REQUEST FOR EXPRESSION OF INTEREST (CONSULTING SERVICES)

Assignment Title: INDEPENDENT VERIFICATION AGENCY

REF: LR-MOE-75532-CS

GRANT ID: TF-A7093

The Ministry of Education, through the Government of Liberia, has received financing from the Global Partnership for Education Project toward the cost of Independent Verification Agency and intends to apply part of the proceeds for this consulting services.

The consulting services ("the Services) will monitor the following key development indicators:

a) Direct project beneficiaries, disaggregated by gender

b) Net Enrollment Rate (NER) in ECE in the targeted counties

c) Share of qualified ECE and primary teachers in the targeted counties

d) Percentage of public schools receiving feedback from a School Quality Assessment (SQA) visit annually in the targeted counties

In addition, the firm will ask a short school-based questionnaire, including benefits and impact of grants, and other aspects.

Scope 3: Payment Recommendation
The firm will collect and consolidate data from desk reviews and physical verifications, and report to the MOE/GPE project through Disbursement Verification Reports (DVRs). Physical verifications shall be reported in detail, including photographs (if agreeable to the beneficiary) and comments from beneficiaries interviewed. All verified outputs shall be summarized in a table format, and recommendations made for payment based on data collected and IVA’s analysis.

4. Deliverables and Reporting

1) Inception Report: This report will (i) propose a sampling methodology for physical verifications, in coordination; and (ii) propose the Disbursement Verification Report (DVR) template. This report will be submitted prior to the first payment request. The inception report shall be submitted 2 weeks after contract signing.

2) Disbursement Verification Reports (DVRs): The firm will carry out on-site random physical verification of at least 20% of schools receiving school grants to validate information on eligibility,
disbursement, results and compliance. For each indicator in the results framework, the firm will provide a detailed narrative on verification and achievement including data collected in the field. The DVRs will be submitted at the end of the achievement of each indicator and or expression by the implementing agency.

3) Final Report: A final report shall be submitted covering all disbursement linked indicators with detailed descriptions and data. The final report shall contain a description of the assignment (e.g. activities developed), the database used during the project, as well as an analysis of the progress of implementation, and problems found during the assignment. The final report shall be submitted one (1) month after the last DVR has been reviewed and accepted by the Implementing Agency and the Grant Agent.

Timeline
The consultant’s services are required for (3 years on time based interval).

Facilities to be provided for the Consultant
The client will be provided a desk when in office work is required.

Key Personnel
This is a firm based consultancy and a maximum of three personnel will be needed for the assignment.

General Qualification and Skills

(a) University degree in relevant studies (e.g. social sciences, Analytics engineering, management, etc.);

(b) Excellent written and oral knowledge of English language;

(c) Computer literacy, particularly with Microsoft Word® and Microsoft Excel.

(d) Firm must be legally registered in Liberia

Adequacy / Professional Experience:

(a) At least 5 years of experience in field surveying, monitoring, and community development practice; (b) Previous experience in Results Based Financing or Output Based Aid is highly appreciated; (c) Strong analytical and reporting skills with demonstrated performance history (d) Knowledge of payroll management systems and experience in the Education Sector; (e) Previous experience in the region with international organizations is appreciated

Selection will be in accordance with the Consultant Qualification’s Based Selection (CQS) method set out in the Procurement Regulations, revised August 2018

Detailed Terms of Reference is here: https://docs.google.com/…/1lf78EnPcuxoF6O3aVn4ZKiB5GCv…/edit#. You may also get copy of the Terms of Reference from the project office at the below address.

Note: Only firms with the required qualifications, relevant experience and meet the requirements of
the REOI will be invited to submit technical and financial proposals.

Further Information can be obtained at the address below during office hours between 0900 to 1300 hours from Monday to Friday beginning June 19, 2019 to June 26, 2019.

Interested organizations which meet the qualifications requirement may submit an Expression of Interest marked “INDEPENDENT VERIFICATION AGENCY”, REF: LR-MOE--75532-CS-CQS” to procurement at procurement.gpeg2b@gmail.com; or to the below address not later than 10:00am on June 27, 2019:

**Qualification Requirement**

Note: The following documents are expected to be part of the submission to meet the shortlisting requirements:

- Provision of legal documents (Business Registration Certificate, Valid tax clearance, PPCC Vendor Registration form)
- Profile of the firm including relevant experience of the proposed assignment
- Outline of proposed methodology and approach
- Response to the Selection Criteria
- Examples of at least two similar projects delivered by the organization
- CVs of the proposed project management team
- DEMO presentation

**Attention:**
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