



Liberia Land Authority

Opposite Zone Three Police Station
Oldest Congo Town
Tubman Boulevard
Monrovia, Liberia



REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Project Coordinator (Local Hire)

Reference No LR-LLA-39392-CS-INDV

Republic of Liberia

Liberia Land Administration Project (LLAP)

Project ID No.: P162893

Grant No.: D237-LR

The Government of Liberia has received financing from the International Development Association (IDA) towards the cost of implementing the Liberia Land Administration Project (LLAP) by the Liberia Land Authority, and intends to apply part of the proceeds of this financing for engaging the consulting services of a Project Coordinator.

The consulting services (“the Services”) include but not limited to providing overall coordination and support for the implementation of the Project. The Project Coordinator will manage the PIU and report to the Project Director of the LLA.

This assignment is for a one (1) year period renewable subject to satisfactory performance. Detailed Terms of Reference for the assignment can be obtained from the e-mansion website at www.emansion.gov.lr

The Liberia Land Authority now invites eligible individual consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services by submitting a cover letter and updated Curriculum Vitae. The shortlisting criteria are:

- Master degree in relevant field (e.g. economics, political science, business administration, development studies and related fields of study)
- The Project Coordinator should have at least 8 years professional experience including:
 - Demonstrated ability in working with government institutions, international organizations or the private sector.
 - Experience in project organization, coordination and development/management with international organizations.
 - Knowledge of the World Bank project cycle, World Bank Financial Management and Procurement Reporting Procedures.
- (a) Demonstrable knowledge of, or proven experience in, project management.
- (b) Good understanding of the legal and regulatory framework as well as the national strategies and policies on land rights and administration,

- (c) Computer literacy, including advanced Microsoft Office skills (Excel, PowerPoint, Word).
- (d) Fluency in written and oral English.
- (e) Excellent communication skills, both written and oral, demonstrated in previous jobs.
- (f) Experience of similar assignments in the region. Proven track record in working effectively within multidisciplinary teams.

Preferred

Demonstrated knowledge of WB projects and activities

The attention of interested Consultants is drawn to paragraph 3.16 to 3.17 of the World Bank's Procurement Regulations for IPF Borrowers (Regulations) dated July 1, 2016 and revised November 1, 2017, setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Selection Method set out in the Regulations.

Further information can be obtained at the address below during office hours **9:00am to 4:30pm** (local time) on Mondays through Fridays.

Expressions of interest must be delivered in a written form to the address below (in person, or by e-mail) by **5:00pm local time on Wednesday, February 14, 2018. Envelopes or subject of emails must be marked "Expression of Interest for Project Coordinator"**.

Liberia Land Administration Project (LLAP)

Attn: Mr. Jallah M. Kennedy, Sr. Project Director

2nd Floor of the Liberia Land Authority Headquarters

Opposite Zone Three Police Station

Oldest Congo Town

Monrovia, Liberia

Tel: +231770-338-929

E-mail: jmulken28@gmail.com

Cc: snimleytoe@gmail.com

The Liberia Land Authority is a gender sensitive institution. Females are encouraged to apply.

**REPUBLIC OF LIBERIA
LIBERIA LAND AUTHORITY**

**Liberia Land Administration Project
P162893**

Terms of Reference

Project Coordinator
(Appointment Type: Local Hire)
One-year appointment renewable for a second year

1. BACKGROUND

The Liberia Land Administration Project (LLAP) is supporting the Government of Liberia to strengthen the capacity of the Liberia Land Authority (LLA) and establish a land administration system. The Project will be financed through a World Bank grant of US\$ 7 million. Expected start date is early 2018 with an expected project closure in October 2022.

To support the LLA to implement its first World Bank financed project, a PIU will be established within LLA to be staffed by experienced consultants and to support the LLA staff in key project functions – project management, procurement, financial management, safeguards supervision, and monitoring and evaluation. A Project Coordinator will be hired under the project to coordinate and manage project activities on a full time basis. The technical staff of LLA will be involved in preparing technical specifications and terms of reference (ToR) as needed for the project. The Project Coordinator will be responsible for: (i) preparing Annual Work Plans and Budgets and the annual procurement plan; (ii) aggregating demand from LLA departments to be approved by the LLA senior management; and (iii) facilitating effective coordination and implementation of the work plan through regular review meetings with relevant LLA departments. The Project Coordinator will report regularly to the LLA Project Director – a staff member appointed by the LLA before the effectiveness of the project, to manage all externally financed projects.

The PIU will consist of at minimum a Project Coordinator, Procurement Specialist, FM Assistant, Monitoring and Evaluation Specialist and an Administrative Assistant, all financed by the Project with TORs acceptable to IDA. Other specialists may be hired on a need basis to supplement LLA's capacity, e.g. Safeguard Specialists or technical staff to provide more support for preparation of TORs and technical specifications. An international procurement consultant, with significant experience in World Bank procedures, will be hired for the first year of the project, and then on an as-needed basis, to provide additional support to the LLA and capacity building for the PIU and LLA staff. The PIU will perform the following specific functions: (i) provide support to the Project Coordinator to prepare annual work plans and budgets; (ii) carry out all procurement work related to the project as per approved procurement plans; (iii) prepare regular monitoring reports on World Bank safeguards implementation; (iv) prepare quarterly, semi-annual and annual project progress and M&E reports; and (v) plan and organize all M&E activities, including baseline studies, social assessment, and thematic impact assessment studies.

The PIU specialists will all work with similar specialists in the LLA – for example the PIU Procurement Specialist with the procurement staff in LLA – to train and transfer skills to the LLA staff with the goal that the LLA staff are able to take over the PIU functions within years 3 or 4 of the start of the project. This will be assessed annually by the LLA

management and the World Bank team to determine what PIU tasks could be taken on fully by LLA and what should remain.

The Project Financial Management Unit (PFMU) in the MFDP is currently managing the fiduciary services for all World Bank financed projects in Liberia, and the Liberia Land Administration Project (LLAP) will be implemented in the same way. Accounting functions will be undertaken by the PFMU for the project according to the standard Memorandum of Understanding (MoU) to be signed between the LLA and MFDP. The PFMU is being managed by a qualified professional accountant and is well experienced in World Bank assisted projects. The PFMU is adequately staffed with qualified project accountants. An experienced qualified accountant will be identified at the PFMU and designated for the project. The LLA will provide a financial management officer or financial management assistant from LLA staff to liaise with the PFMU in regard to capacity building/skills transfer.

Key reference documents of this project are: the Project Appraisal Document (PAD) (P162893); the Financing Agreement (D237-LR); and the Project Implementation Manual (PIM) (in draft).

2. OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to provide overall coordination and support for the implementation of the Project. The project coordinator will manage the PIU and report to the Project Director.

3. SCOPE OF SERVICES

The Project Coordinator shall assume coordination of the Liberia Land Administration Project (LLAP) and management of the LLAP PIU consistent with the World Bank's and LLA's requirements.

The Project Coordinator shall, *inter alia*, undertake the following:

- (a) The Project Coordinator shall support the effective and timely implementation of the LLAP activities and prepare annual work plans and budgets for the project in consultation with the LLA.
- (b) Based on demand from the LLA departments, the annual work plan and relevant World Bank rules and procedures, the Project Coordinator shall support the preparation of the annual procurement plan prepared by the PIU Procurement Specialist and Procurement Consultant
- (c) The Project Coordinator shall facilitate effective coordination and implementation of the work plan through regular review meetings with relevant LLA departments.
- (d) The Project Coordinator shall assume coordination of the LLAP and management of the LLAP-PIU consistent with the World Bank and LLA's requirements as reflected in the PIM.
- (e) The Project Coordinator shall periodically report on the progress of the LLAP activities, and shall also prepare or coordinate the preparation of any technical, financial and administrative reports required by the LLA and the World Bank, as provided in the Financing Agreement, the PAD, and the PIM. (Edited PIM, 24.01.18)
- (f) The Project Coordinator shall supervise the Procurement Specialist, Procurement Consultant, Financial Management Assistant, Monitoring and Evaluation Specialist, Administrative Assistant, and any other PIU staff.

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(g) The Project Coordinator shall review the PIU's Interim Unaudited Financial Reports in collaboration with MFDP/PFMU prior to submission to the World Bank.

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(h) The Project Coordinator in consultation with relevant LLA departments shall draft TORs for consultants and subcontractors for the approval of the LLA and the World Bank, as maybe appropriate. The Project Coordinator, in close collaboration with the LLA shall set tasks and deadlines and oversee their performance, coordinates and supports the work of all experts and sub-contractors.

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(i) The Project Coordinator shall perform other relevant tasks that may be assigned by the LLA's Project Director.

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4. DURATION OF THE SERVICES

The Project Coordinator is planned to be hired for a period of one year with a renewable contract if performance is satisfactory. The services should be provided on a full-time basis.

5. QUALIFICATION AND SKILLS REQUIREMENTS

Mandatory requirements:

(g) Master degree in relevant field (e.g. economics, political science, business administration, development studies and related fields of study)

(h) The Project Coordinator should have at least 8 years professional experience including:

- Demonstrated ability in working with government institutions, international organizations or the private sector.
- Experience in project organization, coordination and development/management with international organizations.
- Knowledge of the World Bank project cycle, World Bank Financial Management and Procurement Reporting Procedures.

(i) Demonstrable knowledge of, or proven experience in, project management.

(j) Good understanding of the legal and regulatory framework as well as the national strategies and policies on land rights and administration,

(k) Computer literacy, including advanced Microsoft Office skills (Excel, PowerPoint, Word).

(l) Fluency in written and oral English.

(m) Excellent communication skills, both written and oral, demonstrated in previous jobs.

(n) Experience of similar assignments in the region. Proven track record in working effectively within multidisciplinary teams.

Preferred

Demonstrated knowledge of WB projects and activities.

6. FACILITIES

a) The Project Coordinator shall work at the LLA's headquarters, located in Monrovia,

Liberia.

- b) All working facilities necessary for the implementation of the Project Coordinator's assignment (such as reasonable office space, office furniture, local telephone line, internet access and equipment necessary to undertake the tasks assigned) shall be provided by the LLA

7. REPORTING OBLIGATIONS

The Project Coordinator will report to the Project Director of LLA, and shall submit a brief progress report at the end of each month summarizing the activities, problems encountered in the implementation of the LLAP as well as quarterly, semi-annual and annual project progress reports as outlined in the Project Implementation Manual.