



SINGLE PROJECT IMPLEMENTATION UNIT

**REPUBLIC OF LIBERIA
ENHANCED INTEGRATED
FRAMEWORK
SINGLE PROJECT IMPLEMENTATION UNIT
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA, LIBERIA
Mobile #231-888539385 / 7770775837**



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TERMS OF REFERENCE

JUNIOR PROFESSIONAL OFFICER (JPO) FOR MoCI SPIU DEPARTMENT

INTRODUCTION

The Enhanced Integrated Framework (EIF) is a multilateral partnership dedicated exclusively to assisting least developed countries (LDCs) in their use of trade as an engine for growth, sustainable development and poverty reduction. The EIF partnership of 51 countries, 24 donors and eight partner agencies works closely with governments, development organizations, civil society and academia. The partnership leverages its collective know-how, outreach and experience to tackle the world's most pressing trade-for-development issues.

The EIF program in Liberia was launched toward the end of 2009 with the Ministry of Commerce and Industry (MoCI) to sustainably support: 1) trade mainstreaming into the national agenda; 2) the establishment of structures to coordinate trade related activities; 3) build national capacity to trade. The EIF National Implementation Unit (NIU) also known as the Single Project Implementation Unit (SPIU) is housed within the Department for Commerce and Trade Services in the MoCI.

The EIF Sustainability Support Project, managed by the SPIU, is designed to build within the MoCI the institutional and technical capacity to mainstream trade policy issues and considerations into the Governments' national development plans and support the design and implementation of trade related projects across Government, the Development Community and Non-State Actors.

ROLE OF JUNIOR PROFESSIONAL OFFICER

The SPIU is looking to hire two junior professional officers to work full time within the SPIU for a period of two years to support the SPIU implementation of the EIF Sustainability Support Project (SSP) objectives. The specific responsibilities of this role may include, but are not limited to the following:

- Undertake basic trade data collection, compilation analysis and support trade related research;
- Produce quarterly trade bulletins with colleagues in the unit;
- Support coordination activities managed under the SSP;
- Attend relevant meetings and engage in relevant discussions as required;
- Support organisation and participate in training activities delivered through the SSP;

- Support the day to day implementation of the SPP, working alongside the Senior Technical Officer and the SPIU Coordinator.

JUNIOR PROFESSIONAL OFFICER QUALIFICATION AND EXPERIENCE

The JPO should meet the following requirements:

- Have at least two (2) years work experience in a relevant field (government or private sector)
- Hold an undergraduate or master's degree in economics, business, or related subject;
- Familiar with Microsoft packages;
- Is organised and has the ability to work under pressure and meet deadlines;
- Proficient in oral and written English;
- Motivate, resourceful, creative and result-oriented;
- Works well in a team and can take direction from senior staff;
- Good interpersonal and analytical skills;
- Be a Liberian national. Aged between 25 – 35 years old

Location

The Officer will work within SPIU offices in MoCI in Monrovia.

Duration of the Assignment

The contract will cover up to 130days over a 24 months period.

Application Process:

Interested Candidates are invited to apply by submitting the following documents on or before July 25, 2019 @ 4:00pm:

- Application Letter
- Curriculum Vitae (CV)
- Copies of all relevant certificates/degrees, etc, should be submitted via e-mail below:

Email: apply2eif.programme.moci@gmail.com

Or hand deliver to:

**The National Project Coordinator
Enhanced Integrated Framework/
Single Project Implementation Unit
2nd floor Ministry of Commerce & Industry
Corner of Gurley & Ashmun Streets
Monrovia, Liberia**



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SENIOR TRADE POLICY OFFICER (STPO) FOR MoCI EIF/SPIU DEPARTMENT

INTRODUCTION

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The EIF Sustainability Support Project, managed by the SPIU, is designed to build within the MoCI the institutional and technical capacity to mainstream trade policy issues and considerations into the Governments' national development plans and support the design and implementation of trade related projects across Government, the Development Community and Non-State Actors.

EXPECTED OUTPUTS AND ACTIVITIES UNDER THE SSP

At the end of the SSP it is expected that the following outcomes will have been achieved:

Outcome 1: Trade Integrated into National Development Plan

- A trade mainstreaming document will be designed to integrate trade issues into the Government's Pro-Poor Agenda for Prosperity and Development (PAPD);
- The NIU will be fully absorbed within the structures of the Ministry of Commerce and Trade who will also take over full financial responsibility for the unit;

Outcome 2: Effective trade coordination mechanism in place

- The National Trade Facilitation Committee and the Private Sector Development and Trade Sector Working Groups will be fully functioning and have the organisational capacity to engage in and coordinate trade related issues;
- The MoCI, the government as a whole and private sector stakeholders will have higher capacity to engage in dialogue and policy issues in trade related areas

Outcome 3: Number of sector specific strategies integrating trade

- Trade policy position papers and work-plans designed around the five thematic areas of the PPGDA will be designed and mainstreamed into GoL structures in accordance with the countries National Development Plan;

ROLE OF SENIOR TRADE POLICY OFFICER

The MOCI SPIU is looking to hire a Senior Trade Policy Officer to support in the implementation of the SSP project. The responsibility of the Officer will be to:

Output 1: Quality trade policies updated with support from the EIF (60 Days)

- Review the five thematic area strategies of the PAPD and identify trade policy implications and recommendations for each thematic area;
- Design trade policy mainstreaming workplans for all five thematic areas;
- Stakeholder workshop and validation session for five thematic areas.

Output 2: Oversee delivery of Quarterly Trade Bulletins through the Junior Professional Officers

Support JPO in the development of quarterly trade bulletins highlighting trade performance over the previous quarter, emerging issues for trade and monitoring and reporting of existing trade related programs.

Output 3: Support SPIU Coordinator and JPOs in quality functioning public-private coordination mechanisms (30 days)

- Support relaunch of the National Trade Facilitation Committee
- Support launch of Private Sector Development and Trade Sector Working Group (PSD&T SWG)
- Provide coordination support to NTFC through SPIU and support to SPIU to facilitate meetings;
- Support Development of content for discussion at NTFC through, among others, Output 1 of this project and support of national and international facilitators
- Design Monitoring and Evaluation (M &E) tool for monthly project implementation assessment
- Organise quarterly meetings with support from facilitator
- Provide coordination support to PSD&T SWG through SPIU and support to SPIU to facilitate meetings;
- Develop content for discussion at PSD&T SWG through, among others, Output 1 of this project and support from facilitator
- Organise quarterly meetings with support from facilitator

Output 4: Oversee training in trade related areas for public and private players (30 days)

- Design curriculum focused on Liberia WTO membership, creating a trade policy that supports the GoL development agenda etc.
- Organise training courses
- Delivery of training

QUALIFICATION AND EXPERIENCE

- Hold a master's degree in economics, international trade or other business-related degree;
- Have at least 6 years experience in trade policy and analysis
- Demonstrable understanding of Project Management/Planning
- Good understanding of Liberia trade priorities;
- Good understanding of regional and international issues in goods and services trade;
- Strong analytical skills as well as proficiency in the use of statistical analysis software
- Have experience in delivery at least on project in the past similar to this
- Fluent in English

Location

The Officer will work within SPIU offices in MoCI in Monrovia.

Duration of the Assignment

The contract will cover up to 130days over a 24 month period.

Application Process:

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Monrovia, Liberia**

Terms of Reference National Consultant

Project:	Developing the tourism sector with a focus on surfing and destinations in Liberia
Assignment Type:	Consultancy
Title of Assignment:	National Consultant(s)
Section/Division:	Office for Africa / Division of Country Programmes
Place of Work:	Home based, with travel within Liberia, where applicable

Background:

The International Trade Centre, in collaboration with the Government of Liberia, through the Ministry of Commerce and Industry, is implementing a tourism development project in the Republic of Liberia, funded by the Enhanced Integrated Framework Programme.

The project focuses on developing surfing and destinations. It has an overall objective of improving economic growth, in the form of higher revenue, and job contributions of the tourism sector through: a) improving the policy environment and institutional capacity to support the sector; b) undertaking targeted promotion and advocacy campaigns to promote tourism to international, regional and domestic markets; and c) developing new tourism destinations around surfing and other water related activities. The project will mainly be implemented in the Robertsport and the Providence Island sites. The main partners of the project are the government of Liberia through the Ministry of Commerce and industry, and the Ministry of Information, Cultural Affairs and Tourism; the International Trade Centre; the United Nations World Tourism Organisation; and the Enhanced Integrated Framework Secretariat that has provided the funding for the project.

The main deliverables of the project include: a) the development of a study of the operation and performance of the surf tourism industry and an economic feasibility study for visa upon arrival; b) the development of tourist destinations to expand the range and variety of activities available; c) enhancement of institutional and operational capacities of important actors in the target tourism sub-sectors; and e) promotion and branding of surf tourism industry.

To facilitate the coordination and implementation of project activities and events at the national level, the services of a national consultant are required. With an objective of providing an overall support to the implementation of the project, the consultant will undertake the following tasks.

Duties and responsibilities:

Under the direct supervision the Project Manager and the overall guidance of the Chief for Office for Africa, in collaboration with the Ministry of Commerce and Industry, the consultant will undertake the following tasks:

- Assist in the engagement and mobilisation of local stakeholders for the project for purposes of conducting meetings, workshops and training events.
- Assist in the gathering of data on the status, operation and performance of the surf tourism industry as well as baseline data for the project as per the questionnaire to be provided by ITC
- Coordinate local meetings with the various national stakeholders to assist the work of the tourism expert in the assessment of the institutional framework and performance of the surf tourism
- Liaise with relevant national institutions to facilitate the registration of the Liberia Surfing Association
- Liaise with relevant stakeholders to gather information and respond to queries of ITC and the lead consultant or expert undertaking the substantive assessment of the tourism industry.
- Participate in the identification and stocktaking of the various institutions involved in supporting the development of the tourism sector in general and surf tourism in particular
- Participate in and facilitate the capacity assessment of relevant institutions that provide support to the tourism sector in general and the surf tourism industry in particular
- In liaison with sector associations and the relevant government ministries, assist in the identification of training participants for capacity building, compile and communicate their details as and when required by ITC.
- Contribute to the coordination and organisation of project activities and events (including validation and training workshops) for the successful delivery of the overall of project
- Gather and organise information on the progress of project implementation.
- Assist in the preparation of project reports

Expected outputs:

- A compilation and summary report of data collected on the status of the surf tourism industry in Liberia
- A report on project baseline data compiled in line with the guidance and questionnaire provided by ITC

- A successful organisation of the validation workshop on the results of the study on the status of the surf tourism industry
- Periodic project progress reports

Skills and knowledge

- Strong interpersonal and reporting skills, including a solid competence in conducting research and analysing data are necessary
- Able to apply basic Microsoft windows application, such as excel and word applications.
- Very good knowledge of the challenges and opportunities of the tourism sector in Liberia, including knowledge of the surfing industry in particular

Education

A candidate with a university first degree in economics, business and statistics as well as in tourism is required. Advanced university qualification in similar disciplines is desirable.

Experience

The candidate should have at least a 5-year experience in project coordination, management and reporting, mobilisation and engagement of stakeholders, as well as in conducting research, data collection and analysis. A candidate having experience in the tourism industry and its support environment would be desirable.

Languages

Fluency in both written and oral English is required.

Location

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