REQUEST FOR EXPRESSION OF INTEREST (REoI)
FOR
GRANT AGENT

ASSIGNMENT TITLE: SELECTION OF A GRANT AGENT (GA)

The Ministry of Education in partnership with the Global Partnership for Education (GPE), seeks application from a qualify NGO or Private Organization to serve as grant agent to the Ministry of Education, in applying for an Education Sector Analysis (ESA) and Education Sector Plan (ESP) Development grant.

This process being fully supported by GPE under its Education Sector Plan Development Grant (ESPDG) modality which allows for the conduct of an Education Sector Analysis (ESA) and a New (5) year Education Sector Plan.

KEY OBJECTIVES OF THE ASSIGNMENT
The grant agent identified will have a responsible to perform the role of a supervising entity in helping the Ministry conduct said analysis with subsequent development of a plan. The key responsibility of the grant agent, in addition to the above, is to also ensure the implementation of the grant in line with the Ministry of Education's prospective goals and objectives to be articulated in the ESP in line with the GPE requirements.

DURATION AND TIMELINES
Performance of service is expected to be completed in a period of one (1) year from the date of contract award or as specify in the contract.

DELIVERABLES / SPECIFIC OUTPUTS EXPECTED FROM AN AGENT

- **Ability to work through the most appropriate modality**
  - Entity’s profile and track record: organizational structure and staff composition in Liberia (including main and field offices), performance with supporting qualitative data (including evaluations, particularly external and audits)
  - Possible modality in executing the grant and approach that would be taken to ensure the appropriate supporting systems are in place (i.e. HR capacity, M&E, logistical, among others)

- **Ability to formulate and oversee programs of similar grant size and scope**
  - Track record, particularly in Liberia with programs of similar grant size and scope and sources of funding.
Current portfolio and anticipated activities in the next five years including known sources of funding.

- **Ability to discharge fiduciary and administrative responsibilities**
  - Financial system/structure and procedures

- **Ability to support the government in implementing the education sector plan**
  - Experience in education programming
  - Experience in building capacity (i.e. M&E systems, knowledge transfer).

- **Commitment to joint sector dialogue and coordination**
  - Level and extent of participation in ESDC and Education NGO Forum

- **Contact information of References** (donor(s), peers and clients served/beneficiaries)

- **Agreement within the candidate GA at the highest appropriate level to take on this role**

**SAMPLE PROPOSAL OUTLINE**
1. Briefly describe your organization’s experience (if any) operation in fragile context
2. Briefly explain your organization experience with the education sector
3. Briefly describe your organization experiences managing bilateral or multilateral donor-funded projects in excess of US$ 10 million in a country and across more than one country.
4. Describe your organization’s experience working with National Authorities to strengthen local capacity to implement basic social services.
5. Considering the eligibility criteria, please list some of the most relevant donor funded programs that you have managed (see attached simple on the MoE website).

**Eligibility Criteria are:**
- Not for profit organization.
- Demonstrated experience operating in a fragile country context where applicable.
- Demonstrated experience in the education sector.
- Demonstrated experience managing bilateral or multilateral donor-funded projects in excess of US$10 million in a country and across more than one country.
- Demonstrated experience working with national authorities to strengthen local capacity to implement basic social services.
- Technical team with prior experience (minimum five years preferred)
- A technical team with expertise relative to the effort expected and demonstrated well-developed written and oral communication skills.
- CVs of the proposed project management team and any relevant experts.
- Tentative work plan for this assignment

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1. If the organization was to take on the role of Supervising or Managing Entity in a fragile context, it would require this experience.
The attention of interested Consultants is drawn to section 68 of the PPCC Guidelines: Selection and Employment of Consultants under the Consultant Qualification selection (CQS) and procedures described in this REOI, in accordance with the policies of the Public Procurement & Concessions Commission (PPCC) or detailed in the Guidelines - Selection and Employment of Consultants by PPCC which can be found at the following website: www.ppcc.gov.lr. Consultants are not allowed to associate with other consultant/firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the procedures set out in the PPCC Guidelines: Selection and Employment of Consultants. Selection is based on the Consultants’ Qualifications (CQS) as set out in Guidelines on consultancy Services.

The Applicant Screening Form to the request for expressions of interest for the assignment can be obtain from the Ministry of Education website; http://moe-liberia.org/wp-content/uploads/2020/06/GPE-GRANT-AGENT-SCREENING-FORM.docx or the address below during office hours from 09:00am 3:00pm, Mondays to Fridays, starting June 21, 2020 to June 29, 2020 upon request.

SUBMITTING THE EXPRESSION OF INTEREST

Expressions of Interest must be delivered in a written form clearly marked: “Ref: GRANT AGENT”, at the address below in person or by email on or before Monday July 5, 2020 at 11:00 a.m.

Note: Only the firm with the best qualifications and relevant experience will be invited to submit its technical and financial proposals for contract negotiations.

The Supervisor of Procurement  
Procurement Division  
Ministry of Education  
3rd Street, Sinkor, Monrovia, Liberia  
Email: moeprocurement.gol@gmail.com

CC copy the following e-mail address: nsikeley_edu@moe.gov.lr

Signed: Julay S. Jargbah  
Supervisor of Procurement

Approved: Latim  
Deputy Ministry for Administration