

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION
REQUEST FOR EXPRESSIONS OF INTEREST

REPUBLIC OF LIBERIA
LIBERIA SOCIAL SAFETY NETS PROJECT
Credit No: IDA-57910

Assignment Title: System Analyst

Background

The Government of Liberia, with support from the World Bank, will implement a Liberia Social Safety Net Project (LSSN). The project development objective (PDO) is to establish the key building blocks of a basic national safety net delivery system and provide income support to households who are both extremely poor and food insecure in the in four counties (Bomi, Rivergee, Grand Kru, and Maryland) in Liberia. The 5-year project comprises of three major components namely: i) **Strengthening of the National Social Safety Net System**; ii) **Cash Transfer to Extremely Poor and Food Insecure Households**; iii) **Project Management and Capacity Building**

The project will be implemented by the Ministry of Gender, Children and Social Protection (MGCSP); Ministry of Agriculture, Ministry of Health, Liberia Institute of Statistics for Geo Information Service, Liberia National Identification Registry, and the Liberia Anti-Corruption Commission. The Ministry of Gender, Children and Social Protection will be responsible for overall coordination of the Project. As such, in preparation for implementation, the Program Management Team (PMT) has been set up to coordinate implementation of all its program activities. The terms of reference outlined below are for the System Analyst:

Location: Monrovia, Liberia

Duration: This assignment is for 12 months with possibility for extension subject to satisfactory performance.

Objectives of the Assignment:

The systems analyst will be the high-level designer and administrator of the SR MIS. H/she will provide support to the MIS Officer and be responsible for establishing the basic structure of the MIS, defining the essential core design features and elements that provide the system framework. H/she will be responsible for the security of the MIS, and for ensuring that all users understand and are able to use the system properly.

Duties and Responsibilities:

The SYSTEM ANALYST shall be responsible to carry out the following:

- Work closely with MGCSP, World Bank and vendors for MIS components to steer the implementation of the SR MIS
- Assist in preparing detailed business requirements and specifications for MIS Components including Poverty Registry Database, Targeting System, Case Management System, M&E System, and Data Integration Services
- Make design and development decisions that affect the overall technical direction.
- Provide architecture design support for data modeling, data integration, business services, integration services etc.
- Develop and maintain technical artifacts including design document, functional specification, use cases, deployment architecture, test cases and others.
- Maintain and evolve software architecture documents based on evolving system requirements and industry trends and technologies using use cases.
- Closely work with the Software Development Company and Data Center Hosting Company for the development and implementation of the Integrated MIS.
- Perform user acceptance testing, system integration testing and final acceptance testing.
- Perform detailed software design as well as implements and/or maintains code according to duties and responsibilities.

Skills and Qualifications:

- Minimum Bachelors in Computer Sciences/IT.

- Minimum 7 years' experience working in similar role.
- Experienced in process analysis, information systems design and development.
- Knowledgeable in ICT services management and ICT functional system analysis.
- Experienced in working on enterprise scale software projects with complex architecture.
- Strong experience in OOP, data structures, concurrency programming, design patterns, distributed and asynchronous systems, Web Sockets.
- Experience in designing and developing multi-tier distributed system.
- Experience in designing and building Restful service implementation and Service Oriented Architecture.
- Experience on working on Database and Development Technologies including ASP.NET/C#/MS SQL.
- Excellent problem solving skills.
- High degree of self-motivation to learn new methodologies.
- Experience with agile development and release process.
- Outstanding communication, coordination and people management skills.

Duty Station

The Consultant will be based at the Ministry of Gender, Children and Social Protection, with regular visits to other parts of the country as may be deemed necessary.

Reporting

Under the supervision of the Deputy Minister for Research, Planning and Policy, the SA reporting directly to the Program Coordinator, will be responsible for weekly, monthly, quarterly and annual:

- **Monthly Progress Reports**

The monthly progress report shall provide at least the following information:

- i. Detailed description of the activities performed and results achieved in the current reporting period (month for which the report was issued) as well as the resources used for performing these activities.
 - ii. A brief description and assessment of the current state of all project indicators.
 - iii. Issues encountered in the implementation of project.
 - iv. Brief description of activities carried out and to be performed in the next reporting period as well as the resources estimated to be used for performing such activities.
 - v. Expected results in the next reporting period.
- **Quarterly Project Reports**
 - Collate progress on project implementation and results from project implementing agencies.
 - Compile comprehensive Quarterly project reports, including fully updated Results Framework data.

All reports shall be subject to the Program Coordinator’s prior approval in writing or through verbal expression

How to apply for this position

Interested candidates are invited to address application letters including CVs to the Office of the Human Resource Director at the Ministry of Gender, Children and Social Protection, Capitol Bye Pass, Monrovia, Liberia, mentioning “System Analyst Officer” in the subject of the email- at Whea.benson@yahoo.com including 3 referees (from former or current employers) on or before June 7, 2018 at 4pm. Envelopes should be clearly marked with the words “System Analyst Officer.”

**MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION
REQUEST FOR EXPRESSIONS OF INTEREST**

REPUBLIC OF LIBERIA
LIBERIA SOCIAL SAFETY NETS PROJECT
Credit No: IDA-57910

Assignment Title: Monitoring and Evaluation (M&E) Officer

Background

The Government of Liberia, with support from the World Bank, will implement a Liberia Social Safety Net Project (LSSN). The project development objective (PDO) is to establish the key building blocks of a basic national safety net delivery system and provide income support to households who are both extremely poor and food insecure in the in four counties (Bomi, Rivergee, Grand Kru, and Maryland) in Liberia. The 5-year project comprises of three major components namely: i) **Strengthening of the National Social Safety Net System**; ii) **Cash Transfer to Extremely Poor and Food Insecure Households**; iii) **Project Management and Capacity Building**

The project will be implemented by the Ministry of Gender, Children and Social Protection (MGCSP); Ministry of Agriculture, Ministry of Health, Liberia Institute of Statistics for Geo Information Service, Liberia National Identification Registry, and the Liberia Anti-Corruption Commission. The Ministry of Gender, Children and Social Protection will be responsible for overall coordination of the Project. As such, in preparation for implementation, the Program Management Team (PMT) has been set up to coordinate implementation of all its program activities. The terms of reference outlined below are for the Monitoring and Evaluation (M&E) Officer.

Location: Monrovia, Liberia

Duration: This assignment is for 12 months with possibility for extension subject to satisfactory performance.

Objective of the Assignment

The overall objective of the assignment is to:

- Design and oversee implementation of a strategy for monitoring and evaluating project activities, including collecting data for the indicators outlined in the project Results Framework and preparing periodic weekly, monthly, quarterly and annual reports on these indicators;
- Manage the database management systems (DBMS) at the Ministry of Gender, Children and Social Protection to ensure that all project data is systematically stored and available for monitoring and evaluation purposes during implementation

- Develop a comprehensive and effective collaboration with the SR Manager, the Social Cash Transfer Secretariat, the Department of Gender, M and E unit of the Ministry and the Deputy Minister for Research, Policy and Planning, and other relevant departments and Partners in the area of M and E;
- Provide technical support to the M and E Unit of the Ministry of Gender, Children and Social Protection

Duties and Responsibilities

The M&E Officer will be responsible to carry out the following:

- Work on the details of M&E activities scheduled during the first year of implementation such as Targeting Process Evaluations and Spot checks from fieldwork perspective.
- Roll out project Results Framework with PMT members, Service Providers and implementing partners
- Develop an M&E system for the Ministry with performance indicators and targets embedded in the MIS for implementation and tracking of project results
- Facilitate working relationships with other Ministries, Departments and Agencies implementing Gender and Social Protection Interventions, including supporting controlled access to the MGCSP databases
- Lead on the planning and implementation of quarterly project review meetings, including making recommendations.
- Prepare relevant technical briefing papers, and status updates for project stakeholders
- Ensure timely processing and dissemination of M&E findings and best practices to facilitate evidence-based planning, learning and unit decision-making
- Undertake periodic review of the implementation and operation of the monitoring and reporting mechanism; including the preparation of best practices and lessons learned
- Contribute to SR management through timely processing and dissemination of M&E findings and best practices to facilitate evidence-based planning, learning and unit decision-making.
- Undertake periodic review of the implementation and operation of the monitoring and reporting mechanism; including the preparation of best practices and lessons learned.
- Perform any other duty as may be requested by the Program Coordinator.

Skills and Qualifications:

- A **Masters' degree** in Social Sciences, Demography, Statistics, Project Management, Business/Public Administration or related fields, with at **least 3 years** of related professional work experience; or a **Bachelor's degree** in the social sciences, Demography, Statistics, Project Management, Business/Public Administration or related field with at **least 5 years** of related professional experience.

- Certificate or Diploma in M&E from a recognized Institution.
- Experience working with international organizations in the area of M&E will be an added advantage
- Computer literacy, with proficiency MS Windows & MS Office Suite.
- A strong background in statistical analysis and use of statistical Software is a major advantage
- Excellent writing and communications skills with demonstrated ability to write monthly, quarterly and annual reports.
- Solutions-oriented person with excellent interpersonal and problem-solving skills, and demonstrated ability to work in a team
- Must be able to work with minimum supervision, deliver under pressure, and take initiative.

Duration of Consultancy

The consultant shall work with the Ministry of Gender, Children and Social Protection for a period of **Twelve months**.

Duty Station

The Consultant will be based at the Ministry of Gender, Children and Social Protection, with regular visits to other parts of the country as may be deemed necessary.

Reporting

Under the supervision of the Deputy Minister for Research, Planning and Policy, the M&E Officer, reporting directly to the Program Coordinator, will be responsible for:

- **Monthly Progress Reports**
The monthly progress report shall provide at least the following information:
 - vi. Detailed description of the activities performed and results achieved in the current reporting period (month for which the report was issued) as well as the resources used for performing these activities.
 - vii. A brief description and assessment of the current state of all project indicators.
 - viii. Issues encountered in the implementation of project.
 - ix. Brief description of activities carried out and to be performed in the next reporting period as well as the resources estimated to be used for performing such activities.
 - x. Expected results in the next reporting period.
 - xi. Challenges
 - xii. Recommendation and way forward.
- **Quarterly Project Reports**

- Collate progress on project implementation and results from project implementing agencies.
- Compile comprehensive Quarterly project reports, including fully updated Results Framework data.

All reports shall be subject to the Program Coordinator’s prior approval in writing or through verbal expression.

How to apply for this position

Interested candidates are invited to address application letters including CVs to the Office of the Human Resource Director at the Minister of Gender, Children and Social Protection, Capitol Bye Pass, Monrovia, Liberia, mentioning “**Monitoring and Evaluation (M&E) Officer**” in the subject of your email- at Whea.benson@yahoo.com including 3 referees (from former or current employers) on or before June 7, 2018 at 4pm. Envelopes should be clearly marked with the words “Monitoring and Evaluation (M&E) Officer.”

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION REQUEST FOR EXPRESSIONS OF INTEREST

**REPUBLIC OF LIBERIA
LIBERIA SOCIAL SAFETY NETS PROJECT
Credit No: IDA-57910**

Assignment Title: MIS Officer

Background

The Government of Liberia, with support from the World Bank, will implement a Liberia Social Safety Net Project (LSSN). The project development objective (PDO) is to establish the key building blocks of a basic national safety net delivery system and provide income support to households who are both extremely poor and food insecure in the in four counties (Bomi, Rivergee, Grand Kru, and Maryland) in Liberia. The 5-year project comprises of three major components namely: i) **Strengthening of the National Social Safety Net System**; ii) **Cash Transfer to Extremely Poor and Food Insecure Households**; iii) **Project Management and Capacity Building**

The project will be implemented by the Ministry of Gender, Children and Social Protection (MGCSP); Ministry of Agriculture, Ministry of Health, Liberia Institute of Statistics for Geo Information Service, Liberia National Identification Registry, and the Liberia Anti-Corruption Commission. The Ministry of Gender, Children and Social Protection will be responsible for overall coordination of the Project. As such, in preparation for implementation, the Program Management Team (PMT) has been set up to coordinate implementation of all its program activities... The terms of reference outlined below are for the MIS Officer:

Position: MIS Officer:

Location: Monrovia, Liberia

Duration: This assignment is for 12 months with possibility for extension subject to satisfactory performance.

Objective of the Assignment

The overall objective of the assignment is to:

With support from the System Analyst, the MIS Specialist will lead the Management Information System of the Social Registry (SR). H/she is the overall responsible for the effective and efficient design, implementation and use of the SR MIS. H/She will have the support of an MIS team and specialized temporary consultants whenever required. The MIS Specialist will work side-by-side with MIS staff of the SR and MGCSP to insure that the deliverables are timely and in keeping with high quality standards

Duties and Responsibilities

The MIS Officer shall be responsible to carry out the following:

- Establish MIS technical standards and ensure adherence.
- Coordinate the development of functional and technical specifications, and statements of work.
- Monitor project plans taking into account time and complexity constraints.
- Control access permissions and privileges of SR database users.
- Ensure accurate feeding of information into the central database, its updating and validation.
- Prepare standardized data-collection and tools for data updating.
- Interact with user groups.
- Identify training needs of staff in MIS jointly with application developer.
- Interface with the various divisions/units in the organization for information sharing.
- Research new technologies, including hardware, software or telecommunication components, to improve efficiency with the information systems operational structure.
- Assists with creating specifications for system and software upgrades, and with purchasing and leasing of information systems equipment.
- Supervises the installation of new systems.

- Perform any other tasks/assignment as requested by the Coordinator

Skills and Qualifications:

- Bachelor's degree with a major in computer science or information systems management.
- Project Management certification preferred.
- 5+ years' experience in all aspects of Management Information Systems.
- Strong planning, time management, excellent communication, issues resolution and project management skills.
- Excellent grip on Web\Application and Database technologies (including MySQL, .NET, Oracle, ASP.Net, JAVA, Web Services).
- Familiarity with agile development methodologies, build and implementation process, and application lifecycle management is necessary.
- Candidates must have an understanding of technology including but not limited to networking, server technology, web standards and interfaces, Internet technologies & protocols.
- Excellent writing and communications skills with demonstrated ability to write monthly, quarterly and annual reports.
- Solutions-oriented person with excellent interpersonal and problem-solving skills, and demonstrated ability to work in a team
- Shall be able to work with minimum supervision, deliver under pressure, and take initiative.

Duty Station

The Consultant will be based at the Ministry of Gender, Children and Social Protection, with regular visits to other parts of the country as may be deemed necessary.

Reporting

Under the supervision of the Deputy Minister for Research, Planning and Policy, the MIS shall report to the Program Coordinator and shall be responsible for weekly, monthly, quarterly and annual reports:

- **Monthly Progress Reports**
The monthly progress report shall provide at least the following information:
 - xiii. Detailed description of the activities performed and results achieved in the current reporting period (month for which the report was issued) as well as the resources used for performing these activities.
 - xiv. A brief description and assessment of the current state of all project indicators.

- xv. Issues encountered in the implementation of project.
- xvi. Brief description of activities carried out and to be performed in the next reporting period as well as the resources estimated to be used for performing such activities.
- xvii. Expected results in the next reporting period.

- **Quarterly Project Reports**

- Collate progress on project implementation and results from project implementing agencies.
- Compile comprehensive Quarterly project reports, including fully updated Results Framework data.

All reports shall be subject to the Program Coordinator's prior approval in writing or through verbal expression.

How to apply for this position

Interested candidates are invited to address application letters including CVs to the Office of the Human Resource Director at the Minister of Gender, Children and Social Protection, Capitol Bye Pass, Monrovia, Liberia, mentioning "MIS Officer" in the subject of your email- at Whea.benson@yahoo.com including 3 referees (from former or current employers) on or before June 7, 2018 at 4pm. Envelopes should be clearly marked with the words "MIS Officer."

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION REQUEST FOR EXPRESSIONS OF INTEREST

**REPUBLIC OF LIBERIA
LIBERIA SOCIAL SAFETY NETS PROJECT
Credit No: IDA-57910**

Assignment Title: Operations and logistics officer

Background

The Government of Liberia, with support from the World Bank, will implement a Liberia Social Safety Net Project (LSSN). The project development objective (PDO) is to establish the key building blocks of a basic national safety net delivery system and provide income support to households who are both extremely poor and food insecure in the in four counties (Bomi, Rivergee, Grand Kru, and Maryland) in Liberia. The 5-year project comprises of three major components namely: i) **Strengthening of the National Social Safety Net System**; ii) **Cash**

Transfer to Extremely Poor and Food Insecure Households; iii) Project Management and Capacity Building

The project will be implemented by the Ministry of Gender, Children and Social Protection (MGCSP); Ministry of Agriculture, Ministry of Health, Liberia Institute of Statistics for Geo Information Service, Liberia National Identification Registry, and the Liberia Anti-Corruption Commission. The Ministry of Gender, Children and Social Protection will be responsible for overall coordination of the Project. As such, in preparation for implementation, the Program Management Team (PMT) has been set up to coordinate implementation of all its program activities. The terms of reference outlined below are for the Operation and Logistics Officer:

Location: Monrovia, Liberia

Duration: This assignment is for 12 months with possibility for extension subject to satisfactory performance.

Objective of the Assignment

The overall objective of the assignment is:

Responsible for coordinating all the processes involved in the development of operational activities necessary for the implementation of the SR on the field. He/she is also responsible for plan, execute and monitor all logistics activities related to the gathering of information in the field and data processing.

Duties and Responsibilities

The Operation and Logistics Officer shall be responsible to carry out the following:

- Prepare the national plans for the logistics of the SR Process.
- Prepare the implementation plans for the training to be conducted throughout the SR implementation process
- Scheduling of the SR Process.
- To coordinate the entire SR implementation Process by securing that recruitment of essential staff as well as the procurement of all necessary equipment and materials is completed and staff has been allocated to their working tasks
- Liaise with all stakeholders involved in the SR as well as in other implementation processes and intervene and mediate in case of any problems arising.
- Monitor fieldwork and ensure that all processes undertakings are in compliance with the procedures and work regulations.
- Work closely with the M&E Specialist on all planning and reporting activities and provide input if such is required.
- Perform any other task/assignment as requested by the Program Coordinator

Skills and Qualifications:

- At least a Master's degree in Social Sciences, Project Management or any other related field is required.
- A minimum of 5 years of project implementation experience is required; candidates with managerial experience are preferred.
- The applicant should be a solutions-oriented person with excellent communication and managerial skills.
- Excellent team work, organizational skills, attention to detail, managerial, interpersonal, and problem solving skills
- Written and oral communication skills in English are required
- Excellent computer skills (Microsoft office suite) are required

Duty Station

The Consultant will be based at the Ministry of Gender, Children and Social Protection, with regular visits to other parts of the country as may be deemed necessary.

Reporting

Under the supervision of the Deputy Minister for Research, Planning and Policy, the Operations and Logistics Officer reporting directly to the Program Coordinator, will be responsible for weekly, monthly, quarterly and annual reports.

- **Monthly Progress Reports**

The monthly progress report shall provide at least the following information:

- xviii. Detailed description of the activities performed and results achieved in the current reporting period (month for which the report was issued) as well as the resources used for performing these activities.
- xix. A brief description and assessment of the current state of all project indicators.
- xx. Issues encountered in the implementation of project.
- xxi. Brief description of activities carried out and to be performed in the next reporting period as well as the resources estimated to be used for performing such activities.
- xxii. Expected results in the next reporting period.

- **Quarterly Project Reports**

- Collate progress on project implementation and results from project implementing agencies.
- Compile comprehensive Quarterly project reports, including fully updated Results Framework data.

All reports shall be subject to the Program Coordinator's prior approval in writing or through verbal expression.

How to apply for this position

Interested candidates are invited to address application letters including CVs to the Office of the Human Resource Director at the Ministry of Gender, Children and Social Protection, Capitol Bye Pass, Monrovia, Liberia, mentioning "Operations and Logistics officer" in the subject of the email- at Whea.benson@yahoo.com including 3 referees (from former or current employers) on or before June 7, 2018 at 4pm. Envelopes should be clearly marked with the words "Operations and Logistics officer."

MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION REQUEST FOR EXPRESSIONS OF INTEREST

**REPUBLIC OF LIBERIA
LIBERIA SOCIAL SAFETY NETS PROJECT
Credit No: IDA-57910**

Assignment Title: Social Registry Manager (SRM)

Background

The Government of Liberia, with support from the World Bank, will implement a Liberia Social Safety Net Project (LSSN). The project development objective (PDO) is to establish the key building blocks of a basic national safety net delivery system and provide income support to households who are both extremely poor and food insecure in the in four counties (Bomi, Rivergee, Grand Kru, and Maryland) in Liberia. The 5-year project comprises of three major components namely: i) **Strengthening of the National Social Safety Net System**; ii) **Cash Transfer to Extremely Poor and Food Insecure Households**; iii) **Project Management and Capacity Building**

The project will be implemented by the Ministry of Gender, Children and Social Protection (MGCSP); Ministry of Agriculture, Ministry of Health, Liberia Institute of Statistics for Geo Information Service, Liberia National Identification Registry, and the Liberia Anti-Corruption Commission. The Ministry of Gender, Children and Social Protection will be responsible for overall coordination of the Project. As such, in preparation for implementation, the Program

Management Team (PMT) has been set up to coordinate implementation of all its program activities. The terms of reference outlined below are for the Social Registry Manager

Location: Monrovia, Liberia

Duration: This assignment is for 12 months with possibility for extension subject to satisfactory performance.

Objective of the Assignment

The overall objective of the assignment is to:

- Supervise the entire administrative and operational management of the *Social Registry (SR)*, this includes the management of staff, all human resource issues and all implementation and logistics related to the Social Registry Unit

Duties and Responsibilities

The Social Registry Manager (SRM) will be responsible to carry out the following:

- Strategically plan and oversee the work of the SR unit, including developing and implementing the regulations and administrative procedures that allow efficient technical and operational execution of the unit
- Provide leadership and timely guidance for the planning and effective establishment of the SR.
- Oversee the development, management, and maintenance of SR Database;
- Oversee the implementation of an effect Monitoring and Evaluation (M&E) system including reporting on status and key performance indicators as relating to process, results and objectives;
- Oversee the Financial Management and reporting under this component;
- Oversee and supervise all procurement activities in accordance with World Bank and Country systems and guidelines;
- Oversee the process of tendering and evaluation of tenders for the SR and make recommendations for improvement

Skills and Qualifications:

- At least a Master's Degree in a field related to social protection and/or management (such as economics, social sciences, public policy, international development policy, business or engineering).
- At least 5 years of proven managerial experience in designing, managing, or implementing programs related to social security and social protection program in an international organization, NGO, public or for-profit organization.

- An appreciable understanding of the social protection challenges of sub-Saharan Africa in general (Experience working on social protection issues in Liberia will be an added advantage).
- Familiarity with safety net programs, social protection registries, management information systems, and knowledge about relevant information technologies for data collection and analysis activities.
- Knowledge or experience with Government of Liberia institutional processes and policies.
- Demonstrated ability to build, manage and work in a team.
- Excellent organizational skills, attention to detail, managerial, interpersonal, and problem solving skills
- Written and oral communication skills in English are required;
- Excellent computer skills (Microsoft office suite) are required.

Duty Station

The Consultant will be based at the Ministry of Gender, Children and Social Protection, with regular visits to other parts of the country as may be deemed necessary.

Reporting

Under the supervision of the Deputy Minister for Research, Planning and Policy, the SRM reporting directly to the Program Coordinator, will be responsible for:

- **Monthly Progress Reports**

The monthly progress report shall provide at least the following information:

 - xxiii. Detailed description of the activities performed and results achieved in the current reporting period (month for which the report was issued) as well as the resources used for performing these activities.
 - xxiv. A brief description and assessment of the current state of all project indicators.
 - xxv. Issues encountered in the implementation of project.
 - xxvi. Brief description of activities carried out and to be performed in the next reporting period as well as the resources estimated to be used for performing such activities.
 - xxvii. Expected results in the next reporting period.
- **Quarterly Project Reports**
 - Collate progress on project implementation and results from project implementing agencies.
 - Compile comprehensive Quarterly project reports, including fully updated Results Framework data.

All reports shall be subject to the Program Coordinator's prior approval in writing or through verbal expression.

How to apply for this position

Interested candidates are invited to address application letters including CVs to the Office of the Human Resource Director at the Ministry of Gender, Children and Social Protection, Capitol Bye Pass, Monrovia, Liberia, mentioning “**Social Registry Manager (SRM)**” in the subject of the email- at Whea.benson@yahoo.com including 3 referees (from former or current employers) on or before June 7, 2018 at 4pm. Envelopes should be clearly marked with the words “**Social Registry Manager (SRM).**”