



Rural and Renewable Energy Agency

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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 **Social Safeguard Assistant**

Contract Reference No: **LR-RREA-494060-CS-INDV**

1. Background

The Rural and Renewable Energy Agency (RREA) is implementing several major energy access initiatives in Liberia, including the Liberia Renewable Energy Access Project (LIRENAP) and the Liberia Electricity Sector Strengthening and Access Projects – Phase I and II (LESSAP I and LESSAP II), with financing from the World Bank. Each project has a distinct implementation scope and approach.

LIRENAP supports solar PV installations, diesel generators, and a 348 km MV/LV distribution network in Lofa County, as well as the decommissioning of the Kaiha 2 mini-hydropower plant.

LESSAP I focus on the electrification of healthcare facilities, installation of public streetlights, and the introduction of Result-Based Financing (RBF) mechanisms. LESSAP II builds on this foundation and introduces additional components, including mini-grids for rural communities and school electrification. Unlike LESSAP I, LESSAP II does not include streetlighting.

Project implementation is guided by the World Bank's Operational Policies (OPs) and Environmental and Social Framework (ESF)—depending on the project phase and financing structure—as well as by Liberia's national legal and regulatory frameworks. While this position is initially assigned to World Bank-financed projects, the Social Safeguard Assistant may also support other RREA-managed programs funded by the Government of Liberia or additional partners, as needed. To support implementation and monitoring of social safeguards in line with these requirements, RREA is recruiting a Social Safeguard Assistant.

2.0 Objective of the Assignment

The Social Safeguard Assistant will support the Environmental and Social Safeguard Specialist in implementing, documenting, and monitoring social safeguards activities, including grievance management, community engagement, stakeholder consultations, and land-related assessments. The position is intended to help the Assistant gain hands-on

experience in applying both the World Bank's OPs and ESF, along with national policies and standards, in donor-funded and Government of Liberia-funded infrastructure and energy access projects.

3.0 Scope of Work

The Social Safeguard Assistant will:

- Assist with social screening, site visits, and community-level assessments.
- Support the implementation of Resettlement Action Plans (RAPs), Livelihood Restoration Plans (LRPs), and other social safeguards instruments.
- Assist in managing the Grievance Redress Mechanism (GRM), including recording, tracking, and reporting on complaints.
- Participate in and document stakeholder engagement activities, consultations, and follow-up on community concerns related to project risks or impacts.
- Prepare draft consultation notes, meeting minutes, and feedback summaries.
- Support household surveys, land asset inventories, and documentation of socio-economic data.
- Support the use of digital tools such as KoboCollect or similar platforms for collecting and managing social safeguards data in the field.
- Collaborate with contractors, local leaders, and community members on safeguards compliance.
- Help maintain organized records of social safeguards documentation and GRM cases.
- Assist in preparing monitoring reports for the Specialist and contribute content for quarterly progress reports.
- Coordinate regularly with the Environmental Officer, Environmental Assistant, Gender Assistant, and other safeguards team members.
- Perform any other task assigned by the Environmental and Social Safeguard Specialist.

4.0 Qualifications, Experience, and Competencies

- Bachelor's degree in Sociology, Social Work, Development Studies, Anthropology, or a related field.
- 0–2 years of experience in social safeguards, community development, or stakeholder engagement.
- Familiarity with the World Bank's Operational Policies and Environmental and Social Framework, and Liberia's relevant national regulations.
- Has worked in rural communities and engage directly with project-affected people.
- Has a proven ability to work respectfully in multicultural and diverse settings.
- Competence in Microsoft Office (Word, Excel, PowerPoint); experience with Kobo Collect or similar tools is an advantage.



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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 Social Safeguard 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,
tennej@rrealiberia.org; dehkonteew@rrealiberia.org, theophilusk@rrealiberia.org

Terms of Reference (ToR)
Social Safeguard Assistant
World Bank-Funded Projects under RREA (LESSAP Phase I, LESSAP Phase II,
and LIRENAP)

1. Background

The Rural and Renewable Energy Agency (RREA) is implementing several major energy access initiatives in Liberia, including the Liberia Renewable Energy Access Project (LIRENAP) and the Liberia Electricity Sector Strengthening and Access Projects – Phase I and II (LESSAP I and LESSAP II), with financing from the World Bank. Each project has a distinct implementation scope and approach.

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LESSAP I focuses on the electrification of healthcare facilities, installation of public streetlights, and the introduction of Result-Based Financing (RBF) mechanisms. LESSAP II builds on this foundation and introduces additional components, including mini-grids for rural communities and school electrification. Unlike LESSAP I, LESSAP II does not include streetlighting.

Project implementation is guided by the World Bank’s Operational Policies (OPs) and Environmental and Social Framework (ESF)—depending on the project phase and financing structure—as well as by Liberia’s national legal and regulatory frameworks. While this position is initially assigned to World Bank-financed projects, the Social Safeguard Assistant may also support other RREA-managed programs funded by the Government of Liberia or additional partners, as needed. To support implementation and monitoring of social safeguards in line with these requirements, RREA is recruiting a Social Safeguard Assistant.

2. Objective

The Social Safeguard Assistant will support the Environmental and Social Safeguard Specialist in implementing, documenting, and monitoring social safeguards activities, including grievance management, community engagement, stakeholder consultations, and land-related assessments. The position is intended to help the Assistant gain hands-on experience in applying both the World Bank’s OPs and ESF, along with national policies and standards, in donor-funded and Government of Liberia-funded infrastructure and energy access projects.

3. Scope of Work

The Social Safeguard Assistant will:

- Assist with social screening, site visits, and community-level assessments.
- Support the implementation of Resettlement Action Plans (RAPs), Livelihood



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Restoration Plans (LRPs), and other social safeguards instruments.

- Assist in managing the Grievance Redress Mechanism (GRM), including recording, tracking, and reporting on complaints.
- Participate in and document stakeholder engagement activities, consultations, and follow-up on community concerns related to project risks or impacts.
- Prepare draft consultation notes, meeting minutes, and feedback summaries.
- Support household surveys, land asset inventories, and documentation of socio-economic data.
- Support the use of digital tools such as KoboCollect or similar platforms for collecting and managing social safeguards data in the field.
- Collaborate with contractors, local leaders, and community members on safeguards compliance.
- Help maintain organized records of social safeguards documentation and GRM cases.
- Assist in preparing monitoring reports for the Specialist and contribute content for quarterly progress reports.
- Coordinate regularly with the Environmental Officer, Environmental Assistant, Gender Assistant, and other safeguards team members.
- Perform any other task assigned by the Environmental and Social Safeguard Specialist.

4. Duration

The duration of the assignment is Twenty-four (24) months, renewable based on performance and project needs

5. Qualifications and Experience

- Bachelor's degree in Sociology, Social Work, Development Studies, Anthropology, or a related field.
- 0–2 years of experience in social safeguards, community development, or stakeholder engagement.
- Familiarity with the World Bank's Operational Policies and Environmental and Social Framework, and Liberia's relevant national regulations.
- Willingness to work in rural communities and engage directly with project-affected people.
- Good communication, facilitation, and interpersonal skills.
- Ability to work respectfully in multicultural and diverse settings.
- Competence in Microsoft Office (Word, Excel, PowerPoint); experience with KoboCollect or similar tools is an advantage.
- Willingness to travel regularly, including to remote areas for extended periods.

6. Supervision and Coordination

The Social Safeguard Assistant will report directly to the Environmental and Social Safeguard Specialist, who will provide technical guidance, supervision, and quality

control. The Assistant will collaborate closely with the Environmental Officer, Environmental Assistant, Gender Assistant, and other relevant staff during field implementation and social risk management activities.

7. Key Performance Indicators (KPIs)

Performance will be assessed based on:

- Timely and accurate documentation of consultations, grievances, and social assessments.
- Quality and organization of safeguards reports and field records.
- Level of support provided during RAP/LRP implementation and GRM tracking.
- Responsiveness to assigned tasks and level of initiative during fieldwork.
- Effective communication with communities and local stakeholders.
- Collaboration with safeguards and technical implementation teams.
- Contribution to the completeness and clarity of monitoring reports.

8. Deliverables

The Social Safeguard Assistant will be responsible for:

- Draft social screening and community visit reports.
- Consultation meeting notes, sign-in sheets, and photos.
- Updated GRM case records and summaries.
- Draft input to RAP/LRP implementation updates and verification checklists.
- Records of household surveys and socio-economic profiles, where applicable.
- Contributions to the preparation and formatting of quarterly social safeguards monitoring reports.
- Other deliverables as assigned by the Environmental and Social Safeguard Specialist.

8. 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

9. 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.



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