

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: 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

- Responsible for day-to-day administration and implementation of all the project activities under the various components of the project;
- Prepare, or, as appropriate, supervise the preparation of annual work plans and budgets and ensure their timely submission to the PFM Reform Steering Committee (PSC) for approval;
- Provide overall guidance to, and supervision of, the PMU to identify, plan, design, implement, and monitor the progress of delivery of activities as contained in the project work plan;
- Monitor approved budget performance and ensure that project funds are disbursed properly and that expenditure is in accordance with the project document and project work plans;
- Oversee preparation and implementation of project monitoring and evaluation plan, project communication, and knowledge management plan, and monitor their implementation; Hold periodic meetings and other events to ensure that project is on track;
- Make sure that the project annual work plan reflects the objectives of the Results Monitoring Matrix, as specified in the M&E Framework and the Project Appraisal Document;
- Prepare, or supervise as appropriate, the preparation of progress reports, annual reports, project completion report, and other reports that may be required by the stakeholders;
- Prepare ToRs for appointment of consultants under the various components of the project where required and follow up on implementation;
- Provide administrative and coordination support to project monitoring missions, donor missions, and project evaluators;
- Supervise the staff of the unit in the performance of their respective duties, ensure efficient functioning, and establish clear working arrangements for collaborating with relevant authorities on all project related matters.

- Work with various stakeholders (component leads, sub component heads, donors, etc.) and coordinate all project interventions;
- Serve as the project focal point with the World Bank, donors, and other stakeholders.

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, Business Administration, Finance, Economics, Law, or other relevant disciplines;
- At least a diploma and/or certificate in key PFM areas (budget, audit, financial reporting and analysis, fiscal institutions & Fiscal Discipline, public financial management, etc.) is advantageous;
- At least 9 years of progressive working experience in project coordination and management, with at least 7 years of working experience in managing PFM reform project of similar international context is mandatory;
- At least 5 years of experience working with development partners in a senior position;
- Proficiency in the use of office packages (Microsoft Word, Excel, and PowerPoint)

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 3rd October, 2018.

Reforms Coordination Unit
 Attn: William K. Oye, PFM Reforms Coordinator
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