

*Republic of Liberia*

## **Ministry of Gender & Development**

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

Terms of Reference:

### **EPAG National Project Coordinator**

#### **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's Umbrella Facility for Gender Equality. 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) Literacy, 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 National Project Coordinator is the leader of the PIU team, also comprised of a Senior Program Advisor, Senior Technical Advisor, AGU M & E Director, Operations Officer, and Project Officer (Grand Bassa).

## **2. Objective of the assignment:**

The objective of the assignment is to recruit an individual National Project Coordinator to work with MoGD to manage the PIU and supervise and administer the EPAG project according to the implementation requirements of the World Bank.

## **3. Scope of services:**

The EPAG National Project Coordinator oversees the entire EPAG project and is its lead technical and administrative agent. The functions of the National Project Coordinator involve frequent operational interaction with targeted adolescent girls and young women in project communities, EPAG service providers, the World Bank, the Swedish International Development Cooperation Agency, Inter-Ministerial partners, private sector representatives, the Project Financial Management Unit (PFMU at the Ministry of Finance), various consultants, donors, and other project stakeholders. The National Project Coordinator works in close consultation with the Deputy Minister for Planning & Administration, Adolescent Girls Unit, the Senior Program Advisor, and the Senior Technical Advisor.

The National Project Coordinator shall, *inter alia*, undertake the following duties and responsibilities:

- 1) To the best of ability, ensure the project is delivered on time and to the highest possible quality standards;
- 2) Coordinate and administer the project in collaboration with the World Bank, PFMU, the Adolescent Girls Unit, the Senior Advisors, and other MoGD staff members;
- 3) Manage all project activities on a day-to-day basis;
- 4) Oversee the work of the service providers and all other consultants to ensure they are implementing in accordance with the terms of the project;
- 5) Actively facilitate information-sharing, collaboration, and cross-learning among service provider and consultant team;
- 6) Together with the AGU M & E Director, monitor project activities according to the project monitoring framework and implementation plan;
- 7) Provide regular reports to the World Bank and Sida technical teams;
- 8) Coordinate EPAG staff activities (AGU M & E Director, Operations Officer, Project Officer, project drivers, etc.);
- 9) Assist the World Bank, PFMU, and EPAG Operations Officer in EPAG's fiduciary management;
- 10) Assist Procurement Director and Operations Officer in project procurement tasks;
- 11) As necessary, follow up as part of the MoGD's representation at the Board of Arbitration on settlement of disputes associated with contracts financed under EPAG;

- 12) Undertake other tasks as assigned / deemed necessary in discussion with the Deputy Minister for Planning & Administration and Senior Advisors.

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

This contract will be for the duration of EPAG Round Three, which is planned as a 14 month project cycle. There is a possibility of follow-on funding and contract renewal. The Consultant will report to and be supervised by the Deputy Minister for Planning & Administration, Ministry of Gender & Development. The Minister of Gender & Development, World Bank Task Team for the EPAG project, EPAG's two Senior Advisors, and the Adolescent Girls Unit Coordinator will also support the National Project Coordinator. The Consultant will provide a timesheet and monthly report along with his or her monthly invoice for payment. The National Project Coordinator 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. Qualifications of the National Project Coordinator:**

- 1) Not less than 5 years demonstrated relevant project management experience, with strong emphasis on technical report writing.
- 2) Minimum requirement of Bachelor's degree, preferably in social science or related field (Master's Degree is preferred, but not required).
- 3) Strong computer skills, especially MS Word and MS Excel required.
- 4) Must have worked on a project similar to the EPAG project, focusing on the social and economic empowerment of young people.
- 5) Must have experience working with multiple stakeholders and directly supervising staff.
- 6) Ability to prioritize workload and work under pressure. Demonstrated work experience as a self-starter and proactive manager. Dependable and consistent in meeting time commitments. Tolerant and respectful of individual differences.
- 7) Working knowledge of World Bank guidelines and procedures is an advantage. Willing to adhere to all MoGD policies and procedures.
- 8) Track record working with adolescent girls and young women in Liberia preferred. Interest and passion to empower adolescent girls is a must. High degree of integrity and sensitivity to issues affecting young women.
- 9) Good communication skills and proven track record in working effectively within multidisciplinary, multicultural teams.

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

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

## **7. Selection process:**

A qualified Individual Consultant will be selected for the position in accordance with the procedures set out in the “World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers” dated January 2011.

## **8. Performance criteria:**

The following performance criteria will be used to assess the performance of the National Project Coordinator 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 EPAG project;
- 2) Quality of documentation of all deliverables;
- 3) Quality of documentation submitted for prior and post review;
- 4) Quality of management of PIU team;
- 5) Quality of communication and general relationship with the EPAG team, representatives of relevant stakeholders, and other staff.