



REPUBLIC OF SIERRA LEONE

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES)**

**POST EBOLA RECOVERY SOCIAL INVESTMENT FUND (PERSIF)**

Social Services Sector

RWSSI Trust Fund: **5800155001603**

ADF Grant No: **2100155030969**

Project ID No.: P-Z1-KZ0-031

EOI Reference Number: **PERCIF/PFMU/AfDB/CS/IC/01**

The Government of Sierra Leone has received financing from the African Development toward the cost of the Post Ebola Recovery Social Investment Fund (PERSIF) and intends to apply part of the agreed amount for this grant and trust fund to payments under the contract for the following positions including;

- a. Procurement Specialist**
- b. Monitoring and Evaluation Specialist**
- c. Community Development & Micro Finance Specialist.**
- d. Finance Specialist**
- e. Accounts Officer**

The services included under this project include the following;

**a. Procurement Specialist**

**Specific Responsibilities**

- Set up a procurement management system for the project under the PFMU based on the guideline and procedures for the conduct of procurement under African Development Bank (AfDB) funded projects and the government regulations for the procurement of goods, works, non-consulting services and consultancy services under the Public Procurement Act 2004 (PPA) of Sierra Leone and as may be amended;
- Establish a procurement management tracking system for the project to monitor the implementation of procurement activities in order to provide regular credible updates
- Manage, supervise and monitor contracts in accordance with the respective contract agreements including the processing of payments, physical inspection and testing, receipt and transfer of the goods to the Client, submission of consultants' reports and closing of respective contracts;

- Ensure the utilization of the AfDBs Standard procurement documents, prepare Bidding Documents and Request for Proposals (REP), Request for Quotations, Letters of Invitations, clarifications/amendments to procurement documentation and processes (if needed), minutes of the Evaluation Committees and negotiation meetings, Evaluation Reports, contract award decisions, etc.
- In consultation with the Project's beneficiary agencies, prepare and update the Projects Annual Procurement Plans and Budgets in line with AfDBs specification and requirements.
- Establish a register of qualified suppliers and consultants and periodically update this register to facilitate advertisements, solicitations and drawing up of shortlists when so required;
- In consultation with the beneficiary institutions, the specialist coordinates the preparation of (ToRs), technical specifications using standard documentation agreed with the AfDB and Government of Sierra Leone (GoSL).
- Facilitate the procurement processes, including those for International and National Competitive Bidding procedures, ensuring compliance with agreed procurement methods' threshold, prior review requirements specific to the project and agreed aggregate threshold amounts for less competitive procurement methods;
- Prepare monthly, quarterly, semi-annual and annual procurement reports
- Participates in tender committees ensuring that procurement decisions are in line with AfDB requirements and national laws. In addition, ensure that relevant criteria and ability to comply with terms and conditions are taken into consideration during tender evaluations;
- Prepare and maintain asset registers for all assets procured under Bank funded projects;
- Establish and maintain a central procurement filing system (both electronically and manually), and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the trail of procurement by independent external auditors or authorized agents;
- Provide training and capacity building needs of procurement staff of beneficiary agencies and other identified stakeholders to ensure long-term sustainability of the project outcomes, with a view of strengthening staff capacities and skills, filling skills gap and also support institutional strengthening;
- Carry out any other relevant duties that may from time to time be assigned by the PFMU Team Lead.

### **Minimum Education Qualification and Experience**

- Master's Degree in Procurement or related field with a minimum of 7 years of experience in public procurement practices and procedures.
- Minimum of 5 years of experience in handling, managing or overseeing national procurement for Donor funded or administered projects; the minimum country experience on public procurement of AfDB funded and other donor funded projects;
- Membership in a recognized procurement-related institute such as CIPS or ISM.
- Knowledge of/experience with African Development Bank/other international development organizations' procurement procedures would be an added advantage;
- Must be knowledgeable in preparing procurement plans using the Systematic Tracking of Exchanges in procurement

- Good knowledge of the institutional, technical, and commercial aspects of procurement;
- Experience in delivering trainings and capacity building programmes at national level;
- Demonstrated a high experience in contract management at managerial level;
- Strong organization skills and ability to work in a team-oriented, dynamic and diverse environment;
- Excellent interpersonal skills, sound judgment, communication skills, training experience, ability to identify and resolve policy and operational constraints;
- Demonstrated computer skills, knowledge of Microsoft Office Suite especially, Word, Excel and PowerPoint;
- Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision;
- Demonstrated ability to assist and support the development of useful procurement processes and procedures effectively;
- Demonstrated ability to transfer skills and knowledge – previous training or teaching experience is a plus;
- Demonstrated ability to adapt to challenges and changes in the workplace.
- Demonstrated and proven success in overseeing a similar structure with similar responsibilities

## **b. Monitoring and Evaluation Specialist**

The main scope of work for the M&E Specialist shall establish the M&E system and strategy, including design, data-collection, data-analysis, and reporting format and systems.

The M & E specialist is expected to develop a database for the project performance indicators, collect appropriate data from the sources, and maintain the database and prepare reports to meet the reporting requirements of the Project.

In collaboration with the Project Coordinator, the M & E Specialist will collect data and other information from relevant sources to prepare and submit periodic consolidated reports of M&E activities of the Project (including performance reports).

### **Specific responsibilities:**

- Track and analyze progress towards agreed outputs of each of the Project components in line with the monitoring framework;
- Participate in the monitoring of the Project activities through site visits, review of Project reports and review of secondary data;
- Coordinate and/or execute special studies and ad hoc evaluations, as needed, to assess activity impacts and collect key outputs and process indicators for the Project components based on the project description and consultations with teams;
- Flag potential risks or challenges emerging from monitoring information;
- Assist in organizing monitoring surveys envisaged by the Project and participate in forming expertise conclusions on survey plan, methodology of the selected organization, as well as the reports on the results of M&E surveys;
- Ensure that the M&E Plan is modified and updated as improved information becomes available (updating indicators, baselines, and targets upon the receipt of information from technical studies or better statistical information on gender, income and/or poverty);
- Review the reports and studies and provide assessment to the project coordinator;
- Undertake any other duties that may be assigned by the National Project Coordinator.

### **Minimum Education Qualification and Experience**

The applicant should have:

- A sound Bachelor Degree in Monitoring and Evaluation, Measurement and Evaluation, Statistics, Economics, finance or related field from a recognized university. Post graduate qualification in the related fields will be an added advantage;
- Minimum three years of work experience at a project management organization or planning in private sector or public sector;
- Work experience with African Development Bank funded projects or other Development Partners project is desirable;
- Strong foundation in statistical analysis;
- Experience in conducting and managing monitoring and evaluation activities;
- Proven experience in designing questionnaires and other data collection formats;
- Experience in setting up computerized databases and conducting analysis;
- Project management experience

### **c. Community Development & Micro Finance Specialist.**

The Community Development and Finance Expert will also provide support and guidance to build and improve community engagement capability and streamline engagement processes to improving community response to potential outbreaks.

The post holder will provide financial literacy training and technical assistance to women, enabling them to increase income from existing activities as well as start new income generating activities.

#### **Specific Responsibilities:**

- Apply a broad range of community development and engagement processes and practices to assist the Project implementation unit and the community to identify and implement local priorities.
- To provide loans to women in Ebola affected communities, giving them the opportunity to start their own businesses in their local communities
- Maintaining awareness of community needs and work closely with Financial Service Institution to promote the micro credit aspect of the project
- To promote the strengthening of the community alliances built during the Ebola epidemic to serve as a building block for fostering collective action
- Build relationships and networks with EVD survivors and community groups to encourage their participation in building resilience at community level
- In consultation with the Project Coordinator, engage with community leaders, community groups and local representative to assist with planning, preparing and implementing community engagement events in Ebola affected communities.
- Provide quality, timely and accurate advice, information and reports on microfinance scheme as required.
- The post holder maintains efficiency by delivering and supporting strategic plans for implementing microfinance solutions to women.

## **Required experience and educational qualifications**

- A sound Bachelor Degree in the areas of Economics, Finance, Community Development or related field from a recognized university. A post graduate degree will be an added advantage
- Candidate must have a minimum of three years working experience Substantial experience working in a community development environment and micro finance institution
- Must demonstrate knowledge of community development principles and practices.
- He/she must demonstrate experience in group facilitation and community engagement.
- The potential candidate must exhibit understanding of community strengthening policies and principles.
- Demonstrate ability to manage own time, set priorities, plan and organize work to meet timelines.
- Must demonstrate high level liaison and relationship building skills to establish and maintain networks and facilitate cooperation.
- The Community Development and Finance Expert must demonstrate good verbal and written communication skills with the ability to prepare reports and presentations in plain English.

### **d. Finance Specialist**

The project requires a Finance Specialist to provide financial advice and to manage the finance activities in accordance with the provisions of the African Development Bank's financial management standards and guidelines, the provisions stipulated in the Legal Agreement, and the Sierra Leone Public Financial Management Act (2016).

#### **Specific Responsibilities:**

- Facilitate the preparation of the project's annual budget and cash forecast by quarter based on the work plan and procurement plan of projects
- Review all monthly disbursements submitted by the various sub-components and ensure propriety and eligibility
- Ensure that all payment documentations are in order and in accordance with any special requirements of donors
- Maintain up-to-date accounting records and ledgers and record all financial transactions for all activities relating to projects
- maintain the Special Account of projects
- Preparation of appropriate statements of Expenditure, direct payments and special payment requests and application for replenishment of accounts as per donors guidelines for review and approval by Project Coordinator
- Preparation of quarterly Project Financial Management Reports (PFMR) for review and submission to donors
- Preparation of the annual financial statements of the projects
- Facilitate the audit of the project
- Any other duties as directed by the Project Coordinator

## **Required experience and educational qualifications**

- Master's Degree in Accounting, Finance, Business Administration or ACCA Fundamental Level Completed with practical accounting or audit experience
- Minimum of 5 years' experience in finance functions within donor funded projects environment and strong familiarity with the operational procedures of the World Bank, Africa Development Bank and other development partners
- Ability to understand procedures, rules and guidelines relating to donor funded project financial management and reporting
- Ability to produce quality reports for development partners
- Strong verbal and written communication skills in English
- Proven competence in the use of computer software applications including Microsoft word, excel and power point

### **e. Accounts Officer**

The project requires an Accounts Officer to support the Finance Specialist in in operational aspects of the project finance in accordance with the provisions of the African Development Bank's financial management standards and guidelines, the provisions stipulated in the Legal Agreement, and the Sierra Leone Public Financial Management Act (2016).

#### **Specific Responsibilities**

- Support the Finance Specialist in operational aspects of the project finance
- Input accounting data into accounting system with speed and accuracy
- Matching invoices to statements and purchase orders to invoices
- Process payment requests on daily basis
- Ensure swift payments of invoices
- Ensure resolution of finance related queries
- Update cash books for projects on regular basis
- Prepare fuel chits and monitor fuel usage for replenishment on regular basis
- Update fixed assets register on regular basis
- Ensure that project documents are properly filed for audit purpose
- Prepare monthly bank reconciliation statements for all projects
- Support in the preparation of quarterly reports for review by Finance Specialist
- Provide financial management support to finance Specialist as and when required
- Any other duty as may be deemed appropriate to this role.

#### **Minimum Education and Experience:**

- Bachelor Degree in Accounting, Finance, Business Administration or Certified Accounting Technician (CAT) with practical accounting or audit experience
- Minimum of 3 years' experience in finance functions within donor funded projects environment and strong familiarity with the operational procedures of the World Bank, Africa Development Bank and other development partners

- Ability to understand procedures, rules and guidelines relating to donor funded project financial management and reporting
- Ability to produce quality reports for development partners
- Strong verbal and written communication skills in English
- Proven competence in the use of computer software applications including Microsoft word, excel and power point

The Ministry of Social Welfare, Gender and Children's Affairs through the Project Fiduciary Management Unit now invites eligible **individual consultants** to indicate their interest in providing these services. Individual Consultants should indicate their interest in providing the services and should provide a comprehensive CV clearly indicating their qualifications, demonstration of appropriate skills and experience in similar assignments in line with the qualification and experience requirements indicated for the various positions above.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "**Rules and Procedures for the use of Consultants**" [May 2008 Edition, revised July 2012], which is available on the Bank's website at <http://www.afdb.org>.

Interested consultants may obtain further information at the address below during office hours

Expressions of interest must be delivered to the address below by **Tuesday 26<sup>th</sup> November 2019** at 1400 hrs and mention the name of the vacant position applied for on the addressed envelope.

Project Fiduciary Management Unit  
Ministry of Finance  
Attn: Head of Procurement  
13A Howe Street Freetown  
Freetown, Sierra Leone  
Tel: +23276672186  
E-mail: **percif2019@gmail.com**

***Electronic submission may also be submitted to the address above by the submission deadline. The format for electronic submission shall be PDF. Women are strongly encouraged to apply***