

**GOVERNMENT OF LIBERIA**  
**Ministry of Commerce and Industry**  
**Liberia Investment, Finance and Trade Project (LIFT-P)**  
**EJS Ministerial Complex**  
**Congo Town, Monrovia**

**REQUEST FOR EXPRESSION OF INTEREST (REOI)**  
**(CONSULTING SERVICES)**  
**Individual Consultant Selection (INDV)**

**RE-ADVERTISED**

**January 15, 2025**

No.	Assignment Titles	Procurement Method	Duration
1.	ADMINISTRATIVE ASSISTANT	Individual Consultant Selection (INDV) Method	1 Year

**Background**

The Republic of Liberia through the Ministry of Commerce & Industry has received Financing from the International Development Association (IDA) towards the cost of implementing the Liberia Investment, Trade & Finance Project (LIFT-P) and it intends to apply part of the proceeds of the Financing towards payments under the contract for above mentioned position for the Ministry of Commerce and Industry (MOCI). under the Liberia Investment, Finance and Trade Project (LIFT-P) of the Ministry of Commerce and Industry.

The overall objective of the LIFT-P 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. The LIFT-P is an explicit contributor to the FY19-FY24 Country Partnership Framework (CPF)

**The detailed Terms of Reference (TOR) for this position can be found below.**

The Ministry of Commerce and Industry now invites eligible and interested Individual Applicants (“Consultants”) to indicate their interest in providing the required Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the required Services. The shortlisting (qualification) criteria are listed as per the Terms of Reference. Applicants must have minimum qualifications and experience as per the Terms of Reference.

Applicant will be selected in accordance with the Individual Consultant Selection (INDV) as set out in the Procurement Regulations for IPF Borrowers dated July 2016 as Revised in November 2017, August 2018, November 2020 and September 2023).

Further information can be obtained at the address below during office hours, i.e., 0900 to 1600 hours GMT, Monday to Friday.

The deadline for submission of Expressions of Interests is on **Tuesday, January 28, 2025**. Please submit your Expressions of Interest with a letter of interest to the addresses below **only by email** indicating the position title in the subject line of the email.

**Please note that ONLY shortlisted Applicants will be contacted.**

Liberia Investment, Finance and Trade Project (LIFT-P)

Attn: Joseph S. Blango

Human Resource Director

First Floor, Commerce Building

EJS Ministerial Complex, Congo Town

Monrovia, Liberia

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## Terms of Reference

<b>Post Title:</b>	Administrative Assistant
<b>Location of Post:</b>	Project Implementation Unit - Ministry of Commerce and Industry, 5 <sup>th</sup> Street, Sinkor Monrovia, Liberia
<b>Contract Duration:</b>	One (1) year (Full- Time) with possibility of extension based on performance and availability of funds.
<b>Report Line:</b>	Project Coordinator
<b>Recruitment:</b>	National Position
<b>Type of Contract</b>	Time Based Contract

### Background

The Government of Liberia, through the Ministry of Commerce and Industry (MoCI) is implementing the Liberia Investment, Finance and Trade Project (LIFT-P) with Project ID: P171997 with financing from the International Development Association (IDA) and the International Bank for Reconstruction and Development (IBRD) of the World Bank Group. The total project funding is 40 million Dollars in both loan and grant.

The World Bank is supporting the Liberia Investment, Finance and Trade Project under four (4) components, namely, Component 1: Trade & Investment-Enabling Environment, Component 2: SME Access to Markets and Finance, Component 3: Digital Financial Services Infrastructure and Component 4: PIU and Contingency Emergency Response Component (CERC). The Liberia Investment, Finance and Trade Project therefore invites the services of an individual consultant with proven experience in project procurement management to express interest in providing consultancy services to support the procurement specialist in the implementation of the LIFT Project.

### Objectives of the Assignment

The objective of this assignment is to provide administrative support to the LIFT PIU to ensure efficient operation of the PIU offices through office organization, communications, event organization, document filing and other administrative tasks as needed.

### Scope of services

The Administrative Assistant will provide administrative and secretarial support for the PIU. The Administrative Assistant shall, *inter alia*, undertake the following:

- a) Serving as first contact point/receptionist for the Project Coordinator, the PIU team
- b) Coordinate events and schedule appointments in the context of LIFT-P;
- c) Manage the contact list for the LIFT-P;

- d) Organize and implement the collection, filing, keeping, copying and distribution of official LIFT-P documents and various reports and studies;
- e) Setup and manage the LIFT-P archive and document database in electronic and hard copy form;
- f) Organize logistics and administrative services during PIU meetings, keeping accurate and detailed account of minutes of every meeting and other relevant administrative activities in the PIU;
- g) Manage courier services between the PIU and the MoCI;
- h) Assist in the preparation of regularly scheduled reports for LIFT-P;
- i) Operation and maintenance of the PIU office equipment (copiers, fax machines, computers etc.);
- j) Maintain office of the PIU (stationery, refreshments, etc.);
- k) Perform any reasonable requests for administrative assistance from the Project Director, Project Coordinator, Procurement Specialist and PIU staff.

### **Duration of the Services**

The Administrative Assistant is planned to be hired for a period of one year and six months with a renewable contract if performance is satisfactory. The services will be provided on a full-time basis.

### **Qualification and Skills Requirements**

The Administrative Assistant will have the following minimum educational and professional qualifications and experience, which will be used as the shortlisting criteria:

- a) Bachelor degree in relevant field (Business Administration, Management, Secretarial Science, or related area of study) is required.
- b) Proven experience as an Administrative Assistant for at least 5 years, preferable with an international organization.
- c) Computer literacy, including advanced Microsoft Office skills (Outlook, Excel, PowerPoint, Word) are required.
- d) Excellent communication skills, both written and oral, demonstrated in previous jobs are required.
- a) Strong organizational, planning analytical and problem-solving skills are desired
- b) Fluency in written and oral English is required.
- c) Proven track record in working effectively within multidisciplinary teams is desired.
- d) Excellent time management skills and ability to multi-task and prioritize work is required
- e) Perform any reasonable tasks for administrative assistance from the Project Director, Project Coordinator and PIU staff

### **Facilities to be provided by the MoCI**

The PIU Administrative Assistant shall work at the MoCI's headquarters, located in Monrovia, Liberia. All working facilities necessary for the implementation of the LIFT-P in the capacity as earlier mentioned (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 MoCI.

## **Reporting Obligations**

The Administrative Assistant will report directly to the PIU Project Coordinator. In regard to the working relationship of the Administrative Assistant with other staff members, the incumbent is expected to be self-sufficient and conduct him/herself in the highest professional manner. He/she will assist in the preparation or production of all regularly required internal and external reports. The Administrative Assistant will also work closely and collaboratively with technical staff of the project as well as Technical Implementing Ministries and Agencies (TIMAs).

This recruitment is subject to the Procurement Regulations for Investment Project Financing (IPF) Borrowers for – Goods, Works, Non-Consulting and Consulting Services dated July 2016, August 2018 and revised November 2020). Selection will be done using the Individual Consultancy Selection Method.

## **Performance Criteria**

The performance of the Project Administrative Assistant will be evaluated on a regular interval and based upon these assessments, the contract with the LIFT Project may be continued or terminated at the end of 6-months' probation period and at the end of the one and have years based on the following parameters:

- Quality and timeliness of completion of required administrative activities consistent with his;
- Quality of documentation submitted for approval by the Procurement Specialist;
- Quality of PIU documentation filing;
- Punctuality or regular attendance on the job
- Quality and timeliness of required reports.