



GOVERNMENT OF LIBERIA



Ministry of Commerce and Industry Ministerial Complex Congo Town, Monrovia

Liberia Investment, Finance and Trade (LIFT) Project
Project No.: P171997

Ministry of Commerce and Industry (MOCI)

Terms of Reference
Project Coordinator

Post Title: Project Coordinator

Location of Post: Project Implementation Unit-Ministry of Commerce and Industry,
Ministerial Complex, Tubman Boulevard, Congo Town

Contract Duration: 2 years with possible extension based on satisfactory performance.

Duration:

Reporting Line: Minister of Commerce and Industry and the World Bank

Recruitment: National Position

Type of Contract: Lump Sum Contract

Background

1. The Government of Liberia, through the Ministry of Commerce and Industry (MOCI), has received a Project Preparation Advance (PPA) amount from the World Bank in preparation for the implementation of the *Liberia Investment, Finance and Trade (LIFT) Project: P171997* if approved. MOCI intends to recruit the Project Coordinator to lead the PIU's team to be established at the Ministry of Commerce and Industry.
2. The overall objective of the LIFT-P is to improve the investment climate, expand sustainable access to finance, and increase the efficiency of trade in Liberia and help formal MSMEs recover from the impact of the COVID-19.
3. The LIFT-P is an explicit contributor to the FY19-FY24 Country Partnership Framework (CPF) Pillar I: Strengthening Institutions and Creating an Enabling Environment for Inclusive

and Sustainable Growth. Specifically, the project implements Objective 3 of the CPF, that seeks a more enabling environment for the development of Small and Medium Enterprises (SMEs). The Project furthers the CPF's objective by fostering the emergence of an inclusive private sector through a more hospitable investment climate, expanded access to finance, and stronger market governance. The LIFT-P envisions the removal of key regulatory constraints, and will facilitate trade and expand access to finance. Specifically, it will focus on (i) the regulatory areas where Liberia ranks low on Doing Business indicators, (ii) implementation of the Financial Sector Development Implementation Plan and National Financial Inclusion Strategy, (iii) implementation of the Insolvency and Restructuring Law adopted in 2017, and (iv) support for Liberia's implementation of commitments to the World Trade Organization (WTO), Trade Facilitation Agreement, since adoption of the long-awaited Customs Code.

4. The project supports Jobs and Economic Transformation (JET) framework for Liberia and its two pillars on which the outcomes sit: better market functioning and improved firm capabilities. In doing so, the project targets six of the ten-building block in this framework as a complement to other parallel activities under the Liberia CPF supporting macroeconomic management, infrastructure services, employment policy and human capital. The project takes account of the Government Recovery Program (GRP) project that seeks to support otherwise viable growth oriented private enterprises that were adversely impacted by the effects of the pandemic. As the mechanism for firm level support is structured, guardrails will be established to prevent adversely impacting financial discipline and commercial credit underwriting needed for a sustained recovery. At the same time, with various indicators highlighting access to finance as an issue, attention to expanding digital financial services (DFS) is needed.
5. In addition to its contribution to the Jobs agenda, the Project design supports a range of IDA priorities including Gender, Climate, Governance, Fragility, Conflict & Violence and Maximizing Finance for Development (MFD). The project will ensure that women-oriented training and eligibility will be included in firm support and financial access component by deliberately incorporating, in the design of project activities, features that seek to address the identified gaps between men and women with respect to their participation in economic activity in the country, especially around differential constraints and performance between women-owned and men-owned firms. These include the reforms to the business environment (e.g., registration, permits and access to finance), as well as activities to support SMEs and entrepreneurs. The project will monitor the extent to which activities are contributing toward closing gender gaps by measuring, among other things: (i) the number of women led MSMEs with a loan through the project; and (ii) the percentage of women that are covered by the credit registry.
6. Finally, as a foundational project to strengthen the public sector's ability to facilitate growth of the private sector on a sustainable basis, significant efforts will be devoted to institution building activities in key agencies. In this light, the project's concept identifies the strengthening of institutional functioning, streamlining of business processes and use of automation to lower costs, improve services and remove face-to face interactions.
7. The Project will be implemented in all 15 counties of Liberia for the next 5 years.

Purpose of Post: To lead the implementation of the World Bank funded LIFT-P and be fully responsible for its day-to-day management in such a manner as to ensure efficient and timely implementation of all project activities in accordance with the overall project implementation schedule for the five-year period and duly approve and/or revise Annual Work Plans and Budgets and Procurement Plans, in compliance with the relevant Protocols of Agreement as well as WB's rules and Procedures.

Scope of Services

The National Program Coordinator will ensure the effective and efficient coordination of all activities associated with the project, 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 will include, but not limited to the following:

- Exercising oversight responsibility of the project, providing overall supervision, managerial and leadership role during project implementation.
- Coordinating and supervising the implementation of project.
- Leading the preparation of annual and quarterly work plans and submitting same to the Minister of Minister of Commerce and Industry and World Bank Task Team Lead (TTL) for review and approval.
- Leading the preparation of progress reports (annual and quarter) and actively participating in progress report meetings and supervision missions
- Drafting TORs for key staff and contractors in collaboration with subject matter specialists of the PIU/MOCI.
- Developing and providing project updates to stakeholders as may be required or deemed necessary.
- Conducting (scheduled and unscheduled) field visits to project sites to get fully acquainted with conditions of project implementation, and to provide technical advice to staff and project participants-
- Clearing reports emanating from the field, reviewing and implementing recommendations of field reports and supervision missions.
- Ensuring that all agreements with service providers/implementing entities are prepared, negotiated, agreed and executed accordingly.
- With assistance from the Financial Management Specialist, assuming 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 the project approved documents (i.e. PAD, AWPB, financing agreement, PIM, etc.
- Ensuring 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

- Coordinating and participating in all presentations of project status reports to the Project Steering Committee.
- Ensuring the preparation and timely submission of required project reports and documentations to the Minister of Commerce and Industry and World Bank TTL.
- Ensuring the recruitment of consultants or firms to conduct various activities as outlined in the Project Implementation Manual and AWPB,
- Working closely with other sector players and the World Bank during project implementation support, mid-term review, and implementation completion review missions.
- Carrying out other relevant tasks as may be assigned by supervisor.

Key Qualifications

Minimum Academic/Professional Qualifications and Experience:

- Master's degree or its equivalent in Finance, Economics, Banking, Project Management, Accounting, Rural Development, or a related science, together with postgraduate qualification or proven specialized training in Project Management.
- Substantive experience working with donor funded projects and/or private sector; a sound understanding of the Liberian economy, the financial sector, trade and SMEs support, agriculture value chains and multi-sectoral approaches for promoting competitiveness of value chains at the national and regional levels.
- At least 6 years of experience in management/operation of planning and implementing donor funded projects especially World Bank Group funded projects.

Key Competencies

Abilities

- Demonstrated abilities to lead, plan, coordinate, supervise and manage/lead a team
- Demonstrated ability to achieve results within time and in budget
- Self-motivated professional with 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
- Strong networking skills, particularly with the private sector including national and foreign investors
- Proficiency in English language with excellent written and presentation skills
- Working knowledge of World Bank and GoL fiduciary and social and environmental safeguard rules and procedures will be advantageous

Performance Criteria

- Timely submission of required documents to stakeholders (MOCI, WB) that fast-tracks project implementation without unnecessary delays.
- Execution of recommendations from supervisor/employer/supervision missions within stipulated deadline.
- Achievement of project milestones per work plan and budget.
- Project disbursement level.
- Dissemination of project reports and other documents per stipulated timeframe.

Selection Method: Individual Consultancy Selection (INDV) method.