Introduction

The Government of Liberia (GoL) through the Civil Service Agency (CSA) has received a grant from the International Development Association (IDA), the Swedish International Development Agency (SIDA), and United States Agency for International Development under the Public Sector Modernization Project. The CSA intends to apply part of the proceeds of this grant to eligible payments under the contract for hiring a National Legal Consultant to be assigned at the Governance Commission to conduct legal research, policy analysis, drafting of reform legislation on MACs as well as advise the Governance Commission on Legal Issues through preparation of legal opinions.

The increasing legal responsibilities require the Governance Commission to adequately respond to these demands effectively and efficiently and play a leadership role in meeting the legislative requirements to advance the public sector reform process by strengthening the legal and administrative capacities of the Government. GC’s lack of capacity has contributed to the slowness of work in this area. Thus, in view of the enormous legal demands of the public sector reform and recognition of the commitment of the Government of Liberia and our development partners to support the reform process, GC and its working partners need a national legal consultant, a legal scholar or Counselor-at-law with experience in the public sector. The consultant must have worked as a legal practitioner at the level of deputy minister within the public sector and has technical knowledge of the functions of government bureaucracy. The legal consultant is required to provide the needed leadership and significantly help the reform efforts and contribute towards the acceleration of the institutionalization and implementation of reform measures and strategies.

Objectives

1. The objectives of the consultancy assignment are to:
   - Provide effective leadership to the legal work of the public sector reform to achieve sustainable results;
   - Review the process of meeting the legal requirements of completed MFR reports and other reform documents and the working arrangements with relevant organizations such as the Ministry of Justice, the Law Reform Commission and others and make a report pointing out the strengths and weaknesses and recommendations to strengthen and accelerate the process;
- Prepare required draft legislation for completed MFR reports of MACs for the consideration of the President and Cabinet and submission to the Legislature for enactment; and
- Prepare the legal frameworks and draft legislation for the implementation of two key reform measures:
  - A proposed Public Service Commission/Civil Service Commission and
  - Positions of Principal Administrative Officer (PAO) and Directors of Departments in the civil service
  - Propose clearly defined functional working relationships between PAO and Deputy Ministers.

**Scope of Services**

1. Review relevant documents and on-going initiatives and programs on governance reforms and particularly reforms in the public sector. These include the National Vision 2030, Agenda for Transformation, Public Sector Modernization Project (PSMP), Governance Commission Strategic Plan 2016-2021 and Joint Work Program 2016-2018, the National Policy on Decentralization and Local Governance and the draft Legislation and other available relevant documents.

2. Working under the supervision of the Senior Program Manager and in close collaboration with the other professional staff involved in the Mandates and Functions Reviews and other mandate areas of GC, the National Legal Consultant will:
   i) Carry out the review of all completed MFR reports of MACs and enacted/draft legislation for the implementation of the proposed reforms;
   ii) Undertake a review of the legal issues regarding the establishment of the position of Principal Administrative Officer (PAO) across ministries and assess the impact it would have on the current legal framework for the operation of the civil service;
   iii) Undertake studies and review of legal frameworks for the establishment of the Public Service Commission/Civil Service Commission.

In undertaking these tasks, work in close collaboration with Governance Commission Public Sector Mandate Area, the CSA Directorate for Civil Service Reform, the Liberia Institute of Public Administration (LIPA) and members of the respective ministries’ Internal Reform Committees (IRCs), as well as the relevant institutions for legal reforms in government;

iv) Provide legal advisory support to GC and relevant ministries during legislative hearings on draft bills before the Legislature;

v) Appraise legislative documents submitted to the GC by the Office of the President and other public organizations/institutions for advice/opinion;

vi) Actively participate in the meetings of the Technical Working Group on Public Sector Reform;

vii) Provide guidance and mentoring to other related works at GC and;

viii) Perform other related tasks that may be assigned by the Senior Program Manager/Head of the Governance Commission.

**Deliverables/Outputs**
3. These are:
   i. Report on improving the process of the legal work for public sector reform at GC and with related institutions;
   ii. Draft legislation for at least all PSMP participating MACs in line with the MFR reports produced;
   iii. Draft PAO legislation produced;
   iv. Draft PSC/CSC legislation produced;
   v. Reports on consultative meetings on drafting of legislation produced; and

**Duration and Venue of Assignment**

4. This assignment shall be for a period of 1 year and shall be based in Monrovia, Liberia.

**Required Qualifications and Experience**

5. Consultant should be an experienced lawyer with at least 10 years of experience with at least 5 years of demonstrated professional experience in the public sector and practice of law in Liberia and good knowledge of administrative and constitutional law; counselor-at-law or legal scholar preferred.

Other requirements:

i. **Education:** University degree (LLB) in Law
ii. Able to lead and serve as a member of a professional team;
iii. Good knowledge and understanding of public policy regarding broader public sector reform constraints, issues and challenges;
iv. Computer literate, proficient in Microsoft Office Suite and IT packages;
v. Good oral and written communication skills; ability to work closely with public, non-governmental, international and civil society organizations;
vii. Have an appreciation of the need for public Sector reform and willingness to contribute to quality change in public service and
vii. Must be highly motivated and committed to work in Policy Analysis and public sector reform.

**Reporting Requirements and Time Schedule for Deliverables**

6. The National Legal Consultant, under the direct supervision of the Senior Program Manager of the Governance Commission will be required to submit monthly progress report on the achievement of the deliverables. **All reports should be both electronic and hard copy.**

7. Besides the Senior Program Manager, other professionals will be available to work with the Consultant as colleagues in advisory or consultative capacity in the work process.
Selection Procedure
The consultant shall be selected based on the Individual selection method of the World Bank’s consultant selection guidelines. Main criteria for the selection will be relevant work experience and qualifications. **Salary commensurate with qualification and experience**

**DEADLINE FOR APPLICATION IS: SEPTEMBER 13, 2016**

Application letter, CV and Supporting Documents as proof of qualifications, and contact cell, E-mail address, at least three references with their complete addresses, phone numbers should be hand packaged and delivered:

Expressions of interest must be delivered in a written form clearly marked: "**Ref: NATIONAL LEGAL CONSULTANT of GC on the PSMP**, at the address below in person or by mail (or by email) on or before **Tuesday, September 13, 2016, at 14:00hours**.

The Projector Coordinator
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**PLEASE NOTE: ONLY THOSE APPLICANTS SHORT LISTED WILL BE CONTACTED**