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

**RECRUITMENT FOR THE POSITION OF PROJECT COORDINATOR FOR
THE SIERRA LEONE ECONOMIC DIVERSIFICATION PROJECT**

DATE OF ISSUE 30th April, 2020

LOCATION: Freetown, Sierra Leone (With travelling to the provinces)

1. Project Background

The Government of Sierra Leone, through the Ministry of Finance is preparing the Sierra Leone Economic Diversification Project (SLEDP) with an estimated US\$ 40 million financing from the International Development Association (IDA) of the World Bank Group.

The project's development objective is to facilitate investment, SME growth, and entrepreneurship in non-mining productive sectors in Sierra Leone. The project will achieve this by strengthening the business enabling environment, facilitating strategic public investments to improve competitiveness and investment, supporting SMEs and entrepreneurs, and building the capacity of public institutions and private sector operators.

The project has three components:

Component 1: Improving the Business Environment and Building Public Capacity

The objective of this component is to support policy reforms that will facilitate business entry and operation, including registration of all types of business, and obtaining all types of licenses, permits and approvals needed for a business to operate in Sierra Leone. The component will address access to finance and financial inclusion for SMEs, and constraints to transferring property (land) and obtaining construction permits. It will also include the development of communication campaigns specific to the needs to target communities including women and people with disabilities. It will also include activities to increase public sector capacity in the ministries and agencies driving the economic diversification agenda in Sierra Leone.

Component 2: SMEs and Entrepreneurship

The objective of this component is to facilitate SME growth and stimulate entrepreneurship in high-growth productive sectors by addressing critical firm-level and sector-level constraints. Current challenges to SME growth in Sierra Leone include (i) low access to information (ii) poor last mile infrastructure (ii) limited access to finance, (iii)

weak capacity to scale businesses. Specific activities in this component to address these challenges include: public goods investment, SME and start-up acceleration, and early-stage financing.

Component 3: Project Management and Monitoring

Component three will provide the necessary technical, advisory, and financial support for the adequate implementation, management, and coordination of project activities. This component will also include activities to ensure that monitoring and evaluation systems for project and sector-wide analysis are upgraded and sustained. Finally, it will include the monitoring of safeguards issues related to project implementation, and a robust citizen engagement and communications program for project and social inclusiveness.

Project Beneficiaries

The primary beneficiaries of this Project are Sierra Leonean growth-oriented SMEs, entrepreneurs, destination communities, organizations, and investors, in addition to line agencies and entrepreneurship institutions whose capacity to execute their sub-programs will be strengthened. The project will put a focus on women-owned and operated businesses and look to encourage female entrepreneurship. The tourism sector will be one of the priority sectors for the project and it is expected that a significant amount of public sector investments will be required to improve the competitiveness of the sector and reduce the risk for investments from the private sector.

2. Objectives of the Assignment

The Project Coordinator will manage the Project Implementation Unit under the Ministry of Finance by providing day-to-day coordination of project administration to ensure efficient and timely implementation of the project activities and to achieve the project development objectives and outcomes. The selected individual will supervise at least two technical specialists, a Safeguards Specialist, a Communications Specialist and other staff as may be needed. The Project Fiduciary Management Unit (PFMU) established within the Ministry of Finance will provide fiduciary oversight over the project and will therefore handle procurement, financial management and reporting. The Project Coordinator will need to work closely with the PFMU to ensure effective and efficient implementation of project activities and required monitoring.

3. Responsibilities of the Project Coordinator

- a) Prepare project implementation plans, including detailed activity work plan for each project component in close collaboration with the implementing agencies and reflecting activities discussed with the World Bank and submit to Project Steering Committee for approval;
- b) Ensure that the project activities are communicated to relevant Ministries, Government agencies, and other stakeholders;
- c) Manage the implementation of project work plans approved by the Project Steering Committee, in close coordination with implementing agencies (IAs) focal points and ensuring consistency with the Project Appraisal Document (PAD), the project Legal Agreement, the Project Implementation Manual and any other official documents that define the project and provide guidance for implementation;

- d) Review TORs, REOI, RFPs, tender and other related documents prepared by IAs, and work with the PFMU, the technical specialists and others as needed to support IAs in the preparation of these documents, in accordance with required World Bank guidelines and procedures;
- e) Prepare TORs and other documents required to hire consultancies and procure goods and other services directly under technical responsibility of the PIU (especially under Component 3);
- f) Coordinate the work and functions of the consultants employed under the Project, in close coordination with the IAs focal points where necessary;
- g) Act as the contact person of the IDA/World Bank Task Team Leader, including to obtain no-objections where required and ensuring a timely flow of information on progress of activities;
- h) Organize and chair regular project management meetings with the implementing agencies, organized under a Technical Committee, as defined in the PAD and PIM, with the objective of reviewing project progress and the identification of implementation constraints and brainstorming and definition of solutions;
- i) Organize regular meetings (according to guidelines stipulated in PIM or as needed) of the Project Steering Committee, with the objective of reviewing project progress, and the identification of implementation constraints and brainstorming and definition of solutions;
- j) Hold consultations with project beneficiaries to ensure ownership, relevance, and effectiveness of project activities and reform efforts;
- k) Undertake regular monitoring of project activities (including site visits), prepare and submit progress reports to the Project Steering Committee and to the World Bank;
- l) Coordinate and participate in World Bank supervision missions of the SLEDP, and produce with the support of technical specialists and ministries and agencies focal points the quarterly and annual implementation progress reports, the Mid Term Review and the Implementation Completion Report;
- m) Oversee the monitoring and evaluation framework specified in the Project Appraisal Document and Project Implementation Manual, providing guidance and support to the M&E specialist to be hired for this purpose to track overall performance of the project against defined outcomes and results indicators, as well as against specific targets and milestones in the project implementation plans;
- n) Provide advice to the Financial Secretary on any other matters related to the Project to help ensure its successful implementation

3.0 Qualifications

The Project Coordinator should fulfil the following criteria:

- A Postgraduate academic qualification in Business, Economics, Accounting, Public Administration/Management, Project Management, Social Sciences or other related discipline from a reputable institution;

- Strong track record in the management and coordination of World Bank or other donor-funded development projects; as evidenced by at least 5 years of professional experience;
- Experience working at a senior level is required;
- Experience working in both government and private sector is desired.
- Familiarity with procurement procedures of the World Bank or similar donors;
- Drive for results and ability to coordinate multiple stakeholders;
- Excellent verbal and written communication skills in English language;
- Demonstrated ability to work in cross-disciplinary teams and constructively solve conflict situations;
- A very good knowledge of Microsoft Office applications, particularly Word and Excel, and good presentation skills.

4.0 Duration and reporting

The appointment will be for an initial period of 18 months, subject to a six-month probation period, with the possibility of an extension subject to satisfactory performance, as reviewed jointly by the Government of SL and the World Bank. The Project Coordinator will report both to the Financial Secretary and the Project Steering Committee.

5.0 Undertaking

This is a full-time position and the Project Coordinator for this assignment must not be engaged in any other on-going assignment in Sierra Leone or elsewhere at the time the employment contract comes into force. Non-compliance would lead to cancellation of the contract by the Ministry of Finance.

Mode of Application

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: 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 Head of Procurement

Project Fiduciary Management Unit
Ministry of Finance
13a Howe Street Freetown
Tel: +23276672186

or

By E-mail application as attachment (including all supporting documents)

to: **sleconomicdiversification@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 **Thursday 14th May, 2020 at 4:00pm GMT.**

Only short-listed candidates will be contacted