



REPUBLIC OF LIBERIA
MINISTRY OF HEALTH
PROJECT IMPLEMENTATION UNIT (PIU)

HEALTH SYSTEM STRENGTHENING PROJECT ADDITIONAL FINANCING (HSSP AF)

Project ID: P128909

**REQUEST FOR EXPRESSIONS OF INTEREST
FOR**

Project Coordinator for Civil Registration and Vital Statistics (CRVS)

This Special Procurement Notice (SPN) follows the General Procurement Notice (GPN) for this project that appeared in the World Bank Official Gazette Website OP00021882 of June 11, 2013.

Background

The Government of Liberia has received Additional Financing (AF) from the Global Financing Facility (GFF) to expand the scope of the work under the Health Systems Strengthening Project (HSSP) supported by the World Bank; funds have been allocated to implement selected activities of the CRVS Improvement Plan as outlined in the HSSP-AF Project Paper. The objective of the CRVS component in the project is to improve Civil Registration and Vital Statistics (CRVS) in Liberia by

- i. Improving birth registration services;
- ii. Improving death registration services;
- iii. Expanding the coverage of Birth and Death Registration Systems;
- iv. Coordinating national Birth and Death Registration efforts and project management.

Registration of births and deaths was introduced in Liberia in the 1930s, but became legal through the enactment of the “Birth and Death Registration Act of 1971”, which made registration of births and deaths compulsory for all citizens. The system for recording births and deaths was set up primarily at hospitals. Births outside hospitals were recorded based on assumptions and description of historic events at the time. The system of birth registration was centralized from 1991 up to 2011, which made it difficult for the poor and rural dwellers to access birth registration services, thereby placing Liberia amongst the countries with the lowest birth registration coverage in the world. Decentralization of birth registration to all counties of Liberia began in 2012.

A child who is not registered at birth is denied the right to an official identity, a recognized name and nationality. Limited access to birth registration services have resulted in lack of official records on age and family relationships, thereby exposing children to several forms of abuse, including child labor, early marriage, defilement, imprisonment, illegal adoption, and denial of rights to family properties. The denial to a family name is evident in some orphanages where names of children are changed immediately upon admission to the proprietor’s name. Even though, birth registration for children below the age of 13 is free of charge in Liberia, other indirect costs have hindered access to services, including transportation cost, long waiting time, and the absence of birth certificate distribution schedule.

Liberia ratified the convention on the rights of the child (CRC) and subsequently developed a National Plan of Action. Article 7 of the United Nations Convention on the Rights of the Child states that, “The child shall be registered immediately after birth and shall have the right from birth to a name and the right to acquire a nationality”. Yet the most recent statistics on birth registration for children under age 5 is 24% (DHS 2013).

Coverage of death registration is particularly low in the country, estimated at around 5%, with most of the deaths (more than 80%) occurring outside health facilities. Of the deaths registered, very few of them have medically certified causes of death. At individual level, limited death registration limits access to property and inheritance rights, as well as access to social benefits associated with orphanhood and widowhood

At the national level, the low coverage of both birth and death registration and limited information on causes of death has affected the availability of data required for socio-economic planning and monitoring in several sectors, including health, primary school enrolment and other social welfare services. The Government of Liberia, through the Ministry of Health (MOH), has thus prioritized the strengthening of the civil registration and vital statistics (CRVS) system and in collaboration with CRVS partners and stakeholders developed a five-year (2017-2021) CRVS Improvement Plan

To facilitate the effective and efficient implementation of the CRVS component in the health project, a CRVS Project Coordinator is required.

Objectives of the Assignment:

The objectives of the CRVS Project Coordinator post are:

- To provide support to the MOH to ensure the successful implementation of the CRVS component of the HSSP-AF.
- To support the Bureau of Vital Statistics within MOH to utilize the project funds according to the understanding with the World Bank and preparing timely overall project performance reports that will contribute to the success of the project as a whole.

Main duties of the individual consultant

Under the supervision of the Assistant Minister for Vital Statics, the Project Coordinator main tasks will be as followed:

- Coordinate interventions and activities in the approved work plan and budget, ensuring that all activities are carried out according to the specified timeline and within the allocated budget.
- Monitor the execution of approved activities, performance of indicators and their outcomes
- Carry out routine supervision visits in project counties and facilities
- Assist in development (technical input) and update of project work-plan and budget
- Prepare quarterly Implementation Status Report (ISR) on the implementation of all activities and submit to the Project Implementation Unit (PIU) World Bank Funded Health Portfolio
- Respond to all project management related issues (such as: technical queries, gaps, feedbacks and challenges) in consultation with the Assistant Minister for Vital Statistics
- Appraise the Assistant Minister for Vital Statistics of issues which require timely intervention
- Collaborate and liaise with the key stakeholders in project implementation. i.e. relevant County Health Teams, Performance Base Financing (PBF) Unit and the PIU to implement activities
- Participate in meetings pertaining to the project
- Assist in organizing, facilitating and delivering training to identified stakeholders and implementers
- Keep an updated registry of all assets purchased under the project, making it accessible for internal and external audits
- Liaise with the procurement team in the PIU in procuring goods and services, inspecting and certifying delivered goods and services
- Prepare and follow-up on request for utilization of funds
- Perform any other relevant duties as delegated or required by MOH

Key deliverables

The CRVS Project Coordinator will report to the Assistant Minister of Vital Statistics and work in accordance with the Government of Liberia regulations and procedures and World Bank guidelines and procedures, and expected to meet the below deliverables:

- Work plan and budget.
- Monthly individual performance report, time sheet and payment invoice signed by the supervisor.
- Furnish the Project Implementation Unit with the CRVS quarterly Implementation Status Report (ISR) to include: updated project performance indicators with in fifteen days after the quarter.

A. Location

The Assignment is Monrovia Based, with travels to Project Counties when deemed necessary by supervisor.

B. Timing

The contract will be for 12 months, with the possibility of extension, subject to satisfactory performance and, availability of the funds and need for business continuity.

Qualification and Experience

Education

- Bachelor of Arts degree in any of the Social Sciences (e.g. demography, economics, statistics, M&E, human resource, healthcare financing, etc.);
- Master degree or Bachelor of Law (Attorney at Law) from a recognized University will be an added advantage.

Experience:

- Must have at least five years of professional work experience, preferably with experience in project management or coordination and monitoring and evaluation in international development organizations or programs;
- A strong working knowledge of international practices and standards applicable to CRVS and a good understanding of the Liberia CRVS system;

Skills & Competency

- Good communication skills; proficiency in the English Language, both written and verbal
- Excellent report-writing skills
- Computer literacy (Microsoft office suits)
- Good interpersonal and management skills and the ability to work with stakeholders and partners at all levels;
- Sound management and problem –Solving skills

Duration of the Assignment: The assignment is expected to cover initial 12 months, with a possible renewal based on performance, need and availability of funding.

An individual consultant will be selected in accordance with the procedures set out in the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers* dated January 2011 revised July 2014.

Interested consultants may obtain further information including a detailed Terms of Reference from the address listed below. All Expression of Interests should be sent electronically to emails listed below. Expressions of interest must be delivered to the address below by email on or before **July 17, 2018 @ 10:00 hours (GMT)**. All applications must indicate position applied for and marked **LR-MOHSW-50837-CS-INDV**

NB: Only short-listed candidates will be contacted.

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