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Project Fiduciary
Management Unit
Ministry of Finance
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GOVERNMENT OF SIERRA LEONE

Name of Project: Public Financial Management Improvement and Consolidation Project

Credit/Grant Numbers: IDA Credit Number 5350-SL, TF Grant Number 17201-SL and AfDB-2100155027317

REQUEST FOR EXPRESSIONS OF INTEREST

Recruitment of a Consulting Firm for the Establishment of Records Management Practices in MDAs for the Implementation of the Right to Access Information (RAI) Law in Sierra Leone

Reference No. SL-MoFED-62427-CS-CQS

Date of Issuance: 23rd May, 2018

1.0 Source of Funds

The Government of Sierra Leone has received funding in the amount of Ten Million, United States Dollars (\$10,000,000) from International Development Association, IDA of the World Bank, towards the cost of Public Financial Management Improvement and Consolidation Project and intend to apply part of the proceeds of the funding for eligible payment under the contract for **Recruitment of a Consulting Firm for the Establishment of Records Management Practices in MDAs for the Implementation of the Right to Access Information (RAI) Law in Sierra Leone.**

2.0 Background

In order for government to be transparent and to avoid any triggers in the accountability processes, the proper creation, capture, maintenance and use, storage and preservation of records for administrative, finance, policy and judicial processes is critical to its survival in promoting good governance..

In sierra Leone the management of records and archives faces tremendous challenges since post independent period, during colonial period, records where managed by school leavers who had little or no knowledge or training in this area and was given low priority in conduction of government business, low salary and undertaken by low skilled staffs. This trend continued for the past 50years until recently when there has been demand for the roll out of the RAI law that has given prominence to this issue.

Several efforts have been made in the past for the strengthening and internalisation of records management practice through DfIDs public sector reform programme and in meeting the requirements for the Open Government Partnership and MCC indicators at both local and international level. This has been exacerbated by the passing of the RAIC Act and the establishment of RAIC, with its core function of promoting ‘Proactive Information Disclosure’ by MDAs in Sierra Leone.

1.1 Objective(s) of the Assignment

- The overriding objective of this request for funding is to provide support for establishment of records management practices and policy in MDAs for enhancing the full implementation of the RAI Law.
- Develop a records management system- both paper based and electronic.
- Train ATI officers and records managers in records management

To develop and implement a coherent policy for the management of datasets in the MDAs, such as maps, company register, citizens register, land register etc. cannot be overemphasized.

A number of archival government sources are held manually with no comprehensive list of systematic indexing and abstracts of records, coupled with the fact that because of lack of proper records management practices MDAs store records in physical locations that make it impossible for them to retrieve record.

Therefore, the institutionalization of records management regime in 5 MDAs will provide the pilot process for the RAIC to commence its work on building the capacity of MDAs in fulfilling their mandate on proactive public disclosure regime.

1.2 Scope of Services

More specifically the consultant shall provide the following principal services:

- Development of internal records management policy for the 5 MDAs
- Provide Training on records management (Electronic and Paper based)
- Develop records management tools for MDA
- Work in partnership with MDAs for the organization of existing records
- Training on RAI Law and Public disclosure regime

2.1 Methodology/Implementation Arrangements

Hands on coordination at the various MDAs

2.2 Requirement for key Staff

Three (3) Staff required

2.3 Responsibilities, qualifications, and experiences of Key staffs

Records and Archives expert

- Minimum BSc degree in Information systems from a recognized university with a minimum of seven (7) years working experience
- Must have vast experience in Information Education and Communication
- Must have at least three (3) years' experience in developing training methodology and conducting workshops
- Must have excellent writing, research, analytical and communication skills
- Must have experience working with government institutions
- Strong experience in developing and managing records management systems
- Strong experience in data entry performance and record maintenance
- Excellent knowledge of MS Office applications including Access Word and Excel

Records Manager

- Minimum BSc degree in Records Management/Library Studies or Information Systems management from a recognized university with a minimum of five (5) relevant experience
- Must have vast experience in Information Education and Communication
- Must have excellent writing, research, analytical and communication skills
- Must have experience working with government institutions
- Strong experience in developing and managing records management systems
- Strong experience in data entry performance and record maintenance
- Excellent knowledge of MS Office applications including Access Word and Excel

3.0 Location

Freetown

4.0 Selection Criteria

The short listing criteria are:

1. Experience of the Firm relevant to the Assignment
2. Competency/Qualification of the Firm relevant to the Assignment

This REOI will lead to the preparation of Short list of Consulting Firms

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's [Guidelines: Selection and Employment of Consultants under IDA Grants by World Bank Borrowers, \(January 2011\)](#). ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011 ("Consultants' Guidelines"),

Further information can be obtained at the address below during office **hours 0900 to 1700 hours Sierra Leone time.**

Expressions of interest must be delivered in a written form to the address below in person or e-mail on or before **Wednesday 6th June, 2018**. The name of the assignment should boldly be written as "**Recruitment of a Consulting for the Establishment of Records Management**

Practices in MDAs for the Implementation of the Right to Access Information (RAI) Law in Sierra Leone” on the hard copies submitted.

The consulting firm is expected to be on board by Tuesday **19th June, 2018**.

The Team Lead

Project Fiduciary Management Unit -PFMU

Ministry of Finance

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Freetown, Sierra Leone

Attn: The Secretariat, PFMU

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Soft copies of EOIs can be forwarded to :E-mail: pfmu2018@gmail.com