

Tel: (+232-76-672-186)
Email: pfm2018@gmail.com

Project Fiduciary Management Unit –
PFMU

13 Howe Street

Freetown



**GOVERNMENT OF SIERRA LEONE
PROJECT FIDUCIARY MANAGEMENT UNIT –PFMU**

Consulting Services: Hiring of Disaster Risk Management Policy Consultant

(Date of Issue: 20th December 2019)

REQUEST FOR EXPRESSIONS OF INTEREST (REoI)

Following the severe landslides and flooding that affected Freetown on August 14, 2017, the Government of Sierra Leone (GoSL) requested the World Bank's financial and technical support to respond to the disaster. This event had a major impact on transport connectivity, damaging and destroying eight bridges and over five km of roads, adversely impacting the lives and livelihoods of surrounding communities. In February 2018, the World Bank approved the US\$10 million Freetown Emergency Response Project (FERP) to support the reconstruction following the landslides and floods. The Project aims to rehabilitate selected critical infrastructure and strengthen government capacity for managing disaster risks through two components: (1) Rehabilitation of Public Infrastructure and Slope Stabilization and (2) Strengthening Institutional Capacity. Under component 2, through the Office of National Security (ONS), the Government is currently implementing several activities aimed at enhancing the country's institutional capacity on DRM in a comprehensive manner. To that end, the ONS is seeking to recruit a Disaster Risk Management (DRM) policy consultant to support reviewing and updating of the National Disaster Risk Management Policy.

2. Objectives

The selected international individual consultant will support the Disaster Management Department (DMD) of the ONS in the Government of Sierra Leone on the review and updating of the National Disaster Risk Management Policy. Specifically, the consultant will support the updating of the document in the light of the experience of recent disaster events as well as institutional changes, including the development of a new Disaster Management Agency, a national meteorological agency act, recent land and environment policies and a national adaptation framework plan. The updating will also focus on the alignment of the National Policy to the international frameworks ratified by the country for DRM related circumstances, including the Sendai Framework of Disaster Risk Reduction and the UNFCCC Nationally Determined Contributions (NDCs).

3. Scope of Work and Tasks

The updating of the National DRM Policy should be conducted using a participatory methodology in which stakeholders will be involved at all stages of the process through consultations with relevant government agencies, local and international NGOs, private sector agencies, civil society organizations and representatives of partners and donors, for gathering information and testimonials. A technical working group should be established to convene relevant stakeholders, including government and non-governmental participants.

The process should be carried out in four phases, namely:

1. Review the existing national DRM policy and assess the implementation status including the level of compliance, the impact in the institutional performance in recent disaster events, as well as an analysis of the enabling conditions and stakeholders, and constraints;

2. Propose a new structure for the National DRM policy, aligned with the international and national DRM related policies and frameworks;
3. Formulate and finalize the National DRM Policy; and
4. Develop relevant regulations and implementation strategy to support the operationalization of the new DRM agency, as well as the application of the revised policy.

The Consultant shall submit a Work Plan to ONS and the FERP PCU by explaining the methodological approach to achieving deliverables outlined in the ToR, including the specification of activities to be carried out and related timelines. The methodological approach should also specify the expected collaboration of key sectors and actors (government and non-governmental agencies), indicate the constraints to be avoided, and propose steps for doing so.

Phase 1 – Review the current DRM Framework and assess the implementation status

The Consultant shall:

1. Undertake an analysis of the main progress made in DRM since the adoption of a National Policy.
2. Conduct an analysis of relevant policies and regulations that are currently in place in SL, including but not limited to: climate change policy, decentralization law, sectoral regulations and policies related to territorial/land use management urban planning, water resources management, development control and construction regulations such as building codes and standards, among others.
3. Conduct an institutional analysis of the current level of ownership by DRM related public institutions. This analysis should address: (i) the degree of integration of DRM into central government institutions; (ii) decentralization of DRM at local level; (iii) land, environmental and other relevant policies; (iv) roles and responsibilities of key sectors in DRM at central and local level; (v) the institutional experience and performance in the management of recent events and the relationship with the existing DRM policy (vi) identification of the main political, institutional and administrative challenges of the sectors and other stakeholders in the exercise of DRM practices that are inherent to them.
4. Based on the analysis performed, the Consultant should produce a synopsis of the evaluation of the implementation of the National DRM Policy and the main lessons learned as an Inception Report and give an indication of how to integrate them into the new updated exercise.

Phase 2 – Propose a new structure for the National DRM policy

1. Based on the work performed in the previous phase, the Consultant should propose the content of the National DRM Policy, which will cover the objectives to be achieved and the themes and areas to be considered, as well as the scenarios that will describe present and future hazard, exposures and vulnerabilities in a Table of Content/Report outline format.
2. The contents of the Policy will be aligned to:
 - a. Sendai Framework for Disaster Risk Reduction (2015-2030)
 - b. Sustainable Development Goals
 - c. Habitat – Resilient Cities
 - d. Humanitarian Summit (Istanbul 2016)
 - e. United Nations Framework Convention on Climate Change (UNFCCC)

3. The Consultant should also identify the major strategic options for the implementation of disaster risk reduction actions that will be integrated in the policy

Phase 3 – Formulate and finalize the National DRM Policy

This phase will comprise:

1. The preparation of a preliminary document based on consensus reached on the general lines.
2. The preparation of the final document of the National DRM Policy, after the comprehensive integration of comments and suggestions from ONS and other relevant stakeholders.
3. In both the preliminary and the final document, the Consultant should include a description of the implementation process, establishing the desirable link between the Policy and the government planning instruments.
4. The Consultant should also (i) identify simple indicators that will serve to evaluate the results of disaster risk reduction actions; (ii) make recommendations for the monitoring and evaluation of the Policy.

Phase 4 – Develop relevant regulations and implementation strategy to support the operationalization of the new DRM agency, as well the application of the revised policy.

This phase will comprise:

1. Based on the revised policy and establishment of the new agency, the consultant will consult with relevant stakeholders to determine other regulations that are required to support their implementation (time permitting).
2. Based on these consultations, propose an outline of key regulations required and elements of each and agree with inputs from the technical working group.
3. Draft the outline of the regulations to be submitted and drafted by the relevant governmental authority.

4. Deliverables and Schedule

All tasks shall be completed **within 5 months** after contract signing, according to the schedule outlined below. In addition, meetings, seminars, or workshops shall be planned as necessary. The Consultant will provide the deliverables associated with the tasks specified above. These include:

1. A proposed agenda and coordination with the ONS counterparts and other relevant stakeholders on list of meetings to be solicited **within 2 weeks** after contract effectivity.
2. Inception Report that includes proposed detailed methodology and associated work plans to develop the Sierra Leone's National DRM policy **within 2 months** after contract effectivity. The Inception Report should also include detailed methodology and associated work plans to develop regulations to support the operationalization of the new DRM agency, as well the application of the revised policy.
3. Working sessions to develop and validate National DRM policy and relevant regulations and implementation strategy **within 3 months** after contract effectivity.
4. Finalized National DRM policy and relevant regulations and implementation strategy **within 4 months** after contract effectivity.
5. Full final report on this assignment, including finalized National DRM policy and relevant regulations and implementation strategy, presentations used, and data collected (in digital form)

within 5 months after contract effectivity. This final report should summarize all the activities that were carried out with their respective evaluations and recommendations for improvements. Furthermore, the report should also include main lessons learned, challenges encountered by the Consultant when undertaking the assignment and how they were addressed.

*For all meetings, the Consultant will provide, agenda, materials, presentations, handouts, and survey (if needed). All outputs produced as part of the consultancy process will be of sole property of the GoSL.

5. Implementation Arrangement

The proposed duration of the assignment is 5 months, with 100 days of work. The individual is expected to spend at least 10 weeks in Sierra Leone over these 5 months. 3 return economy flights and hotel accommodation will be provided by the project, if the consultant is not resident in Sierra Leone. The consultant shall primarily report to the Director of the DMD at the ONS. He/she will provide quarterly progress updates on the assigned tasks to the Director and to the Project Coordinator in the FERP PCU. Therefore, the DMD Director and the Project Coordinator at FERP will review the deliverables of the consultancy and recommend changes from time to time as needed. The Consultant shall liaise with the project focal person in the ONS, FERP and other relevant agencies.

6. Qualifications

The consultant will be selected following the World Bank's Guidelines. The selected candidate is expected to have proven expertise and experience in DRM policy development and governance with extensive knowledge of various elements of international DRM policy, framework, and practice as well as good project management and coordination skills.

Minimum qualifications of the candidate to be selected for the required assignment include:

- A minimum of M.Sc. or MA degrees in the relevant fields (including climate science, DRM, institutional and legal frameworks, governance, and project management)
- More than 15 years of experience in fields related to DRM policy development and implementation, and governance.
- At least 10 years of experience in drafting policy documents with an in-depth knowledge of current issues in the area of DRM policy development and implementation.
- Extensive experience working with government agencies, the private sector and civil society on similar issues
- Diverse experience in strategic planning for a national agency or department in a resource-constrained environment.
- Demonstrated technical expertise in the following fields: international and national DRM policy development, implementation, and governance, project management, and stakeholder management
- Familiarity with international best practices for DRM policy and development with a demonstrated ability to tailor advice to the needs and context of various jurisdictions and levels of government.
- Prior experience in the Africa region, especially geographies similar to Sierra Leone, is highly desirable.

The PFMU shall facilitate the hiring process of the consultant, with inputs from the ONS and in consultation with the FERP PCU.

8. This REoI will lead to the preparation of Short list of Consultants

The attention of interested consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 Revised

November 2017 and August 2018 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest. The Consultant will be selected in accordance with Individual Consultant (IC) method set out in the Consultant Guidelines.

7. Interested consultants may obtain **THE DETAILED TOR** via email request or any further information at the address below during office hours from 1000 to 1700 hours Monday to Friday.

Project Fiduciary Management Unit -PFMU
Ministry of Finance - 13^A Howe Street
Africanus House (Former World Bank Country Office)
Freetown, Sierra Leone

Attn: The Secretariat, PFMU

Tel: +232 76-672-186

E-mail: pfmu2018@gmail.com

8. Expressions of interest must be delivered in sealed envelope accompanied by up-to-date Curriculum Vitae and supporting documents (*Note: do not send originals*) to:

**The Secretariat,
Projects Fiduciary Management Unit- First Floor
Ministry of Finance -13 Howe Street
Africanus House
Freetown, Sierra Leone
E-mail:pfmu2018@gmail.com**

Or

By E-mail as attachment (including all supporting documents) to: **pfmu2018@gmail.com**

Please indicate clearly on the envelope (in the case of hard copy submission) or in the email subject heading and attachment (in the case of electronic submission) the **FULL TITLE** of the assignment for which expression is being made by 1200 hours GMT **on or before Wednesday 22nd January 2020.**