



**MINISTRY OF YOUTH AND SPORTS (MYS)**  
**RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIAN INFORMAL SECTOR EMPLOYMENT**  
**(REALISE)**  
SAMUEL KAYON DOE SPORTS COMPLEX  
PAYNESVILLE • LIBERIA



## **REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**REFERENCE NO: LR-MOYS-236791-CS-CQS**

**PROJECT ID: (P174417), CREDIT NUMBER: 6848-LR/GRANT NUMBER: D7830-LR**

### **BACKGROUND**

The Government of Liberia has received funding from the World Bank to implement the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) Project. The Project Development Objective is to increase access to income earning opportunities for the vulnerable in the informal sector in response to the COVID-19 crisis in Liberia. The 3-year project comprises of four components namely: i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; ii) Temporary Employment Support and Employability Development for Vulnerable Workers, including labor-intensive public works and life skills and employability training; iii) Project Implementation, Capacity Building and Coordination; and iv) Contingency Emergency Response Component.

This assignment will focus on Components 1 and 2 of the REALISE project. Component 1 targets to support poor and vulnerable households in reviving or scaling up non-farm small businesses in urban areas that have failed or are on the verge of failing due to the impact of COVID-19. Component 2 targets to support vulnerable informal sector workers whose livelihoods have been disrupted by the impact of COVID-19.

To effectively monitor and report on implementation, the Ministry of Youth and Sports seeks the services of a third-party monitoring entity to produce high quality data, reduce risks, and ensure outputs and outcomes committed to, in the Project Appraisal Document (PAD) are achieved.

**Assignment:** Third Party Monitoring

**Location:** Montserrado County.

**Duration:** The duration of this assignment is 12 months (January 2023 to December 2023)

### **Objectives of the Assignment**

The objective of the consultancy is to provide independent third-party verification and monitoring services targeted at assessing the REALISE project implementers' compliance with the processes and procedures established in the project's implementation guidelines.

## **Scope of the Assignment**

Activities to be undertaken by the Third-Party Monitoring Firm include but not limited to:

- a) Measurement of project results in line with guidelines provided by the Project Management Team (PMT) and development of tools required for recording, tracking, and reporting purposes;
- b) Verification to ensure that activities are conducted in compliance with the relevant Project documentation, including the relevant handbooks developed by the PMT, the Environmental and Social Management Framework (ESMF) and the Environmental and Social Commitment Plan (ESCP);
- c) Development and execution of a plan for recurring/regular consultations with local authorities and reporting of qualitative insights on project activities;
- d) Providing qualitative and quantitative reports of the monitoring activities conducted, and ensure that progress, findings, “lessons learnt” and challenges that require attention and corrective action are rigorously recorded, and timely communicated to the PMT; and
- e) Ensure accountability by allowing beneficiaries to share feedback in a safe, secure, and dignified manner, etc.

## **Qualification Requirement**

All firms are required to provide information relative to:

### **1. Firm’s experience**

Interested firms must meet the following minimum qualification and experience as follows:

- a) Should have a minimum of 5 years of demonstrated professional experience delivering monitoring services in Liberia or a similar context in the region;
- b) Strong work experience in providing consultancy on monitoring, data analysis, reporting, and field-based research/interview or survey services;
- c) Experience working with Government, donors and NGOs sectors in delivering monitoring, evaluation, data collection, analysis and reporting activities; and
- d) Willing to avail senior management to discuss progress against contract deliverables.

### **2. Firm’s Management**

The Firm’s Management should include the following staff with minimum Qualification and experience as follows:

- a) The CEO/Manager: The CEO/Manager should possess an equivalent of a master’s degree in the relevant field (Social Science) and minimum 5-10 years of relevant experience.

- b) Team Leader (TL): The TL should provide Proven capacity to make use of the technology and software (word, excel, ODK, etc.), be experienced in monitoring and evaluation, data analysis, and reporting on accountability interventions for government, NGOs and donors. And should hold a master's degree with minimum 5 years of relevant experience in team management and facilitation of service delivery on large contracts.

Kindly ensure that copies of all degrees, certificate and or diploma are included in EOI

To this end, interested firms are required to express their interest by providing information on their experience and qualification.

The Selection Method is “**Consultant Qualification Selection (CQS)**” and the applicable guideline for this selection process is: **World Bank Procurement Regulations for IPF Borrowers dated July 2016, revised November 2017, July 2018 and November 2020** which is available at: [worldbank.org](http://worldbank.org) > projects & operations > products and services > procurement > index of standard bidding and proposal documents.

Attention of interested Consultants is drawn to paragraph 3.14 of these Guidelines, setting forth the World Bank's policy on conflict of interest.

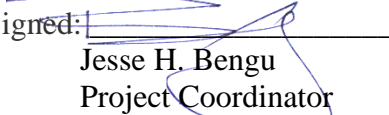
### **How to submit Expression of Interest (EOI)**

Interested firms should address their Expression of interest to, Jesse H. Bengu, Project Coordinator, Old Maternity Center Building, Capitol Bye Pass, Monrovia, Liberia. All firms are required to include in their EOIs, Business Registration and Tax payment certificates and any business accreditation document from home country. All EOIs should be emailed to: [jbengu@realise.live](mailto:jbengu@realise.live), cc: [mnasser@realise.live](mailto:mnasser@realise.live), [kmawolo@realise.live](mailto:kmawolo@realise.live)

Deadline for submission of EOIs is Wednesday, November 23, 2022.

### **Address for further information**

Koiyan Mawolo  
Procurement Officer  
Tel No.: 0777027610/0886373589/ 0880649622  
Email: [kmawolo@realise.live](mailto:kmawolo@realise.live)

Signed:   
Jesse H. Bengu  
Project Coordinator



# MINISTRY OF YOUTH AND SPORTS (MYS)

SAMUEL KAYON DOE SPORTS COMPLEX  
PAYNESVILLE • LIBERIA

## RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIAN INFORMAL SECTOR EMPLOYMENT (REALISE) PROJECT



### TERMS OF REFERENCE

#### THIRD PARTY MONITORING (TPM) FOR THE REALISE PROJECT

##### Background

The Government of Liberia has received funding from the World Bank to implement the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) Project. The Project Development Objective is to increase access to income earning opportunities for the vulnerable in the informal sector in response to the COVID-19 crisis in Liberia. The 3-year project comprises of four components namely: i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; ii) Temporary Employment Support and Employability Development for Vulnerable Workers, including labor-intensive public works and life skills and employability training; iii) Project Implementation, Capacity Building and Coordination; and iv) Contingency Emergency Response Component. REALISE Project is being implemented by the Ministry of Youth and Sports (MYS), and the Liberia Agency for Community Empowerment (LACE). The Ministry of Youth and Sports is responsible for the overall coordination of the Project.

The proposed consultancy in particular will focus on Component 1 (Support for Small Businesses – SSB) and Component 2 (labor-intensive public works – LIPW). Component 1 targets to support poor and vulnerable households in reviving or scaling up non-farm small businesses in urban areas that have failed or are on the verge of failing due to the impact of COVID-19. The benefits package includes business grants, business management training, and mentorship. Component 2 targets to support vulnerable informal sector workers whose livelihoods have been disrupted by the impact of COVID-19. The benefits package includes labor subsidies for temporary employment in Labor-Intensive Public Works (LIPW) aimed at improving well-being in select communities targeted under the project, and life skills training and employability support for increasing beneficiaries' labor market potential.

To effectively monitor and report on implementation, the Ministry of Youth and Sports seeks the services of a Third-Party entity with a recognized and credible track record, to serve as partner in this direction. The Third-Party monitoring will produce high quality data, reduce risks, and ensure outputs and outcomes committed to in the Project Appraisal Document (PAD) are achieved.

### **Objective of the Consultancy**

The objective of the consultancy is to provide independent third-party verification and monitoring services targeted at assessing the REALISE project implementers' compliance with the processes and procedures established in the project's implementation guidelines.

### **Duration and Scope**

This Third-Party Monitoring engagement is based on a short-term institutional contract for the provision of independent third-party field monitoring services exclusively in Montserrado County. The assignment is expected run for 12 months (January -December 2023), with possibility for extension based on continued needs and conditional on satisfactory performance.

The REALISE project will be implemented in 150 urban communities within the Greater Monrovia area of Montserrado County up to June 30, 2024. The project targets to benefit 19,000 poor and vulnerable households and informal sector workers in targeted communities. However, this assignment covers project implementation in 25 communities in the Greater Monrovia area where 3,805 project beneficiaries are being supported with business grants and trainings and labor-intensive public works. Overall, the scope of the assignment is to provide timely, targeted, and detailed monitoring and reporting, identifying the extent of progress and weaknesses that exist within the project. It will also propose timely corrective actions, as well as feedback from beneficiaries and other actors on social, environmental, fiduciary, performance, and accountability risks to facilitate needed improvements in the implementation of the REALISE Project. The TPM activities will cover report on activities of the REALISE Project Management Team (PMT), service providers, and project beneficiaries in addition to engaging with key stakeholders which include community dwellers with connection to the project, such as local leaders and families of beneficiaries, as well as district and county officials.

The assignment will be closely supported by the REALISE PMT and the TPM firm is expected to provide personnel for services related to various categories as stated in this Terms of Reference. The firm shall also put in place and train the necessary teams to conduct the tasks listed in the

terms of reference to the full satisfaction of the REALISE Project Management Team. Update and follow-up meetings will happen as often as necessary to effectively validate various tasks assigned.

## **Duties and Responsibilities**

The contractor is expected to carry out the work independently, covering the following tasks on a regular and recurrent basis:

- Measurement of project results in line with guidelines provided by the Project Management Team (PMT) and development of tools required for recording, tracking and reporting purposes.
- Verify that activities are conducted in compliance with the relevant Project documentation, including the relevant handbooks developed by the PMT, the Environmental and Social Management Framework (ESMF) and the Environmental and Social Commitment Plan (ESCP).
- Conduct an independent post-implementation beneficiary survey of the target population to (1) gauge the level of satisfaction with project implementation at the community and beneficiary levels, (2) gauge the effectiveness of the project's Grievance Redress Mechanism (GRM), (3) detect any instances of fraud, corruption, and misbehavior that have been observed or perceived by beneficiaries. The survey will be conducted in person or by telephone based on prevailing circumstances, at the end of each implementation round with at least 30 percent of project beneficiaries, selected at random with replicable procedures. The survey instrument will be developed by the contractor and agreed with the PMT. The length of the survey is expected to last 30 minutes. The scope of these TOR is for post-implementation surveys of beneficiaries of the first 2 cycles of SSB and the first 4 cycles of LIPW;
- Development and execution of a plan for recurring/regular consultations with local authorities and reporting of qualitative insights on project activities.
- Conduct real-time verification and monitoring of the REALISE project field activities, including (but not limited to) intake registration activities, Community Oversight Committee meetings, lottery events to assign project beneficiaries, trainings provided under each Project component, registration of mobile money accounts, mentoring meetings under SSB, subproject implementation under LIPW. The scope of verification will aim to provide evidence that targeted field activities have been implement in accordance with approved implementation plan.
- Conducting monitoring and verification of LIPW subprojects. For each LIPW implementation cycle the contractor will map the subprojects (100 per implementation cycle) and conduct announced and unannounced location visits to the subproject's venues to conduct observation of the activities, verify their timely execution, verify that attendance records are properly maintained by the service providers, check compliance with a set of minimum standards (in the form of a checklist to be developed by the contractor in

agreement with the PMT), conduct key informant interviews with beneficiaries and with the people in charge of supervising the projects. The monitoring will in particular ensure that the activities are conducted in accordance with the plans submitted to the PMT, that they do not pose any health risk to beneficiaries, that adequate provisions are being made for beneficiaries who have special needs, such as pregnant and lactating women, and that the project's ESMF and ESCP are complied with.

- Conduct **payment verification** monitoring of at least 30 percent of beneficiaries to establish timely and accurate delivery of payments to beneficiaries and communities per project implementation guidelines. The monitoring will consist of a short telephone survey of the expected duration of 5 minutes, which will be conducted within two weeks of each payment cycle among a subset of beneficiaries selected at random by the contractor with replicable procedures, such that the total share of beneficiaries surveyed for each round of implementation is 30% (so, for instance, for the first payment cycle of Round 1 of implementation of SSB the survey will cover 25% of beneficiaries at each round; for LIPW, where payment cycles are 6, the survey will cover 8.3% of beneficiaries at each payment cycles).
- Conduct **focus group discussions** with beneficiaries of SSB and LIPW, in the measure of four focus groups per implementation round for each project's Component, with focus groups from four different communities randomly chosen from the list of project communities, half of all focus groups being composed entirely of female beneficiaries, each group comprising 8 to 10 participants randomly selected from the list of beneficiaries from the sampled community. The purpose of the focus group discussions will be to complement learning points from the payment verification monitoring, the post-implementation survey, and other operation monitoring conducted as part of the assignment.
- Develop and disseminate educational and anti-corruption messages or other information materials as per guidance provided by the PMT to beneficiaries in project communities.
- Map all project activities and events in all project locations, and link with the project annual work plan (AWP);
- Support the PMT to minimize corruption and favoritism, as well as assuring neutrality and transparency of processes required for the execution of activities throughout project implementation by providing awareness messages and promoting the adoption of GRM and grievance procedures in all project communities;
- Provide qualitative and quantitative reports of the monitoring activities conducted, and ensure that progress, findings, "lessons learnt" and challenges that require attention and corrective action are rigorously recorded, and timely communicated to the PMT.
- Ensure accountability by allowing beneficiaries to share feedback in a safe, secure and dignified manner.
- Provide a participatory opportunity for beneficiaries to partake in providing feedback to decision-making processes on the project that affect their participation in subproject activities.

- Facilitate sharing of lessons learnt and best practices with the PMT periodically, and stakeholders as may be deemed necessary to allow inform quick adjustments in project implementation.
- Conduct any other relevant task related to this assignment at the request of the REALISE PMT.

## Deliverables

Based on the tasks of the consultancy, the deliverables are as follows:

<b>Tasks</b>	<b>Activities</b>	<b>Nature of deliverable</b>	<b>Reporting Period</b>
Inception Report	Completion of inception report	Inception report including monitoring methods and tools for both virtual and field monitoring (checklists, questionnaires)	Within 2 weeks of contract signing
Real-time monitoring	Visit program implementation sites to verify in real-time the implementation of activities by REALISE project partners (Service providers, etc.) in an overt or covert manner depending on the assignment and the prevailing situation	Report outlining the status of activities monitored, challenges, and proposed mitigation, if any, and any other relevant information collected during the monitoring mission	Within 1 week after the conclusion of each monitoring mission
Data collection, analysis and dissemination	Develop appropriate tools and formats for operating and managing effectively the collection, handling, analysis and dissemination of data.	Data collection, analysis and dissemination	Within 2 weeks after the conclusion of task



	<p>Conduct telephone-based payment verification surveys with half of beneficiaries for each of the covered rounds (SSB: rounds 1 and 2, LIPW: rounds 1 to 4);</p> <p>Conduct in-person post-implementation surveys with half of beneficiaries for each of the assignment's rounds (SSB: rounds 1 and 2, LIPW: rounds 1 to 4);</p> <p>Conduct focus group discussions with 4 focus groups per Component per round, for a total of 24 focus groups composed of 8 to 10 respondents each.</p>		
<p>Post facto monitoring</p>		<p>Results achieved and activities completed</p>	<p>Monthly, quarterly or annually or as requested by the PMT Within 1-2 weeks after request</p>
	<p>The firm will submit the following reports:</p> <p><b>Inception report:</b> within two weeks of contract signing, including detailed and justified methodology and data collection strategies for monitoring activities. Key personnel, budget, and logistics, and the detailed</p>		

Reporting	<p>workplan of activities in line with guidelines provided.</p> <p><b>Field monitoring reports:</b> a monthly report on all field activities conducted during the reporting period (Each month).</p> <p><b>Incident report:</b> if the firm encounters any incident of corruption during field monitoring activities, a special report must be submitted on that incident.</p> <p><b>Quarterly report:</b> the quarterly report will include all activities covered during the previous three months.</p> <p><b>Annual and final report of the contracted period:</b> this report will cover all activities implemented during the contract period.</p>		
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All reports will be submitted to the Minister of Youth and Sports or his/her designee, with copies shared with the Project Coordinator for proper recording in the GRM system. Notwithstanding the regular reporting, the contractor is required to immediately inform the PMT of any serious deficiency uncovered and verified during the conduct of the activities, in particular referring to issues of fraud, corruption, potential health harm to beneficiaries.

All qualitative or quantitative raw materials obtained or produced in the conduct of the activities (including, but not limited to, interview transcripts, raw and clean survey data).
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**Conflict of Interest:**

The service provider must be impartial and independent from all aspects of management or financial interests in the communities and service providers being monitored. During the period of this assignment, the TPM or any key staff therein should not be employed by, serve in leadership position for, or have any financial or close business relationships with any of the Service Providers or communities being monitored. The TPM service provider and the Third-Party Monitors sub-contracted (if it applies) should declare any potential conflicts of interest which may affect or compromise their ability to conduct neutral and independent service under this assignment. Such conflicts of interest may include, but are not limited to:

- Business interests in a community where REALISE Project is being implemented;
- Business interests or financial gains from REALISE Project through other activities or subprojects where applicable;
- Financial, family, political and business affiliation with an entity with which the REALISE Project is a contractor or implementing partner.

In an event where any of the conditions mentioned above exist, the monitor is expected to declare the conflict of interest to the TPM which will disclose same to the REALISE PMT. Declaration of conflict of interest will not be viewed negatively but will be considered in the designing and rolling out of activities, and where possible, the TPM Service Provider will be requested to deploy monitors that do not have a conflict of interest to a particular location or implementation support service provider. Failure to declare a conflict of interest may lead to a review of the expected deliverables from the monitor or the TPM service provider and may have a negative impact on the contract of the monitor or TPM service provider.

**Confidentiality and Property Rights:**

All reports, data, tools or templates and databases produced under this assignment will be solely owned by the REALISE Project and may not be distributed to any internal/external party without the approval of the Project Management Team. Any breach of this provision will result in an

immediate termination of the contract and further legal action based on the severity of the impact of the breach.

### **Qualification and Requirement**

The preferred firm for this assignment must demonstrate having adequate personnel (at least 6 with gender diversity) who have experience in conducting field-based surveys, research, monitoring, analysis and reporting, preferably in the area of supporting community driven development interventions and working with youth. Key considerations include possession of the following qualifications:

- Sound general organizational capacity and demonstrated ability to provide the field monitoring services for the categories mentioned in the TOR including independent feedback which can steer and improve implementation where necessary.
- Personnel with knowledge of local cultural context and languages that are dominantly spoken in different communities in the project area.
- Have relevant specialized knowledge and capacity.
- Have suitably qualified key experts for the provision of the services;
- Expected to be highly flexible and prepared to deal with contingency deployments on a short notice to address specific concerns or complaints arising from project implementation.
- Capacity to digital tools to collect relevant data on the project in support of monitoring activities.
- Experience in similar work with development organizations on similar projects.
- Ability to easily move within the project communities without PMT support.

### **Type of Consultants required from the firm**

Strict personal discipline and exemplary code of conduct is demanded from all contracted individuals to guarantee that the REALISE project and its clients are provided with an impeccable standard of work. The World Bank and the Government of Liberia's standards of conduct must be abided by at all times.

### **Type of consultants required**

<b>Consultant's Category</b>	<b>Complexity, Degree of expertise</b>	<b>Number of consultants required</b>	<b>Candidate's qualifications and experience</b>
<b>Category C: Low Technical Skills:</b>	<b>Low Technical Skill (Field Officers):</b> This involves field activity and process monitoring. This category of expertise will be required to ensure delivery in the field is in line with project document and annual work plan. They will be deployed for real-time data collection, analysis and reporting, which means, persons in this category should be able to administer questionnaire, collate and analyze data for reporting.	<b>2</b>	Equivalent of a Bachelor Degree in the relevant field (Social Science) and minimum 3-4 years' relevant experience
<b>Category B: Mid Technical Skill</b>	<b>Mid-level Technical Skills (Field supervisors):</b> Work involves a variety of task around field monitoring at the output and outcome level. Persons in this category should have the ability to design monitoring tools, participate in research and advise on data collection methods. They should also be able identify, monitor and analyze risk, issues and challenges and report precisely on field missions. They should be able to provide feedback on reports provided by persons in Category C.	<b>2</b>	Equivalent of a Master's Degree in the relevant field (Social Science) and minimum 3 years of relevant experience

<b>Category A: High/Specialist Skill</b>	<b>High-level Skills (Manager):</b> this level of expertise will be required to provide support in project reviews, promoting knowledge management on results, performance and lessons learnt. They should also be in place to provide advice on amendments and improvements of project strategies, management and procedures based on observed situations.	<b>1</b>	Equivalent of a Master's Degree in the relevant field (Social Science) and minimum 5-10 years of relevant experience.
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<b>Company/ Key Personnel</b>	<b>Minimum Qualifications and Experience</b>
	<ul style="list-style-type: none"> <li>• Must be a legally registered firm with full ability to operate in Liberia.</li> <li>• Should have a minimum of 5 years of demonstrated professional experience delivering monitoring services in Liberia or a similar context in the region.</li> <li>• Strong work experience in providing consultancy on monitoring, data analysis, reporting, and field-based research/interview or survey services.</li> <li>• Demonstrate proven capacity to carry work in all parts of Liberia through the existence of well-established networks (full access to counties, districts, cities and village levels).</li> <li>• Demonstrated capacity to mobilize experienced team from the locations where project monitoring activities are to be conducted.</li> <li>• Experience working with Government, donors and NGOs sectors in delivering monitoring, evaluation, data collection, analysis and reporting activities.</li> <li>• Willing to avail senior management to discuss progress against contract deliverables.</li> <li>• Demonstrated ability to organize all logistical and security arrangements for field work independent of the REALISE PMT</li> </ul>

<b>Service Provider</b>	(the contracted TPM service provider is expected to organize its logistics and security arrangements).
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• Capacity to provide overall supervision, coordination, quality control and serve as focal point for the TPM service provider with the REALISE PMT.</li> <li>• Should have an extensive understanding of the local context in Liberia in general.</li> <li>• Must be fluent in English with excellent writing skills.</li> <li>• Proven capacity to make use of the technology and software (word, excel, ODK, etc.)</li> <li>• Experience in monitoring and evaluation, data analysis, and reporting on accountability interventions for government, NGOs and donors.</li> <li>• Efficient and timely communication and reporting skills.</li> <li>• Hold Master’s degree with minimum 5 years of relevant experience in team management and facilitation of service delivery on large contracts.</li> </ul>
<b>Third Party Monitors</b>	<ul style="list-style-type: none"> <li>• University degree preferably in social sciences, research methods, administration, etc.</li> <li>• Must have at least three years’ experience in reviewing and monitoring social protection projects or related fields.</li> <li>• Extensive understanding of the local context and knowledge of local culture and languages that are spoken by the targeted communities is essential.</li> <li>• Excellent speaking and writing skills in English is essential</li> <li>• Ability to produce concise, well-justified, technically-sound and to-the-point survey/monitoring reports.</li> <li>• Proven capacity to make use of the technology (word, ODK, excel, etc.)</li> </ul>