explorer, etc.);
  - Ability to communicate, negotiate, analyze, elaborate and present reports.
  - Participate in pre-bid and pre-proposal conferences/meetings and support the capturing and completion of next steps and action items;
  - Demonstrated ability to lead a team of professionals, work independently and within a team environment and exercise mature judgment;
  - A highly motivated self-starter with the ability to coordinate multiple projects/tasks simultaneously in a high-pressure environment

The Selection process will be conducted in accordance with the recruitment of Individual Consultant selection method contained in the World Bank Regulation for IPF Borrowers July 2016, Revised November 2017, August 2018, and updated March 2025 (sixth edition), and the procedures described herein. 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](http://www.emasion.gov.lr), [www.mpw.gov.lr](http://www.mpw.gov.lr) and [iiu-mpw.org](http://iiu-mpw.org).

Expressions of Interest marked "**SENIOR PROCUREMENT SPECIALIST FOR LURP; Ref LR-MPW-484194-CS-INDV**", must be delivered to the address below by hand, mail, courier or email so as to be received on or before **April 15, 2025, at 3:30 pm:**

Attn: Gabriel S Flaboe, Sr.  
Project Coordinator  
Liberia Urban Resilience Project  
Ministry of Public Works  
South Lynch Street  
**E-mail: [flaboesr@mpw.gov.lr](mailto:flaboesr@mpw.gov.lr) , [lurpmidp.procurement@gmail.co](mailto:lurpmidp.procurement@gmail.co)**

Terms of Reference (ToR)  
Senior Procurement Specialists

The Liberia Urban Resilience Project (LURP) is a Government of Liberia project which is being implemented through the Ministry of Public Works (MPW) and financed by the World Bank (WB) and the French Development Agency (AFD). The Project Development Objective (PDO) is to increase flood resilience and access to urban infrastructure in underserved neighborhoods in Greater Monrovia and to improve urban infrastructure planning and management in Liberia. The project comprises of four (4) components as summarized in the table below:

Number	Name	Activities	WB Financing	AFD Financing
Component 1	Climate Resilient Infrastructure and Urban Upgrading	Resilient infrastructure for climate risk management	US\$30-32 million	~US\$9 million (for Neighborhood upgrading)
		Neighborhood and market upgrading		
Component 2	Strengthening Integrated Resilient Urban Development Capacity	Laws/regulations, codes and permitting processes	US\$4-6 million	~US\$1.1 million (for strengthening Operation and maintenance and risks management capacities)
		Climate Resilient Spatial Development Plan for Greater Monrovia		
		Revenue mobilization and financial sustainability		
		Operations and maintenance of infrastructure (O&M)		
Component 3	Contingency Emergency Response Component (CERC)	The CERC is a zero-sum component that allows for the rapid reallocation of undisbursed 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
Component 4	Project Management	Project coordination; procurement; financial management; safeguards; M&E;	US\$4 million	~US\$1.1 million

		operational costs; etc.		
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**AFD-financed activities** will provide basic services under Component 1 to local communities exposed to poor living conditions and high levels of vulnerability to climate change by developing secondary and tertiary infrastructure in targeted neighborhoods and communities. Works will include three types of investments: roads rehabilitation, including pathways, drainage, lighting points and trees; water kiosks; and public spaces gathering different services (playgrounds, sports grounds, library, community hall, restrooms). Neighborhoods for interventions, selected based on criteria agreed between the stakeholders and the funding agency, are Lakpazee (Monrovia Community Council area), Wood Camp (Paynesville Community Council area) and Shoe Factory (Gardnersville Township area).

**WB-financed activities** are focused on climate and flood resilience. Activities will include rehabilitating/upgrading/constructing drainage infrastructure in densely populated areas, and implementing blue-green-grey infrastructure, beyond traditional concrete drainages, such as protected green water retention areas, permeable paving, and rainwater capture. A feasibility and design study will confirm the specific geographic and technical scope of the investments. These will include areas of interest within Liberia, as well as two sites in Monrovia City Corporation jurisdiction: (i) Northern Bushrod Island and (ii) Central Business District (CBD), and two in Paynesville City Corporation jurisdiction, including (iii) Omega Market area, and (iv) Southeastern Paynesville. In the target areas where climate resilience interventions are envisaged, a small portion of the budget will be used for associated resilient upgrading interventions activities to support improvements in living conditions and access to public services. In addition, the project will support the strengthening of integrated resilient urban development capacity through four major areas of support including (i) Laws/regulations, codes and permitting processes; (ii) climate resilient spatial development plan for Greater Monrovia; (iii) revenue mobilization and financial sustainability; and (iv) operations and maintenance of flood management infrastructure.

Both phases of the project will be implemented simultaneously but with different schedules due to reporting and administrative issues. The WB, through its IDA financing, has provided US\$40.0 million for this project while the French Development Agency (AFD) has provided co-financing in the amount of EUR10.0 million (US\$11.3 million). A parallel financing arrangement is being used, whereby the two development partners are financing 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 is being implemented through a PMU, domiciled in the MPW, by qualified individual consultants.

The financial management aspects of the Project are being managed by a Project Financial Management Unit (PFMU) domiciled in the Ministry of Finance and Development Planning Development while the PMU will provide operational support for financial transactions of the project.

## **1. Scope of Works**

The project is competitively recruiting an experienced and qualified consultant to be the **Senior Procurement Specialist** who will work in close consultations with the Project Coordinator (PC) and the **Procurement Specialist** of the PMU, other departments and stakeholders, to ensure that all procurement activities under the project are carried out efficiently and in accordance with the guidelines and policies of the Project Management Framework and Financing Agreement.

## **2. Roles and Responsibilities:**

Reporting directly to the Project Coordinator, the Senior Procurement Specialist will be responsible for the following:

- Develop and update procurement strategy for various project activities to determine the most appropriate procurement method and approach to maximize the effectiveness of a given procurement process.
- Lead in the development, updating and publishing of periodic procurement plans as required for the implementation of the project;
- Ensure the procurement plans meet the donors' requirements/guidelines and the arrangements defined in the financing agreements
- Ensure adequate publicity for the call for tenders and carefully monitor the process;
- Advise other members of the PMU and project stakeholders of the national, WB and AFD procurement policies that need to be strictly adhered to;
- Advise on setting up evaluation criteria, the methodology for quantifying, and the minimum qualification requirements for the award of contracts in bidding documents and requests for proposal (RFPs);
- Coordinate evaluation of bids and consultant-selection processes, including identifying relevant members of evaluation committee, conducting evaluation training for those members of the evaluation committee that require it, facilitating the evaluation committee, acting as the secretary to the evaluation committee and drafting the evaluation report for signature of all committee members at the end of the evaluation committee meeting;
- Participate in developing bidding invitations (invitations for bids, bidding documents, requests for expression of interest, requests for proposal) for all procurement packages within the scope of the Project;
- Review evaluation reports of the bids and proposals;
- Validate all the contracts for the implementation of the project;
- Monitor all the work orders related to the contracts and evaluate their implementation;
- Provide Contracts management services which include the monitoring of

and reporting on contracts awarded under the project and the disbursement of funds under these contracts; shall also carryout evaluation and provide recommendation to improve procurement activities, including delivery of logistical supplies/services;

- Set up an archiving system, including all the documents that may be requested by auditors or donors;
- Monitor the progress of all procurement activities in relation to all bidding packages (Goods, Works, Non-Consulting Services, and Consultancy Services)
- Contribute to the elaboration of advancement reports on the project, providing up-to-date information on the procurement aspects;
- Provide capacity building of PMU staff;
- Regularly updating the STEP procurement and contract management modules;
- Carryout all other procurement-related functions as directed by the Project Coordinator;
- Perform any other duty as the PC may assign from time to time.

### **3. Minimum Qualifications:**

The suitable candidate for this position should have the following minimum qualifications and experience:

- At least a Masters' Degree in Procurement/Economics/Law/Engineering/Social Sciences/ Public Administration/Business Administration, or any other related field.
- A minimum of 10 years working experience in public procurement, with at least 6 years on Donor funded projects financed through the Government of Liberia or any other sub-Saharan African Country, by the World Bank, and international financial organizations. Demonstrated experience in procurement of infrastructure projects is required.
- Minimum of three (3) years' experience in senior management position.
- Knowledge of international organizations/institutions and national public procurement regulations and procedures;
- Knowledgeable of a broad range of specialized activities related to contract, asset and procurement management, including organization and conduct of procurement processes, implementation of contract and sourcing strategies, reporting, control of assets, etc;
- Demonstrated strong IT skills, computer literacy, in particular experience with Microsoft Office products (MS. Words, Excel, Power Point, Internet Explorer, etc.);
- Ability to communicate, negotiate, analyze, elaborate and present reports.
- Participate in pre-bid and pre-proposal conferences/meetings and support the capturing and completion of next steps and action items;
- Demonstrated ability to lead a team of professionals, work independently and within a team environment and exercise mature judgment;

- A highly motivated self-starter with the ability to coordinate multiple projects/tasks simultaneously in a high-pressure environment

#### 4. Reporting

- **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 procurement activities. The reports shall provide comprehensive end-of-month progress assessment. Tabulated representations of the work program, details of impediment to the performance and proposals for overcoming them. These reports shall be submitted within or not later than the 7th day of the first week of the succeeding month. The reports will be assessed and appraised by the Project Coordinator.
- **Quarterly Progress Reports:** 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. In addition, the Quarterly Progress Reports shall summarize the Consultant's activities, with solutions adopted, and any other relevant information considered necessary in respect of the service-delivery. Each of these reports shall be submitted not later than the 7th day of the first month of the following quarter.
- **A Draft Final Report** within the last week of the second-to-last month of the assignment for review by the Development Partners and the Project Steering Committee.
- **A Final Report** within the last week of the assignment.

#### 5. Contract Duration:

The contract duration will be for a period of one year (12 months), with a probation period of three months. The contract may be renewed based on satisfactory performance, project needs and available budget.

#### 6. Selection Method:

The selection method for this assignment is Individual Consultants selection (ICS). The process of selection will be in line with the relevant World Bank's IPF Procurement Regulations, updated in February 2025 (Sixth Edition)

