

Terms of Reference for firms and consultants

Background

The Liberia Decentralization Support Program is a five- year Government of Liberia program of support to the decentralization of political, administrative and fiscal decentralization in Liberia. The program is fully aligned with Liberia's national Policy on Decentralization and Local Governance. It is one of the priority areas in the Agenda for Transformation pillar 4 on governance. In order to have coordinated donor support to the decentralization reforms and local governance program through improving local government's ability to perform its core functions and support the development of strong local systems, National Decentralization Secretariat (NDS) has been set up in the Ministry of Internal Affairs to provide technical support. The main function of NDS is to manage, coordinate, and support capacity building, implementation, monitoring and evaluation of Liberia National Decentralization Program. The following advertised posts are under the general supervision of the National Program Director or other professional officer at NDS, Ministry of Internal Affairs.

a) Firm to design, produce communication materials and disseminate materials nationwide

In order to support the operational and other implementation aspects of the Liberia National Decentralization Program, the service of a firm is required to:

- Design and produce audio communication materials including jingles;
- Design and produce video communication materials including jingles;

- Design and produce bumper stickers;
- Design and produce billboards;
- Disseminate all the above materials nationwide; and
- Collaborate with resource persons and stakeholders in producing materials in appropriate formats including the use of local traditional communication mechanisms to reach target audience.

Qualifications and experience:

1. Firms must be registered in media, production, advertising, communications and public relations or related field with proven record in the design and production of audio and video materials including jingles, billboards and bumper stickers.
2. Firms must have strong in-house production capacity, nationwide logistic network, extensive countryside work and countryside travel experience to disseminate communication materials nationwide.
3. Firms must attach resume/CVs of at least two leading staff with the relevant technical skills and extensive work experience to implement the project.

Duration: Two months

Submit Applications and CV to the Director, Human Resource Division, Ministry of Internal Affairs, Capitol Hill, Monrovia.

Deadline for submission of application and CV is Monday August 5, 2013

b) Consultants (2) to update a dynamic data website and develop an operational database

In order to support the operational and other implementation aspects of the Liberia National Decentralization Program, the service of two Consultants (2) is required to:

- Update a dynamic data website and liaise with responsible officers for regular content edition and publishing;
- Develop an operational data base for Ministry of Internal Affairs, Ministries, and Agencies, Commissions staff at the central office, counties, cities and districts;
- Support the implementation of data platform and develop mechanisms for sharing data information;
- Provide technical support in the administration of the IT infrastructure;
- Develop and implement proper data backup, restoration, validation, security procedures to assure integrity and availability; and
- Test the implementation and technical management of the new application.

Qualifications and experience:

1. University degree in Computer Science, Management Information Systems, Information Technology, database management or related field
2. Minimum of five (5) years' experience in web development, open source systems analysis, database modeling and management
3. Proven experience in the development of innovative solutions and implementation of database systems using tools and programming languages, antivirus software and IT utilities

Duration: Two months

**Submit Applications and CV to the Director, Human Resource Division,
Ministry of Internal Affairs, Capitol Hill, Monrovia.**

**Deadline for submission of application and CV is Monday August 5,
2013**

c) Consultants (2) to conduct assessments, surveys and formulate a long term Local Capacity Development Strategy for decentralization implementation

In order to support the operational and other implementation aspects of the Liberia National Decentralization Program, the service of two Consultants (2) is required to:

- Facilitate participatory planning and undertake field assessment studies with local communities and other stakeholders;
- Conduct surveys including the collection of baseline information relevant for the use in decentralization program; and
- Formulate a long term local capacity development strategy for the implementation of decentralization.

Qualifications and experience:

1. Master's degree or higher in social sciences or related field
2. Minimum of four (4) years' experience in undertaking field assessments, surveys to formulate long term capacity development strategies
3. Extensive countryside work and countrywide travel experience

Duration: Two months

Submit Applications and CV to the Director, Human Resource Division, Ministry of Internal Affairs, Capitol Hill, Monrovia.

Deadline for submission of application and CV is Monday August 5, 2013

d) Consultants (2) to formulate cost effective plan for rational use of existing infrastructure, facilities and estimates for renovation of existing facilities

In order to support the operational and other implementation aspects of Liberia National Decentralization Program, the service of two Consultants (2) is required to:

- Develop a matrix, review the use of existing infrastructure and facilities;
- Analyze and formulate a cost effective plan for rational use of existing infrastructure and facilities; and
- Provide estimates for additional infrastructure and facility needs during 2013-2017 as well as estimated costs for renovation of existing facilities.

Qualifications and experience:

1. University degree in Engineering and related field
2. Minimum of five (5) years' experience in undertaking facilities and infrastructure use assessments including construction and renovation works
3. Extensive countryside work and countrywide travel experience

Duration: Two months

Submit Applications and CV to the Director, Human Resource Division, Ministry of Internal Affairs, Capitol Hill, Monrovia.

Deadline for submission of application and CV is Monday August 5, 2013.