



REPUBLIC OF LIBERIA

MINISTRY OF COMMERCE & INDUSTRY (MoCI)

Liberia Investment, Finance & Trade Project (LIFT-P)

INSURANCE BUILDING, 5TH STREET-SINKOR, OPPOSITE CONEX GAS STATION

MONROVIA, LIBERIA

P.O. Box 9041, 1000 Monrovia, 10 Liberia

Email: info-lift@moci.gov.lr / www.moci.gov.lr

REQUEST FOR EXPRESSION OF INTEREST (REOI)

(CONSULTING SERVICES – FIRM SELECTION)

Liberia Investment, Finance and Trade Project (LIFT-P)

Project ID: P171997

Credit Number 7037-LR

Grant Number D9690-LR

July 11, 2025

Recruitment of Consultancy Firm to Collate the Information and Support the Implementation of a Functional Web-based Trade Information Portal (TIP) for Liberia

REF. No.: LR-MOCI-500831-CS-QCBS

The Republic of Liberia through the Ministry of Commerce & Industry has received financing from the International Development Association (IDA)/ World Bank towards the cost of implementing the Liberia Investment, Trade & Finance Project (LIFT-P).

Key Objectives of the Assignment

The key objective of this assignment is to engage the services of an experienced consultancy firm to support the Government of Liberia in the configuration, population, and implementation of a functional, user-friendly, and sustainable Trade Information Portal. The portal will provide accurate, up-to-date, and comprehensive information on all trade-related laws, procedures, and documentation requirements in Liberia.

The detailed Terms of Reference (TOR) for the assignment can found at the link below:

hppt //: www.moci.gov.lr / www.emansion.gov.lr

The Ministry of Commerce and Industry now invites eligible Consulting Firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are listed as per the Terms of Reference provided below.

The Consulting Firm should have a minimum qualifications and experience as follows:

- During the past ten (10) years, the firm must have completed at least 2 contracts successfully involving the installation, preparation and provision of technical support for implementation of a Trade Information Portal.
- Must have completed at least one of the above-mentioned contracts with value of at least USD 400,000.00
- The firm should have specific experience in configuration, data collection and population and deployment of Trade Information Portals with preference for World Bank portal solution. Evidence of previous experience should be provided.
- The firm should have experience on the delivery of a publicity campaign to popularise the use of the Trade Information Portal for both private and public sectors in a country.
- The firm should have knowledge of development and trade issues of the Government of Liberia or similar countries in the Africa region

Key Experts will not be evaluated at the shortlisting stage.

The attention of interested 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, August 2018, November 2020, September 2023 and February 2025 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

The Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Procurement Regulations for IPF Borrowers (July 2016 as Revised in November 2017, August 2018, November 2020, September 2023 and February 2025).

Further information can be obtained at the address below during office hours, i.e., 0900 to 1600 hours GMT, Monday to Friday.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) on or before **Thursday July 31, 2025**, with subject:

“Re: Recruitment of Consultancy Firm to Collate the Information and Support the Implementation of a Functional Web-based Trade Information Portal (TIP) for Liberia”.

Liberia Investment, Finance and Trade Project (LIFT-P)

Attn: Julius Y. Saye Keh-nel

Acting Project Coordinator

Insurance Building, 5th Street, Sinkor

Monrovia, Liberia

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Terms of Reference

For

RECRUITMENT OF A CONSULTANCY FIRM TO COLLATE THE INFORMATION AND
SUPPORT THE IMPLEMENTATION OF A FUNCTIONAL WEB-BASED TRADE INFORMATION
PORTAL (TIP) FOR LIBERIA

Post Title: Recruitment of Consultancy Firm to Collate
the Information and Support the
Implementation of a Functional Web-based
Trade Information Portal (TIP) for Liberia

Location of Post: Department of Commerce and Trade
Ministry of Commerce and Industry
Ellen Johnson-Sirleaf (EJS) Ministerial
Complex, Congo Town, P. O. Box 9041, 1000
Monrovia, 10-Liberia

Contract Duration: 12 Months

Reporting Line: Deputy Minister for Commerce and Trade

Assignment Type: Firm Recruitment (Open International)

Type of Contract Firm

BACKGROUND

International trade plays an important role in the economic development of any nation, including Liberia. As such, the Government of Liberia (GOL) is set to create the enabling environment for Liberia to increase its share of international trade.

As a key part of efforts to make trade easier for the business community, the GOL has decided to operationalize and implement a functional web-based Trade Information Portal (TIP) for Liberia. A Trade Information Portal is recognized international good practice standard for transparent publication of trade information, aimed at fulfilling a country's obligations under Article 1 of the WTO's Trade Facilitation Agreement (TFA). This standard is published in UN/CEFACT's Recommendation No. 38. Therefore, the objective of the Liberia TIP is to make all regulatory trade related information and other information useful to both foreign and Liberian importers and exporters easily and readily available in a single integrated website. The aim is to provide transparency and predictability of trade regulations and procedures and, in doing so, increase the compliance level and reduce the cost of doing business in the commerce of Liberia.

In this regard, the core functionality of the proposed trade information portal is to provide the business community complete, timely and up-to-date information relating to trade from a single website that is comprehensive in its scope, user-friendly, interactive and easily accessible by using a single search engine. The trade portal is expected to initially store information relating to existing trade regulations and procedures, including but not limited to laws, administrative procedures and regulations, guidance notes, applicable fees, forms, licenses, permits and penalties applicable in case of breach. In addition, the portal should catalogue international, regional, continental, or bilateral trade agreements to which Liberia is a party, including the applicable rules and requirements as well as the benefits devolving there from. It is envisaged that the LTIP would be linked to a National Single Window to facilitate the easy application for trade related certificates, licenses and permits required for the import, export and transit of goods.

This assignment will require the cooperation of all the government agencies involved in the trade process and border management, with the Ministry of Commerce and Industry serving as the lead government institution for the implementation of the LTIP.

This assignment is being implemented under the Liberia Investment Finance and Trade (LIFT) Project implemented by the Ministry of Commerce and Industry in collaboration with other sector institutions through a grant and loan initiative funded by the World Bank. To this end, the Ministry of Commerce and Industry seeks the services of an expert consultancy firm to carry out the data collection, populate and support the implementation of a functional web-based trade information portal.

OBJECTIVE OF THE ASSIGNMENT

To engage the services of an experienced consultancy firm to support the Government of Liberia in the development, population, and implementation of a functional, user-friendly, and sustainable Trade Information Portal. The portal will provide accurate, up-to-date, and comprehensive information on all trade-related laws, procedures, and documentation requirements in Liberia.

SCOPE OF WORK

It is envisaged that the assignment will comprise four main components, namely:

Inception phase leading to the development of an Implementation Plan for the assignment.

Collection of all relevant data and information and uploading of information to the generated website so that it is ready for public launch.

Design of a publicity and awareness campaign to advertise the trade information portal prior to the launch, and

Design of a package of survey and evaluation tools aimed at measuring the effectiveness of the portal on trade comprising initial baseline measurements.

The data will be collected and loaded by the Consultancy Firm onto a website provided by the World Bank Group (WBG), which the Ministry of Commerce and Industry will be entitled to operate under the terms of the WBG's standard Licensing Agreement. The website has been developed by using a software toolkit (the "*Toolkit*") designed by the WBG, which is pre-defined to accommodate all the required classes of information. For purposes of clarity, this assignment will not involve any software development.

The Consultancy Firm is required to engage a qualified sub-contractor (the "Sub-Contractor"), who is familiar with the Toolkit's technology, and who is approved by the WBG. Contact details for approved Sub-Contractor(s) can be provided upon request. The Sub-Contractor is expected to provide installation services, hosting and support for the software for the duration of the project and, thereafter, for a period of 3 years to the client.

The Consultancy Firm will receive instructions and documentation materials by the WBG on how to upload and maintain data to the website. No special skills are required in this respect other than normal office automation capabilities.

The website will accommodate the following facilities and classes of information.

- Multiple language capabilities¹
- Generic web pages with capability for flexible design layout and support for pictures and video or animation
- An interactive tariff enquiry facility for commodity codes and associated tariffs, measures and procedures
- List of legal texts (e.g. laws, administrative measures, regulations, etc.). A search facility is provided to find legal texts by various parameters, e.g., issuing agency, date of issue, general category (e.g. SPS², TBT³, Import, Export, Transport, etc.) and keywords within the text.
- Ability to cross-link pages or specific lines of text through the use of anchors and hyperlinks.
- Ability to attach and download PDF copies of specific documents.
- List of measures (e.g. licensing or permit requirements, SPS or TBT measures, technical

¹ It is expected that the website will initially operate in English only. However, basic translation facilities are available on the website via Google Translate as a standard

² SPS: Sanitary-Phytosanitary

³ TBT: Technical Barriers to Trade

regulations, non-tariff fees or charges, restrictions or prohibitions, etc.)

- Detailed step-by-step description of procedures for obtaining licenses, permits, Customs clearance, etc. in graphic format and with sample copies of the forms to be used
- Downloadable forms for all relevant and available certificates, permits, license applications required for trading goods.
- Interactive enquiry facility linking measures, procedures and forms to the specific commodity codes to which they apply
- List of Technical Standards
- Facilities for publishing news, announcements, articles or publishing material such as booklets, brochures, reports, etc.
- Specialized facilities for publishing information about Free Trade Agreements (FTA)
- Facilities for uploading via API⁴ different sets of statistics and present them in graphic format
- Calendar of future events
- Frequently Asked Questions facility
- Contact form for submitting queries
- Feedback facility
- Help pages
- Survey facility with the ability to customize the questions and to be switched on or off for random pop-up
- Topic specific user feedback and related analytical tools
- Links to other useful sites, e.g. latest Customs exchange rates
- Registration and login facilities for subscription services
- Subscription services to provide customized alerts by email or SMS⁵ about items of specific interest to a subscriber
- Search facilities to search for keywords throughout all contents of the website

⁴ API: Application Programming Interface

⁵ SMS: Short Messaging Service

- User friendly administrator facilities for maintenance of reference codes and other database tables
- Facilities to optimize searches by Google and other search engines by using keywords/meta-words
- Website traffic analytics (e.g. number of hits, demographics, dwell time and bounce rate analysis, etc.)
- Distributed update to allow different agencies to prepare content directly and submit for approval before publication.
- API/Smart URL for exchanging data with external systems (e.g. NSW⁶)

The website comprises a full-features CMS⁷ with normal screen editing and content management facilities for uploading and editing information. However, use of standard office automation tools such as Word, Visio, Adobe Photoshop will also be required in order to prepare and format the information prior to uploading.

REPORTS/OUTPUTS/DELIVERABLES

Component 1: Inception

During the Inception phase, the Consultancy Firm will develop an *Implementation Plan* for the project taking into account the current situation in Liberia with regard to institutional arrangements for the assignment, availability of sources of information, availability of resources and other local constraints.

The Implementation Plan will comprise, *inter alia*:

An Assignment Plan based on the detailed estimate of effort and with a narrative description of each activity

A description of the methodology that the Consultancy Firm will follow to gather the data and format it for publication. This should include a description of the methodology for analyzing the procedures within each agency for obtaining licenses or permits, the procedures for clearing goods for import, export and transit for all regimes at the border with Customs and the other border authorities and any other procedures relating to interactions between traders and the agencies

A description of the resources that will be allocated to each task of the assignment including any counterpart resources provided by the Ministry of Commerce & Industry and the other government stakeholders

⁶ NSW: National Single Window

⁷ CMS: Content Management System

A summary catalogue of all required items of information to be collected, analysed, formatted and loaded and related work effort

A description of the website describing the structure and content of the pages that will be created over and above any standard pages

A Training Plan for at least five (5) designated staff to build capacity within the Ministry of Commerce and Industry to maintain the website and keep it up to date with information on an on-going basis.

A description of the acceptance procedures for the deliverables created by the Consultant firm.

An assessment of implementation risks and associated risk mitigation plan. The Ministry of Commerce and Industry, with its mandate to promote, develop, regulate, control, operate and expand commercial, industrial and enterprise activities in Liberia, will play a leading role in the operation of the LTIP. While the Ministry of Commerce & Industry will have the primary responsibility for maintaining and updating the LTIP, other government agencies will also need to provide support to the portal, including through the submission of relevant notifications and other information. Initially information (e.g. laws, regulations, procedures, etc.) will need to be gathered from these agencies as well.

A description of publicity and awareness campaign to advertise the trade portal prior to the launch and thereafter

An indicative list of these agencies and other institutions is enclosed at *Appendix A*. This list is enclosed for information only. Only those government agencies or bodies that currently carry out a regulatory function in relation to import/export/transit need be included in the scope.

Through consultation with the stakeholders, the Consultancy Firm will develop an estimate of the amount of information to be collected (e.g. legal texts, tariffs, measures, procedures, sample forms, etc.) in order to develop a detailed project plan with clearly defined work estimates, timetable and deliverables.

The Consultant Firm will propose a methodology for collecting and uploading data to the website which takes into account availability of local resources to support the effort.

In consultation with the Ministry of Commerce and Industry, the Consultant Firm will also develop a *Functional Specification* for the website comprising a description of the structure of the pages of the website bearing in mind that all of the standard classes of information relating to trade already have a dedicated page within the standard structure of the website software that will be provided by the WBG.

The Consultancy Firm will develop a program designed to enable the Ministry of Commerce and Industry to operate and support the on-going operation of the website to ensure that the content of

the website is kept current and accurate including a training program and a program of capacity building to enable the on-going collaboration between the stakeholder government agencies and a publicity plan aimed at disseminating information to the public, creating widespread awareness of the trade portal and encouraging its use by the private and public sector.

The Consultancy Firm will consolidate the above activities, as well as the activities described in *Component 3* and *Component 4* below, into a Project Plan which will constitute the baseline control instrument for the project. The Project Plan will clearly state the timeline, detailed tasks, resources, deliverables and dependencies and will be monitored and updated by the Consultant Firm's team throughout the project.

Deliverable: Implementation Plan

Component 2: Collection and Upload of Data

Upon acceptance by the Client of the Implementation Plan, the Consultancy Firm will be responsible for collecting all the information required and defined in the Implementation Plan to enable the initial launch of the website. The Consultancy Firm may utilize personnel made available, by agreement, by the Ministry of Commerce and Industry or other stakeholders for this task but should not entirely rely on them in order to accomplish it. It will be the Consultant's responsibility to ensure that adequate resources are dedicated to this task.

The Ministry of Commerce and Industry will undertake to facilitate the operations of the Consultancy Firm in obtaining the information it requires where applicable; this will include submission of a list containing relevant trade related institutions and documents (laws, administrative policies, regulations, etc). The Consultancy Firm should not rely entirely on obtaining information that they have identified as relevant directly from the Ministry of Commerce and Industry or from the other agencies. Where, for whatever reason, information may be difficult to obtain, the Consultant Firm should endeavor to identify other potential sources, e.g. the private sector, sectoral organizations, other websites, etc.

It is envisaged that, *inter alia*, the following information will be collected:

- All relevant information on trade, including laws and regulations, standards, procedures, guidance notes, fees, forms, licenses and permits on a product-by-product basis where applicable;

- All information relating to International, Regional and Bilateral Trade Agreements to which Liberia is a party, including the applicable rules, regulations and requirements and the opportunities for Liberia on a product-by-product basis

- Tariff (organized by HS⁸ Code) and any special measures (e.g. SPS, TBT) applicable to specific commodities, information about applicable fees, forms, licenses, permits and penalties

⁸ HS: Harmonized System

applicable in case of breach

All procedures required to apply for licenses, permits, border clearance or other regulatory obligations relating to import, export or transit of goods

An initial collection of publications (leaflets, booklets, guidebooks, newsletters) relevant to trade

Links to Ministries/Departments, other Authorities, Regulatory bodies and Private Institutions involved in trade and trade promotion, banks and other financial institutions, business news in Liberia, and other relevant institutions

Links to relevant international organizations, e.g. WTO, WCO, FAO, EU, etc.

If not already available, the Consultant will engage with Stakeholders in order to develop sets of plain language instructions about various trade related topics

The information collected should be formatted and loaded onto the LTIP as follows:

The text of all the laws, regulations and legal instruments, if available in electronic format (e.g. Word), should be formatted in a consistent manner, indexed (at least at the level of each article or section), converted into HTML⁹ and loaded onto the LTIP database. Cross-references to other pages of the website should be included where applicable. If the text is not available in electronic format, it should be scanned using OCR¹⁰ and converted to HTML. If OCR scanning is not possible, the text should be created by data entry.

The HS Code table and related tariff/s should be loaded onto an electronic spreadsheet in a prescribed format

Any measures related to specific commodities should be loaded using the software's interactive facilities

All procedures required to apply for licenses, permits, border clearance and other regulatory obligations relevant to import, export or transit should be catalogued and analyzed. Annotated flowcharts, using a simple BPA¹¹ notation, should be developed for each procedure detailing all the steps that the public needs to take in order to fulfill the requirement

All forms used in the current procedures should be collected, scanned and loaded

Publications should be scanned into PDF format and uploaded

For each of the above categories of information, a summary description (where applicable) and

⁹ HTML: Hyper Text Mark-up Language

¹⁰ OCR: Optical Character Recognition

¹¹ BPA: Business Process Analysis

related links (e.g. responsible agency, category of information, etc.) must be created

An initial set of “Guided Journeys”, i.e. using the Toolkit pre-set facility, a series of procedures collated into a sequential narrative, for at least the major traded commodities (imports or exports) in Liberia

The Consultant Firm will deliver the LTIP populated with all the data agreed in the Implementation Plan to the Ministry of Commerce & Industry by the date specified in the Project Plan.

The Consultant will develop a *Policies and Procedures Manual* for the operation and maintenance of the LTIP including procedures for exchanging information with other government agencies.

The Consultant Firm will provide training of trainers (TOT) to at least 10 staff drawn from relevant government ministries and agencies or MACs to provide them with the necessary skills so that they become capable of running the LTIP independently after the termination of the contract with the Consultant Firm. The Consulting firm, together with the TOTs, will conduct basic training events (minimum 4) for other relevant stakeholders, including traders and other MACs on the use of the Portal.

The Consultant Firm will contribute content and advice in relation to any publicity materials (e.g. brochures, press releases, video, etc.) as defined and agreed in the Implementation Plan.

Deliverable: LTIP Website populated with all information identified and collected and ready for launch

Deliverable: Policies and Procedures Manual

Deliverable: Training Course and Training Materials

Component 3: Design of Publicity Campaign

The Consultancy Firm will engage with the Ministry of Commerce and Industry in order to define a suitable publicity and awareness program leading up to the launch of the live website.

The program should be aimed at maximizing awareness among the trading public, both in Liberia and abroad, of the imminent launch of the trade portal and to encourage its use.

The Consultancy Firm will provide content and advice in relation to any publicity materials (e.g. brochures, press releases, video, seminars, etc.) as defined and agreed in the program.

The Consultancy Firm will provide logistic support to the Ministry of Commerce and Industry in organizing the publicity campaign.

Deliverable: Publicity and Awareness Program

Component 4: Design of Evaluation Tools

The Consultant Firm will design and recommend a package of evaluation methods and tools aimed at measuring the effectiveness of the trade portal and the benefit to trade.

These methods are expected to focus on establishing a baseline ‘before’ the launch of the trade portal to be compared with the situation at various stages after the launch of the trade portal and on an ongoing basis.

The methods may include automated facilities such as website analytics as well as direct surveys of the trade. The Consultant shall design the tools required to conduct the initial surveys and the ongoing evaluation. In as much as possible, the methods will include measurable indicators or performance, e.g. time to complete procedures, time to release goods, time dealing with enquiries, etc.

The Consultant Firm shall conduct the initial baselines assessments and will design a program for continuous evaluation against the baseline to be used by the Ministry of Commerce & Industry on an ongoing basis.

Deliverable: Evaluation Methods

Deliverable: Baseline Assessment

DURATION AND REMUNERATION

The project is expected to span a maximum of 12 months from inception to conclusion (the launch of the live LTIP). However, if prospective bidders believe this timeline is not feasible, they may propose an alternative schedule, provided they offer reasonable justification for the adjustment.

DELIVERABLE	TIMELINE	PAYMENT SCHEDULE
Inception report including implementation plan	4 weeks from contract signing	20%
LTIP Website populated with populated with all information identified and collected LTIP website ready for launch	24 weeks	40%
Submission of final report including:		

<ul style="list-style-type: none"> • Policies and procedures manual • Training Course and Training Materials 	48 weeks	40%
Publicity campaign report		
Baseline evaluation and evaluation methodology report.		

The Consultant Firm is expected to submit monthly progress reports.

LOCATION OF THE ASSIGNMENT

The consultancy Firm team will need to provide office accommodation in Monrovia for the team and the upload and data collection phase. In addition, there may be a need to spend time during the assignment at the offices of the Ministry of Commerce and Industry but may work from home in consultation with the designated assignment focal point.

FACILITIES TO BE PROVIDED BY CLIENT

The Consultancy Firm maybe required to work in close cooperation with other key stakeholders involved in trade facilitation in Liberia and representatives of the private sector through sectoral organizations such as the national or local Chambers of Commerce and the Liberia Business Association. These meetings will be organized and facilitated by the client, Ministry of Commerce and Industry.

A work station at the Ministry of Commerce and Industry will be made available for the operations of the consultancy firm, with furniture support provided under the LIFT Project.

The Ministry of Commerce and Industry will provide the Consultancy Firm with access to documents relevant to the assignment, including previous studies, legal texts and regulations, etc. and will assist in facilitating meetings with key counterparts.

The Consultancy Firm is expected to provide any computer and telecommunication equipment, stationery and other materials required throughout the period of the assignment.

The Consultancy Firm is responsible for providing transport for its employees within the city of Monrovia for official business.

During the course of the assignment, it is envisaged that a number of visits to the main offices of various ministries, agencies and commissions (MACs) may be required. The Consultancy Firm team will be responsible for estimating and covering the cost of these visits for its employees.

Contractual arrangements will be managed by the PIU.

REPORTING

On the technical level, the Consultancy Firm will work under the direct supervision of the Deputy Minister for Commerce and Trade of the Ministry of Commerce and Industry. The Consultancy Firm will provide monthly progress update to the Deputy Minister of Commerce and Industry through the LIFT PIU detailing the progress of all activities and any impediments encountered that may jeopardize the good progress of the assignment.

QUALIFICATION AND COMPETENCIES

Firm Qualification

- During the past ten (10) years, the firm must have completed at least 2 contracts successfully involving the installation, preparation and provision of technical support for implementation of a Trade Information Portal.
- Must have completed at least one of the above-mentioned contracts with value of at least USD 400,000.00.
- The firm should have specific experience in configuration, data collection and population and deployment of Trade Information Portals with preference for World Bank portal solution. Evidence of previous experience should be provided.
- The firm should have experience in the configuration and deployment of Trade Information Portals with preference for World Bank portal solution.
- The firm should have experience on the delivery of a publicity campaign to popularise the use of the Trade Information Portal for both private and public sectors in a country.
- The firm should have knowledge of development and trade issues of the Government of Liberia or similar countries in the Africa region

Consultant Qualification

The Consultancy firm is free to propose the number of staff and for such duration that is considered appropriate in order to meet the Terms of Reference with detailed justification.

However, it is envisaged that the project team will comprise at least one full-time Team Leader and a National Trade Specialist, (the “Key Specialists”), plus one or more Business Analysts. Inclusion of an IT Specialist, preferably with relevant experience, would be highly desirable. Any additional support staff deemed necessary to complete the project successfully may be included.

The two Key Specialists should demonstrate ability and substantial experience of having worked on projects of similar scope with government authorities in Liberia or other countries comparable to Liberia in the context of trade facilitation and/or reform and modernization of border procedures.

The following is an indicative staffing schedule. Firms shall be free to propose alternatives and/or to combine positions if considered appropriate. Unless otherwise specified, these positions are open to either national or international candidates provided they meet the necessary requisites.

Team Leader

Full-time or near full-time over the course of the project.

The Team Leader should:

Have International experience and have led similar assignments in countries other than the country of residence

Have experience of managing teams in a cross-cultural environment

Have, as a minimum, a post graduate degree qualification in economics, trade, law or a relevant discipline, or equivalent qualifications, or substantial proven track record of similar assignments

Have at least 10 years' experience in the field of international trade, trade facilitation and regulatory reform in developing countries

Be experienced in working closely with Customs and/or other trade related authorities in developing countries as part of efforts to support private sector development and trade

Demonstratable experience of analyzing legal instruments

Have strong written and verbal communication skills in the English language

Demonstrate strong methodological project management skills. Formal project management qualifications, such as PRINCE2¹², would be desirable

Have experience of similar assignments within Africa region or comparable economies would be an advantage.

Trade Specialist -Near full-time over the course of the project.

The National Trade Specialist should:

- Have, as a minimum, graduate degree qualifications in economics, trade, law or a relevant

¹² PRINCE2: PProjects IN a Controlled Environment, Ver. 2

discipline

- At least 4 years' experience in the field of international trade either in the private sector or public sector
- Strong written and verbal communication skills in English
- A knowledge of the legal landscape of Liberia, especially in relation to trade, would be highly desirable
- Experience of similar assignments with Customs or relevant trade-related agencies would be an advantage

Business Analyst/s

As required during the course of the project.

The Business Analyst/s should:

- Have, as a minimum, a Graduate Degree or Diploma in Business Analysis or a relevant discipline or appropriate equivalent professional qualifications
- At least 4 years of professional experience in business process analysis
- Familiarity of BPA methodology, preferably obtained in the trade related sector, e.g. simplifying or harmonizing business processes in the issuance of permits, licenses, certificates and permissions necessary for import, export and transit of goods.
- Good knowledge of business process mapping, including drafting business process maps using MS-Visio or similar software products
- Experience of undertaking similar assignments that includes business process analysis and reform through structured methodologies in the public sector
- Knowledge of business processes in operation at respective Customs organizations, SPS and related trade agencies where they relate to processing of Customs clearance and related certificates, licenses, permits and other authorizations for import and export of regulated goods would be an advantage
- Good written and verbal communication skills in English.

IT Specialist

The IT Specialist would provide support to the project team for matters relating to Information Technology (IT) and would liaise on technical matters with the Subcontractor, as required.

The IT Specialist should:

- Have a Graduate Degree or Diploma in Computer Science, Information Technology or a relevant discipline
- Have 6+ years of experience in the field of Information Technology
- Have ideally worked in the domain of Trade Facilitation and have experience with supporting solutions' architectures for publication of regulatory information with good understanding of the issues involved
- Have at least 6 years of professional experience in the design and installation of physical computing infrastructure for the delivery of information systems, with extensive knowledge of server and communications technologies and related equipment.
- Have sound experience of security devices, especially Firewalls and VPN networks, intrusion detection devices is required
- Experience with data replication services and systems for ensuring business continuity is required
- Hands-on experience of delivering similar assignments that includes undertaking hardware infrastructure equipment assessments, installation and commissioning for Government Agencies
- Knowledge of IT systems and infrastructure in place at respective Customs organizations, SPS and related trade agencies would be an advantage
- Good written and verbal communication skills in English.

Data Entry Specialists

The Consultant firm may assign to the project the resources required in order to deliver the website content as specified. However, it is envisaged that substantial effort will be required to digitize information, e.g. converting from PDF to Word, creating diagrams and entering data by typing.

The Consultant firm should allocate suitable resources with the necessary technical skills and capable of typing fluently.

These resources may perform tasks on-site or remotely as appropriate. In their proposals, bidders should indicate the expected level of resourcing proposed and the technical qualifications of their staff.

Other Staff

The Consultant firm may propose additional supporting staff by indicating their intended role and justification for inclusion in the project.

Annex: Priority Sector List (Indicative)

CBRA	Category	Reason
1. Liberia Revenue Authority - Customs Department (LRA)	Revenue collection & Border Coordination	Integral role to enforce all regulatory requirements
2. Ministry of Commerce and Industry (MOCI)	Trade Policy	High level of intervention Issuance of Import Permit Forms and Export Permit Declarations
3. Ministry of Finance and Development Planning (MFDP)	Fiscal Policy	High level of intervention
4. Liberia Medical, Health Regulatory Authority (LMHRA)	Sector-Specific	Sensitive sector
5. Environmental Protection Agency (EPA)	Sector-Specific	Sensitive sector
6. Ministry of Agriculture (MOA)	Sector-Specific	Facilitating Export and Sensitive sector
7. National Fisheries & Aquaculture Authority (NaFAA)	Sector-Specific	Facilitating Export and Sensitive sector
8. Liberia Agriculture Commodity Regulatory Authority	Sector-Specific	Facilitating Export and Sensitive sector
9. Forest Development Authority (FDA)	Sector-Specific	Facilitating Export and Sensitive sector
10. Liberia Standard Authority (NSL)	Compliance Management	High level of intervention
11. Liberia Telecommunication Commission (LTC)	Sector-Specific	Sensitive sector
12. Ministry of Lands, Mines and Energy of Liberia (MLME)	Sector-Specific	Facilitating Export
13. Liberia Special Economic Zones Authority	Sector-Specific	Facilitating export and value addition

14. Ministry Post and Telecommunications	Sector-Specific	Facilitating commerce
15. Ministry of Transport	Sector-Specific	Facilitating trade
16. Ministry of Information, Cultural Affairs, and Tourism	Sector-Specific	Facilitating trade through tourism
17. National Investment Commission	Sector-Specific	Facilitating trade and investment

Trade Operator	Category	Reason
18. MTS Inspection Services	Compliance Management	High level of intervention
19. APM Terminals	Cargo Management	High level of intervention
20. Commercial Banks	Revenue Collection	High level of intervention