



**RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIAN INFORMAL  
SECTOR EMPLOYMENT (REALISE) PROJECT**  
Capitol Bye Pass, Old Maternity Center, 1<sup>st</sup> Floor  
Monrovia-Liberia



## **REQUEST FOR EXPRESSIONS OF INTEREST (LOCAL HIRE)**

Liberia  
REALISE Project  
**IDA: 68480, IDA: D7838, TF: C1620**

Assignment Title: Grant Support to Vulnerable Households to Revive or Start Small Businesses  
Reference No.: LR-LACE-433769-CS-CQS

The Liberia Agency for Community Empowerment has received financing from the World Bank toward the cost of the Recovery of Economic Activity for Liberian Informal Sector Employment Project and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include **Grant Support to Vulnerable Households to Revive or Start Small Businesses**. The contract is expected to run for 12 months commencing September 1, 2024

The detailed Terms of Reference (TOR) for the assignment can be found at the following website:

<https://realise.liberiasp.gov.lr/2024/07/29/tor-for-the-contract-grant-support-to-vulnerable-households-to-revive-or-start-small-businesses-component-of-the-realise-project/>.

The Liberia Agency for Community Empowerment now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. To be shortlisted, all firms must:

- Have a proven track record of managing at least two (2) similar large-scale assignments in Human development, including supporting small business enterprises, over the past five (5) years in Liberia, or any of the Sub-Saharan African countries.
- Present proof (documents) of experience in developing life skills, business skills, and household enterprise training curricula in Liberia, or any of the Sub-Saharan African countries within the last five (5) years
- Be an accredited national or international NGO by designated authorities in Liberia or in its home country; proof of accreditation must be submitted with the EOI.
- Submit Business Registration for operating in Liberia or home country.

In addition, the firm management must have the following staff and qualification:

1. Executive Director:

- Must have a minimum of bachelor's degree in business administration, Public Administration, Social Sciences, or related field.
- Must have 5-7 years of management experience.
- Have supported livelihood initiatives, or community development projects.
- Have accounting and budgeting knowledge.

#### 2. Project Officer

- Must have a minimum of associate degree in any of the Social Sciences
- Must have a minimum of at least 3 years of project management experience
- Experience in monitoring and evaluation and facilitation of project planning, documentation, and communications
- Experience in using participatory approaches e.g., Participatory Rural Appraisal (PRA) or Participatory Learning and Action (PLA) methodologies

#### 3. M&E Officer

- Must have a minimum of an associate degree in Business Management or Social Sciences or a diploma in M&E Training from a recognized institution
- Must have had at least 2-year experience in monitoring and evaluation activities
- Be able to collect, compile and analyze data
- Be able to design and implement M & E activities, and provide project updates on results/indicators

#### 4. Finance Officer

- Must have a minimum Associate Degree in Accounting
- Must have a minimum of 2 years of working experience with a project
- Be able to prepare budgets, invoices and financial statements

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" of November 2020 setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Consultant Qualification Selection (CQS) method set out in the Procurement Regulations found at *worldbank.org > projects & operations > products and services > procurement > index of standard bidding and proposal documents*

Further information can be obtained at the address below during office hours, 9:00 a.m. to 4:00 p.m. local time.

Expressions of interest must be addressed and emailed to the address below by not later than Tuesday, August 12, 2024

REALISE Project Office  
 Attn: Aurelius Butler, Acting Project Coordinator  
 Old Maternity Center Building  
 Capitol Bye Pass - Monrovia, Liberia

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