

## **Request for Expression of Interest (EOI)**

### **CONSULTING SERVICES**

The Ministry of Internal Affairs intends to apply part of its budgetary allocation to payments under the contract for Consultant service for Decentralization Reform.

The services include: applying the Government of Liberia's pension criteria to determine all employees who are eligible for retirement; designing and producing materials that will be used to conduct pre-retirement counseling sessions (group and individual); conducting workshops and individual meetings to prepare employees for retirement; providing information and strategies that can address risks and fears that come with retirement; explaining various benefits that are available to GOL pensioners; etc.

The Ministry of Internal Affairs now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

A consultant will be selected in accordance with the procedures set out in the Public Procurement and Concessions Commission Act, of the Republic of Liberia.

Interested consultants may obtain further information at the address below from 8:00AM to 4:30 PM.

Expressions of interest must be delivered to the address below by 11:00 AM, January 10, 2014.

Street Address: Capitol Hill,  
Executive Mansion Ground

Floor/Room Number: Building # 3 Procurement Unit  
City/Town: Monrovia, Liberia.  
Contact Person: Tebeh A.M. Glay

**Ministry of Internal Affairs  
Terms of Reference (TOR)  
For Consultant services  
Decentralization reform**

## **Background**

The Ministry of Internal Affairs is the lead agency of the Government of Liberia's Decentralization Program. The program seeks, among other things, to rationalize and strengthen local governments in Liberia so that they can be more effective and efficient in service delivery and local economic development.

Rightsizing the local government workforce is part of the decentralization reforms. This will reduce training costs, increase productivity and lower the cost for Operating local governments. A key initiative in attaining the right size and mix of local government staff is the comprehensive and timely retirement of those who qualify for the Government of Liberia's retirement program, as provided for in the Civil Service Regulations.

Because the MIA has offices throughout Liberia and intends to carry out its reforms in a professional and conflict-sensitive manner, it has determined that some elements of the retirement project should be outsourced. Working closely with the Civil Service Agency and under the supervision of the Deputy for Administration of the MIA, the specific duties of the selected consultant will be:

## **Scope of service**

- Apply the Government of Liberia's pension criteria to determine all employees who are eligible for retirement;
- Design and produce materials that will be used to conduct pre-retirement counseling sessions (group and individual);
- Conduct workshops and individual meetings to prepare employees for retirement, provide information and strategies that can address risks and fear that come with retirement, and explain various benefits that are available to GOL pensioners;
- Assist employees in choosing a mix of benefit options that maximize benefit;
- Assist employees in completing various forms and documents that are required for GOL and Social Security retirement benefits;
- Work with CSA and other agencies in processing the various forms that are required for retirement benefits;
- Organize send-off ceremonies for appreciation of pensioners;
- Operate a call center to receive and address concerns of the pensioners, and
- Put in place mechanisms for promptly resolving issues relating to the payment of benefits for the pensioners;
- Work closely with the MIA Human Resource Staff to ensure awareness and sensitization of the Process;
- Ensure the transfer of knowledge and skills to MIA Human Resource Staff; and
- Ensure detailed work plan along with methodology.

**Reports:**

- Inception Report
- Monthly Progress Report
- Draft final Report

**Qualification**

- A minimum of Master's degree or equivalent in finance, business/public administration, law or related field;
- A minimum of 5 years experience in financial planning or retirement planning,
- At least two years of experience in managing defined benefit pension plans for large groups;
- Knowledge of Social Security systems, including the design of benefit formula's that can integrate employer pensions and social security pensions to yield maximum benefits for retirees; and
- Knowledge of estate planning and taxation.

Signed \_\_\_\_\_

Hon. Varney A. Sirleaf  
Deputy Minister for Administration/Co-chairman  
Procurement Committee