



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 Social Specialist (SS)

Post Title: Social Specialist

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.

Report Line: Project Coordinator-LIFT

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 a **Social Specialist** to work with 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 a 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.

Overall Objective of the Social Specialist (SS)

To contribute to the achievements of objectives and results set out in the project by leading on the development, coordination, implementation and monitoring of the social, managing risks related to GBV/SEA/SH in the project and gender mainstreaming activities with priority on ensuring that all social aspects including but not limited to women's economic empowerment are advanced and taken care of during implementation.

Scope of Services

The Social Specialist (SS) to be hired for the LIFT-P will be responsible for developing, coordinating and overseeing social policies and procedures, as well as reviewing and appraising proposed investments for compliance with the national social requirements as well as the applicable World Bank's social/gender/ safeguards policies and standards. The SS will assist the Project Team in the review, further development and implementation of social safeguards instruments, and the institutionalization of good industrial practices in the implementation of project activities. Specifically, the SS will support, supervise and coordinate all social/gender/ safeguards activities/aspects under the project and take responsibility for the preparation, updating and implementation of safeguards instruments, and other related documents including the social aspects of the Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), and achieve the commitment of the Environmental and Social Commitment Plan (ESCP) and other site-specific instruments such as the Environmental and Social Impact Assessment (ESIA), Environmental and Social Management Plan (ESMP), Resettlement Action Plan (RAP) and other subsidiary instruments that may be needed during the implementation phase of the project. Key duties will include support E&S screening of the activities under project, developing/compiling safeguards reports, coordinating and supervising the activities of sub-project operators and specialist consultants, organizing social/gender capacity building and awareness activities, drafting TORs for social studies and coordinating knowledge sharing activities in collaboration with other stakeholders and liaising with safeguards specialists of the financing institutions to deliver and complete the tasks as needed for the project/subprojects. The SS shall establish functional project level Grievance Redressal Mechanism (GRM) providing hands on training to the Grievance Redressal Committee (GRC) members and facilitate the GRC members in working and making a robust GRM for the project. The SS shall also conduct continuous consultations and engagements with the relevant

stakeholders to gather inputs on implementation and feedback on the effectiveness and success of the project.

Main Responsibilities

- Serve as the main contact person with overall responsibility for ensuring the project is social compliant and reporting on all social/gender activities for the project to the Project Coordinator.
- Undertake screening and due diligence of all sub-projects proposed for financing under the LIFT-P to determine the scope and severity of risks and impacts as well as the level of social analysis, including mitigation measures needed as needed.
- Ensure equal participation of women and men in project activities based on identified social gaps.
- Conduct GBV/SEA/SH risks assessment and develop a mitigation and management plan including support system and service providers mapping in the project area, the plan shall be developed according to the level of risks
- Monitor and analyze developments on social/gender regarding SMEs with respect to loans/credit registry.
- Work with the team in ensuring that a sound social/gender analysis informs project management and identified strategies action to be undertaken to improve project implementation;
- Manage social/gender specific project activities in accordance with the project outcome, budget line and time frame;
- Document lessons learnt during monitoring and evaluation for future improvement and exercise quality assurance oversight using social lens and institute early warning systems to detect weaknesses in project implementation and advise management on corrective interventions to ensure gender equality.
- Work with Monitoring and Evaluation to ensure that gender indicators are capture in the M & E framework;
- Contribute to selection of beneficiaries to ensure equal participation of female and males;
- Provide advice on appropriate social / gender sensitive indicators in the performance measurement framework and support colleagues in the monitoring and reporting of project results/outputs and objectives against the agreed indicators;
- Liaise with the World Bank (WB) environmental and social (E&S) team and relevant government agencies on all aspects related to the project's social risks and impacts management and measures to be adopted.
- Ensure timely disclosure of all relevant social documents in country and undertake institutional capacity assessment, identify social gaps, develop social/gender capacity building and enhancement programs and administer gender training to the project staffs, beneficiaries and relevant stakeholders in the PIU and sub-project implementers, especially in the application of World Bank's Environment and Social Framework (ESF) particular focus on social / gender policies, and suggested standards and instruments. that are relevant to the project.
- Ensure project affected communities and relevant stakeholders are adequately

consulted and engaged during the preparation of social/gender instruments and that their concerns are considered in the design of sub-project activities to avoid, minimize, mitigate and/or compensate for potential risks and impacts.

- Review and clear all social/gender reports submitted by the sub-project operators and social/gender consultants for onward submission to the World Bank through the Project Coordinator.
- Assist with the regular update of the Project Implementation Manual (PIM) and preparation of the Annual Work Plan and Budget (AWPB), as necessary.
- Develop, implement and report on the Grievance Redress Mechanism (GRM).
- Submit Monthly reports to the Project Coordinator and contribute to Quarterly, Semi-annual and Annual project progress reports. This will notably contribute to drawing lessons for preparing the following AWPB.
- Keep Project Coordinator updated with all action, activities, risks and impacts and anticipated and planned action for the project.

Qualifications and Experience

- A Bachelor's Degree in Gender and Social Protection, Sociology, Development Studies, Social Anthropology, Economics, with five (5) years' experience in social/gender economic empowerment in Liberia/ Social Development/Social Safeguards.
- Good understanding of social/gender/GBV risks management related issues and mitigation processes and measures in Liberia.
- Good experience in position/s with similar responsibilities, and a demonstrated track record in such positions.
- Experience of Liberian rules and regulation related to social, cultural and gender related and relevant institutions and organization working in the area.

Key Competencies

Abilities

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor his/her own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Self-motivated and good team player.
- Ability to think strategically and conduct dialogue on environmental and social issues, rural development, climate change, etc.

Skills

- Excellent interpersonal and team building skills, including negotiation skills.
- Excellent written and spoken communication skills, including presentations in English.

- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications.
- Well-developed organizational skills Knowledge.
- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general. Experience in Liberia would be an added advantage.
- Working knowledge of the operational modalities for donors' funded projects (World Bank, USAID, UNDP) is a must.