



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
5th Street, Sinkor, Monrovia- Liberia
Liberia Investment, Finance and Trade Project (LIFT-P)



REQUEST FOR EXPRESSION OF INTEREST (REOI)
(CONSULTING SERVICES – FIRM SELECTION)

Hiring of Environmental & Social Specialist for the Ministry of Commerce and Industry **REF.**
No.: LR- LR-MOCI-418914-CS-INDV.

Recruitment Type: **National Position**

The Republic of Liberia through the Ministry of Commerce & Industry has received Financing from the International Development Association (IDA) towards the cost of implementing the Liberia Investment, Trade & Finance Project (LIFT-P) and it intends to apply part of the proceeds of the Financing towards payments under the contract for **Hiring of Environmental & Social Specialist (E&SS)** for the Ministry of Commerce and Industry, through the Liberia Investment, Finance and Trade Project.

The Consulting Services (“the Services”) include to assist the Project Team and be responsible for developing, coordinating, and overseeing environmental and social policies and procedures, Environmental and Social Management Information and Reporting System, as well as reviewing and appraising proposed investments for compliance with the national environmental and social requirements as well as the applicable World Bank’s environmental and social framework (ESF) and standards relevant on the project.

Duration of the Assignment

The assignment is for one (1) year **Full Time** (after contract signing) with possible extension based on performances

Key Objectives of the Assignment

The main objective of the E & S Specialist is to support improving the E&S performance of the LIFT-P and support the mainstreaming of environmental and social management at all levels of project implementation.

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

www.moci.gov.lr / www.emansion.gov.lr

Ministry of Commerce and Industry now invites eligible Individual Consultants (“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 is listed as per the Terms of Reference provided below.

- A Master’s Degree in Environmental Science, Environmental Management, sociology, development studies, anthropology, or environmental/civil engineering or any other related field of environmental and social studies with five (5) years of relevant professional experience and a demonstrated track record in environmental and social risks and impact assessments and management, preferably in Liberia or a similar environment.
- Knowledge and experience in the Liberia EPA environmental and social assessment regulations and guidelines desired.
- Experience in the preparation, review and implementation of E&S instruments such as ESMF, ESIA, RPF, RAP, ARAP, SEP etc and proven experience in engaging with government counterparts and facilitating among various stakeholders
- Experience in establishing and managing GRM & GRC
- Experience in GBV/SEA/SH risk management would be an advantage
- Excellent practical and working knowledge of national environmental and social sustainability laws, regulations, guidelines, standards, etc., WB Environmental and Social Standards (ESS) Broader knowledge of GIIP would be an asset.

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” July 2016, Revised November 2017, August 2018 and November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

The Individual Consultant will be selected in accordance with the Individual Consultant Selection Method (INDV) method set out in the Procurement Regulations for IPF Borrowers (July 2016 as Revised in November 2017, August 2018 and November 2020).

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 **Monday July 15, 2024**, with subject: **“Re: Hiring of Environmental & Social Specialist for the Ministry of Commerce and Industry, through the Liberia Investment, Finance and Trade Project”**.

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

Attn: Joseph Y. Howe, Esq.

Project Coordinator

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TERMS OF REFERENCE

- Post Title:** Environmental and Social Specialist
- Location of Post :** Project Implementation Unit - Ministry of Commerce and Industry, 5th Street, Sinkor Monrovia, Liberia
- Contract Duration :** One year (Full- Time) with possible extension based on performance.
- Report Line :** Project Coordinator
- Recruitment Type :** National Position
- Type of Contract :** Lump Sum Contract

Background

The Government of Liberia, through the Ministry of Commerce and Industry (MoCI) is implementing the Liberia Investment, Finance and Trade Project (LIFT-P) with financing from the International Development Association (IDA) and the International Bank for Reconstruction and Development (IBRD) of the World Bank Group. The total project funding is 40 million Dollars in both loan and grant.

The World Bank is supporting the Liberia Investment, Finance and Trade Project under four (4) components, namely, Component 1: Trade & Investment-Enabling Environment, Component 2: SME Access to Markets and Finance, Component 3: Digital Financial Services Infrastructure and Component 4: PIU and Contingency Emergency Response Component (CERC). The Liberia Investment, Finance and Trade Project therefore invites the services of an individual consultant with proven experience in project procurement management to express interest in providing consultancy services to support the procurement specialist in the implementation of the LIFT Project.

The overall objective of the LIFT Project is to improve the investment climate, strengthen firm capabilities, expand financial access, and help formal Micro, Small and Medium Enterprises (MSME) recover from the impact of the COVID-19.

The LIFT- P is an explicit contributor to the FY19-FY24 Country Partnership Framework (CPF) Pillar I: Strengthening Institutions and Creating an Enabling Environment for Inclusive and Sustainable Growth. Specifically, the project implements Objective 3 of the CPF, that seeks a more enabling environment for the development of Small and Medium Enterprises (SMEs). The Project furthers the CPF's objective by fostering the emergence of an inclusive private sector through a

more hospitable investment climate, expanded access to finance, and stronger market governance. The ERTTP envisions the removal of key regulatory constraints and will facilitate trade and expand access to finance. Specifically, it will focus on (i) the regulatory areas where Liberia ranks low on Doing Business indicators, (ii) implementation of the Financial Sector Development Implementation Plan and National Financial Inclusion Strategy, (iii) implementation of the Insolvency and Restructuring Law adopted in 2017, and (iv) support for Liberia's implementation of commitments to the World Trade Organization (WTO), Trade Facilitation Agreement, since adoption of the long-awaited Customs Code.

The project supports a Jobs and Economic Transformation (JET) framework for Liberia and its two pillars on which the outcomes sit: better market functioning and improved firm capabilities. In doing so, the project targets six of the ten-building block in this framework as a complement to other parallel activities under the Liberia CPF supporting macroeconomic management, infrastructure services, employment policy and human capital. The project takes account of the Government Recovery Program (GRP) project that seeks to support otherwise viable growth oriented private enterprises that were adversely impacted by the effects of the pandemic. As the mechanism for firm level support is structured, guardrails will be established to prevent adversely impacting financial discipline and commercial credit underwriting needed for a sustained recovery. At the same time, with various indicators highlighting access to finance as an issue, attention to expanding digital financial services (DFS) is needed.

In addition to its contribution to the Jobs agenda, the Project design supports a range of IDA priorities including Gender, Climate, Governance, Fragility, Conflict & Violence and Maximizing Finance for Development (MFD). The project will ensure that women-oriented training and eligibility will be included in firm support and financial access component by deliberately incorporating, in the design of project activities, features that seek to address the identified gaps between men and women with respect to their participation in economic activity in the country, especially around differential constraints and performance between women-owned and men-owned firms. These include the reforms to the business environment (e.g., registration, permits and access to finance), as well as activities to support SMEs and entrepreneurs. The project will monitor the extent to which activities are contributing toward closing gender gaps by measuring, among other things: (i) the number of women led MSMEs with a loan through the project; and (ii) the percentage of women that are covered by the credit registry. Finally, as a foundational project to strengthen the public sector's ability to facilitate growth of the private sector on a sustainable basis, significant efforts will be devoted to institution building activities in key agencies. In this light, the project's concept identifies the strengthening of institutional functioning, streamlining of business processes and use of automation to lower costs, improve services and remove face-to face interactions.

The Project will be implemented in all 15 counties of Liberia for the next 5 years.

The components of the project are as follows

Component I. Investment Climate and Trade (US\$16.0 million). This component supports improvements in Liberia's business environment by strengthening critical Government to Business (G2B) services covering international trade, business licensing and private investment.

Component II. SME Access to Markets and Finance (US\$11.0 million). This component seeks to capitalize on emerging national, regional and international trade opportunities and the existence of Foreign Direct Investment in Liberia, to offer a combination of technical assistance and finance to support SMEs to access markets, improve capabilities and increase productivity.

Component III: Digital Financial Services Infrastructure (US\$9.0 million).

Component IV. Project Implementation, M&E and CERC (US\$4.0 million). This component will support: (i) Government and other actors capacity strengthening for coordination, design, and implementation; (ii) the administrative, technical, procurement of goods and services, and financial management of the project by Project Implementation Unit (PIU) under the oversight of Project Steering Committee; (iii) the coordination among all institutional partners to ensure the efficient flow of information among all actors and coordination with the private sector; (iv) the establishment of monitoring and evaluation (M&E) mechanism of the project's results and impact; (v) the development of communication activities to publicize and disseminate project results, best practices, and success stories; (vi) impact evaluations

CERC (Contingent Emergency Response Component) (US\$0 million).

The project will be implemented in accordance with the World Bank's Environmental and Social Framework (ESF) and the applicable Environmental and Social Standards (ESS). Eight of the ten Environmental and Social Standards (ESS) were considered relevant for the project.

ESS1 (Assessment and Management of Environmental and Social Risks and Impacts), ESS2 (Labor and Working Conditions), ESS3 (Resource Efficiency and Pollution Prevention and Management), ESS4 (Community Health and Safety), ESS5 (Land Acquisition, Restrictions on Land Use and Involuntary Resettlement), ESS9 Financial Intermediaries, and ESS10 (Stakeholder Engagement and Information Disclosure). The overall environmental and social risk rating of the LIFT Project is classified as **Moderate**.

Objective of the Environmental and Social Specialist (E &SS)

The main objective of the E & S Officer is to support improving the E&S performance of the LIFT-P and support the mainstreaming of environmental and social management at all levels of project implementation.

Scope of Services

The project is seeking the services of a qualified and experienced full time Environmental and Social Specialist. The E&S specialist will assist the PIU and be responsible for developing, coordinating, and overseeing environmental and social policies and procedures, Environmental and Social Management Information and Reporting System, as well as reviewing and appraising proposed investments for compliance with the national environmental and social requirements as well as the applicable World Bank's environmental and social framework (ESF) and standards relevant on the project. The Specialist shall work in close coordination with both internal and external stakeholders to ensure smooth and effective implementation of the Project.

The E & S Specialist will assist the Project Team in the review, further development and implementation of environmental and social instruments, and the institutionalization of good industrial practices in the implementation of project activities. Specifically, the E & S Specialist will supervise and coordinate all environmental and social management activities/aspects under the project and take responsibility for the preparation and implementation of E&S instruments, including the Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan (SEP), the Environmental and Social Commitment Plan (ESCP), Labor Management Procedures (LMP), and other site-specific instruments such as the Environmental and Social Impact Assessment (ESIA), Environmental and Social Management Plan (ESMP), , Resettlement Action Plan (RAP) Key duties will include compiling E&S risk management reports, coordinating and supervising the activities of sub-project operators and specialist consultants, organizing ESF capacity building and awareness activities, drafting TORs for environmental and social studies and coordinating knowledge sharing activities.

Duties and Main Responsibilities

Under the supervision of the Project Coordinator, the E&S Specialist will undertake the following tasks, which include but not limited to:

- Review applicable national and World Bank operational policies, and comply with the provisions of any other environmental and social (E&S) documents required under the Environmental and Social Framework (ESF) such as Environmental and Social Management Framework (ESMF), Environmental and Social Management Plans (ESMPs), Resettlement Policy Framework (RPF), Labor Management Procedure (LMP) and Stakeholder Engagement Plan (SEP), and the timelines

specified in those E&S documents.in accordance with the Environmental and Social Commitment Plan (ESCP).

- Developed an implementation strategy work plan every six months.
- Support the PIU to implement material measures and actions so that the Project is implemented in accordance with the Environmental and Social Standards (ESSs). In accordance with the ESCP which sets out material measures and actions, any specific documents, or plans, as well as the timing for each of these
- Serve as the main contact person with overall responsibility for ensuring the project complies with National and World Bank Environmental and Social Standards (ESSs) of the ESF and other related policies of the World Bank.
- Support the PIU in the establishment and operationization of a suitable Environmental and Social Management information and Reporting System to manage potential risks and impacts that may be associated with the interventions funded under the project.
- Support PIU to establish robust Grievance Redressal Mechanism at different level.
- Coordinate with Ministry of Gender and Child Protection to manage the risks related to Gender Based Voilance (GBV)/ Sexual Exploitation and Abuse & Sexual Harasment (SEA/SH)
- Support the PIU to ensure the Participating Financial Institutions (PFIs) have in place an environmental and social system (ESMS) and to maintain qualified E&S officers capable of designing and using screening forms to select credible credit line beneficiaries in a fair and transparent manner.
- Support the PIU in the efficient coordination regarding preparation and implementation of ESF instruments, including but not limited to the Environmental and Social Management Framework (ESMF), ESIAs/ESMPs, SEP, LMP and environmental and social considerations to be taken into account in the sub-project preparatory activities.
- Collaborate with the Participating Financial Institutions (PFIs) to ensure consistency in the E&S requirements and standards.
- Using the E&S screening tools in the ESMF, undertake screening and due diligence of all sub-projects proposed for financing to determine the scope and severity of risks and impacts as well as the level of environmental and social analysis, including mitigation measures needed , i.e., Environmental and Social Impact Assessments (ESIAs), Environmental and Social Management Plans (ESMPs), and others as may be required to mitigate the identified E&S risks and impacts during implementation.
- Screen and scope proposed subprojects for land acquisition, displacement of livelihoods and in consultation with relevant technical specialists, assess the feasibility of altering project designs to avoid impacts related to land acquisition, resettlement, and displacement of livelihoods.
- Liaise with the World Bank (WB) environmental and social (E&S) team and provide technical guidance to the implementing agencies of the project and relevant government agencies on all aspects related to the project's environmental and social risks and impacts

management.

- Develop and/or contribute to Terms of Reference (TORs) for environmental and social management of proposed interventions and ensure hired consultants understand their roles and carry out their activities as per their TORs.
- Work with, advise, and supervise project consultants to undertake Environmental and Social Impact Assessments (ESIA) studies, and Environmental and Social Management Plans (ESMPs), Environmental and Social Management Information and Reporting System and other relevant ESF reports and review the documents/instruments prepared to ensure compliance with relevant environmental aspects required to manage project-related environmental risks and impacts.
- Ensure that all reports including Resettlement Action Plans (RAPs), ESMPs, and Environmental and Social Impact Assessments (ESIAs) etc. go through reviews and get the necessary clearances from the appropriate institutions like the World Bank, and the EPA.
- Ensure that the relevant aspects of the ESCP and ESMF, including relevant E&S documents and plans, the Labor Management Procedures, and worker code of conducts into the Environment, Social, Health and Safety (ESHS) specifications of the procurement documents for contractors are incorporated into the construction contractor and the supervising consultant contracts and bidding documents.
- Ensure that ESHS requirements with project grantees are included in contracts.
- Ensure that contractors develop Contractors' ESMP and Labor Management Plans, and other management plans as may be deemed necessary during implementation consistent with the Project's ESMF requirements, comply and report on them as required by the ESCP.
- Where a CERC is triggered during an emergency, support the PIU in the development of a CERC-ESMF that includes a description of the ESHS assessment and management arrangements and procedures for the activation and implementation of the CERC under the project in accordance with the ESSs and support in implementing the measures and actions required under the CERC E&S management plans or instruments, within the timeframes specified in the plans.
- Support the PIU in the review of documentation pertaining to environmental and social compliance (including project designs, specifications, estimated costs of mitigation, bidding documents, contract agreement clauses, reviews on-site, Contractor ESMPs and other reports from contractors etc.) to ensure that all environmental and social management issues are incorporated into detailed planning, design, specification and bidding documents for all investment project including monitoring of contractor compliance with their contractual commitments.
- Lead in the acquisition of applicable statutory environmental and/or health and safety permits from relevant institutions and agencies, as may be relevant and the contractors are aware of the conditions of issued permits before the commencement of any civil works.

- Conduct sub-project site-specific E&S screening using the
- screening tool provided in the ESMF.
- Develop a timetable for field visits and undertake supervision visits to sub-project sites using compliance checklists and supervisory guides for field inspections and ascertain if sub-projects are implemented in an environmentally and social sustainable manner.
- Ensure distribution of all other relevant project documents to the respective participating sub-project operators and other relevant stakeholders and ensure their application.
- Ensure timely disclosure of all relevant E&S documents in country and liaise with the World Bank to disclose on the World Bank external website..
- Undertake institutional capacity assessment, identify gaps, develop capacity building programs and administer training to project staff, beneficiaries and relevant stakeholders in the PIU and sub-project implementers, especially in the application of World Bank Environmental and Social Framework (ESF), regulations, standards, instruments, etc. that are relevant to the project.
- Create a general awareness for sound environmental and social management within the implementing agencies, participating organizations, partner organizations and the beneficiary communities.
- Develop ESF compliance monitoring templates and monitor and ensure contractor's compliance with ESS requirements throughout the project life
- Work with environmental and social officers designated in sub-project operator units where applicable to ensure that all environmental and social issues are incorporated into Bid and specification documents for all sub project types.

- Work with environmental and social officers of the sub-project operator units to ensure that environmental and social screening are carried out in a timely manner and follow up actions undertaken by the operators.
- Design a simple and robust E&S monitoring system, including easily measurable indicators, at the Ministry of Commerce and Industry and lead on the monitoring of implementation of the relevant instruments during all phases of the subprojects or investments.
- Support the Environmental/Social monitoring and report against the Environmental and Social Risk Management provisions, including those in the ESCP highlighting environmental and social issues not addressed, provide recommendations for corrective measures for subsequent projects and regularly discuss with the Project Coordinator to ensure enough resources are captured in the project's annual budget for the management of E&S risks and impacts, including regular supervision and monitoring activities
- Ensure that contractors have a mechanism in place for management of occupational health & safety (OHS), environmental & social aspects of the project, and liaise with the supervision/site engineer to ensure that the contractor's OHS plan is properly implemented. Periodically report on ongoing works, planning efforts, compliance and other aspects requiring attention and assist Project Coordinator in review and preparation of the environmental and social aspects of Quarterly reports throughout Project implementation period in accordance with the ESCP. Advise the Financial Institutions and other partners such as consultants and ensure that they understand their roles and carry out their activities as per their TORs.
- Ensure project affected communities and relevant stakeholders are adequately consulted during the preparation of E&S instruments and that their concerns are considered in the design of sub-project activities to avoid, minimize, mitigate and/or compensate for potential impacts.
- Review and clear all reports submitted by the sub-project operators and environmental and social consultants for onward submission to the World Bank through the Project Coordinator.
- Make recommendations to the Project Coordinator regarding required budgets for implementation, as appropriate.
- Assist with the regular update of the Project Implementation Manual (PIM) and preparation of the Annual Work Plan and Budget (AWPB), as necessary.
- Provide hands-on support, coaching, mentoring, guidance and training to Participating Financial Institutions (PFIs) in the development and implementation of their Environmental and Social Management Systems (ESMS)
- Develop, implement and report on the Grievance Redress Mechanism (GRM).
- Submit Monthly reports to the Project Coordinator and contribute to Quarterly, Semi-annual, and Annual project progress reports. This will notably contribute to drawing lessons for preparing the following AWPB.

- Undertake any tasks assigned by the Project Coordinator in relation to environmental risk management for the achievement of the overall project objectives.

REPORTING AND DELIVERABLES

The specialist shall be based at the PIU and shall on a day-to-day bases work with the PIU and report to the Project Coordinator. The consultant is expected to among others, make the following deliverables:

The Environmental and Social Specialist shall prepare monthly and quarterly Environmental and Social reports in addition, will prepare other reports, as and when needed.

Monthly progress reports: The Consultant shall prepare concise Monthly Progress Reports covering progress towards achieving the objectives in this ToR as well as identified areas of weaknesses and strategies for improvement of environmental and social management project activities. The reports shall provide a brief but comprehensive end-of-month progress assessment. Tabulated representations of the work program, details of impediment to the performance and proposals for overcoming them. These reports shall be submitted within or not later than the 7th day of the first week of the succeeding month. The report will be assessed and appraised by the Project Coordinator.

Quarterly Progress Reports: These reports shall make use of the information previously reported monthly, but suitably modified to include, summarize, and draw conclusions on all pertinent issues concerning the assignment in accordance with the TOR. In addition, the Quarterly Progress Reports shall summarize the Consultant's activities, with solutions adopted, and any other relevant information considered necessary in respect of the services delivery. Each of these reports shall be submitted not later than the 7th day of the first month of the following quarter.

Qualifications and Experience

- A Master's Degree in environmental science, Environmental Management, sociology, development studies, anthropology, or environmental/civil engineering or any other related field of environmental and social studies with five (5) years' of relevant professional experience and a demonstrated track record in environmental and social risks and impact assessments and management, preferably in Liberia or a similar environment.
- Knowledge and experience in the Liberia EPA environmental and social assessment regulations and guidelines desired.
- Good understanding of E&S related issues and mitigation processes and measures.
- Experience in the preparation, review and implementation of E&S instruments such as ESMF, ESIA, RPF, RAP, ARAP, SEP etc and proven experience in engaging with government counterparts and facilitating among various stakeholders
- Demonstrate experience supporting the design and implementation of an Environmental Management System for Financial Institutions.
- Demonstrated experience in stakeholder engagement and consultation
- Experience in establishing and managing GRM & GRC
- Experience in GBV/SEA/SH risk management would be an advantage

- Excellent practical and working knowledge of national environmental and social sustainability laws, regulations, guidelines, standards, etc., WB Environmental and Social Standards (ESS) Broader knowledge of GIIP would be an asset.

Key Competencies

Abilities

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor his/her own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Self-motivated.
- Ability to think strategically and conduct dialogue on environmental and social issues, rural development, climate change, etc.

Skills

- Excellent interpersonal and team building skills, including negotiation skills.
- Excellent written and spoken communication skills, including presentations in English.
- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications.
- Well-developed organizational skills Knowledge.
- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general. Experience in Liberia would be an added advantage.
- Knowledge and experience of World Bank procedures, especially Environmental and Social Safeguard policies, Environmental and Social Framework (ESF), and Environmental and Social Assessments and environmental and social systems (ESMS)

PERIOD OF THE ASSIGNMENT

The duration of the assignment is for a period of 12 months. Subject to satisfactory performance of the assignment, the contract may be extended (based on the unit rate included in the signed contract). The position is a full-time position during the contract period.

SERVICES AND FACILITIES PROVIDED BY CLIENT

- a. Office space with all necessary office equipment including Computer
- b. Personal Protective Equipment
- c. Internet services at the office
- d. Transport for official duties on site

JOB LOCATION

The Specialist shall be based in Liberia.