



Rural and Renewable Energy Agency

Securing modern energy access for all Liberians



Liberia Electricity Sector Strengthening and Access Project (LESSAP)

Project ID: P173416

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

Issue date: May 26, 2025

Closing date: June 9, 2025

Consultancy Services for **Office Support Staff**
Contract Reference No: **LR-RREA-487486-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. Scope of the Assignment

The Office Support will be specifically responsible for the following activities:

- Report to work according to the office-prepared duty roster.
- Receipt, delivery, and distribution of mail, memoranda, and related documents.
- Perform administrative duties such as filing, photocopying, binding, scanning, etc.
- Attend to staff, guests, and visitors by providing tea/coffee, water, and other related services.
- Ensure that the building, offices, kitchen, and restrooms are kept clean, properly maintained, and well-stocked.

- Monitor and maintain supplies by checking inventory levels and placing orders as necessary.
- Provide coverage at the reception desk when required.
- Perform any other duties as assigned by the Human Resource Officer or management.

3. Qualifications, Experience, and Competencies

- Knowledge of office telephone etiquette and greeting procedures; strong interpersonal Ability
- Strong time management skills with the ability to prioritize tasks effectively
- At least High school diploma, a bachelor degree will be an added advantage.
- Clear and effective written and verbal communication skills.
- **Previous experience** in administrative or clerical roles, such as office support staff or a related position, with a minimum of **one (1) year of experience**.

4. Location and Reporting Line

The LESSAP and LIRENAP Office Support Staff will be based at the office 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 **Executive Director** of the Rural and Renewable Energy Agency (RREA) or his or her designate.

5. Duration

This is a time-based contract for a period of one year 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 **Office Support Staff**, must be delivered through an email to the address below on or before **4:00 p.m.** Local Time, on **June 9, 2025**.



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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

Term of Reference

Introduction

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.

Objective of the Assignment

To provide administrative and office support to the Rural and Renewable Energy Agency (RREA) by ensuring efficient operations of the office, assisting with various tasks, and facilitating smooth communication across departments and programs.

Scope of Service:

The Office Support will be specifically responsible for the following activities:

- Report to work according to the office-prepared duty roster.
- Receipt, delivery, and distribution of mail, memoranda, and related documents.
- Perform administrative duties such as filing, photocopying, binding, scanning, etc.
- Attend to staff, guests, and visitors by providing tea/coffee, water, and other related services.
- Ensure that the building, offices, kitchen, and restrooms are kept clean, properly maintained, and well-stocked.
- Monitor and maintain supplies by checking inventory levels and placing orders as necessary.
- Provide coverage at the reception desk when required.
- Perform any other duties as assigned by the Human Resource Officer or management.

Interested candidate should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are but not limited to;

- Knowledge of office telephone etiquette and greeting procedures; strong interpersonal Ability
- Strong time management skills with the ability to prioritize tasks effectively
- At least High school diploma, a bachelor degree will be an added advantage.
- Clear and effective written and verbal communication skills.



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- **Previous experience** in administrative or clerical roles, such as office support staff or a related position, with a minimum of **one (1) year of experience**.

Services and Facilities Provided by the Employer

The Rural and Renewable Energy Agency (RREA) shall provide the Office Support Staff with the following:

- **Transportation:** To facilitate carrying out official duties.
- **Communication Facilities:** Adequate tools and services required for the execution of contract-related tasks.
- **Office Equipment and Logistics:** All necessary equipment to perform the duties efficiently.

This structure ensures the Office Support Staff role is clearly defined and provides a comprehensive understanding of the expectations and resources available.