



Office of the Minister

# REPUBLIC OF LIBERIA MINISTRY OF INTERNAL AFFAIRS

Capitol Hill, P. O. Box 9008  
1000 Monrovia, 10 Liberia



## Ministry of Internal Affairs/Liberia Decentralization Support Program (LDSP) CONSULTING SERVICES

### Request for Expressions of Interest

The **Ministry Of Internal Affairs** intends to apply funds from the United Nations Development Programme (UNDP) for payments under the contract for **National Information and Communication Technology (ICT) Specialist, National Advisor for Capacity Development and Training and Media Engagement Officer** under the **Liberia Decentralization Support Program(LDSP)**.

### **BACKGROUND**

There is widespread consensus that accelerating decentralization is central to consolidating peace and reconciliation, promotion of good governance and alleviating poverty in this respect, the Government of Liberia (GOL) has taken steps to advance a decentralization agenda to ensure that the greatest number of the Liberian people take part in local governance, enjoy equitable access to the nation's resources and are beneficiaries of local development activities. Accordingly, in January 2012 the Government of Liberia launched the National Policy on Decentralization and Local Governance aimed at systematically providing guidance to the process of decentralizing power, authority, functions and responsibilities from the central government to local governments. The policy provides that administrative institutions in the counties be revised, restructured and harmonized to implement a responsible and responsive system of local governance and public administration, and to ensure accountable, efficient and transparent management of local resources.

The consultants will be selected based on the Individual Consultants Selection method.  
The consultants will, among others perform the following functions:

- a. **National Information and Communication Technology(ICT) Specialist**
  1. Formulate a computerized plan for various departments of MIA and local government administrations and support and guide its implementation, including staff training;
  2. Establish and update periodically the specifications for ICT equipment, peripherals and software for procurement;
  3. Ensure that all ICT resources are well maintained and optimally shared and fully utilized within MIA and local government administrations e.t.c
  4. Formulate a computerized plan for various departments of MIA and local government administrations and support and guide its implementation, including staff training;
  5. Establish and update periodically the specifications for ICT equipment, peripherals and software for procurement;
  6. Ensure that all ICT resources are well maintained and optimally shared and fully utilized within MIA and local government administrations;
  7. Establish formal procedures to fully secure system and data integrity, including periodic back-up data and system resources and effectively manage virus threats and other potential intrusions and unauthorized access;
  8. Coordinate and manage the setting up of VSATs at MIA and the counties to ensure their full functionality and cost-effectiveness;
  9. Support creation of an electronic registry and archive for MIA and local government administrations
  10. Create, update and maintain nationwide MIA email system and ICT network website, ensuring that the website becomes a major source of information dissemination within and outside MIA; and
  11. Perform other tasks as required.
  12. The National ICT Specialist is under the general supervision of the National Program Director



### **Required Qualifications, Competences and Attributes**

**Education:** University degree in information systems, Information Technology, Computer Science or a closely related discipline; one or more industry certifications such as MCSE, Cisco Certified Network Administration, HP Accredited Systems Engineer, etc. is an added advantage

**Work Experience:** A minimum of 4 years of progressive work experience in the ICT field including experience in design and deployment of LAN, WAN and VSAT and other customer premise equipment; experience in sizing, building and deploying applications and data servers and developing databases and decision support systems

**Communication:** Ability to write in a clear and concise manner and to effectively communicate orally.

**Duty Station:** Monrovia (must be willing to travel to counties)

**Duration of contract:** One year with possible extension

**Remuneration:** Very attractive

**Gender:** Qualified females are encouraged to apply

#### **b. National Advisor for Capacity Development and Training**

- c. Assess and determine the training capacity building needs of participating Ministries, Agencies and Commissions, County Officials, Civil Society Organizations, relevant groups and stakeholders involved in the implementation of the decentralization activities at all levels.;
- d. Identify specific capacity building requirements and define the skills required by the various participating stakeholders at the central and local levels to implement the decentralization program.
- e. Develop and design appropriate capacity building workshops for participating stakeholders using local human resources and knowledge that maximize local understanding of the decentralization process for target groups.
- f. Facilitate and conduct Training of Trainers workshops, seminars, community consultative meetings at national, county, district and municipal levels and submit training reports to the National Decentralization Secretariat Director.
- g. Build capacity of program staff, provide guidance and oversee the development of trainings, workshops, conferences and seminars offered by the central and local governments on decentralization program
- h. Work closely with Ministries, Agencies and Commissions, Decentralization Units, Monitoring and Evaluation teams to ensure implementation of training activities
- i. Work in cooperation with other units within the Ministry of Internal Affairs in harmonizing efforts to implement capacity development and training to support the decentralization program.
- j. Develop, reporting and accountability mechanisms that ensure capacity development and training including gender, provide regular progress updates based on sex and age-disaggregated data analyzed from a gender perspective
- k. Perform other duties as assigned by the Director.

### **Required Qualifications, Competences and Attributes**

**Education:** At least a Masters Degree in the social & natural science from a recognized university.

**Work Experience:** A minimum of 5 years' experience in training, facilitating and imparting knowledge and empowering. Experience in capacity development for decentralization and local governance will be an added advantage

**Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.



**Duty Station:** Monrovia (must be willing to travel to counties)

**Duration of contract:** One year with possibility for extension

**c. Media Engagement Officer**

Under the general oversight of the Minister of Internal Affairs and direct supervision of the National Program Director of LDSP and in collaboration with the National Communication Specialist, the Media Engagement Officer shall:

1. Ensure implementation of the LDSP communication strategy with the aim of increasing its publicity, outreach and ensuring wide sharing of program news, plans achievements and lessons learnt.
2. Build and maintain networks and relationships with relevant international and national media institutions as well as local media in the counties, especially community radio stations.
3. Work with ICT to upgrade, run and regularly update the website of MIA where an LDSP potter will be built to ensure up-to-date news and regular announcements.
4. Manage and follow up by dissemination of newsletters, success stories, press releases etc to the media and relevant stakeholders.
5. Contribute to the preparation of media and outreach events including project level workshops, conferences and seminars.
6. Identify innovative and relevant media channels to support promoting the Ministry of Internal Affairs overall program activities.
7. Contribute to the production of documentaries as well as filming of project's activities on its achievements and challenges.
8. Contribute to the production of special events materials (posters, short clips, flyers, T-shirts etc) for publicizing the program.
9. Make periodic field trips to the counties to identify and highlight impact of decentralization and local governance issues.
11. Perform other tasks as maybe requested by the Minister of Internal Affairs, heads of MACs and the National Program Director of LDSP.

**Competencies:**

**Education:** A university Degree in Mass Communication, Management, Public Administration or related field.

**Work experience:** Must have at least 3 to 5 years of progressive work experience in the field of Communication, Management or Public Administration. Familiarity with the Work of the Ministry of Internal Affairs will be an added advantage.

**Duration** : One year contractual, with two months probation and possibility for extension.

**Remuneration:** Very attractive

**Gender** : Qualified females are encouraged to apply.

REPUBLIC OF LIBERIA  
MINISTRY OF INTERNAL AFFAIRS

The Ministry of Internal Affairs now invites eligible consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services. Consultants will be selected in accordance with the procedures set out in the Public Procurement and Concessions Act (PPCA) 2010, of the Republic of Liberia using **Individual Consultant Selection Method**.

Interested consultants may obtain further information at the address below from 9:00 a.m. to 4:00 p.m.

**Cover letters, CVs** and supporting certificates must be delivered to the address below by March 27, 2015.

The Human Resource Department  
Ministry of Internal Affairs  
Executive Mansion Ground  
Capitol Hill, Monrovia, Liberia  
Telephone : (+231)0886514117

Signed: \_\_\_\_\_

**Hon. Varney A. Sirleaf**

**Co-Chair, Procurement Committee**