

## **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)**

### ***LIBERIA***

***Ministry of Finance and Development Planning/Public Financial Management  
Reforms Coordination Unit***

**Assignment Title: DEPUTY PROJECT MANAGEMENT**

### **Reference No. :**

The Ministry of Finance and Development Planning has received funds from the Government of Liberia toward the cost of the Public Financial Management Reforms Coordination Unit, and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include:

The Deputy Project Manager of the PMU will be responsible for supporting the Project Manager (PM) in conducting the day to-day operations of the PMU and shall assist the PM in undertaking the following functions:

- Liaise with the Office of the Controller and Accountant General to implement the Integrated Financial Management Information System (IFMIS), including the roll out of the system to all remaining ministries and agencies (M&As);
- Coordinate the preparation of project reports, and liaise with components for the preparation of Annual Work Plans for supported programs;
- Provide advice and guidance on specific and general project management issues;
- Assist the PM in managing communications and ensure stakeholders are aware of project activities and their progress;
- Advise the PM on issues that may impact the achievement of their outcomes (including issues of sustainability and post-project requirements, such as maintenance);
- Support implementation of approved project plans set by the Project Steering Committee.
- Supervise the overall monitoring process and be responsible for its timely delivery;
- Identify and support the management and implementation of the project activities, and advise the Project Manager of any possible deviations and the required corrective action(s);
- Prepare terms of references (ToRs) for all project personnel, consultancy services, and operation arrangements of the project in consultation with the implementing agencies;
- Represent the PM in stakeholder coordination and meetings as requested;
- Performs other related duties as may be assigned.

The Ministry of Finance and Development Planning (MFDP) now invites eligible individuals ("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. The shortlisting criteria are:

- Advanced university degree in Project Management, Finance, Economics, Human Resource or other relevant discipline;
- At least 8 years of working experience in project management of PFM type, with a focus on coordination and implementation;
- At least 6 years working experience in PFM Reform of similar context, with knowledge in the use of government financial management system, budgeting, and financial reporting, among others;
- At least 5 years working in a leadership position;
- Proficient in the use of Microsoft Office (Word, Excel, and PowerPoint);
- Experience in supervising human resources;

The assignment is for one year and renewable based on performance.

A Consultant will be selected in accordance with the Approved Selection Methods for Individual Consultants set out in the Public Procurement Acts.

Further information can be obtained at the address below during office hours from 0900 to 1700 hours

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 1700 hour on 3<sup>rd</sup> October, 2018.

Reforms Coordination Unit  
Attn: William K. Oye, PFM Reforms Coordinator  
Broad & Mechlin Streets  
Monrovia, Liberia  
Tel: 231-888-226-452  
E-mail: [woye@mfdp.gov.lr](mailto:woye@mfdp.gov.lr)  
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