



# Liberia Sustainable Management of Fisheries Project (LSMFP) National Fisheries & Aquaculture Authority

P. O. Box 10-1384  
United Nations Drive, Bushrod Island  
1000 MONROVIA 10, LIBERIA



## REQUEST FOR EXPRESSION INTEREST (INDIVIDUAL CONSULTANCY)

PROJECT ID: P172012

**Subject: Request for Expression of Interest (REOI) for provision of Consultancy Services as Deputy Project Coordinator for LSMFP Project**

**Reference No: LR-NAFAA-162587-CS-INDV**

**Assignment Title: Deputy Project Coordinator**

The Government of Liberia through the National Fisheries & Aquaculture Authority has received financial support from the World Bank Group in support of the **Liberia Sustainable Management of Fisheries Project (LSMFP)** in Liberia and intends to apply part of the proceeds towards the recruitment of a Deputy Project Coordinator.

The objective of this assignment is to support NaFAA through the LSMFP and to assist the International Project Coordinator (IPC) to lead implementation of activities of the Project Implementation Unit (PIU).

The LSMFP Deputy Project Coordinator is an understudy to the IPC of the LSMFP and he/she will work in close collaboration with the IPC during the Project Implementation. The Deputy Project Coordinator will be responsible to assist the IPC for the management of the PIU and apprising NaFAA on the timely and effective implementation of the planned project activities within the framework of the Project Agreement.

The National Fisheries and Aquaculture Authority (NaFAA) now invites eligible individual consultants to indicate their interest in performing the Services. Interested Individual Consultants should provide updated Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria includes the following qualifications:

- Minimum Master's Degree in Marine Science, Marine Resource Management or Fisheries; Public Administration, Project Management, Business Administration, Economics, Human Resource or related fields from a recognized university or Bachelor degree in related field with minimum of 5 years of project management experience;
- Must have obtained significant relevant professional training in project management;
- Minimum 7 years of post-graduate professional work experience;

- Minimum 5 years' experience in administration, leadership or management role in the public/private sector institution with at least two (2) of those years' experience in donor funded projects, preferably the World Bank

Competencies:

- Familiarity with donor/multilateral administrative and financial procedures will be an asset;
- Familiarity with the issues and policy in the field of fishery sector, especially in Liberia; Fisheries administration
- Outstanding time-management, organizational and inter-personal skills;
- Excellent computer literacy;
- Ability to organize and facilitate meetings/workshops.
- Ability to establish a rapport and work with, people of diverse cultures backgrounds and education,
- Ability to communicate effectively within the organization and with external stakeholders,
- Strategic thinking and problem-solving abilities,

The detailed Terms of Reference (TOR) for the assignment can be found at the following websites:

- a) [www.nafaa.gov.lr](http://www.nafaa.gov.lr)
- b) [www.emansion.gov.lr](http://www.emansion.gov.lr)
- c) [www.moa.gov.lr](http://www.moa.gov.lr)

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, August 2018, and November 2020 setting forth the World Bank's policy on conflict of interest. Please refer to paragraph 3.17 of the Procurement Regulations on conflict of interest related to this assignment which is available on the Bank's website at <http://projectsbeta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-newframework> .

An Individual Consultant will be selected in accordance with the **Individual Consultant Selection (ICS)** method set out in the Procurement Regulations.

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

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **Monday February 7, 2021 @ 4:00PM GMT**

**Liberia Sustainable Management of Fisheries Project (LSMFP)**

**Attn: The Project Coordinator**

**Mesurado Pier, Freeport of Monrovia**

**Monrovia, Liberia**

**Tel: +231770532901/ +231770538462**

**E-mail: [li.braimah@gmail.com](mailto:li.braimah@gmail.com), [kpelewahj100@gmail.com](mailto:kpelewahj100@gmail.com)**

**Cc: , [albert.boimah-porte@outlook.com](mailto:albert.boimah-porte@outlook.com), [jkelewah@nafaa.gov.lr](mailto:jkelewah@nafaa.gov.lr)**

## **TERMS OF REFERENCE (PROJECT COORDINATOR)**

### **A. Background**

The Government of Liberia through the National Fisheries & Aquaculture Authority (NaFAA) has received financial support from the World Bank Group in support of the Liberia Sustainable Management of Fisheries Project (LSMFP) in Liberia and intends to apply part of the proceeds towards the recruitment of a Deputy Project Coordinator.

### **B. Objective of the Assignment**

The objective of this assignment is to support NaFAA through the LSMFP and to assist the International Project Coordinator (IPC) to lead implementation of activities of the Project Implementation Unit (PIU).

The LSMFP Deputy Project Coordinator is an understudy to the IPC of the LSMFP and he/she will work in close collaboration with the IPC during the Project Implementation. The Deputy Project Coordinator will be responsible to assist the IPC for the management of the PIU and apprising NaFAA on the timely and effective implementation of the planned project activities within the framework of the Project Agreement.

### **C. Scope of Work and Task**

**The Deputy Project Coordinator will undertake the following functions:**

- Assist the IPC in Managing staff and overseeing the day-to-day activities of the PIU in support of NaFAA's implementation of the LSMFP, including procurement, project monitoring and evaluation, financial management, progress and financial reporting, environment and social risk management leading staff of the PIU;
- Assist the IPC in the preparation of project reports, and the preparation of Annual Work Plans for supported programs;
- Assist the IPC in managing communications and ensure stakeholders are aware of project activities and their progress;
- Provide advice and guidance to the IPC on specific and general local content project management issues;
- Support the IPC in identifying training needs of the PIU team that could be provided by the IPC
- Participate actively in on the job and other forms of training provided by the IPC.
- Advise the IPC 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.
- Assist in the supervision of 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 IPC of any possible deviations and the required corrective action(s);
- Assist in the management of local and international consultants, monitoring progress on deliverables under those contracts and providing feedback as necessary, and coordination of the work of the consultants consistent with the overall project implementation plan;
- Assist the IPC to coordinate and work with relevant ministries, agencies and commissions, local government authorities and institutions, international agencies, non-governmental

organizations, community-based organizations, and other stakeholders as required to assist NaFAA with the execution of LSMFP activities

- Represent the IPC in stakeholder coordination and meetings as requested.
- Assist the IPC in providing implementation support missions to the World Bank team
- Performs other related duties as may be assigned.

#### **E. Required Qualification, Competencies and Skills**

##### **Qualifications:**

- Minimum Master's Degree in Marine Science, Marine Resource Management or Fisheries; Public Administration, Project Management, Business Administration, Economics, Human Resource or related fields from a recognized university or Bachelor degree in related field with minimum of 5 years of project management experience;
- Must have obtained significant relevant professional training in project management;
- Minimum 7 years of post-graduate professional work experience;
- Minimum 5 years' experience in administration, leadership or management role in the public/private sector institution with at least two (2) of those years' experience in donor funded projects, preferably the World Bank

##### **Competencies:**

- Familiarity with donor/multilateral administrative and financial procedures will be an asset;
- Familiarity with the issues and policy in the field of fishery sector, especially in Liberia; Fisheries administration
- Outstanding time-management, organizational and inter-personal skills;
- Excellent computer literacy;
- Ability to organize and facilitate meetings/workshops.
- Ability to establish a rapport and work with, people of diverse cultures backgrounds and education,
- Ability to communicate effectively within the organization and with external stakeholders,
- Strategic thinking and problem-solving abilities,

##### **Skills:**

- Fluent written and spoken English;
- A team player;
- A good working knowledge of MS Windows (EXCEL, Word and Power Point); and
- Effective inter-office memo writing skills,

#### **F. Duration of the Assignment**

The duration of the assignment is 1 year with a three (3) Months' probation, and shall be renewable based on satisfactory performance and availability of funding.

#### **G. Reporting Arrangement**

The Deputy Project Coordinator will submit quarterly, semiannual and annual reports to the LSMFP IPC and copy the Director General of NaFAA. The report will cover activities relative to annual work plans, plans for the next reporting period and issues to be resolved.

#### **H. Duty Station:** Monrovia, with regular travel to project communities.

**I. Recruitment Method**

The recruitment method for the consultant shall be through Selection of Individual Consultant (IC).