



Request for Expressions of Interest
Provision of Consultancy Services as PMO Manager
at
Ministry of Posts & Telecommunications, R.L.

This request for Expressions of Interest is being published on LTA and other 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 objective of this consultancy is to support the Technical Services Department (TSD/MoPT) of the MoPT in the over-all management of e-government programs, including support for planning, executing and monitoring of e-government projects, services and activities as well as coordination with and support of e-government stakeholders.

In furtherance of this objective, the GoL seeks to select an Individual Consultant to supervise and manage the staff and day to day operations of the PMO.

3) Scope of Work

The PMO Manager shall:

- a. Be abreast with global ICT policy trends and have the capability to facilitate their productive technical and managerial applications to enhance e-governance, information dissemination, and delivery of services in both the public and private sectors to promote sustained national development;
- b. Provide overall direction and management for the efficient functioning of the Program Management Office;
- c. Under direction of the TSD/MoPT, drive the planning, implementation and monitoring of national e-government programs, projects and services;
- d. Maintain the objectives of e-government policies and programs through effective program management, support, coordination and communication with decision makers and other stakeholders.

4) Duration, Deliverables and Administrative Arrangements

The PMO Manager is expected to be immediately available for a 9 – 12 month contract beginning May 2014. The PMO Manager will report to the Deputy Minister for Technical Services, Ministry of Posts and Telecommunications, and will be required to provide monthly performance and attendance reports to be submitted through the Deputy Minister to the Project Coordinator of the WARCIP Liberia Project for contract management and remuneration purposes.

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

5) Consultant Qualifications

This consultancy is for an Individual Consultant who should have the following:

- a. At least 10 years of progressively responsible professional experience of which at least 5 years in program/project management and implementation, in the area of ICT policy, e-governance, ICT systems design, development and implementation, or related areas;
- b. A recognized university degree (MBA, M Tech, BE, MCA) or equivalent qualification;
- c. Certification in Project Management (PMP, Prince 2, etc.) would be an asset;
- d. Familiarity with international best practice in ICT policy formulation and plan implementation.
- e. Good knowledge of e-government principles, strategies, applications and processes, and experience in design of e-government and portal architecture standards; Familiarity with ICT regulatory issues and be capable of evaluating regulatory decisions;
- f. Knowledge of new and emerging ICT's in particular as circumscribed by the Internet.
- g. Systematic and organized with analytic mind and able to audit and improve systems and processes.
- h. Good communication and leadership skills and ability to manage a multi-disciplinary team;
- i. Excellent stakeholder management skills and abilities;
- j. Excellent report writing and presentation ability and versed in the use of commonly available computer software (word processing, spread sheet, database) and office equipment.

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 30 April 2014 at 1500 GMT**. Only short listed candidates will be contacted.

The Project Coordinator

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