



**Ministry of Gender, Children and Social Protection
Republic of Liberia
Ministerial Complex, Congo Town
Monrovia, Liberia**



Liberia Women Empowerment Project

LWEP #: P173677

TERMS OF REFERENCE (TOR) FOR NATIONAL PROJECT COORDINATOR

Post Title: National Project Coordinator

Location of Post: Ministry of Gender, Children and Social Protection, Monrovia, Liberia.

Recruitment: National Position

Contract Duration: One (1) year, renewable based on agreed satisfactory performance targets and deliverables

Reports to: The Deputy Ministers for Gender and Designee

Background

The Government of Liberia, through the Ministry of Gender, Children and Social Protection, has received support from the World Bank, for the implementation of the Liberia Women Empowerment Project (LWEP) in line with the Government of Liberia's national development strategy (Pro-Poor Agenda for Prosperity and Development). The Project Development Objective (PDO) is to reduce harmful social norms and improve livelihood opportunities for women in project areas while strengthening the institutional capacity of the Government of Liberia to advance gender equality. The LWEP comprises of five components, namely: i) Addressing social norms and mobilizing communities; ii) Enhancing basic GBV and ASRH services in health and education; iii) Promoting resilient livelihoods through community-led approaches; iv) Strengthening public institutions to advance gender equality; and v) Project management, monitoring and evaluation, and policy dialogue. The project will also complement ongoing World Bank projects in Liberia that are building human capital and developing economic opportunities for women and girls while filling key gaps. The project will be implemented in 6 counties over 5 years period; beginning with two pilot counties. In order to achieve the objectives of the LWEP, MGCSP has set up a Project Implementation Unit.

Scope of Services:

The National Project Coordinator will ensure the effective and efficient coordination and provide oversight of the activities of all five components of the World Bank-funded project to be implemented by the Ministry of Gender, Children and Social Protection (MGCSP), in full compliance with the requirements and procedures of the World Bank and the Government of Liberia.

Main Responsibilities:

Specific responsibilities of the National Project Coordinator include, but not limited to the following:

- Exercise oversight responsibility of all components of the World Bank (WB) funded project, LWEP within the MGCSP;
- Coordinate and supervise the implementation of the project; • Coordinate the preparation of quarterly and annual work plans.
- Coordinate the preparation of project progress reports (quarterly and annually) and submit to the Ministry's Senior Management Team for approval and onward submission to the World Bank.
- Develop terms of references (TORs) for the LWEP-Project staff and Contractors/Consultant as required by the project, (in collaboration with relevant subject matter experts).
- Develop and provide project updates to Senior Management Team and other stakeholders (as may be required); and actively participate in meetings and Supervise/Appraisal Missions;
- Conduct (scheduled and unscheduled) field visits to project sites to monitor progress of project and provide technical advice to staff and projects' participants/beneficiaries; █
- Make input into reports emanating from the field; review and implement recommendations of field reports and Supervise/Appraisal Missions when deemed necessary;
- Ensure that all agreements with service providers/implementing entities are prepared, negotiated, agreed and executed accordingly (in collaboration with the lead Deputy Ministers for subsequent approval by Minister Proper).
- With assistance from the Financial Management Officer (FMO) and Project Financial Management Unit (PFMU), assumes oversight responsibility for managing the project funds by ensuring that:
 - Project funds are disbursed timely and properly in compliance with agreed protocols; ○ Expenditure is in accordance with project approved documents (i.e., PAD, AWPB, financing agreement, PIM,) etc.
- Ensure quality and timely service delivery by all project personnel including staff, local and international short-term/long-term consultants, and other project-related service providers.
- Compile project status' reports and submit to relevant parties.

- Coordinate and lead on all presentations to provide project update/reports/meetings and other related functions and may be required.
- Ensure the preparation and timely submission of required project reports and documentations
- Ensure the timely recruitment of consultants/firms/vendors to conduct various activities as outlined in the Project Implementation Manual, Annual Work Plan and Budget (AWPB),
- Work closely with the relevant department, the World Bank and other stakeholders during project implementation,
- Support mid-term review, and implementation completion review missions;
- Provide technical support to the Women Empowerment and Monitoring and Evaluation Divisions on other Women Empowerment and Monitoring Programs;
- Ensure the dissemination of project information to beneficiaries and general public through Local Governments Authorities, community-based organizations, and the media as required.
- Identify training needs and supervise capacity building initiatives for LWE-Project staff, and other relevant staff of the Ministry, and external stakeholders;
- Carry out other relevant tasks as may be assigned by supervisor/employer.

Key Qualifications:

Minimum Academic Professional Qualifications :

A Master Degree in Project Management, Business Administration/ Management, Gender and Development Studies, or related field. Substantive experience in working with donor-funded projects and/or private sector; a sound understanding of managing projects or businesses and multi-sectoral approaches that promotes the competitiveness of value chains to include logistics, operations, marketing, sales and services at the national and regional levels.

Minimum Experience:

At least 5 years of relevant experience in project management, planning, and implementation of Government of Liberia and donor-funded projects, especially World Bank-funded projects and vast experienced in the Public Financial Management Law of Liberia.

Key Competencies:

Abilities

- Demonstrated ability to lead, plan, coordinate, supervise and manage a team
- Demonstrated ability to achieve results within time and budget
- Self-motivated professional with the ability to work under difficult conditions, and minimum supervision

Skills

- Excellent oral and written English
- Proven strong analytical skills
- Computer literacy, especially with Microsoft Office
- Excellent team building and interpersonal skills
- Tolerant and culturally sensitive
- Monitoring and Evaluation skills
- Strong networking skills, and the ability to work with stakeholders from diverse backgrounds.
- Working knowledge of World Bank and GoL fiduciary system.
- Must be familiar with women empowerment challenges, and workings of vulnerable groups in Liberia

Performance Criteria:

The following performance criteria will be used to assess the performance of the National Project Coordinator at regular intervals and based upon these assessments the contract with the MGCSP may be continued or terminated. The Project Coordinator will be evaluated at the end of 3-month probation period, midyear and, at the end of the one year based on the following parameters:

- Quality and timeliness of project important documents including procurement plans; Annual work plan and budget,
- Quality of documentation submitted for prior review;
- Quality and timeliness of project milestones and challenges filing;
- Quality of documentation submitted during post reviews;
- Quality and timeliness of required reports (quarterly & annually).

Deadline: January 3, 2025

Selection Method : Individual Consultancy Selection (INDV) method.

FEMALES ARE HIGHLY ENCOURAGED TO APPLY!