



Liberia Electricity Regulatory Commission

**D-1436 Tubman Boulevard, Adjacent NASSCORP
24th Street, Sinkor, Monrovia, Liberia**



REQUEST FOR EXPRESSIONS OF INTEREST For Upgrading the Human Resources Management System, and HR & Administrative Policies and Procedures of LERC

Publication Date: September 22, 2025

I. Background

The Liberia Electricity Regulatory Commission (LERC) was established as the independent regulator for the electricity industry under the 2015 Electricity Law of Liberia (2015 ELL). LERC oversees the transformation and development of the electricity sector to attract investment, improve availability and adequacy as well as quicken the pace of access to electricity in the liberalized market.

The LERC wants more standardized employees' policies and procedures that clearly outline employees' rights, responsibilities, and expectations. The Commission wants a manual that clearly communicates the commission's policies such as leave, benefits, processes for evaluation /promotions, and the mission, vision, and core values of the commission.

LERC hereby invites consultancy firms to submit an Expression of Interest to **Upgrade its Human Resources Management System and HR & Administrative Policies and Procedures.**

Objective of the Assignment

The Firm will work with the Human Resource/Administration Department, the Board of Commissioners, other Divisions of the Commission, and the Bureau of State Enterprises to develop a Human Resource Manual for the Commission.

The firm will develop a comprehensive Human Resource Manual for the purpose of establishing clear HR Policies and Procedures.

II.

Duties and Responsibilities

The Firm shall be responsible to:

1. Understand the Commission structure, size, values, and business goals.
2. Conduct needs assessments through interviews, surveys, or document reviews.
3. Upgrade the existing Human Resources Management System, policies, and procedures
4. Tailor the policy to suit the unique nature of the Commission (Electricity Regulator).
5. Align the HR policy with the commission's mission, vision, and values.
6. The policy should also cover key areas such as Staff recruitment and selection, staff conduct and discipline, compensation and benefits, leave and attendance, grievance handling, health and safety, termination procedures and working hours and attendance.

7. Handle sensitive information with professionalism and discretion.
8. Ensure the upgraded HR manual or policy document is detailed, accurate, and ready for implementation.
9. Include all necessary information befitting of a good HR manual.

III. Expected Output and Deliverables

The Firm is expected to deliver the following outputs or deliverables:

1. Inception Report: submit an inception report indicating analysis of existing situation and providing work plan for the assignment
2. Draft Report: submit a draft report providing details of issues identified from the assessment of existing HR policies/system, and the Administrative Manual, as well as the design and development of revised policies, procedures and internal control systems needed to address the gaps identified consistent with current realities, contemporary approaches and best practices for review, comments and approval by the client.
3. Power Point presentation: Make Power Point presentation to SMT and BoC on the findings from the assessment and the revised Staff Handbook (HR Manual) and administrative policies and procedures.
4. Final Report: Submit a detailed final report along with a copy of the revised Staff Handbook (HR Manual) and Administrative Manual(s), that outlines internal controls, policies and procedures matters. This should also include a transparent result-based performance management system, employees' incentive system, career development, etc.

IV. Duty Station

The Work shall be done in Monrovia, Liberia.

V. Duration of Assignment

The Assignment shall last for not more than Two (2) Months.

VI. Qualifications

A. Firm Qualifications

The Firm shall have the following Qualifications:

1. A minimum of five (5) years of relevant experience in the development and setting up of human resource management system is required
2. A minimum of five (5) years of relevant experience in the development of administrative policies and procedures
3. Proven experience of having completed successfully HR management system and administrative policies and procedures for at least two (2) institutions.
4. The firm must have a strong understanding of the country's Civil Service Law, Decent Work Act, and other relevant HR policies.

5. Experience in training HR staff and line managers in policy implementation and compliance.
6. Ability to deliver work on time, within scope and budget.

VII. Qualification of Key Staff

The firm must have a team with the following staff: Team Leader, HR Specialist, and Lawyer.

The firm should include the qualifications and skills for proposed staff indicated below; however, the firm's Expression of Interest should also include clear descriptions, which comprise the staff's experience and roles in the process along with the detailed CVs of the team.

Team Leader

- 1) The Team Leader is responsible for managing the development of the manual. He/she will lead the project and supervise the Team.
- 2) Responsible for timely submission of the HR manual and training schedule.

Qualifications:

1. The team leader must have a master's degree or its equivalent in Human Resource Management, Organizational Development, or other related fields.
2. The team leader must have at least seven years in a leadership role serving in an HR related position.
3. The team leader must have served on similar projects and with similar output.

HR Specialist

- 1) Review the Organogram and make appropriate changes where necessary.
- 2) Draft Terms of References for each position
- 3) Prepare staff appraisal and other staff evaluation instruments for management to use.

Qualifications:

- 1) A minimum qualification of a master's degree or its equivalent in HR Management Organization Development or other related fields.
- 2) Must have a minimum of (5) years of experience in a top HR position.
- 3) Experience in the preparation of HR policies, or a task of similar nature.

Lawyer

- 1) Ensure that the HR Manual complies with applicable labor laws of Liberia
- 2) Ensure that penalties for violations in the manual are enforceable and legally acceptable
- 3) Draft a grievance and complaints pathway for staff

Qualifications:

- 1) A licensed attorney at law or Counsellor at law of the Liberia National Bar Association.
- 2) Experience with labor issues at a corporation or public agency

VIII. Required Documents to Submit along with Expression of Interest

Interested firms must submit the following documents along with their Expression of Interest:

- 1) Valid Business Registration
- 2) Valid Tax Clearance
- 3) Signed CVs of Proposed Key Staff
- 4) Past Performance Records:
 - 4.1 List of at least 3 previous clients (with contact information)
 - 4.2 Nature of task executed.
 - 4.3 certificates of completion(optional)

IX. Shortlisting Criteria and Applicable Guidelines

The Applicable procedure for this recruitment is the **Consultant Qualification Selection** as outlined in **Regulation 40(7)** of the **Public Procurement and Concessions Amended Regulations, June 2014 of the Republic of Liberia.**

Firms that submit Expressions of Interest shall be evaluated and scored. The highest ranked firm shall be issued a Request for Proposal. For more details on the procedure for evaluation, you may read the afore-mentioned regulation (Selection based on Consultant's Qualifications).

X How to Apply

Interested Firms must deliver their Expression of Interest (with required documents attached), in a sealed envelope, to the Procurement Office, Liberia Electricity Regulatory Commission, D-1436 Tubman Boulevard, Adjacent NASSCOP, 24th Street, Sinkor, Monrovia. Firms must submit one original and three copies of the Expression of Interest. Firms must submit their Expressions of Interest on or before **2:00PM, Monday, October 13, 2025**. The address for clarity and submission is:

Procurement Unit
Liberia Electricity Regulatory Commission
D-1436 Tubman Boulevard, Adjacent NASSCORP
24th Street Sinkor, Monrovia.

Signed: _____
Management

