LWSC’S PROJECT IMPLEMENTATION UNIT (PIU)
Vacancies Posting
May 12, 2016

COUNTRY: Liberia
NAME OF PROJECT: Liberia Urban Water Project (LUWP)
CREDIT No. IDA 5774-LR
PROJECT ID No. P155947

1. BACKGROUND

The Government of the Republic of Liberia has received financing from the World Bank towards the cost of Liberia Urban Water Project (LUWP) and in order to ensure effective and efficient implementation of the day to day activities of the Project, LWSC intends to apply part of the proceeds for the employment of Individual Consultants to work under the Project Implementation Unit (PIU) for the following positions:

I. PIU DIRECTOR
Reporting to: Deputy Managing Director for Technical Services

MAIN RESPONSIBILITIES
The PIU Director will be required to perform, but not limited to, the following tasks:

- Develop and setup project implementation system appropriate for the effective implementation based on the approved project (s) implementation manual.
- Manage the implementation and the staff of the project on a day-to-day basis, providing leadership in the whole team and ensuring that activities are implemented in accordance with Donors and GoL policies and guidelines.
- Set up and manage administrative set-up required for effective functioning of the project office.
- Provide overall oversight monitoring of all procured services and works to ensure effective delivery in the implementation of the project.
- Liaise with the implementing agency and stakeholders on issues related to the implementation of the project.
- Prepare and regularly update implementation schedules to facilitate monitoring of deliverables.
- Prepare procedures and monitor resource allocations and utilization by the project units in the performance of their duties.
- Participate and contribute to the development of the Project, including writing of progress Quarterly reports.
- Develop communication, reporting and record keeping formats and procedures for the project.
- Coordinate, collate and carry out quality assurance of all reports prepared by the project unit.
- Assist in reviews of all externally contracted deliverables and carry out vetting of reviews carried out by Unit Members.
- Develop procedures and carry out periodic performance monitoring of project implementation.
- Coordinate activities of all project staff to avoid activity conflicts or duplication of efforts to assure effective delivery.
- Develop monitoring and evaluation procedures for periodic appraisal of project implementation.
- Prepare and develop formats and moderate periodic coordination meetings with implementing agencies and stakeholders.
- Forth Liberia Urban Water Project, PIU director shall prepare periodic draft progress reports covering the period of one (1) calendar semester, and for LWSCC Management to furnish it to Ministry of Finance and the Bank not later than forty-five (45) days after the end of the period covered by such report.
- Shall provide Draft Implementation Completion Report for LWSCC Management to furnish it to the Ministry of Finance and the Bank not later than four (4) months after the Closing Date,
- Represent the PIU in project-related matters as may be required.
- Carry out any other tasks as will be required in the role of PIU Director in the implementation of the projects.

**Minimum Academic/Professional Qualifications**
At least a Master of Science degree in Civil/Water Engineering or its related field in water and sanitation is required.

**Minimum Experience**
At least five years of recent project implementation work in highly professional environment. Experience with donor funding project is a requirement.

**Key Competencies**

**Abilities**
- Demonstrated ability to plan and co-ordinate, and monitor his or her own work plan
- Demonstrated ability to meet deadlines
- Self-motivated professional, with ability to work with minimum supervision

**Skills**
- Computer literacy, especially with the software of Microsoft Office Suite is essential
- Excellent team building and interpersonal skills
- Proficiency in English language with excellent communication skills

**Knowledge**
- Working knowledge of managing Donors and GoL funded projects will be advantageous

**PERFORMANCE CRITERIA**
- Update procurement plan consistent with Annual and Quarterly Work Plans and Budgets in line with the implementation plan
- Ensure that all project reports and documents are prepared in time
- Prepare relevant inputs to standard bidding documents, including TORs, specifications and Bills of Quantities
- Prepare project progress reports quarterly
- Ensure every process leading to project implementation is handled according to procedures
Ensure filing of all project documents.

II. PROJECT ENGINEER WATER/SANITATION

Purpose of Post: To ensure the effective and efficient monitoring, evaluation and reviewing of project documents including analysing and advising on the planning, design, and construction of water supply and sanitation projects.

Reporting to: PIU Director

MAIN RESPONSIBILITIES
The Water and Sanitation Engineer will be required to perform, but not limited to, the following tasks:

- Contribute to project budget preparation and annual plan execution, including day-to-day operations of the project.
- Analyze and advise on the planning, design, construction and maintenance of water supply and sanitation projects, including water source development, treatment, storage and distribution.
- Evaluate and review project documents, and analyze design specifications included in the project proposals for accuracy, soundness, feasibility and cost.
- Review and approve submittals
- Interface with all consultants and contractors to ensure the works for which they are recruited are performed in accordance with specifications and the TORs
- Review all engineering-related procurements for conformance with specifications
- Recommend solutions to water and sanitary engineering problems.
- Evaluate and review project documents, and analyze design specifications included in the project proposals for accuracy, soundness, feasibility and cost.
- Consider the budget and recommend solutions to water and sanitary engineering problems.
- Participate in and contribute to the finalization of monitoring and evaluation frameworks for the project;
- Develop monitoring and evaluation tools and processes for the project;
- Provide technical support to the PIU to strengthen their monitoring and evaluation systems;
- Update as necessary Monitoring and Evaluation plans, consistent with the national M&E framework, in consultation with major stakeholders;
- Provide technical guidance for the implementation of the M&E plan, through training and other on-site support;
- Facilitate review of progress on a quarterly basis and ensure problem solving through remedial actions,
- Ensure any disparities between planned and actual outputs are addressed;
- Assist LWSC/Project in the identification of potential implementation problems and bottlenecks and recommend appropriate strategies to address them;
- Prepare quarterly and annual programmatic progress updates on the project.
- Ensure that project monitoring arrangements comply with LWSC and donors regulations;
- Develop teamwork and close coordination with unit members and procurement section.
- Carry out any other activities that are assigned by the PIU Director.

Minimum Academic/Professional Qualifications
At least a Master of Science degree in Civil Engineering or its related field in water and sanitation is required.

Minimum Experience
At least five years of recent water and sanitation engineering work in highly professional environment. Experience with donor funding project is a requirement.
Key Competencies

Abilities
- Demonstrated ability to plan and co-ordinate, and monitor his or her own work plan
- Demonstrated ability to meet deadlines
- Self-motivated professional, with ability to work with under minimum supervision

Skills
- Computer literacy, especially with the software of Microsoft Office suite is essential
- Excellent team building and interpersonal skills
- Proficiency in English language with excellent communication skills

Knowledge
- Working knowledge of managing donors and GoL funded projects will be advantageous

Performance Criteria
- Ensure that Engineering documents are prepared in time
- Prepare relevant inputs to standard bidding documents, including TORs, specifications and Bills of Quantities
- Prepare Engineering progress reports quarterly
- Ensure Engineering processes are handled according to procedures
- Ensure filing of engineering documents.

III. PROJECT FINANCIAL MANAGEMENT SPECIALIST

Report to: PIU Director

Purpose of Post: To perform project financial management activities not limited to ensuring adequate compliance to the Financing Covenants for the project including the preparation of required financial reports/statements ready for submission to the World Bank, the Government of Liberia and other stakeholders.

Main Responsibilities:
- Collate all accounting documents covering financial transaction of the project on daily basis and input data into the computerized ledger. Update the financial ledger and generate pre-set financial reports on monthly, quarterly and annual basis.
- Prepare the interim financial reports for the designated account for submission to the World Bank; or other donors 45 days after the end of each quarter.
- Prepare the annual financial statements of the project for submission to the auditors not later than two months after the end of accounting year/period.
- Liaise with staff of the LWSC and ensure coordination on all project accounting matters;
- Ensure that the authorized signatory letter (ASL) and subsequent changes thereof are prepared for the project at LWSC in a timely manner.
- Member contract management committee. The committee is responsible for evaluation of bids/EOIs and negotiations with vendors/consultants for the project;
- Assist Participation in the negotiations process of all contracts for consultants, contractors and suppliers.
- Process approved invoices in the LWSC and prepare Payment Vouchers based on approved invoices and in consultation with the Finance Director/Chief Accountant, codify the expenditure and reflect the correct codes on the payment vouchers.
Maintain the project’s expenditure commitment register and update the register regularly and ensure, through liaison with the /PIU Director/DMD for Finance, that the register is updated at all times.

Prepare checks on the basis of approved payment vouchers in a timely manner, ensure that the check issued register is updated on a regular basis.

Collate the project financial data and documentations periodically and prepare and submit statement of expenditures (SOEs) and withdrawal applications to the World Bank in a timely manner to ensure regular inflow of funds to the projects at all times.

Open and maintain files on all disbursements for the projects.

Maintain Advance Payment Register (APR) and monitor settlement of Advances 14 days after completion of the purchase/activity cycle.

Prepare monthly bank reconciliation statements for the designated account and other project accounts being maintained by the project.

Liaise with procurement department to ensure that payment requests in favor of vendors have been submitted for processing and ensure accurate recording of such payments in the in the Ledger accounts, after payment.

Prepare periodic (monthly/quarterly/annual) cash flows for the project in order to ensure timely availability of funds for the commitments and operational budget.

Liaise with the World Bank Disbursement Office to ensure all direct payments to contractors, consultants and suppliers are made in a timely manner.

Serve as custodian for petty cash, management and replenish from time to time to ensure there petty cash float is adequately maintained at all times for operational purposes.

Maintain the project’s fixed asset register in an updated manner after each fixed asset acquisition/creation.

Provide on the job capacity building and transfer of knowledge to the FM staff of the LWSC in systematic manner.

Carry out other duties as may be assigned by the PIU Director.

Minimum Academic/Professional Qualifications
A qualified professional accountant (ACCA, CIPFA, CA etc.) and at least a Bachelor’s degree in accounting or related field. A Master’s degree in Finance/Accounting will be an added advantage.

Minimum Experience
At least four years of recent job in highly professional environment. Experience with donors-funded projects is a requirement. A working experience in a donor supported utility project is an added advantage.

Key Competencies
Abilities

- Demonstrated ability to plan and co-ordinate, and monitor his or her own work plan with minimum supervision
- Demonstrated ability to meet deadlines
- Self-motivated professional, with ability to work with minimum supervision

Skills

- Computer literacy, especially with the software of Microsoft Office suite is essential
- Excellent team building and interpersonal skills
- Proficiency in English language with excellent communication skills

Knowledge

- Working knowledge of managing donors and GoL funded projects will be advantageous
PREFERENCE CRITERIA

- Submit quarterly IFRs to the World Bank 45 days after the end of each quarter
- Submit the annual financial statements to the auditors two months after the end of each accounting year/period
- Submit the annual audited financial statements 6 months after the end of each accounting year/period
- Update the General Ledgers and accounting books on daily basis
- Prepare Monthly Bank reconciliation reports
- Update Fixed Asset Register at all times
- Maintain Advance Payment Register updated at all times
- Prepare requisition for Project Implementation Unit’s monthly allowances
- Preparation of all payments including vendors
- Supervise the implementation of the petty cash arrangement
- Filing of Project financial documents in a retrievable manner at all times
- undertake a systematic capacity building and transfer of knowledge to the LWSC FM staff
- Other official duties as may be assigned by the PIU director

IV. SAFEGUARD SPECIALIST/SAFETY EXPERT

Report to: PIU Director

Purpose of Post: To assess and monitor all project-related environment (as well as social) protection programs and plan, including performing inspections, reviews, surveys, and investigations, and ensuring compliance with environmental laws of Liberia.

MAIN RESPONSIBILITIES:

- Assist LWSC assess environmental viability and sustainability of projects based on documents and field assessments.
- Provide technical advice on all environmental matters and ensure contractors’ programs compliance with project environmental specifications, legal requirements, standards and policies
- LWSC liaison with EPA for approval of projects ESIA reports and other required environmental plans and reports
- Assist LWSC implement the ESMP including monitoring implementation of mitigation measures resulting from ESIA and evolution of environmental parameters; create awareness amongst residents in project area in best practices in environmental issues such as protection of catchments areas, etc.
- Implement donors’ environmental guidelines and advice on the planning, design, construction and maintenance of environmental systems and services, as well as other projected-related environmental engineering activities
- Manage environmental analysis processes, review environmental documents prepared by consultants
- Prepare and document project-related environmental correspondence and maintain accurate record
- Monitor contractors’ programs compliance with project environmental specifications, legal requirements, standards and policies
- Prepare quarterly reports usually required by the EPA and any other safeguards reports that may be required by funding institutions

KEY QUALIFICATIONS

Minimum Academic/Professional Qualifications
At least a Bachelor degree in Environmental Science, Physical Science, Chemistry, Biology or related field with proven track record and/or specialized training in Environmental programs

Minimum Experience
Minimum of five years’ experience as an Environmental Expert for multilateral donor funded projects or programs; experience with an Environmental authority will also be considered. Familiarity with donors’ environmental procedures is an added advantage. Having construction-related health and safety experience would also be an asset

Abilities and Skills:
Must possess excellent writing capabilities, including the ability to write clear and concise environmental documents with particular attention to details; must have strong interpersonal and leadership skills, public involvement skills, oral communication skills, and a desire to work with diverse interest groups to deliver successful projects; must be self-motivated and have the ability to manage projects and budgets, must be able to write proposals and environmental documents, as well as process permit applications; must be a team player who has the temperament and skills to train and mentor others; must be proficient in Microsoft suite of programs, including Word, Excel, and Outlook; be able to respond to questions and criticisms from clients, regulatory agencies, or members of the business community and ability to travel and work in remote areas under adverse conditions.

V. PROCUREMENT SPECIALIST:

Purpose of Post: To ensure the effective and efficient conduct of all procurement activities associated with the project, in full compliance with the requirements and procedures of the donors and the Government of Liberia where applicable.

Reporting to: PIU Director
MAIN RESPONSIBILITIES:
The Procurement Specialist (PS) will ensure smooth and quality implementation of procurement processes for goods, works, consulting and non-consulting services, using World Bank guidelines for procurement of goods, works and non-consulting services, and guidelines for selection and employment of consultants for procurements. He/She will use World Bank Standard Bidding Documents and Standard Request for Proposals for all procurements falling under Prior Review threshold and ensure acquisition of IDA No Objection (NO), and modified local Bidding Documents and Request for Proposals acceptable to the Bank for procurements falling under Post Review threshold. He/She will form part of the Project Implementation Unit (PIU), supervised by the Project Director and be mapped in the PIU. He/She will be responsible for the planning, supervising and coordinating procurement activities of the PIU for goods, works, consulting and non-consulting services.
Specific responsibilities of the Procurement Specialist will include, but are not limited to, the following:
• Establishing procurement systems and procedures for the project in accordance with donors’ and GoL requirements where applicable.
• Preparing a Procurement Plan for the project, in consultation with other members of the PIU and the directors of the relevant LWSC operating units.
• Preparing and updating the annual procurement plan to be included in Annual and Quarterly Work Plans and Budgets.
• Ensuring the timely procurement of goods and services as identified in the approved Procurement Plan and in accordance with donors’ requirements.
Preparing Standard bidding documents and coordinating the preparation of relevant inputs to standard bidding documents such as TORs, specifications and Bills of Quantities from other PIU members and supervising bidding/tendering processes for the procurement of works, goods and services following donors’ procurement guidelines and procedures in addition to GoL procurement regulations as applicable.

- Preparing draft procurement notices in liaison with user entities and coordinating the evaluation of bids and consultants’ proposals including preparation of bid evaluation reports, recommendations for awards and draft contract documents in accordance with donors’ requirements.
- Arranging for bids opening and contract negotiation meetings, including recording of proceedings in accordance with donors, and GoL requirements. Providing support in all stages of the procurement process, in particular in the evaluation of the bids and tenders.
- Participating in project management meetings and donors’ supervision missions, including the compilation of all information required for the meetings and donors’ supervision missions, in particular the procurement records for facilitating procurement post reviews.
- Keeping and maintaining up-to-date procurement records, ensuring that the bidding and tender evaluation processes are documented in accordance with donors’ requirements.
- Constantly reviewing procurement arrangements in relation to the procurement plan to ensure consistency with grant agreements, and identifying weaknesses, if any, and measures that should be undertaken to mitigate the risks posed by any such weaknesses;
- Coaching and training of LWSC procurement staff.
- Carrying out any other activities that are assigned by the PIU Director.

KEY QUALIFICATIONS

Minimum Academic/Professional Qualifications
At least a Master’s degree in Procurement Management or related field in Supply Chain Management, Engineering and Business Administration with proven track record and/or specialized training in procurement (Chartered Institute of Purchasing and Supply (CIPS) Graduate Diploma or related procurement training).

Minimum Experience
The Procurement Specialist will have a minimum of seven years professional experience, at least five of which being in multilateral donor funded project or program; Familiarity with World Bank procurement procedures will be a definite advantage.

Key Competencies
Abilities

- Demonstrated ability to plan, co-ordinate, and monitor his or her own work plan
- Demonstrated ability to meet deadlines
- Self-motivated professional, with ability to work under minimum supervision

SKILLS

- Computer literacy, especially with the software of Microsoft Office suite is essential
- Excellent team building and interpersonal skills
- Proficiency in English language with excellent communication skills

Knowledge

- Working knowledge of World Bank and GoL procurement rules and procedures will be advantageous

PERFORMANCE CRITERIA

- Update procurement plan consistent with Annual and Quarterly Work Plans and Budgets in line with the implementation plan
• Ensure that procurement documents are prepared in time
• Coordinate the preparation of relevant inputs to standard bidding documents, including TORs, specifications and Bills of Quantities
• Prepare procurement progress reports quarterly
• Ensure procurement processes are implemented according to procedures
• Ensure filing of procurement documents.

2. DURATION OF THE ASSIGNMENT

The initial contract period for all positions will be two years with a possibly of renewal subject to satisfactory performance.

3. EVALUATION CRITERIA

Evaluation of the above qualifications and experience for all positions will be done based on the following criteria and scores:

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<tr>
<th>Criteria</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>(1) Academic qualifications</td>
<td>30%</td>
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<tr>
<td>(2) Professional experience and donor funded project</td>
<td>60%</td>
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<tr>
<td>(3) Knowledge of Country environment</td>
<td>10%</td>
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<tr>
<td><strong>Total weight</strong></td>
<td><strong>100%</strong></td>
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The minimum average score to be considered for Interview will be 75%. Therefore, any CV with a total average score less than 75% will be considered non-responsive.

4. MODE OF APPLICATION

Interested Individuals with the stated qualifications should deposit their CV in a sealed envelope clearly stating the position they are applying for in a tender box situated at Liberia Water and Sewer Corporation Head Office, LWSC Building, King Sao Boso Street, on or before Wednesday, June 1, 2016 at 10.00hrs.

Submission is in **HARD COPY** only. Submission of original certificates and scrutiny of the same including verification from the Issuing Institution will be a condition of engagement of the successful applicant. **CVs received after the deadline for submission shall be rejected.**

The Manager, Procurement and Supplies Unit
Liberia Water & Sewer Corporation
King Sa Boso Street
Monrovia, Liberia