



Republic of Liberia
Ministry of Commerce and Industry
Liberia Investment, Finance and Trade Project (LIFT-P)

TERMS OF REFERENCE FOR PROJECT COORDINATOR

Post Title: Project Coordinator

Location of Project: Project Implementation Unit-Ministry of Commerce and Industry, EJS Ministerial Complex, Tubman Boulevard, Congo Town

Contract Duration: One (1) year with possibility of extension based on satisfactory performance and availability of funds.

Report Line: The Deputy Minister for Commerce and Trade, Ministry of Commerce and Industry (MoCI)

Recruitment Type: National Position

Type of Contract: Time Based Contract

Background

The Government of Liberia, through the Ministry of Commerce and Industry (MOCI), has received a Project Preparation Advance (PPA) amount from the World Bank in preparation for the implementation of the *Liberia Investment, Finance and Trade (LIFT) Project: P171997*. MOCI intends to recruit a new Project Coordinator to lead the Project Implementation Unit established at the Ministry of Commerce and Industry.

The overall objective of the LIFT-Project is to improve the investment climate, expand sustainable access to finance, and increase the efficiency of trade in Liberia and help formal MSMEs recover from the impact of the COVID-19 and other endogenous and exogenous factors impacting on the business environment and trade facilitation.

The LIFT-Project is an explicit contributor to the FY2019-FY2024 Country Partnership Framework (CPF) Pillar I: Strengthening Institutions and Creating an Enabling Environment for Inclusive and Sustainable Growth. Specifically, the project implements Objective 3 of the CPF, that seeks a more enabling environment for the development of Small and Medium Enterprises (SMEs). The Project furthers the CPF's objective by fostering the emergence of an inclusive private sector through a more hospitable investment climate, expanded access to finance, and stronger market governance. The LIFT-Project envisions the removal of key regulatory constraints and will facilitate trade and expand access to finance. Specifically, it will focus on (i) the regulatory areas where Liberia ranks low on Doing Business indicators, (ii) implementation of the Financial Sector Development Implementation Plan and National Financial Inclusion Strategy, (iii) implementation of the Insolvency and Restructuring Law adopted in 2017, and (iv) support for Liberia's implementation of commitments to the World Trade Organization (WTO), Trade Facilitation Agreement, since adoption of the long-awaited Customs Code.

- a. The project supports Jobs and Economic Transformation (JET) framework for Liberia and its two pillars on which the outcomes sit: better market functioning and improved firm capabilities. In doing so, the project targets six of the ten-building block in this framework as a complement to other parallel activities under the Liberia CPF supporting macroeconomic management, infrastructure services, employment policy and human capital. The project takes account of the Government Recovery Program (GRP) project that seeks to support otherwise viable growth oriented private enterprises that were adversely impacted by the effects of the pandemic. As the mechanism for firm level support is structured, guardrails will be established to prevent adversely impacting financial discipline and commercial credit underwriting needed for a sustained recovery. At the same time, with various indicators highlighting access to finance as an issue, attention to expanding digital financial services (DFS) is needed.
- b. In addition to its contribution to the Jobs agenda, the Project design supports a range of IDA priorities including Gender, Climate, Governance, Fragility, Conflict & Violence and Maximizing Finance for Development (MFD). The project will ensure that women-oriented training and eligibility will be included in firm support and financial access component by deliberately incorporating, in the design of project activities, features that seek to address the identified gaps between men and women with respect to their participation in economic activity in the country, especially around differential constraints and performance between women-owned and men-owned firms. These include the reforms to the business environment (e.g., registration, permits and access to finance), as well as activities to support SMEs and entrepreneurs. The project will monitor the extent to which activities are contributing toward closing gender gaps by measuring, among other things: (i) the number of women led MSMEs with a loan through the project; and (ii) the percentage of women that are covered by the credit registry.
- c. Finally, as a foundational project to strengthen the public sector's ability to facilitate growth of the private sector on a sustainable basis, significant efforts will be devoted to institution building activities in key agencies. In this light, the project's concept identifies the strengthening of institutional functioning, streamlining of business processes and use of automation to lower costs, improve services and remove face-to face interactions.

- d. The Project will be implemented in all 15 counties of Liberia for the next 5 years.

Objective of the Assignment

To lead and coordinate the implementation of the World Bank funded LIFT-Project and be fully responsible for its day-to-day management in such a manner as to ensure efficient and timely implementation of all project activities in accordance with the overall project implementation schedule for the five-year period and duly approve and/or revise Annual Work Plans and Budgets and Procurement Plans, in compliance with the relevant Protocols of Agreement as well as WB's rules and Procedures.

Scope of Services

The National Program Coordinator will ensure the effective and efficient coordination and management of all activities associated with the project, in full compliance with the requirements and procedures of the Government of Liberia and the World Bank.

Main Roles and Responsibilities

Specific responsibilities of the Project Coordinator will include, but not limited to the following:

- Ensure effective and timely implementation of the LIFT -Project activities and prepare annual work plans, and budgets for the project in consultation with the leadership of the MoCI through the Deputy Minister for Commerce and Trade.
- Prepare quarterly and annual project progress reports to present to the National Project Technical and Steering Committees
- Exercising oversight responsibility of the project, providing overall supervision, managerial and leadership role during project implementation.
- Coordinate, manage, and supervise the implementation of all project activities in consultation with the technical leads of the Technical Implementation Ministries and Agencies (TIMAs) under the supervision of the Deputy Minister for Commerce and Trade.
- Lead the preparation of annual and quarterly work plans and submitting same to the focal points of the Ministry of Commerce and Industry and World Bank for review and subsequently for the approval of the Project Steering Committee.
- Lead the preparation of progress reports (annual and quarter) and actively participate in progress report meetings and supervision missions.
- Lead in the preparation for mid-term review and end of project evaluation, documenting lessons learned for future project interventions.
- Draft TORs for key staff and consultants/contractors in collaboration with subject matter specialists of the PIU, TIMAs, and the MOCI.
- Develop and provide project updates to stakeholders as may be required or deemed necessary.
- Conduct (scheduled and unscheduled) field visits to project sites to get fully acquainted with conditions of project implementation, and to provide technical advice to the leadership of the MOCI and the World Bank, as well as project participants-
- Clear reports emanating from the field, reviewing and implementing recommendations of field reports and supervision missions.
- Ensure that all agreements with service providers/implementing entities are prepared, negotiated, agreed and executed in line with existing internal control structure.

- With assistance from the Financial Management Specialist, assume oversight responsibility for managing the project funds by ensuring that:
 - Project funds are disbursed timely and properly in compliance with agreed protocols;
 - Expenditure is in accordance with the project approved documents (i.e. PAD, AWPB, financing agreement, PIM, etc.)
- Ensure quality and timely service delivery by all project personnel including staff, local and international short-term/long-term consultants, TIMAs, and other project related service providers
- Lead, coordinate and participate in all presentations of project status reports to the Project Technical and Steering Committees.
- Ensure the preparation and timely submission of required project reports and documentations to the Ministry of Commerce and Industry and World Bank through their technical focal points for review and approval.
- Ensure the recruitment of consultants or firms to conduct various activities as outlined in the Project Implementation Manual and AWPB,
- Work closely with other sector players and the World Bank during project implementation support, mid-term review, and implementation completion review missions.
- Carry out other relevant tasks as may be assigned by supervisor.

Key Qualifications

Minimum Academic/Professional Qualifications and Experience:

- Master's degree or its equivalent in Finance, Economics, Banking, Project Management, Accounting, Rural Development, or a related science, together with postgraduate qualification or proven specialized training in Project Management.
- Substantive experience working with donor funded projects and/or private sector; a sound understanding of the Liberian economy, the financial sector, trade and SMEs support, agriculture value chains and multi-sectoral approaches for promoting competitiveness of value chains at the national and regional levels.
- At least 6 years of experience in management/operation of planning and implementing donor funded projects especially World Bank Group funded projects.

Key Competencies

Abilities

- Demonstrated abilities to lead, plan, coordinate, supervise and manage/lead a team.
- Demonstrated ability to achieve results within time and in budget
- Self-motivated professional with ability to work under difficult conditions, and minimum supervision.

Skills

- Excellent oral and written English
- Proven strong analytical skills
- Computer literacy, especially with Microsoft Office
- Excellent team building and interpersonal skills
- Tolerant and culturally sensitive

- Strong networking skills, particularly with the private sector including national and foreign investors.
- Proficiency in English language with excellent written and presentation skills
- Working knowledge of World Bank and GoL fiduciary and social and environmental safeguard rules and procedures will be advantageous.

Performance Criteria

- Timely submission of required documents to stakeholders (MOCI, WB) that fast-tracks project implementation without unnecessary delays.
- Execution of recommendations from supervisor/employer/supervision missions within stipulated deadline.
- Achievement of project milestones per work plan and budget.
- Project disbursement level.
- Dissemination of project reports and other documents per stipulated timeframe.

The MoCI will conduct mid-year and end year appraisal to assess performance of the consultant. This appraisal will form the basis of contract extension with the consultant.

Reporting Obligations

The Project Coordinator will report to the Deputy Minister for Commerce and Trade (DMC), who serves as the Chairperson of the National Project Technical Committee comprised of the TIMAs and shall submit a brief progress report at the end of each month summarizing the activities, problems encountered in the implementation of the LIFT- Project as well as quarterly, semi-annual, and annual project progress reports as outlined in the Project Operations Manual.