



GOVERNMENT OF SIERRA LEONE
PROJECT FIDUCIARY MANAGEMENT UNIT –PFMU
Consulting Services: HIRING OF A PROJECT MANAGER
SL-MoFED-RUSLP-CS-INDV-FDD-01

Issue Date: 7th May 2020

REQUEST FOR EXPRESSIONS OF INTEREST

1. The Government of Sierra Leone has received funding from International Development Association IDA of the World Bank towards the cost of Resilient Urban Sierra Leone Project and intends to apply part of the proceeds of the funding for eligible payment under the contract for the Hiring of a Project Manager through the Project Fiduciary Management Unit.
2. The Project Manager will be a full-time senior professional and will ensure effective overall day to day management of the project, support the FDD Director with the PMU staff performance management, timely delivery of activities, timely monitoring and reporting on project activities and management of overall project workplan, in coordination with project implementation partners and relevant Ministries, Departments and Agencies (MDAs). He/she will work closely with the PFMU to ensure that the project is executed in accordance to the Financing Agreement, Project Implementation Manual, the Project Appraisal Document, and following all fiduciary and safeguard guidelines as agreed with the World Bank;
3. The consultant will carry out the following activities:

Project Management:

- Draft the Project Implementation Manual, in collaboration with the PFMU and other implementing partners, and ensure it is regularly updated as per implementation of the activities and their progress;
- Develop a Project Management Information System (MIS) that tracks all ongoing activities, contracts and associated results, and ensure such a system is updated on a monthly (at least) basis and produced quarterly reports, including Gantt charts and critical path analysis to inform the PSC and the World Bank on slippages and challenges that need to be urgently addressed;
- Lead the preparation of Annual Work Plans and
- Support the PFMU in preparation of the Project Procurement Strategy Document (PPSD) and the procurement plan;
- Monitor costs and financing in line with the Project Appraisal Document (PAD) and Financing Agreement;

Team Management:

- Set performance objectives, competencies and success criteria for each staff member (specialist and consultants), and support manage their performance on a regular basis; provide a six-monthly report on staff performance to Project Steering Committee (PSC) and World Bank, with recommendations for remedies where required;
- Manage consultants (individuals and firms) to ensure they deliver timely and high-quality outputs in line with their contract, with the help of a contract management monitoring system;
- Manage the recruitment of external time-based consultants (individuals and firms) to undertake needed activities as per the work-plan, coordinate with Evaluation Committee based on World Bank approved evaluation and selection criteria;

Coordination:

- Help to facilitate meetings of the Project Steering Committee (PSC);
- Ensure that required WB documentation is submitted in a timely manner and ensure that inputs from relevant PMU staff are coordinated and consolidated in agreed formats;
- Ensure timely preparation of TORs for all the key projects being undertaken;
- Liaise with other relevant projects, technical departments, MDAs, Local Councils, Communities and other relevant stakeholders involved in the project, to ensure full government ownership and capacity strengthening throughout the project duration;

Monitoring and Reporting

- Provide quarterly progress reports as required, and information as needed, in a timely basis, to the Project Steering Committee, MoF and the World Bank;
- Ensure the Project Results Framework is updated regularly and submitted to the World Bank;

4. The PFMU now invites eligible consultant to indicate their interest in providing the above mentioned package of service. Interested consultant must meet the following academic and related experience requirements:

A. Academic qualifications

The candidate for the position of Project Manager should have an advanced degree (at least Masters) in Business Administration, Political Science, Economics, environmental/natural sciences, environmental/hydraulic/Civil engineering, or related field. Strong preference will be for candidates with good technical training and experience in managing large scale civil engineering or infrastructure projects.

B. Experience

- At least 10 years of managerial working experience preferably in infrastructure related investment projects. (Working experience with bi-lateral and multi-lateral development agencies will be to candidate's advantage);
- Minimum 5 years' experience in managing large, multi-million-dollar, donor-funded projects that include large and complex works contracts;
- Understanding Sierra Leone's decentralization process and workings of Local Councils
- Experience working in Sierra Leone, or other African countries is an advantage;
- Experience with project planning, procurement processes and financial management;
- Ability to work with, lead and coordinate other professionals in the project team;
- Familiarity with World Bank procedures would be an advantage;
- Highly computer literate, with expertise in working with project management and contract management information systems (MIS) and the development of Gantt Charts and pivot tables for close project management oversight.
- Strong communications skills with an advanced proficiency to speak and write in English is required.

5. The assignment is estimated to be for a 3years period inclusive of a 6-month probation period, renewable until the closing date of the project **12 month** from the date of commencement with the possibility of an extension subject to satisfactory performance.

6. 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: resilienturbanslp2019@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**

Or

By E-mail as attachment (including all supporting documents)
to: **resilienturbanslp2019@gmail.com** Cc: **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 Friday 22nd May, 2020**.