



**MINISTRY OF AGRICULTURE
REPUBLIC OF LIBERIA
GARDNERSVILLE, SOMALIA DRIVE
MONROVIA, LIBERIA**



**Rural Economic Transformation Project (RETRAP)
LOAN #: P175263**

TERMS OF REFERENCE FOR TERM OF REFERENCE FOR THE INFRASTRUCTURE SPECIALIST

Post Title: Infrastructure Specialist

Location of Post: Monrovia, Ministry of Agriculture, Montserrado County.

Recruitment: National

Contract Duration: 2 years' contract, renewable based on agreed satisfactory performance targets and deliverables

Reports to: Operations Manager

Recruitment: National Position

Background

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. As its focus, the project will support the value chains of cassava, Rubber, Poultry & Pig husbandry Vegetables. The project will be implemented in 11 of the 15 counties over a period of five years.

Scope of Services

The Infrastructure Specialist will be responsible for all civil works within the RETRAP and shall work closely with the Ministry of Public Works (MPW) on the 40km road on the Tappita-Zwedru corridor

Main Responsibilities

- Oversee the implementation of the road, portable water supply and market and office buildings and associated energy infrastructure.
- Follow-up on procurement of goods and services for all infrastructure projects. In liaison with the Procurement Specialist, prepare and/or assist implementing agencies in the preparation of TOR, bidding documents, request for proposals and bid evaluation reports for procurement of civil works, goods and technical assistance services under the agricultural infrastructure rehabilitation and development component in accordance with standards and requirements.

- Undertake inspection of works to verify quality, quantity and timeliness of work done and prepare and/or verify payment certificates for services providers engaged on project infrastructure activities.
- Identify the various infrastructure activities for which short-term expertise is required, prepare detailed TOR for the required specialist input, facilitate the recruitment and guide and supervise short-term technical specialists' inputs.
- Ensure that the maintenance programme of road and community infrastructure is properly designed and put in place appropriate mechanisms for its execution during and after the project, in accordance with the stipulation of the appraisal report.
- Supervise any other infrastructure activity in the Project.
- In liaison with the Environmental Protection Agency (EPA), ensure that environmental mitigation measures are implemented as part of infrastructure rehabilitation and development, as well as conducting regular environmental monitoring activities.
- Facilitate the process of recruiting agricultural engineering staff of the Ministry of Agriculture and selection of appropriate institutions within the region for their advanced level academic training, in addition to mentoring and coaching the staff to ensure their professional development before and after the academic training.
- Contribute relevant content to Project Progress Reports. Liaise with the County and District Agriculture Officers as well as the Programme Monitoring Officer to prepare quarterly, bi-annual and annual progress reports, as well as mid-term review report for infrastructure development and management.
- Actively participate in supervision missions of implementing partners by collecting and providing infrastructure implementation progress data and information required by the missions
- Assist with preparing water management training modules and course requirements for the Communities, County and District staff in liaison with training service providers and provide technical support to the trainers.
- Liaise with programme stakeholders and other relevant projects/programmes, state agencies, NGO's, private sector, and other parties in order to facilitate programme implementation.
- Assist in organizing National Steering Committee meetings and preparing records.
- Provide technical support to Project Monitoring Unit on the design, cost estimates, quality control and contractor's selection for the construction of infrastructure projects on the national level.

- Scheduling and coordinating inspections visit at various project sites around the country for quality control and quality assurance.
- To develop an in-depth working knowledge of the general contractual and detailed requirement of the construction contract for all rural irrigation and infrastructure projects.
- Review and analyze material samples, catalogs and brochures, shop drawing, installation manual and other technical documents submitted by the construction contract requirements.
- Prepare design and construction practice with US civil and architectural codes and specifications, thorough professional knowledge in civil and architectural design calculation, criteria preparation of engineering drawing and specification
- Monitor the execution of construction to assure adherence to approved drawing and specifications, inspect construction workmanship, materials, methods of equipment and report to Project Coordinator as to their conformity and non-conformity to the approved drawing and specifications.
- Make recommendations to National Project Coordinator on how to correct deficiencies and resolve problems during constructions.
- Work independently and maintain daily construction surveillance logs insuring contractor's compliance with the terms and conditions of the contract between the construction contractor and the Government of Liberia.
- Prepare weekly, monthly and Quarterly report of the progress of construction as required by Project Coordinator. Provide digital photographic records to support reports

Qualification and Experience

- BSc degree in Civil Engineering from a recognized University with more than 10 years of work experience in similar field; a Master's degree is an added advantage;
- Proven track record in conducting and managing infrastructure projects; and
- Minimum 3 years' experience in working with implementing partners as an infrastructure engineer, especially the World Bank, AfDB and IFAD.

Selection Method is Individual Consultancy Selection (ICS)

If you are interested and fulfill the above-mentioned requirements in any of the positions, please send your application to UNDP Human Resources Department via the

below email address indicating in the subject line the position:

vacancies.lr@undp.org.

Please note that the Application package includes a Motivational letter and a Curriculum Vitae (CV), with Notarized educational credentials, Names, email addresses and phone numbers of 5 referees, two of whom must be former or current Supervisors.

Deadline- October 18, 2021