

TERMS OF REFERENCE FOR RECRUITMENT OF 1(ONE) RESEARCH ASSISTANT AT THE NON-STATE ACTORS SECRETARIAT, PUBLIC FINANCIAL MANAGEMENT IMPROVEMENT AND CONSOLIDATION PROJECT (PFMICP), MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT, SIERRA LEONE

Date of Issue: 29th May, 2015

1. Source of Funds

The Government of Sierra Leone has received funding in the amount of Twenty Eight Million Five Hundred United State Dollars (\$ 28.5 million) from IDA of the World Bank, Multi Donor Trust Fund(MDTF), European Union (EU), Department for International Development (DFID) and pool funding from the AfDB towards the cost of Public Financial Management Improvement and Consolidation Project (PFMICP) and intend to apply part of the proceeds of the funding for eligible payment for the selection of an Individual Consultant for the preparation of Citizens' Budget for the NSA Secretariat

2. Project Development Objectives (PDO)

The project development objectives are as follows:

- ❖ The rationale for the proposed improvement and consolidation project is consistent with, and aligned to, the GoSL's Pillar 7 – 'Governance and Public Sector Reform' of the Agenda for Prosperity (2013-2018).
- ❖ In this phase of the PFM reform agenda, the government seeks to: strengthen the institutional and human resource capacity for the delivery of effective public financial management and oversight; expand and deepen the scope of reforms in support of improved service delivery; and implement the next generation of reforms to build on foundation already established for improved financial management across government.
- ❖ Deepening of PFM reforms in support of promoting good economic governance is also consistent with the foundational pillar of the World Bank's Strategy for Africa: governance and public sector.
- ❖ The project development objective (PDO) is: "to improve budget planning and credibility, financial control, accountability and oversight in government finances in Sierra Leone".
- ❖ With this objective, a sound PFM system will be established and nurtured under the proposed project to contribute to poverty reduction as: (1) it serves as a prerequisite for long-term and sustainable poverty reduction, enabling the country to manage its own development; (2) it helps ensure that budget planning and discipline are compatible with

macroeconomic stability, resource allocation is in line with poverty reduction strategies, activities are implemented efficiently, and results are followed up.

- ❖ The Project will support the implementation of priority reform actions identified in the GoSL approved PFM Reform Strategy (2014-2017).
- ❖ The PFM Reform Strategy objectives against each of the themes have been accordingly built in the relevant components of the proposed project for efficiency and for the sake of orderly operational implementation of the project.

3. Project Components

The project has five main components

Component 1: Enhancing Budget Planning and Credibility: The objectives of this component are to: strengthen the macro fiscal forecasting and public investment functions of government to improve overall budget planning, and to strengthen systems and procedures for budget formulation.

Component 2: Financial Control, Accountability, and Oversight: The objectives of this component are to: strengthen financial control in government, improve accountability systems and practices and enhance independent and public oversight in the management and use of central Government public finances.

Component 3: Supporting the Strengthening of Revenue Mobilization and Administration System: The objectives of this component are to: strengthen revenue policy and oversight of revenue collection, improve the efficiency and integrity of revenue administration to increase domestic revenue, and integrate revenue system within the overall PFM system.

Component 4: Strengthening Local Governance, Financial Management and Accountability Systems: The objectives of this component are to: improve the financial management systems in local councils, and strengthen the accountability and oversight institutions to contribute to enhanced service delivery efficiency and effectiveness.

Component 5: PFM Reform Coordination and Project Management: The objective of this component is to ensure a continued strong institutional framework to coordinate and oversee the implementation of the PRM Reform Strategy as a whole as well as manage the implementation of the proposed project.

4. Objectives of the Assignment

The *overall objectives* of the assignment is to identify and recruit a NSA Research Assistant who will provide a combination of administrative, programme and research support services for the NSA Secretariat. The Research Assistant will support the NSA Coordinator in carrying out coordination and communication functions on the one hand, and providing programmatic and research support functions on the other hand in the delivery of demand - driven activities involving information gathering, recording and reporting as well as ensuring that systems for documentation are working effectively and materials on NSAs posted timely to the website.

Generally, work to foster quality control in the management and disbursement of grants to eligible applicants especially in the area of monitoring, keeping database of application and reporting.

5. Brief Description of the Assignment

The assignment involves the hire of a Research Assistant to support the delivery of functions of the NSA Secretariat under the PFMICP through the Ministry of Finance and Economic Development. The assignment is a largely supportive exercise to enable the NSA Secretariat discharge its responsibilities more effectively in meeting the core aim of the NSA Support programme as laid out in the PAD given that the workload of managing the NSA programme has significantly grown over the years now involving the disbursement of grants that requires an added personnel to help manage the programme. As a largely supportive role to the office, the assignment will ease the increasing workload involved in coordinating the activities of the NSA secretariat, ensures proper management of the record systems, the collation of information gathering generated from NSA Activities as well as assisting to responding to the demands of the public and public entities on budget related information dissemination. Other related tasks involve the supporting the Secretariat with pre- and post-grant disbursement activities such as creation of database of NSA applications and collating and compiling the reports of NSA grant awardees.

6. MAIN FUNCTIONS/TASKS/RESPONSIBILITIES

The tasks and activities of the Research Assistant shall include:

1. Draft Concept Notes for the delivery of supply-driven activities related to policy dialogue forums, preparation of the simplified PFM Documents, participation in the annual budget preparation process and other related programmes;
2. Collate and draft activity reports of the NSAs for review and eventual postings on the NSA website;
3. Serve as a focal point of communication between the NSA Grantees and the NSA Coordinator in documenting progress reports as well as drafting of monitoring reports for review by the NSA Coordinator;
4. Support with servicing of NSA Events such as grant training, workshops on budget related thematic areas organised from time to time;

5. Ensure proper follow ups on implementation of recommendations related to grantees' financial management practices as well as ensuring the timely disbursement of funds to grantees, in line with the disbursement terms of the grant agreement;
6. Maintain a database of received, funded and rejected applications;
7. Maintain a proper filing and documentation systems at the NSA Secretariat ensuring that records are properly kept and easily retrievable;
8. Provide other pre-award and post-award administrative support services related to the launch of the calls for proposals and during the project implementation in order to smooth and effective coordination of grant support programme;
9. Represent the NSA Secretariat in key functions organized by the Ministry and other civil society organisations and to prepare short reports of participation of the office in any such event;
10. Assist in the provision of logistical and other support to both local and international consultants engaged under this component;
11. Assist the NSA Coordinator in the preparation of quarterly narrative Status report and where necessary the government section of Implementation Completion Report (ICR);
12. Assist in the preliminary screening of proposals to access funds under this component;
13. Carry out other functions related to the component as may be agreed upon from time to time between the NSA Coordinator, the Project Management Office and the Ministry of Finance.

7. DURATION OF THE ASSIGNMENT

The duration of the assignment is for 12 months subject to renewal annually based on satisfactory performance.

8. DELIVERABLES/ EXPECTED OUTPUT

The Research Assistant shall produce deliverables with reporting requirements as follows:

1. Produce draft Concept Note and ToRs in relation to supply-driven planned activities for example budget policy dialogue forum, simplification of PFM documents for review by the NSA Coordinator within a 2 - 4 day period as directed by the NSA Coordinator. The draft document should follow the template already provided by the Project Management Unit;
2. Produce draft activity report of meetings, workshop report within a week for review and eventual finalization of the NSA Coordinator;
3. Produce a tracker of progress of follow up actions on grantee compliance with the Grant Agreement, funds disbursement to grantees and other follow up measures as may be directed by the NSA Coordinator from time to time
4. A database of all applications for record purposes and for lesson learning and sharing of best practices
5. A verifiable file management system in the office that is properly maintained for easy record search and retrieval;
6. A report of meetings attended on behalf of the office and other such events participated;
7. Produce a draft on sections of the quarterly status report as directed by the NSA Coordinator.

9. REPORTING OBLIGATIONS AND REQUIREMENTS

The Research Assistants will report through the NSA Coordinator to the Project Manager and will submit the following reports:

1. Monthly progress reports
2. Quarterly progress reports
3. Semi-Annual Progress Reports
4. Annual progress reports

10. NUMBER OF KEY STAFF

The number of key staff required is one.

11. QUALIFICATIONS AND EXPERIENCE REQUIRED FOR RESEARCH ASSISTANT

A post-graduate qualification in the social sciences in fields related to public financial management, policy and development work with over 5 years of experiences in undertaking similar social work. A track record of managing and administering civil society projects and of working with civil society/non-governmental organizations is hugely preferred. The individual must have a proven knowledge in social research methods as well as experience in conducting research and monitoring activities. He/she should demonstrate a sound understanding of PFM issues especially in the area of public oversight and accountability.

Key competencies required:

The ideal candidate is expected to acquire the following competencies

1. Strong and applicable computer skills especially in office software packages and familiarity in modern website functioning and interactive systems;
2. Excellent team work spirit and capacity to build productive relations with both state and non-state actors;
3. Sound ability and spirit to work under pressures and to meet all work deadlines;
4. Sound oral and written skills and ability to communicate with all stakeholders is a pre-requisite requirement;
5. Ability to travel to the provinces at short notice as and when required.

12. DUTY STATION

The duty station is Freetown with extensive travels to the provinces

13. LANGUAGE OF THE ASSIGNMENT

The language of the assignment must be English

14. FACILITIES AND SERVICES TO BE PROVIDED BY THE CLIENT

The candidate will be provided with an office space and an official computer laptop to carry out the functions and responsibilities of the post. He/she will be provided other logistical and secretarial support that may be needed and considered reasonable by the NSA Secretariat to aid in the effective performance of the expected duties and responsibilities. In cases of trip to the provinces, vehicle and overnight allowances will also be provided.

The NSA Coordinator will provide technical support in the discharge of the functions of the post and will assist the Research Assistant with on-job orientations including capacity building support

15. Period of the Assignment

15.1 The duration of the assignment is for an initial period of 12 months with possibility of extension based on satisfactory performance of the assignment (based on the unit rates included in the original signed contract). The candidate is expected to be on board by 27th July, 2015.

16. General Information

- The post is advertised on an equal opportunity basis and qualified women and men are encouraged to apply.
- Competitive and attractive salaries and conditions of service will be offered to the successful candidate.
- Employment will be on full-time basis, and contracts will be for one year subject to annual review with a possibility of renewal.
- The performance criteria that will be used to assess the performance of the successful candidate at regular intervals and based upon which the contract may be continued or terminated are the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities and Deliverables of the assignment.

17. Mode of Application

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: Please do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

The Senior Deputy Financial Secretary (Fiscal)
Ministry of Finance and Economic Development
Treasury Building
George Street
Freetown, Sierra Leone

Or

By E-mail application as attachment (including all supporting documents) to:
pfmicpmu@mofed.gov.sl and mofedpfmicp@gmail.com.

Please indicate clearly on the envelop (in the case of hard copy application) or in the email subject heading and attachment (in the case of electronic applications) the post for which application is made.

Closing Date:

The Closing Date and time for receipt of applications is **19th June, 2015 at 5:00 pm GMT**.

Only short-listed candidates will be contacted.