



**REPUBLIC OF LIBERIA**  
**MINISTRY OF EDUCATION**

P.O. BOX 10 - 9012  
1000 MONROVIA 10, LIBERIA  
WEST AFRICA



**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**Assignment Title:** Consultancy to Develop Digital Information Technology Specialist

**Background**

The Ministry of Education has received funding under its Performance-based Results (PBR) component of its project funded by the World bank and intends to apply parts of the amount towards hiring a Digital Information Technology Specialist to support its digital office for the Human Resource Division, Ministry of Education.

**Objectives of the assignment**

The Primary objective of Digital Information Technology Specialist is to provide technical guidance, advisory services and development of Information Technology Services (IT systems) to the Ministry of Education for Integrated Educational Management Information System across the education sector.

**Scope of Assignment**

Among the specific responsibilities of the Digital Information Technology Specialist will include but not limited to the following functions:

- Provide technical support in education technology design, deployment and implementation of education technology systems;
- Develop roadmap for integration of existing IT systems used in the education system;
- Identify, design, and effectively incorporate technology plans, tools, and programs into the education system, ranging from central level to decentralized systems.
- Provide technical guidance on the installations and optimization of the technology systems and database across the education system;
- Support the provision of capacity building, and skills transfer to counterparts at the MoE and schools across the countries in using and maintaining IT systems;
- Provide advisory and guidance to the MoE Digital Office
- The Consultant will be stationed in Monrovia, Liberia with travel to field sites as required.
- And any other tasks that would be required for supporting the implementation and rollout of the Digitization in Education project.

### **Duration of the Assignment**

The duration of the proposed assignment is twelve (12) months.

### **Consultant Qualification and Experience**

The Consultant is expected to meet the following Minimum Qualification and Experience Requirements:

- i. Bachelor degree in Information Technology related fields
- ii. At least 4 years of experience working developing and managing digital services;
- iii. Experience in at least two (and preferably more) of the following areas: digital technology infrastructure, digital skills development, digital data analytics, web development, Graphic Designs, user privacy, safety and data protection;
- iv. Demonstrated ability and experience managing and working in the implementation of technology system;
- v. Relevant strong analytical and quantitative skills, familiarity and experience with rigorous analysis and evaluation of education interventions with a technology focus.
- vi. At least one (1) experience in delivering and managing digital technology products that involves users of the system.

### **General Conditions: Procedures and Logistics**

The MoE will provide:

- i) Access to all information and stakeholders to facilitate the assignment
- ii) Office space within the Digital office
- iii) Printing equipment and supplies;
- iv) Essential office furniture
- v) Access to Internet, and network resources, where necessary

### **Payment Terms:**

Consultancy will be paid on a monthly basis for six (6) month duration and is renewable based on performances.

The attention of interested individual writers is drawn to section 68 of the PPCC Guidelines: Selection and Employment of Consultant under the Consultancy Selection procedures described in this REOI, in accordance with the policies of the Public Procurement & Concessions Commission (PPCC) detailed in the Guidelines - Selection and Employment of Consultants by PPCC which can be found at the following website: [www.ppcc.gov.lr](http://www.ppcc.gov.lr).

Consultant will be selected in accordance with the procedures set out in the PPCC *Guidelines: Selection and Employment of Consultants*. Selection is based on the Consultant Qualification (CQS) as set out in Guidelines on Consultancy Services.



Interested individual Consultants may obtain further information at the address below during office hours **from 09:00am to 3:00pm, Mondays to Fridays**, starting **Thursday February 16, 2023 to Friday March 3, 2023** or on the Ministry of Education website: <http://www.moeliberia.com>

Expressions of Interest must be delivered in a written form clearly marked: **“Ref: Digital Applications for the Technical Assessment”**, at the address below in person on or before **Friday March 3, 2023** at 12:00pm.

**Please note: Electronic application is acceptable**

All applications must be addressed to:

Madam: Julay S. Jargbah

**Procurement Unit**

**Ministry of Education**

**3<sup>rd</sup> Floor, Ministerial Complex, Congo Town**

**1000 Monrovia 10, Liberia**

**MOBILE NUMBER: +231-0886-473-729-0770035054**

**EMAIL ADDRESS: [procurement@moe.gov.lr](mailto:procurement@moe.gov.lr)**

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

  
Julay S. Jargbah  
Procurement Director

Approved: \_\_\_\_\_

  
Prof. D. Ansu Sonii, Sr.  
Minister