



REPUBLIC OF LIBERIA

MILLENNIUM CHALLENGE ACCOUNT

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SPECIFIC PROCUREMENT NOTICE

LETTER OF INVITATION

Recruitment of Individual Consultant for the Requirements Development, Advisory Services and Technical Oversight for the Development and Implementation of a Regulatory Information Management System (RIMS) for Liberia Electricity Regulatory Commission (LERC)

Country: **Liberia**

City/Locality: **Monrovia**

Ref# Number: **4A1506/EP/025**

Contract Name: *“Recruitment of Individual Consultant for the Requirements Development, Advisory Services and Technical Oversight for the Development and Implementation of a Regulatory Information Management System (RIMS) for Liberia Electricity Regulatory Commission (LERC)”*

Project Name: **Energy Project**

Funding Agency: **Millennium Challenge Corporation**

Buyer: **Millennium Challenge Account – Liberia (MCA-Liberia)**

The United States of America, acting through the Millennium Challenge Corporation (“MCC”) and the Government of Liberia (the “Government”) have entered into a Millennium Challenge Compact for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in Liberia (the “Compact”) in the amount of approximately Two Hundred Fifty Six Million Seven Hundred Twenty Six Thousand US Dollars (US \$ 256,726,000) (“MCC Funding”). The Government, acting through the Millennium Challenge Account - Liberia (the “MCA - Entity”), intends to apply a portion of the MCC Funding to eligible payments under a contract for which this Letter of Invitation (“LOI”) is issued.

The goal of the Compact is to reduce poverty through economic growth. Specifically, the Compact seeks to address two binding constraints to economic growth currently existing in Liberia:

- a) lack of access to reliable and affordable electricity, and,
- b) inadequate road infrastructure.

This Letter of Invitation, follows the General Procurement Notice that appeared on dgMarket on July 22, 2019, UNDB Online on July 23, 2019, the MCA Liberia’s website (www.mca.gov.lr) on July 22, 2019, and local newspapers: Frontpage on July 23, 2019, New Dawn on July 24, and Daily Observer on July 30, 2019.

1. Summary of Services:

MCA-Liberia seeks to engage a Consultant to establish information requirements for Liberia Electricity Regulatory Commission (LERC), develop purchaser's requirements as part of procurement documentation, provide technical advice during bids evaluation and provide technical oversight during the development and implementation of a Regulatory Information Management System (RIMS). ***This requirement is only for individual consultants. Submissions from consulting firms will not be accepted. Individual consultants are also not allowed to subcontract any part of this work to other individuals or firms.***

Location and Duration. The location of the assignment is Monrovia, Liberia. The overall duration of this assignment shall not exceed three hundred and sixty-six (366) calendar days equivalent to fifty-two (52) weeks as detailed in Table 1 of paragraph 8.0 of the Terms of Reference ("TOR"). This duration shall not go beyond the Compact End Date (CED) of January 19, 2021.

The required qualifications for the Individual Consultant to be considered are indicated in the TOR. Please refer to the detailed TOR included in the Letter of Invitation (LOI) under Section 2 (Terms of Reference).

2. Application Procedure:

- a) Consultants should register their interest by sending an e-mail (with subject **Recruitment of Individual Consultant for the Requirements Development, Advisory Services and Technical Oversight for the Development and Implementation of a Regulatory Information Management System (RIMS) for Liberia Electricity Regulatory Commission (LERC)**) to the Procurement Agent at MCALiberiaPA@cardno.com, giving their full contact details. This will ensure that the Consultants receive a copy of the LOI and any updates.
- b) Interested Individual Consultants are requested to submit their **Applications** and **CVs**, using the form of CV provided for this purpose in Section 4 of the LOI. All documents submitted must be in **English** and in a format that cannot be altered (pdf format is preferred). Any application which is not submitted in English, or is not accompanied by a certified translation, will be rejected.

3. Selection Procedure:

- a) A Consultant will be selected in accordance with the procedures for selection of Individual Consultants set out in the MCC Program Procurement Guidelines (P1.B.3.10) which are provided on the MCC website (www.mcc.gov). The selection process, as described, will include a review and verification of qualifications and past performance, including a reference check, prior to contract award. The highest ranked Consultant will also be interviewed either in person or electronically via Skype or WebEx.
- b) The selection process comprises two stages: The Individual Consultant having the highest technical score will be invited to submit a financial proposal (e.g fees and reimbursable expenses). Contract award is subject to a price reasonableness analysis. Should negotiations fail with the selected Individual Consultant, negotiations will be initiated with the other Consultant that submitted responsive application, in the descending order of their technical scores.
- c) It shall be noted that as part of contract negotiations, ***MCA-Liberia retains the right to request from the consultant justification of the fee rates and other costs indicated in the consultant's financial proposal.*** Other additional information might include certified copies of the salary slips or previous contracts (over the last three years) and other documents to justify the rates indicated in the financial proposal.

4. Interested Individual Consultants may request **clarification** regarding this requirement no later than **November 12, 2019 at 5:00 pm**. The Client shall be obliged to respond by **November 19, 2019**.
5. Application with current CV shall be submitted to the address below no later than **November 25, 2019 at 5:00 pm, Liberia local time**. Applications should be submitted by email to:

MCA-Liberia Procurement Agent

Email: MCALiberiaPA@cardno.com

6. Bid Challenge: Individual Consultants may challenge the results of a procurement only according to the rules established in the Bid Challenge System developed by the MCA-Liberia and approved by MCC. The rules and provisions of the Bid Challenge System are as published on the MCA-Liberia's website at www.mca.gov.lr.
7. MCA-Liberia is not bound to accept any of the applications submitted and may cancel the selection process at any time without providing any justification to the Consultants.