**Annex A: Terms of Reference and Scope of Services**

Republic of Liberia

Ministry of Gender & Development

Economic Empowerment of Adolescent Girls & Young Women (EPAG) Project

**Consultant Services: EPAG Operations Officer**

Terms of reference for EPAG Round Three

**1. Background:**

With the completion of the EPAG pilot project (September 2009 – December 2012), which was funded by the Nike Foundation and Government of Denmark, the Government of Liberia has engaged the Swedish International Development Cooperation Agency (Sida) to fund a third round of EPAG training. EPAG Round Three funds will be administered by the World Bank. EPAG Round Three maintains its focus on increasing employment and earnings among adolescent girls and young women and will target 1,000 adolescent girls and young women (16-24 years); 575 in Greater Monrovia and Kakata, and 425 in Grand Bassa County. EPAG Round Three has six components:

1. Literacy, life skills, and business development skills training with micro-enterprise advisory services.
2. Life skills and job skills training for wage employment, combined with job placement assistance.
3. EPAG Round Three quantitative and qualitative research.
4. Institutional strengthening of MoGD’s Adolescent Girls Unit.
5. Developing a version of the EPAG project for adolescent boys and young men.
6. Developing a “factory system” agricultural project model for youth.

EPAG is an important initiative that supports the Government of Liberia’s prioritization of youth development and employment for young women. Round Three will be comprised of 82% business development skills training and 18% job skills training. The EPAG project is part of the World Bank’s global “Adolescent Girls Initiative.” The Ministry of Gender & Development, through the Adolescent Girls Unit (AGU) and the EPAG Project Implementation Unit (PIU), is responsible for managing the EPAG project. The EPAG Operations Officer is an integral member of the PIU team, also comprised of a National Project Coordinator, Senior Program Advisor, Senior Technical Advisor, AGU M & E Director, and Project Officer (Grand Bassa).

**2. Objective of the assignment:**

The objective of the assignment is to recruit an individual Operations Officer to work with MoGD to oversee the EPAG project’s operational aspects; in particular, its financial, administrative, and procurement related tasks on a day-to-day basis.

**3. Scope of services:**

The EPAG Operations Officer oversees the project’s financial monitoring and daily administrative duties, with direction from the National Project Coordinator. He or she also assists with procurement tasks, under the leadership of the MoGD Procurement Division. The EPAG Operations Officer reports to the National Project Coordinator, with oversight from the Deputy Minister and Senior Technical Advisor. The EPAG Operations Officer also works closely with MoGD’s Adolescent Girls Unit and provides technical assistance on a regular basis.

The functions of the EPAG Operations Officer involve frequent operational interaction with the Project Financial Management Unit (PFMU) at the Ministry of Finance and the service providers / consultants partnering on the project. The Operations Officer also liaises with participating Line Ministries, the World Bank, donors, banking institutions, consultants, as well as reports to and collaborates with the MoGD team.

The Operations Officer shall, *inter alia*, undertake the following duties and responsibilities:

1. Administering the EPAG project’s finances in close collaboration with the National Project Coordinator, PFMU, and MoGD;
2. Working closely with MoGD’s Adolescent Girls Unit to ensure sound financial management and procurement practices, in line with World Bank regulations. Assisting with Withdrawal Applications, Interim Financial Reporting, accessing Client Connection, using the PROCYS system, etc;
3. With the EPAG National Project Coordinator, preparing and revising EPAG project budgets and disbursement plans;
4. Working along with PFMU to update EPAG team on status of Designated Accounts and Withdrawal Applications;
5. Receiving invoices and other payment requests for initial vetting to ensure compliance with contract terms;
6. Preparing and submitting payment requests to PFMU. Ensuring all payment requests submitted to the PFMU are supported by relevant supporting documents. Following up on payment disbursements daily with PFMU and updating service providers / consultants. Ensuring no payments are missed;
7. Closely working with PFMU to ensure “Interim Financial Reports” and EPAG accounting records match;
8. With the National Project Coordinator, carefully reviewing and providing feedback on all financial reports from PFMU, auditors, and service providers / consultants;
9. Preparing reports and requests for monthly operational expenses;
10. Maintaining a central financial filing system to ensure ease of retrieval of information by project staff and partners, auditors, and World Bank staff. Ensuring folders for each contract include copies of all payment requests and other relevant documentation;
11. Assisting the National Project Coordinator in managing the project’s procurement planning and filing system;
12. Working closely with MoGD’s Procurement Director to facilitate procurement processes for the EPAG project, in line with the established MoGD and World Bank procurement procedures;
13. Assisting the National Project Coordinator in evaluating financial proposals, negotiating contracts, drafting No Objection and award letters, managing service contracts, etc.;
14. Performing day-to-day administrative tasks to ensure the smooth running of the EPAG office, such as making copies; delivering memos and reports; filing documents; printing and delivering letters; updating assets inventory; and assisting with data-entry for the project quality monitoring team;
15. Undertaking other duties within his or her capacity as directed by the National Project Coordinator;
16. Building the capacity of MoGD finance, administrative, procurement, Adolescent Girls Unit, and other staff throughout the assignment.

**4. Assignment period, reporting, and time schedules:**

This contract will be for the duration of EPAG Round Three. There is a possibility of follow-on funding and contract renewal. The Consultant will report to and be supervised by the EPAG National Project Coordinator. The MoGD Deputy Minister for Planning & Administration, Minister of Gender & Development, World Bank Task Team for the EPAG project, and EPAG’s two Senior Advisors will also support the EPAG Operations Officer. The Consultant will provide a timesheet and monthly report along with his or her monthly invoice for payment. The Operations Officer will be paid on a monthly basis, provided basic monthly reports and comprehensive quarterly, semi-annual, and annual reports are in good standing and the Consultant is fulfilling the obligations listed in the Terms of Reference.

**5. Facilities and information to be provided by the client:**

The Operations Officer will work in the office of the Project Implementation Unit at MoGD. Adequate office furniture and equipment will be assigned to the Operations Officer, along with all relevant project documents to facilitate smooth execution of duties and responsibilities. This full-time position is based in Monrovia.

**6. Performance criteria:**

# The following performance criteria will be used to assess the performance of the EPAG Operations Officer at regular intervals and based upon which the contract with MoGD may be continued or terminated:

1. Quality and timeliness of all work relating to finance, administration, and procurement of the EPAG project;
2. Quality of data entry and financial tracking;
3. Quality of documentation submitted for prior and post review;
4. Quality and timeliness of regular reports;
5. Quality of communication and general relationship with the EPAG team, representatives of relevant stakeholders, and other staff.

**Annex B: Consultant’s Reporting Obligations**

The Consultant will receive USD XX on a monthly basis, paid the subsequent month. This payment will be based on a monthly consultant report approved by the National Project Coordinator, detailing tasks accomplished, particularly those set forth in the terms of reference.