



WARCIP LIBERIA PROJECT

WEST AFRICA REGIONAL COMMUNICATIONS INFRASTRUCTURE PROGRAM



Request for Expressions of Interest

Consultant Services for Provision of Advisory Services in The Establishment of a Program Management Office (PMO) At the Ministry of Posts & Telecommunications

This request for Expressions of Interest is being published on LTA and World Bank websites, and in national newspapers in Liberia to attract suitable candidates.

1) **Background**

The Government of Liberia (GoL) has received a loan from the International Development Association of the World Bank (the “Bank”) towards the cost of implementing the first phase of the West Africa Regional Communications Infrastructure Program (WARCIP) Liberia Project (the “Project”) and intends to apply a portion of the proceeds of this credit towards technical assistance for the Ministry of Posts & Telecommunications (MoPT) in the establishment of a Program Management Office (PMO) at MoPT.

In keeping with the National Telecommunications & ICT Policy, a Program Management Office (PMO) is to be established within the Department of Technical Services of MoPT to coordinate and supervise e-government programs across the country. The PMO shall work in consultation with stakeholders across the ICT Sector of Liberia. The Policy calls for the PMO to be staffed with professionals with proven capacity in e-government, including in e-health, e-education and other e-services. PMO’s focus will be on helping GOL use ICT for effective and efficient government, and for improving the delivery of public services to citizens and businesses.

2) **Objective**

The overall objective of this consultancy is to help establish a PMO in the MoPT with considerations to:

- Design a PMO program for MoPT, detailing organization, staffing, processes, budgeting, activities and services, for the PMO to coordinate with existing and planned groups within MoPT and with ICT sector stakeholders of Liberia;
- Coordinate the development of PMO with stakeholders and donors, building on ongoing or previous work completed on PMO and e-government in Liberia;
- Leverage regional and international experience in setting up and running first-class PMO organizations;
- Assist MoPT in setting up PMO operations, including, but not limited to, in developing the technical specifications for equipment and services needed;
- Assist MoPT in setting up PMO organization and providing necessary support, including preparing terms of references (TORs) of PMO staff as needed; and
- Assist MoPT in designing PMO activities to initiate the development and rollout of e-government and e-services programs in Liberia.

In furtherance of this objective, the GoL seeks to select an Individual Consultant to help establish this PMO in MoPT.

3) **Scope of Work**

3.1 Review of Best Practice and Experience

The consultant is expected to advise the MoPT on regional best practice and lessons learned in designing and setting up program management offices, or structures with similar functions, with particular attention to experience relevant to the Liberian situation.

3.2 Organizational and Operational Design

Based on relevant experience, the results of field visits and existing information, the consultant will propose a framework and design for the Program Management Office (PMO) in keeping with the National Telecommunications & ICT Policy.

The consultant will advise on the most appropriate institutional mechanisms for administration of the PMO, taking account of the need for special rules of operation, administration and coordination, as may

be appropriate. The consultant shall also develop/ advance practical steps towards maintaining quality control so that the outcome of the project is consistent with the design endorsed by both parties.

Particular attention must be given to the staffing of the PMO. The Consultant is expected to develop terms of reference for the PMO manager and subordinate staff and define their reporting relationships within the PMO and with the Ministry and other sector institutions.

3.3 Support in Establishing the Staffing and Physical Space

The Consultant shall assist in sourcing, procuring and installing the necessary tools, equipment, software, and furnishing, as appropriate, for the efficient and effective operationalization of the PMO.

The consultant will develop the technical specifications for the equipment and services and will support the MoPT in the installation of the equipment and services that will be procured separately.

4) Duration, Deliverables and Administrative Arrangements

This assignment is expected to be completed within three (3) months from date of contract signature.

Given the expected rapid turnaround, the consultant's prior experience and leadership in e-government would be essential. The Individual Consultant is expected to be issued a Lump Sum (small assignments) contract based upon the breakdown of deliverables as provided in the Deliverable Schedule. The Consultant will conduct work in Liberia as needed to complete this work. The Consultant will work under the general direction of, and in close collaboration with, the MoPT; and in consultation with the PIU. The MoPT will provide the Consultant with office facilities and access to all relevant reports, legislation, statistics, policy documents and information, as well as arrange consultations with other government agencies and relevant parties as may be required.

The Individual Consultant is expected to mobilize within two weeks upon contract signature.

5) Consultant Qualifications

This consultancy is for an Individual Consultant with a demonstrated background as an expert in the ICT sector (including telecommunications, e-government and ICT applications). The consultant will be familiar with establishing the institution, processes, and capacity for e-government in a country, under the framework of the country's national policy, laws and regulations for ICT and telecommunications. The consultant must be expert in this field with at least 10 years of experience in the ICT sector. The consultant must have specific practical experience in setting up/working within an ICT PMO in a developing country similar to Liberia. The consultant must have the necessary prior educational background, including a Bachelor's or higher degree in engineering, business, economics, or related area of ICT.

The Consultant will be selected based on qualifications, experience and capacity for carrying out this type of work.

6) Deadline for Submission

Expressions of Interest with detailed information of Past Performance must be delivered to the address below (by hand or e-mail) **on or before 18 March 2014 at 1500 GMT**. Only short listed candidates will be contacted.

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