



REPUBLIC OF LIBERIA
MINISTRY OF EDUCATION
GPE Getting to Best PROJECT
Grant No: P162089



Consultancy Services: M&E Specialist
Reference: MOE/GPEG2B/M&E/04/18

REQUEST FOR EXPRESSION OF INTEREST

In September 2017 the Republic of Liberia was awarded a grant of USD 11.9 million to implement a 4-year project under the Getting to Best Education Sector Plan. The grant will be administered by the World Bank.

The project responds to the Government of Liberia's prioritization of improving access to quality schools and professionalizing the teacher workforce. The project will have three components:

- Improving the quality of and access to Early Childhood Education.
- Supporting teacher training and certification.
- Improving school management, accountability, and systems monitoring.

The Government of the Republic of Liberia through the Ministry of Education (MOE) intends to use part of the proceeds of this Grant to support the services of M&E Specialist.

The M&E Specialist will be instrumental in developing a framework and strengthened M&E system for all components. The developed system will also ensure that cross-cutting sector issues are addressed. Support the elaboration and implementation of systematic evaluations aiming to determine effectiveness, impact and sustainability of interventions germane to the scope of work of GPE, specifically (a) Early Childhood Education Grants, (b) Teacher Training, (c) School Leadership, and (d) all disbursement linked activities, and (iv) enhance evidence-based decision-making.

The Specialist, shall, *inter alia*, undertake the following:

1. Implement, monitor and further refine the M&E plan in the Project Implementation Manual in consultation with the Project Delivery Team and the sub-component teams, and review the agreed results indicators and suggest necessary changes during project implementation;
2. Develop M&E reporting templates for the Project to be used by component teams and others involved in implementation track progress and results against objectives of the Project and to extent possible, the Education Sector Plan;
3. Work with the MOE and the GPE project component teams as well as the project's procurement and financial management specialists to ensure that all data for measuring the progress and

results of the project are made available for monthly, quarterly, bi-annual and annual reporting and assessment;

4. Assist in designing and implementing rigorous evaluations aimed at measuring the effectiveness, impact, and sustainability of different components of the project. These evaluations may include process evaluations, cost-benefit and cost-effectiveness analyses, and impact evaluations and can use a number of tools including qualitative surveys, quantitative survey, standardized tests, etc. This may include, but is not restricted to an agreed impact evaluation in an agreed sub-component area.
5. Support the engagement and activities of an Independent Verification Agent (as needed);
6. Carry out functional and operational capacity reviews of County M&E officers' performance and functions;
7. Carry out M&E capacity building activities for all components with central and County M&E staff;
8. Provide feedback and input on capacity building and organization of M&E (systems and processes) as and when is needed;
9. Assist in the production of high quality and bi-annual joint sector reviews and knowledge products including cross-cutting issues and national development issues, for use for instance in the joint evaluations;
10. Provide quarterly M&E reports on all components against the project result framework and all indicators;
11. Assist in improving communication and information sharing among different departments of the ministry, project staff, and field-based staff;
12. Conduct field monitoring visits to a sample of sites on a periodic basis to ensure compliance with operational procedures and assess progress; and
13. Coordinate with World Bank specialists and consultants as directed by the Project Coordinator or Task Team Leader/s (for example, the EMIS consultant).

The duration of the contract will initially be 12 Months;

1. The assignment is expected to cover the period June 1st 2018 to May 30th 2019 and renewable upon satisfactory performance. The GPE Getting to Best Project closes on May 31, 2022.
2. The Individual consultant will be selected in accordance with procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers, October, 2017

Qualification Requirement:

- Higher education degree (at least a master's degree) in a relevant field;
- Management experience in monitoring and evaluation at national and sectorial level, including experience in designing and implementing efficient data collection system and preparing regular progress reports and in conducting systematic project, program or policy evaluations (process, cost-benefit, impact, etc.);

- Hands-on capacity building in monitoring and evaluation;
- Experience in the Human Development sector as well as knowledge and interest in impact evaluations methodologies and results will be a strong advantage;
- Strong analytical and technical skills in education or social science research design, management, analysis and reporting. Ideally, a balance of quantitative (including statistical) and qualitative research skills. Excellent research and communications skills, both written and oral, as demonstrated in previous jobs;
- Proven track record in working effectively within multidisciplinary teams and with international development partners;
- Experience of similar assignments in the region is highly preferred;

Application Requirement:

1. Written application
2. Curriculum Vitae
3. Police Clearance
4. Full disclosure on all previous places of work

3. Interested consultants may obtain further information from the address below Deadline for submission of application is May 18th 2018, not later than 2.00 pm local time.

First Floor Division of Human Resources
Ministry of Education
3rd Street Sinkor Street
Monrovia, Liberia.

Attention: HR Director

EOIs should be electronically transmitted by the deadline specified above to: gpeg2b@gmail.com and cooperjessicay@gmail.com

Josephus M. Meatay
Human Resource Director
Ministry of Education



REPUBLIC OF LIBERIA
MINISTRY OF EDUCATION
GPE Getting to Best PROJECT
Grant No: P162089

Consultancy Services: National Procurement Specialist
Reference: MOE/GPEG2B/NPS/02/18

REQUEST FOR EXPRESSION OF INTEREST

In September 2017 the Republic of Liberia was awarded a grant of USD 11.9 million to implement a 4-year project under the Getting to Best Education Sector Plan. The grant will be administered by the World Bank.

The project responds to the Government of Liberia's prioritization of improving access to quality schools and professionalizing the teacher workforce. The project will have three components:

- Improving the quality of and access to Early Childhood Education.
- Supporting teacher training and certification.
- Improving school management, accountability, and systems monitoring.

The Government of the Republic of Liberia through the Ministry of Education (MOE) intends to use part of the proceeds of this Grant to support the services of a National Procurement Specialist.

The Procurement Specialist will work under the direction of the Project Coordinator to carry out the project's procurement management and conduct the tasks identified below by applying sound technical practices and methods. The Procurement Specialist shall report to the Project Coordinator of the Project Delivery Team, working with the Head of the Procurement Unit of the MOE to implement procurement activities. The Procurement Specialist will also train the MOE procurement staff throughout the assignment. The staff should participate in all aspects of procurement tasks and progressively take up more complex tasks over the project period. The Procurement Specialist will discuss issues that would affect efficient procurement management with the Project Coordinator and agree on the ways to resolve them.

The Specialist, shall, *inter alia*, undertake the following:

4. Review all available project documents to facilitate the establishment of procurement procedures for the management and implementation of the project and regularly update the procurement sections of the Project Implementation Manual;
5. Set up a simple procurement management tracking system that would monitor the implementation of procurement activities;

6. Using the World Bank's Standard Bidding Documents, prepare MOE customized Bidding Documents and Request for Proposals (RFP). This should include standardized Forms to be used for International and Local Shopping Methods, consultancies and other procurement and conform with Liberia Public Procurement and Concessions Act and World Bank guidelines;
7. In consultation with the MOE, prepare the Project's Annual Procurement Plan, detailing contract packages for goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
8. Monitor procurement implementation and update the procurement plans prepared at the beginning of the project for the procurement of works, goods, and services, annually, and whenever it becomes necessary to do so;
9. Prepare and arrange the publication of Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;
10. Establish a register of qualified contractors, suppliers and consultants and periodically update this register per advertisements and requests for expressions of interest;
11. In consultation with the MOE units and technical officers, coordinate the preparation of Terms of Reference (TORs) for Requests for Proposals (RFPs) on consulting assignments, and Specifications for bidding documents for goods activities, using standard documentation agreed with the funding agencies;
12. Initiate the procurement processes, including those for International and Local Competitive Bidding procedures, ensuring compliance with agreed procurement methods' thresholds, prior review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods;
13. Receive bids and participate in bid opening sessions and coordinate the evaluation of bids and proposals, ensuring that the appropriate guidelines are followed to arrive at the recommendations for award in favor of contractors, suppliers and consultants;
14. Prepare evaluation reports using the World Banks Standard Evaluation Format;
15. In cases of procurement actions requiring World Bank "no objection", coordinate the dispatch of procurement documents to World Bank, monitor World Bank response time on issuing "no objections" at different levels of the procurement process and follow-up accordingly.
16. Coordinate the response to the inquiries, and communicate the results of the evaluation process to the applicants, in keeping with to guidelines;
17. Prepare final contracts and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Consultants, Suppliers, the World Bank and Technical Officers of Ministries);
18. Ensure timely completion of any works, receipt of the Goods and consultant's monthly status reports; confirm acceptability of works executed, goods delivered, and also acceptability of consultants' reports as reviewed, and recommending payments to the services providers, i.e. contractors, suppliers and consultants, as they fall due;

19. Establish a performance monitoring database for all contractors, suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
20. Liaise with the Public Procurement and Concession Commissions' offices as and when required, including participating agencies and services providers, i.e. Ministry of Finance, relevant World Bank staff, suppliers and consultants, with a view to preparing semi-annual and annual procurement reports as inputs into the Project Management Reports (PMR) to be submitted to the Ministries, World Bank and other relevant agencies;
21. Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by external auditors, other authorised agents and/or the World Bank staff during post-procurement reviews (PPRs);
22. Advise the Ministry on processes for Board of Survey for disposal of un-required stores and equipment including actual disposal;
23. Carry out any other relevant periodic duties that may be assigned by the Project Coordinator from time to time.

The duration of the contract will initially be 12 Months;

24. The assignment is expected to cover the period June 1st 2018 to May 30th 2019 and renewable upon satisfactory performance. The GPE Getting to Best Project closes on May 31, 2022.
25. The Individual consultant will be selected in accordance with procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers, October, 2017
26. **Qualification Requirement:** Master's degree in relevant discipline e.g. Project Management, Administration, Engineering etc with a minimum of 5 years' experience in procurement and contract management in the public sector, **or**
First degree in relevant discipline, e.g. Business, Law, Engineering, Public Administration or other relevant university degree, etc. with minimum 10 years post graduate experience in procurement, and contract management in the public sector;
A professional qualification in procurement from the chartered institute of Purchasing and supply (CIPS) U.K. or the Institute of Supply Management, (ISM) USA would be an added advantage.

Application Requirement:

1. Written application
2. Curriculum Vitae
3. Police Clearance
4. Full disclosure on all previous places of work

27. Interested consultants may obtain further information from the address below Deadline for submission of application is May 18th 2018, not later than 2.00 pm local time.

First Floor Division of Human Resources
Ministry of Education
3rd Street Sinkor Street
Monrovia, Liberia.
Attention: HR Director

EOIs should be electronically transmitted by the deadline specified above to: gpeg2b@gmail.com and cooperjessicay@gmail.com

Josephus M. Meatay
Human Resource Director
Ministry of Education