



# ***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 Project Coordinator  
Contract Reference No: **LR-RREA-488990-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.

#### **2. Objective of the Assignment**

The overall objective of the assignment is to provide project management support for the implementation of LIRENAP and LESSAP (off-grid component) and lead on the provision of technical oversight of the projects and other projects as may be assigned. Under the supervision of the Senior Management Team (SMT) directly through the Deputy Executive Director for Programs.

### **3. Scope of Services**

The scope of services of the Project Coordinator shall include, but not limited to the following:

- Provide leadership to the unit including setting up operational guidelines for the PMT in close coordination with the World Bank team;
- Manage a project team to implement the LIRENAP and LESSAP off-grid part;
- Work collaboratively and in partnership with the Ministry of Health (MoH), Ministry of Education (MoE), Ministry of Mines and Energy (MME), the Liberia Electricity Corporation (LEC), and other donors, government agencies, and organizations to ensure the effective implementation of the Program;
- Work closely with the Procurement and Finance Directors of RREA in all aspects relating to procurement and financial matters of the Program;
- Effectively manage all human and material resources of the Program;
- Monitor and report regularly on the status/progress of work, cost, schedule, anticipated challenges and risks facing the project as well as the evolution of any contractual issues;
- Coordinate the preparation of project documents (EoIs, Project Reports, Work Plans, Project Budget, ToRs, etc.);
- Promote teamwork and a spirit of cooperation among stakeholders and guide, drive, and motivate the project team to achieve the Program goals;
- Ensure the implementation of the Environmental and Social Management Framework (ESMF), the Resettlement Policy Framework (RPF), the preparation and implementation of the Environmental and Social Management Plan(s) (ESMPs), Resettlement Action Plan(s) (RAP), Land Acquisition Plans (LAPs) and Livelihood Restoration Plans (LRPs), including gender aspects and the issuing of permits and any other documents or plans to ensure that the Program is implemented in timely and sustainable manner;
- Ensure that the provisions of the PIM are implemented, provide for issues not adequately addressed in the PIM, and ensure that operational clarifications are inserted into the manual promptly.

### **4. Qualifications, Experience, and Competencies**

- Minimum Postgraduate degree in Electrical, Civil Engineering, or Construction and Engineering Management. A formal training in project management will be considered an added advantage.
- The Candidate must have at least 5 years of experience in a managerial position in the related fields with at least 3 years of experience leading or supporting off-grid energy projects supported by multi/bilateral donors such as the World Bank, AfDB, USAID, European Union, etc.
- Competent in reading and understanding Specifications, drawings, and all other discipline-related Project and engineering documentation.
- Proven computer platform experience, with strong working knowledge of design and project management software, including AutoCAD, ArcGIS, and MS Project.
- At least 3 years of experience supporting the evaluation of tender/bidding documents, preparation of Term of Reference, Engineering Change Request



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- (ECR), Engineering Change Orders (ECO) processes, and review of engineering designs
- Excellent working knowledge of renewable energy systems and technologies, specification of solar PV designs, estimation, and construction.
- Proven understanding of compliance and quality assurance guidelines and best practices.
- Understanding of the energy sector in Liberia, including the priorities outlined in the National Electrification Strategy of Liberia and the GoL's Development Agenda
- Experience working with/ in rural communities in diverse areas of Liberia will be an added advantage
- Working knowledge of the World Bank and African Development Bank's financial management and procurement rules/guidelines will be an added advantage.

## **5. Duration**

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

## **6. Output/Deliverables**

The Consultant is expected to submit at least the following types of outputs:

- Detailed monthly progress reports
- Project planning documents and performance reports
- Field Reports

## **7. Key performance indicators**

- Timely and Accurate Reporting: 100% of required reports (monthly progress, field, performance) submitted on schedule and accepted without major revisions.
- Project Schedule Adherence: At least 90% of project activities delivered within planned timelines as tracked in project management software.
- Quality of Engineering Outputs: 100% of technical documents and designs meet required standards and are approved on first submission.
- Effective Stakeholder Engagement: Regular (at least quarterly) stakeholder coordination meetings held with documented outcomes and follow-ups.

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](mailto:info@rrealiberia.org)

Website: [www.rrealiberia.org](http://www.rrealiberia.org)

Expression of Interest; clearly marked **Consultant for Project Coordinator**, 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](mailto:samueln@rrealiberia.org)

Electronic submission should also be copied to the following addresses:

[info@rrealiberia.org](mailto:info@rrealiberia.org);

[stephenp@rrealiberia.org](mailto:stephenp@rrealiberia.org);

[augustinem@rrealiberia.org](mailto:augustinem@rrealiberia.org),

[tenniej@rrealiberia.org](mailto:tenniej@rrealiberia.org); [dehkonteew@rrealiberia.org](mailto:dehkonteew@rrealiberia.org)



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## **Terms of Reference for Project Coordinator**

### **Liberia Electricity Sector Strengthening and Access Project (LESSAP II) – Off-grid Component**

#### **8. 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 have been undertaken by the 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



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## **Objective of the Assignment**

The overall objective of the assignment is to provide project management support for the implementation of LESSAP (off-grid component) and lead on the provision of technical oversight of the projects and other projects as may be assigned. Under the supervision of the Senior Management Team (SMT) directly through the Deputy Executive Director for Programs, the Project Coordinator will ensure the optimal delivery of the agreed work packages of the projects and maximize project efficiency as per the Projects Implementation Manual (PIM) and RREA's Policy and Procedure Manual.

## **9. Scope of Services**

The scope of services of the Project Coordinator (the Consultant) shall include, but are not limited to, the following:

### **a) Project Management Support:**

- Coordination of the World Bank-funded projects;
- Advise on project management methodology, techniques, best practices, data collection methods, and performance standards (within boundaries of RREA's policy) relevant for optimal project efficiency;
- Prepare project management plans, templates, and tools, including work breakdown structure, budget, project schedule, control structure and system, etc. as necessary to enable effective and efficient management of the project;
- Maintain project implementation plan in MS Project or comparable project management software to be used by the RREA, and project database that contains project performance and engineering data, project documents, reports, etc;
- Create and administer appropriate systems, such as Earned Value Management Systems (EVMS) and other state-of-the-art project control services, to monitor project performance;

- Monitor the implementation progress of the projects and develop accurate and timely reporting of project metrics. The Consultant will perform overall quality control of work packages, including tracking and reviewing critical path items vis-à-vis schedule and budget performance; identify areas in which changes to baseline plan are required, and report on project progress to the management of RREA through its Deputy Executive Director for Programs;
- Prepare justifications, project performance reports, presentations, record management, and all other tasks as requested;
- Establish and maintain an effective communication channel with all stakeholders and other donor partners of the projects.

**b) Engineering support:**

The Consultant will serve as engineering lead for the projects and perform the following tasks, among others.

- Provide a high level of technical sufficiency within RREA, including the identification and promotion of innovative and practical engineering solutions.
  - Lead the preparation, review, and evaluation of technical documents including Terms of Reference, engineering designs, tender/bidding documents, technical reports and specifications, submittals, etc.
  - Provide required technical advice, input, and documentation to the Project Coordinator on engineering matters of the project.
  - Manage or administer engineering contracts and affirm completion of the same.
  - Review engineering deliverables and initiate appropriate actions as possible.
  - Conduct site visits as applicable to monitor the physical implementation of works.
  - Manage compliance, quality control and assurance standards, and specifications.
  - Review and certify payments for engineering contracts of the project.
- c) Perform other details as may be assigned, specifically leading on technical oversight of other rural electrification projects and providing project management support for these projects.



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## **10. Scope of Services**

The scope of services of the LE Project Coordinator (The Consultant) shall include, but is not limited to the following:

The PC shall lead the implementation of all aspects of the component and provide the overall coordination of the same including the preparation of regular progress reports. S/he shall head the PMT and perform the following functions;

- Provide leadership to the unit including setting up operational guidelines for the PMT in close coordination with the World Bank team;
- Manage a project team to implement the MPA off-grid part;
- Work collaboratively and in partnership with the Ministry of Health (MoH), Ministry of Education (MoE), Ministry of Mines and Energy (MME), the Liberia Electricity Corporation (LEC), and other donors, government agencies, and organizations to ensure the effective implementation of the Program;
- Work closely with the Procurement and Finance Directors of RREA in all aspects relating to procurement and financial matters of the Program;
- Effectively manage all human and material resources of the Program;
- Monitor and report regularly on the status/progress of work, cost, schedule, anticipated challenges and risks facing the project as well as the evolution of any contractual issues;
- Coordinate the preparation of project documents (EoIs, Project Reports, Work Plans, Project Budget, ToRs, etc.);
- Promote teamwork and a spirit of cooperation among stakeholders and guide, drive, and motivate the project team to achieve the Program goals;
- Ensure the implementation of the Environmental and Social Management Framework (ESMF), the Resettlement Policy Framework (RPF), the preparation and implementation of the Environmental and Social Management Plan(s) (ESMPs), Resettlement Action Plan(s) (RAP), Land Acquisition Plans (LAPs) and Livelihood Restoration Plans (LRPs), including gender aspects and the issuing of permits and any other documents or plans to ensure that the Program is implemented in timely and sustainable manner;

- Ensure that the provisions of the PIM are implemented, provide for issues not adequately addressed in the PIM, and ensure that operational clarifications are inserted into the manual promptly.

## **11. Qualifications, Experience, and Competencies**

- Minimum Postgraduate degree in Electrical, Civil Engineering, or Construction and Engineering Management. A formal training in project management will be considered an advantage.
- The Candidate must have at least 5 years of experience in a managerial position in the related fields with at least 3 years of experience leading or supporting off-grid energy projects supported by multi/bilateral donors such as the World Bank, AfDB, USAID, European Union, etc.
- Competent in reading and understanding Specifications, drawings, and all other discipline-related Project and engineering documentation.
- Proven computer platform experience, with strong working knowledge of design and project management software, including AutoCAD, ArcGIS, and MS Project.
- At least 3 years of experience supporting the evaluation of tender/bidding documents, preparation of Term of Reference, Engineering Change Request (ECR), Engineering Change Orders (ECO) processes, and review of engineering designs
- Excellent working knowledge of renewable energy systems and technologies, specification of solar PV designs, estimation, and construction.
- Proven understanding of compliance and quality assurance guidelines and best practices.
- Understanding of the energy sector in Liberia, including the priorities outlined in the National Electrification Strategy of Liberia and the GoL's Development Agenda
- Experience working with/ in rural communities in diverse areas of Liberia will be an added advantage
- Working knowledge of the World Bank and African Development Bank's financial management and procurement rules/guidelines will be an added advantage.

## **12. Required Qualities**

- Ability to multitask, work under pressure, and meet critical deadlines
- Fluency in spoken English and ability to write lucid reports and documents in English



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- Excellent interpersonal skills, sound judgment, communication skills, ability to identify and resolve policy and operational constraints
- Strong organizational skills and ability to work in a team-oriented, culturally diverse environment
- High levels of personal initiative, motivation, honesty, integrity
- Proficiency in computer applications (Internet and MS Office suite) and report writing skills

## **13. Location and Reporting Line**

The Consultant 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 Deputy Executive Director of Programs of the Rural and Renewable Energy Agency (RREA).

## **14. Duration**

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

## **15. Output/Deliverables**

The Consultant is expected to submit at least the following types of outputs:

- Detailed monthly progress reports
- Project planning documents and performance reports
- Field Reports

## **16. Key performance indicators**

- Timely and Accurate Reporting: 100% of required reports (monthly progress, field, performance) submitted on schedule and accepted without major revisions.
- Project Schedule Adherence: At least 90% of project activities delivered within planned timelines as tracked in project management software.
- Quality of Engineering Outputs: 100% of technical documents and designs meet required standards and are approved on first submission.

- Effective Stakeholder Engagement: Regular (at least quarterly) stakeholder coordination meetings held with documented outcomes and follow-ups.

### **17. 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

### **18. 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.