



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: August 11, 2025

Closing date: August 26, 2025

Consultancy Services for **Policy and Regulatory Assistant**
Contract Reference No: **LR-RREA-491630-CS-INDV**

1. Background

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

The Government of Liberia adopted a National Electrification Strategy (least-cost geospatial) in 2020 to accelerate and expand electrification initiatives to achieve universal access by 2030 with target to electrify 70% of population through grid connected electrification (expansion and densification) and 30% of population through off-grid electrification (large mini-grids, small mini-grids, stand-alone solar photovoltaic systems). The plan also targets to electrify 1,726 public institutions (198 health facilities and 1,528 schools) through off-grid solutions. Private sector participation is crucial in accelerating and expanding electrification initiatives to achieve this ambitious plan; with key risks being the lack of attractive policies and regulatory environment for full recovery of investments along with reasonable returns, limited access to finance, and lack of sustainable business models faced by the private sector.

The 2015 Electricity Law set the basis for unbundling of the functions of the national utility (LEC) to allow private sector participation in electricity generation and distribution, and establishment of an independent regulator for the electricity sector. Several off-grid electrification regulatory instruments have been issued by the Liberia Electricity Regulatory Commission since its establishment. Executive Order # 134 (a renewal of Executive Order # 107), which was issued by the President of Liberia in June 2024, suspends import duty on quality-verified off-grid solar PV equipment and has as objective to address consumers affordability and quality assurance for solar PV equipment on the market.

2.0 Objective of the Assignment

The Policy and Assistant will provide assistance to private sector (off-grid companies and mini-grid developers) on off-grid policy and regulatory requirements (environmental permit, land acquisition, mini-grid construction permit, license/permit for operations & maintenance, renewable energy company registration, duty exemption on quality-verified solar equipment through Executive Order, licensing & certification for solar installers, etc) to create the enabling environment for innovative private sector participation in accelerating GoL's targets and ambitions to achieve universal access by 2030.

3.0 Scope of Work

The LESSAP 2 Policy & Regulatory Assistant will support the private sector in implementation of the public institutions electrification and electrification of households & MSMEs through solar home systems and mini-grids sub-components by carrying out the following tasks:

1. Process applications, conduct due diligence and make recommendations based on findings for renewable energy company registration by RREA,
2. Coordinate with other government institutional stakeholders and assist private off-grid companies in meeting other requirements for duty exemption on quality-verified solar PV products as per Executive Order # 134, technical regulations on solar energy products and importation guidelines on solar energy products,
3. Assist private off-grid companies in meeting requirements for off-grid regulations including but not limited to:
 - Technical regulations on solar energy products,
 - Importation Guidelines on solar energy products,
 - Executive Order suspending import duty on quality-verified solar PV equipment,
 - Mini-grid code regulations,
 - Distribution code regulations,
 - Micro-utility licensing regulations,
 - Environmental and Social Management Framework,
 - Multi-year tariff methodology,
 - Tariff regulations,
 - Licensing & Certification of Electrical Contractors,
 - Customer Service and Quality of Supply Regulations,
 - Complaints and Dispute Resolution Regulations,
 - Electricity Wiring Code.

4.0 Qualifications, Experience, and Competencies

- An appropriate undergraduate degree in Economics/Energy, Public Administration/Management



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- The candidate should have at least two (2) years solid experience of in energy access through off-grid,
- A good understanding of the policy, legal, institutional and regulatory framework of the off-grid energy sector in Liberia,
- Experience in implementing private sector driven models for off-grid electrification and private sector development through public-private-partnerships by addressing access to finance, enhancing consumers' affordability, stimulating productive use of energy, consumer & stakeholders' awareness, quality assurance, etc,
- Proven written and oral communication skills; strong research, teamwork and interpersonal skills.
- High proficiency in Microsoft Office suite (e.g., Excel, Project, PowerPoint, Word).
- Demonstrated ability to collaborate with others, driving results across multiple work streams; and
- Strong individual initiative, including the ability to take ownership of work and product, motivate others to produce strong work products and solve problems.

5.0 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;

6.0 Duration

This is a time-based contract for a period of Twenty-Four (24) Months 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 Policy Regulatory Assistant**, must be delivered through an email to the address below on or before **4:00 p.m.** Local Time, on **August 26, 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, theophilusk@rrealiberia.org



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Terms of Reference for Policy and Regulatory Assistance

Background

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

The Government of Liberia adopted a National Electrification Strategy (least-cost geospatial) in 2020 to accelerate and expand electrification initiatives to achieve universal access by 2030 with target to electrify 70% of population through grid connected electrification (expansion and densification) and 30% of population through off-grid electrification (large mini-grids, small mini-grids, stand-alone solar photovoltaic systems). The plan also targets to electrify 1,726 public institutions (198 health facilities and 1,528 schools) through off-grid solutions. Private sector participation is crucial in accelerating and expanding electrification initiatives to achieve this ambitious plan; with key risks being the lack of attractive policies and regulatory environment for full recovery of investments along with reasonable returns, limited access to finance, and lack of sustainable business models faced by the private sector.

The 2015 Electricity Law set the basis for unbundling of the functions of the national utility (LEC) to allow private sector participation in electricity generation and distribution, and establishment of an independent regulator for the electricity sector. Several off-grid electrification regulatory instruments have been issued by the Liberia Electricity Regulatory Commission since its establishment. Executive Order # 134 (a renewal of Executive Order # 107), which was issued by the President of Liberia in June 2024, suspends import duty on quality-verified off-grid solar PV equipment and has as objective to address consumers affordability and quality assurance for solar PV equipment on the market.

LESSAP 2 has been designed considering innovative and sustainable strategies to stimulate private sector participation such as the piloting of an energy as a service model for electrification of public institutions and the scaling of a results-based financing mechanism for deployment of solar home systems and mini-grids, especially with the private sector intended to mobilize up to \$1.5million debt and equity funding to deploy mini-grids through a public-private partnership model.

The Rural and Renewable Energy Agency is seeking an Off-grid Policy & Regulatory Assistant to support the private sector (off-grid companies, mini-grid developers, LEAP Network-renewable energy association) in meeting the policy and regulatory

requirements for private sector participation in implementing the project development objectives of LESSAP 2 off-grid component.:

Objective of the Assignment

The Policy and Assistant will provide assistance to private sector (off-grid companies and mini-grid developers) on off-grid policy and regulatory requirements (environmental permit, land acquisition, mini-grid construction permit, license/permit for operations & maintenance, renewable energy company registration, duty exemption on quality-verified solar equipment through Executive Order, licensing & certification for solar installers, etc) to create the enabling environment for innovative private sector participation in accelerating GoL's targets and ambitions to achieve universal access by 2030.

Scope of the Assignment

The LESSAP 2 Policy & Regulatory Assistant will support the private sector in implementation of the public institutions electrification and electrification of households & MSMEs through solar home systems and mini-grids sub-components by carrying out the following tasks:

4. Process applications, conduct due diligence and make recommendations based on findings for renewable energy company registration by RREA,
5. Coordinate with other government institutional stakeholders and assist private off-grid companies in meeting other requirements for duty exemption on quality-verified solar PV products as per Executive Order # 134, technical regulations on solar energy products and importation guidelines on solar energy products,
6. Assist private off-grid companies in meeting requirements for off-grid regulations including but not limited to:
 - Technical regulations on solar energy products,
 - Importation Guidelines on solar energy products,
 - Executive Order suspending import duty on quality-verified solar PV equipment,
 - Mini-grid code regulations,
 - Distribution code regulations,
 - Micro-utility licensing regulations,
 - Environmental and Social Management Framework,
 - Multi-year tariff methodology,
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 - Complaints and Dispute Resolution Regulations,
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7. Collaborate with the policy formulation arm (Ministry of Mines & Energy), regulatory arm (Liberia Electricity Regulatory Commission) and advocacy arm (LEAP Network) in identifying and addressing policy and regulatory challenges impeding private sector participation in off-grid electrification sector,
8. Identify capacity gaps, design and implement strategic and operational support to the LEAP Network in attracting private sector participation in off-grid electrification including but not limited to addressing access to finance, enhancing consumers' affordability, stimulating productive use of energy, consumer & stakeholders' awareness, quality assurance,
9. Any other relevant function is required to achieve the project development objectives of the off-grid component of LESSAP 2.

Minimum Skills, Educational Qualifications and Experience:

- An appropriate undergraduate degree in Economics/Energy, Public Administration/Management
- The candidate should have at least two (2) years solid experience of in energy access through off-grid,
- A good understanding of the policy, legal, institutional and regulatory framework of the off-grid energy sector in Liberia,
- Experience in implementing private sector driven models for off-grid electrification and private sector development through public-private-partnerships by addressing access to finance, enhancing consumers' affordability, stimulating productive use of energy, consumer & stakeholders' awareness, quality assurance, etc,
- Proven written and oral communication skills; strong research, teamwork and interpersonal skills.
- Full proficiency in English required,
- High proficiency in Microsoft Office suite (e.g., Excel, Project, PowerPoint, Word).
- Demonstrated ability to collaborate with others, driving results across multiple work streams; and
- Strong individual initiative, including the ability to take ownership of work and product, motivate others to produce strong work products and solve problems.

Duration of the assignment

The duration of the assignment is for the period of Twenty Four (24) months, renewable based on performance and project needs.

Deliverables

- Comprehensive Off-grid Regulatory Compliance Toolkit developed and disseminated to private sector stakeholders, detailing steps and requirements for permits, licensing, and duty exemptions

- Quarterly Reports summarizing support provided to private sector companies, challenges encountered, and recommendations for addressing policy and regulatory gaps
- Database of Registered Renewable Energy Companies created and maintained with due diligence assessments and registration statuses updated regularly.
- Stakeholder Coordination Logs documenting engagements with LERC, Ministry of Mines & Energy, and LEAP Network to address policy and regulatory constraints.
- Capacity Building Plan and Workshop Reports for LEAP Network and private companies to strengthen regulatory literacy, business sustainability, and access to finance
- Monitoring and Evaluation Framework developed for tracking progress of off-grid companies in meeting compliance obligations under LESSAP 2

Key Performance Indicators (KPIs):

- Percentage of supported private off-grid companies that successfully obtain all required permits and licenses (target: $\geq 80\%$ within one year).
- Number of private sector stakeholders engaged and assisted through one-on-one consultations, trainings, or workshops (target: ≥ 30 per quarter).
- Time taken to process renewable energy company registration applications (target: ≤ 15 working days per application).
- Resolution rate of identified policy and regulatory barriers in collaboration with key institutions (target: $\geq 60\%$ resolution rate within reporting period)

Facilities to be provided by the Employer

The Client will provide the Consultant with 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 working hours

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.