



REPUBLIC OF LIBERIA
MINISTRY OF EDUCATION
GPE Getting to Best PROJECT

Grant No: P162089

Consultancy Services: Technical Program Assistant

Reference: MOE/GPEG2B/TPA/05/18

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 Technical Program Assistant.

The Technical Program Assistant will support the Project Coordinator and heads/focal persons of implementing departments and sub-component teams over a range of activities towards attainment of project objectives. Responsibilities, outlined below should be considered starting points evolving with project needs, as well as the interests and aptitude of the successful candidate:

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

A. Project Management:

- Provision of back-up managerial support to implementing departments and sub-component teams, especially in accessing required project resources, and preparing quarterly performance reports and terms of reference; Collection and synchronization of inputs from implementing departments and sub-component teams in preparation of annual and quarterly progress report, work plans and budgets .
- Management of workflow and correspondence of the project office, including oversight of work performance of junior project staff and administrative support to implementation missions.

- Maintenance of close working relationships with other stakeholders in furtherance of comprehensive programming towards achievement of overall project goals and objectives; and
- Identify bottlenecks and implementation challenges and make suggestion for improvement.

B. Monitoring and Evaluation (M&E):

- Monitoring, in close collaboration with the M&E Specialist, implementation of project activities with special attention to progress and results/outcome indicators specified for determining attainment of project objectives; tracking deliverables and follow-up with relevant focal person(s) to enhance compliance; and
- Provision of technical support and facilitating the availability of reference documents and other information/data to enhance periodic assessments of the project, and of the Education Sector Plan, particularly mid-term review annual, and end-of-project reviews.

C. Ad Hoc Assignments:

As indicated or assigned by the Project Coordinator, and deputize for the Project Coordinator in his absence or as designated.

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:

- Masters' Degree in Education Five years of proven experience in teaching and working in an advanced school system and is familiar with school quality improvement initiatives.
- Certification in school administration and supervision
- Familiarity with the Liberian education system, as well as the West African education context, preferred
- Proficient computer skills with knowledge in Microsoft, Excel and Power point

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 28th 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