



Rural and Renewable Energy Agency

Securing modern energy access for all Liberians



Liberia Electricity Sector Strengthening and Access Project (LESSAP II)

Project ID: P180498

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

Issue date: May 8, 2025

Closing date: May 22, 2025

Consultancy Services for **Monitoring & Evaluation Officer**

Contract Reference No: **LR-RREA-488979-CS-INDV**

1. Background

The Rural and Renewable Energy Agency (RREA) is an autonomous agency of the Government of Liberia, established in 2010 and legislated in 2015. Its mandate is to facilitate and accelerate the economic transformation of rural Liberia by promoting the development and supply of modern energy products and services, with a focus on locally available renewable resources.

Liberia's National Electrification Strategy (NES) aims to achieve universal electricity access by 2030, with a target of 75% access by 2030. The strategy outlines a combination of grid expansion, mini-grids, and stand-alone solar systems to achieve these goals.

Under the World Bank-financed LESSAP II, RREA is implementing initiatives to electrify public health and education facilities, deploy solar home systems for households and off-grid productive uses, and pilot private sector-led mini-grids. These efforts are aligned with Liberia's medium-term development plan and contribute to the government's target of reaching universal access to electricity by 2030.

With the financing from the World Bank, toward the cost of Liberia Electricity Sector and Strengthening Access Project (LESSAP), RREA intends to apply part of the proceeds for consulting services for Project Coordinator.

Objective of the Assignment The overall objective of the assignment is to develop and maintain an effective Monitoring and Evaluation (M&E) system for the LESSAP, aligned with the RREA overall M&E'S policy

The M&E Officer is to design, implement, and manage robust monitoring and evaluation systems to assess the effectiveness, efficiency, and impact of project activities. The M&E Officer ensures the collection of accurate data, conducts regular assessments, and analyzes project outcomes to inform decision-making, improve project implementation, and ensure accountability to stakeholders. Additionally, the consultant will support the integration of

M&E findings into the project's strategic planning, help strengthen adaptive management practices, and contribute to the documentation and dissemination of lessons learned for future interventions.

3.0 Objectives of the Assignment

The overall objective of the assignment is to develop and maintain an effective Monitoring and Evaluation (M&E) system for the LESSAP, aligned with the RREA overall M&E'S policy. The M&E Officer shall also be expected to support the LIRENAP Project.

4.0 Scope of Work

The scope of services of the M & E Officer shall include, the following:

- a) Develop M&E Framework and Plan for the LESSAP Project and other projects under implementation by RREA.
- b) Develop M&E guidelines and tools to be used in monitoring processes of the projects, consistent with the Results Framework in the Project Appraisal Documents (PADs).
- c) Develop program-wise process, output, outcome and impact level indicators for project progress monitoring consistent with M&E Framework.
- d) Serve as lead person for implementation of the M&E framework, guidelines and other tools.
- e) Serve as lead person for preparation of annual monitoring and evaluation report consistent with M&E Framework.
- f) Develop or modify recording and reporting templates and formats that meet reporting requirements of development partners (World Bank, AfDB, etc.) for the projects.
- g) Orientate/train project staffs to use the recording and reporting forms and formats.
- h) Organize the management (collection, processing, analysis and reporting) of periodic progress data for project staff.
- i) Organize project sites monitoring visits for collection of periodic projects data.
- j) Ensure that the M&E databases are updated routinely and systematically.
- k) Lead the process of ensuring that program reviews and information sharing sessions are conducted regularly.
- l) Establish systems to ensure that data are of good quality.
- m) Ensure timely compilation of internal and external progress reports.
- n) Conduct special studies and internal evaluation on program performance to inform decision making processes.
- o) Collaborate with outreach officers to gather and document success story for dissemination.
- p) Review and give technical feedback on M&E plans for projects and budget revisions to ensure that plans are risk-based and focus on measuring results.



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- q) Prepare regular (monthly, quarterly, etc.) M&E progress reports with status of results and implementation of recommendations as required by the project.
- r) Follow-up on M&E findings to ensure that corrective actions are taken and/or adjustments are made as required.
- s) Provide on-the-job trainings to RREA staff working with or under him/her. The M&E Officer's performance will also include evaluation of the outcomes and his/her capability to mentor staff assigned to him/her.

5.0 Qualifications, Experience, and Competencies

- A Liberia national with a Minimum Bachelor's degree in social science, preferably in Development Planning, Economics or Management or related field of study.
- At least five (5) years of experience in M&E and results-based management.
- Reasonable knowledge of Liberia's Energy Sector & Policy/Plans and Institutional Framework for electrification projects.
- Knowledge of M&E Policy Guidelines for development partners (i.e. World Bank, African Development Bank, etc.);
- Knowledge and experience in designing M&E systems and conducting evaluations.
- Excellent writing and analytical skill in drafting concept notes and reports,
- Understanding and knowledge of basic computer applications such as MS Words, Excel, PowerPoint and data base management.
- Experience working with/ in rural communities in diverse areas of Liberia will be an added advantage.
- Working knowledge of World Bank financial management and procurement rules/guidelines will be an added advantage.

6.0 Required Qualities

- Ability to work under pressure and meet critical deadlines
- Communication and other interpersonal skills;
- High levels of personal initiative, motivation, honesty, integrity
- Proficiency in computer applications (Internet and MS Office suite) and report writing skills;

7.0 Location and Reporting Line

The LESSAP/LIRENAP Monitoring & Evaluation Officer will be based at the offices of RREA in Monrovia, Liberia, but is expected to travel periodically to

the project sites and other locations in rural Liberia. The Consultant will report to the Project Coordinator of the Rural and Renewable Energy Agency (RREA) or his or her designate.

8.0 Duration

This is a time-based contract for a period of two years with the possibility of extension based on performance.

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, and August 2018, November 2020 and September 2023 and revised in February 2025, setting forth the World Bank's policy on conflict of interest. Please refer to paragraph 3.17 of the Procurement Regulations on conflict of interest related to this assignment which is available on the Bank's website at <http://projectsbeta.worldbank.org/en/projects-operations/products-and-services/brief/>

Interested individual will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Procurement Regulations.

Further information and the detailed Terms of Reference (TOR) for the assignment can be obtained electronically at the following email addresses and Website, from Mondays to Fridays, from 0900 to 1600 hours GMT:

Email: info@rrealiberia.org Website: www.rrealiberia.org

Expression of Interest; clearly marked **Consultant for Monitoring & Evaluation Officer**, must be delivered through an email to the address below on or before **4:00 p.m.** Local Time, on **May 22, 2025**.

Only shortlisted candidates will be contacted.

Attn: Executive Director
Rural and Renewable Energy Agency
LEC Sub-station, Newport Street
1000 Monrovia 10, Liberia
Email: samueln@rrealiberia.org

Electronic submission should also be copied to the following addresses:

info@rrealiberia.org; stephenp@rrealiberia.org; augustinem@rrealiberia.org,
tenniej@rrealiberia.org; dehkonteew@rrealiberia.org



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TERMS OF REFERENCE

Monitoring and Evaluation Officer

1.0 Background

The Rural and Renewable Energy Agency (RREA) was established by an Executive Order in 2010 and by an Act of the National Legislature in 2015, as an Autonomous Agency of the Government of Liberia (GoL), with the mandate to facilitate and accelerate the economic transformation of rural Liberia, by promoting the development and supply of modern energy products and services to rural areas with an emphasis on locally available renewable energy resources.

The GoL has now adopted a National Electrification Strategy (NES) embracing the target of universal access to electricity by 2030 and 54% access by 2025 through both grid and off-grid options. The NES provides a roadmap for electricity access through the expansion and densification of the grid, expansion of the distribution network along the CLSG corridor, expansion of cross-border systems, development of large and single-community mini-grids, and a significant scale-up of stand-alone solar solutions. Geospatial analyses of the NES reveal that grid expansion and densification will be the least-cost options for reaching 70% of households by 2030. The remaining 30% of households could be served by three large-capacity mini-grids (5% of the households), smaller-size community mini-grids each serving between 99 and 337 households with an average of 140 consumers (6% of the households), and stand-alone solar systems (for the remaining 19% of households). On this basis, the World Bank is rolling out a multi-phase program (3 phases) with an overall Bank financing envelope of US\$ 180 million that will help achieve GoL's ambitious agenda of universal electricity access by 2030. The overall program is expected to end December 31, 2030. Phase 1 of the program, dubbed Liberia Electricity Sector Strengthening and Access Project (LESSAP) is currently being administered by the World Bank in partnership with the GoL and is expected to close on June 30, 2026.

LESSAP I – the first phase of the MPA (ongoing) has fully met the PDO indicator of “Optimal organization structure developed and implemented” and achieved 47 percent of the PDO indicator of “People provided with new or improved electricity service” (162,852 against the target of 345,000) and 35 percent of PDO indicator of “Connections regularized in the project areas” (13,924 against the target of 40,000) as of April 2024. Regarding the off-grid component, the contracts for electrifying 88 health facilities with solar systems are ongoing – with all targeted health facilities to be electrified by December 2025. Moreover, the call for proposals for Result-based financing

(RBF) for solar home systems was launched in December 2023. Grants have been awarded to five off-grid companies to ensure at least 22,013 household connections (projected), electrifying more than 110,065 people nationwide. The original target of electrifying 15,600 households will be surpassed by June 2026, reaching up to 34,000 households.

LESSAP II is the second phase of the MPA financed by the World Bank to build the necessary foundations in the grid and off-grid spaces to embark on a faster access trajectory in the next phase I. LESSAP II incorporates lessons learned from the first phase (LESSAP I) as well as analytical results of the World Bank Programmatic Advisory Services and Analytics (PASA) for Liberia Energy Sector (P176686), with a focus on the identification and implementation of off-grid electrification modalities for households, small productive use customers and public institutions to providing urgent access support, among others. Under LESSAP II, the off-grid component would support the Electrification of health and education facilities, and households in off-grid rural areas is been undertaken by Rural and Renewable Energy Agency (RREA)/ The project supports Liberia's medium-term development plan and will contribute to the GoL's target of reaching universal access to electricity by 2030 from the current rate of 32.7 percent. The project finances the following under Component 2: Off-grid Electrification of Households, Public Facilities, and Stimulation of Productive Uses in Rural Areas :

2.a. Electrification of public health and education facilities in rural areas

2.b. Deployment of solar home systems for households and off-grid productive uses

2.c. Piloting private sector-led mini-grids

2.0 Objectives of the Assignment

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- z) Orientate/train project staffs to use the recording and reporting forms and formats.
- aa) Organize the management (collection, processing, analysis and reporting) of periodic progress data for project staff.
- bb) Organize project sites monitoring visits for collection of periodic projects data.
- cc) Ensure that the M&E databases are updated routinely and systematically.
- dd) Lead the process of ensuring that program reviews and information sharing sessions are conducted regularly.
- ee) Establish systems to ensure that data are of good quality.
- ff) Ensure timely compilation of internal and external progress reports.
- gg) Conduct special studies and internal evaluation on program performance to inform decision making processes.
- hh) Collaborate with outreach officers to gather and document success story for dissemination.
- ii) Review and give technical feedback on M&E plans for projects and budget revisions to ensure that plans are risk-based and focus on measuring results.
- jj) Prepare regular (monthly, quarterly, etc.) M&E progress reports with status of results and implementation of recommendations as required by the project.
- kk) Follow-up on M&E findings to ensure that corrective actions are taken and/or adjustments are made as required.
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- b. At least five (5) years of experience in M&E and results-based management.
- c. Reasonable knowledge of Liberia's Energy Sector & Policy/Plans and
 - i. Institutional Framework for electrification projects.
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- f. Excellent writing and analytical skill in drafting concept notes and reports,
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- h. Experience working with/ in rural communities in diverse areas of Liberia will be an added advantage.
- i. Working knowledge of World Bank financial management and procurement rules/guidelines will be an added advantage.

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9.0 Duration

This is a time-based contract for a period of two years with the possibility of extension based on performance.

9.0 Output/Deliverables

The Monitoring & Evaluation Officer is expected to submit at least the following types of outputs:

- i. **M&E Framework and Plan Description:**
Develop and implement a comprehensive M&E framework and plan for LESSAP and LIRENAP, aligned with RREA's M&E policy. **Deadline:** Within the first 3 months.
- ii. **Monthly and Quarterly Progress Reports**
Description: Provide detailed progress reports, summarizing project activities, data outcomes, and challenges.
Deadline: Monthly and quarterly.
- iii. **M&E Tools and Guidelines**
Description: Develop M&E tools (data collection formats, reporting templates, indicators) and guidelines for project monitoring.
Deadline: Within 2 months.
- iv. **Training and Orientation Sessions for Staff**
 - a. Description: Conduct training for project staff on M&E processes, tools, and reporting formats to ensure effective implementation.
 - b. Deadline: At least one session every quarter.



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v. Annual M&E Report

- a. Description: Submit a comprehensive annual M&E report summarizing project progress, challenges, impact, and recommendations for improvements.
- b. Deadline: Annually.

10.0 Key Performance Indicators

- i. M&E Framework and Plan Development: Timely development and implementation of an M&E framework and plan for LESSAP and LIRENAP within the first 3 months, aligned with RREA's policy.
- ii. Data Quality and Reporting: Accurate and timely collection, processing, and reporting of project data, with monthly and quarterly progress reports submitted on time and M&E databases updated routinely.
- iii. Staff Training and Capacity Building: Successful training and orientation of project staff on M&E tools and reporting formats, with at least one training session per quarter.
- iv. Project Reviews and Corrective Actions: Leading regular project reviews, ensuring corrective actions based on M&E findings are implemented, and tracking progress of adjustments made.
- v. Impact Evaluation and Reporting: Completion of at least one internal evaluation or impact study annually, providing valuable insights for decision-making and project improvement.

b) Facilities to be provided by the Employer

The Client will provide the Consultant the following facilities:

- Access to all information and project related materials to facilitate the execution of the assignment;
- Office space;
- Writing Desk and Chair;
- Filing Cabinet;
- Desk Tray;
- Laptop Computer;
- Access to Internet, and network resources;
- Printing Services;

Access to Vehicle during field visit

11.0 Payment Terms

The consultant will be paid on a monthly basis, subject to submission of satisfactory deliverables and a timesheet approved by the Deputy Executive for Program

Payment will be made in United States Dollars and subject to withholding tax.

A performance review will be conducted every six months, influencing continuation or renewal of the contract.