REQUEST FOR EXPRESSION OF INTEREST
FOR
DEPUTY PROJECT COORDINATOR

The Government of Liberia’s application for an IDA financed Improving Results in Secondary Education (IRISE) Project has been approved by the World Bank and the Financing Agreement is being signed between the GOL and the World Bank. This US$47 Million Grant Project will support the Government in implementing a defined strategy in senior secondary education, as articulated in the Getting to Best Education Sector Plan (2017-2021) as well as the proposed ten-year Strategy for Education Transformation (2018-2028). To do this, the project will use a combination of investment project financing (IPF) and results-based financing (RBF).

The Project responds to the Government of Liberia’s prioritization of improving equitable access to, and quality of, secondary education. This will be achieved through a set of activities that are grouped into the five components:

- Improving access and learning environment at the senior secondary level
- Increasing opportunities for girls to transition to and complete senior secondary education
- Improving Quality and Relevance of Senior Secondary Education
- Capacity building, technical assistance, project coordination, and monitoring and evaluation
- Contingency Emergency Response Component (CERC)

The Ministry of Education, in an effort to strengthen its Project Delivery Team (PDT) for the effective implementation of this project, intends to use part of the proceeds of this Grant to pay for services to be provided by a Deputy Project Coordinator.

The Deputy Project Coordinator will provide effective coordination and management support to the implementers of the project including departments and divisions of the MoE, thereby ensuring successful project implementation and completion.

The Deputy Project Coordinator, shall, inter alia, undertake the following:

- Provision of back-up managerial support to implementing bodies including departments and divisions of the MoE on planning including by compiling their inputs to prepare annual work plans
- Supporting project implementers to prepare budgets based on their annual work plans and access the required resources in a timely manner to implement their activities
• Management of workflow of the PDT including oversight of work performance of junior project staff
• Administrative support to plan and coordinate monitoring and support missions involving SMT, departments and divisions of the MoE, project implementers outside the MoE, the World Bank, and other IRSE stakeholders
• Handling correspondences related to IRISE through the PDT including with SMT and departments and divisions of the MoE, implementers outside MoE, the World Bank, and other stakeholders of IRISE appropriately
• Supporting the MoE define terms of reference to hire different technical assistance and service providers and provide oversight of their work in collaboration with implementing bodies, departments and divisions
• Maintaining of close working relationships with other stakeholders in furtherance of comprehensive programming towards achieving of overall project goals and objectives
• Identifying bottlenecks and implementation challenges, and the provision of suggestions for improvement
• Monitoring, in close collaboration with the M & E Specialist, implementation of project activities and compiling data and information from various sources to report on results indicators of the Results Framework and DLIs; tracking deliverables and follow-up with relevant focal person(s) to enhance compliance
• Working closely with the Independent Verification Agent and managing the verification process for verifying the DLI results to ensure timely disbursement
• Provision of technical support and facilitating the availability reference documents and other information/data to enhance periodic assessments of the project, and of the Education Sector Plan, particularly periodic, annual, and end of project reviews
• Co-managing the operating budget for IRISE implementation, and supporting the preparation of monthly & quarterly performance reports
• Collecting and sharing good practices among institutions involved in IRISE implementation
• Undertake any other duties that may be assigned

Duration of Assignment

This is a four-year assignment renewable annually based on satisfactory performance and funding availability.

Qualification Requirement:

• Bachelors’ Degree in Education, Public Administration, Project Management, Business Management/the Social Sciences. Master’s Degree is an added advantage
• Five years of proven experience in project management on large-scale development projects managed by donor agencies or international non-governmental organizations (INGOs), preferably in the education sector
• Experience working on World Bank-funded projects preferred
• Experience in education sector plan development, strategic planning, and developing investment scenarios
- Familiarity with the Liberian Education System, as well as the West African education context, preferred
- Demonstrated leadership capability and analytical ability as well as organizational, time-management, prioritization and problem-solving skills
- Ability of working independently as well as of an excellent team-player who is able to collaborate with a range of stakeholders
- Ability of taking initiative, managing operating budget, and paying attention to details
- Excellent written and oral communication skills in English
- Computer literacy, with sound working knowledge of various software applications to include Microsoft Office suite, Word, PowerPoint, Excel and Access and MS Project

**Application Requirement:**
1. Written application
2. Curriculum Vitae
3. Police Clearance
4. Full disclosure on all previous places of work

Selection will be in accordance with the approved Individual Selection (IC) Method set out in the World Bank New Procurement Regulations, revised August 2018.

Detailed Terms of Reference can be assessed at: [https://docs.google.com/document/d/1T4SUROI_hC7UJEK3mqs1_SZ_rcuEyp59/edit](https://docs.google.com/document/d/1T4SUROI_hC7UJEK3mqs1_SZ_rcuEyp59/edit). You may also get copy of the Terms of Reference from the Procurement Office at the below address.

Interested consultants may obtain further information from the address below from July 15-29, 2019, Monday to Friday between 8:am-5:pm daily. Deadline for submission of application is July 31, 2019, not later than 4.00 pm local time.

Division of Procurement
1st Floor, Room 034
Ministry of Education
3rd Street Sinkor Street
Monrovia, Liberia

Expression of Interests can be electronically transmitted by the deadline specified above to: procurement.gpeg2b@gmail.com; or via hard copy to the below address and marked “Ref: Deputy Project Coordinator”.

**Note:** Only applicant(s) with the required qualifications and relevant experience will be shortlisted and contacted for interview.

**Attention:**
Joe K. Gbasakollie
Project Coordinator
Global Partnership for Education Getting to Best Project
First Floor
Ministry of Education
3rd Street Sinkor Street
Monrovia, Liberia