



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

**Consulting Services: HIRING OF A SOCIAL SAFEGUARDS SPECIALIST  
SL-MoFED-RUSLP-CS-INDV-FDD-03**

**Issue Date: 7<sup>th</sup> 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 Social Safeguards Specialist through the Project Fiduciary Management Unit.
2. The Social Safeguards Specialist will be responsible for the management of the social safeguard related activities of the project and the implementation of the project specific social safeguards instruments. The Social Safeguards Specialist will liaise closely with the Environmental Safeguards Specialist, Community Engagement and Communications Specialist, Gender and GBV Specialist and Project Manager in undertaking his/her duties.
3. The consultant will carry out the following activities:
  - Manage the overall implementation and monitoring of the social risk management plans of the project including, but not limited to the Resettlement Policy Framework, Resettlement Actions Plans as may be required, Grievance Redress Mechanism (GRM), Gender and Vulnerable Groups Action Plan, including gender mainstreaming of all the project's activities, its guiding documents and implementation of activities throughout the project cycle, in order to ensure that its objectives are met and the inclusion of vulnerable groups in the project activities is assured. Undertake social due diligence for each sub-project as soon as conceptual technical design and scope have been defined, as outlined in the safeguards instruments;
  - Work closely with the Environmental Safeguards Specialist to ensure the project's compliance with both the environmental and social safeguards standards of the World Bank and the Government and in planning and managing social risks associated with the sub-projects;
  - Draft terms of references to undertake social assessments, RAPs for new activities and obtain necessary clearances from the World Bank and/or designated project approving agencies;
  - Work with, advise, and supervise project consultants to undertake Social Impact Assessments studies, and design Environmental and Social Management Plans (ESMPs), Resettlement Action Plans (RAPs), Stakeholder Engagement Plans, Grievance Management Plans, etc. as required, to manage and reduce project-related environmental and social risks.

- Review all related social assessments, Resettlement Action Plans and other social mitigation plans before submitting to the World Bank for approval.
  - Oversee the implementation of Grievance management and Gender Based Violence (GBV) action plans
  - Ensure all required safeguards documents are properly disclosed
  - Develop monitoring templates and ensure adequate safeguards records, documentation and reporting.
  - Ensure that gender, youth, and vulnerable groups' dimensions are mainstreamed throughout the project activity implementation, capacity building activities, IEC materials, and other aspects of program implementation, and reflected accordingly in the project's Operations Manuals;
  - Facilitate the development of a handbook for Facilitators with practical guidance on how to implement the Gender Action Plan at the community level;
  - Provide and/or organize training on gender issues, gender sensitivity and analysis to project staff, implementing partners, and other stakeholders in partnership with relevant local research and training institutions and/or international experts; and ensure that project staff and other stakeholders at all levels have been concretely trained about their specific roles, responsibilities and how to implement the Gender Action Plan;
  - Ensure all contracts include a solid code of conduct for contractors to abide to, especially with regard to workers being respectful to colleagues, stakeholders and communities, including women.
  - Work closely with environmental safeguards specialist, project engineers, procurement unit and implementing partners to ensure all relevant social safeguards standards are reflected in bidding documents, and respected by contractors;
  - Develop, organize and deliver environmental and social training programs and workshops for the Implementing Agencies at the field level, contractors, field supervision staff and other implementing agency officials as needed, on safeguard requirements and their management;
  - Ensure compliance with RAPs, GBV Action Plan during the construction period and maintain close coordination with the technical team;
  - Organize review meetings with the safeguards officers of the various MDAs (implementing partners) and visit project sites to monitor implementation of the safeguards instruments;
  - Prepare monitoring reports, in collaboration with the Safeguards Consultant as set forth in the safeguards instruments;
  - Provide technical support to design mechanisms developed for increasing citizen's participation in monitoring and supervision of infrastructure built under the project;
  - Perform other safeguards related tasks as may be necessary for the successful implementation of the project.
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 postgraduate degree in social sciences (development studies, geography, anthropology, sociology, economics, law and politics) or related disciplinewith at least 5 years of direct relevant experience in social development/safeguards issues.

- At least 3 years of direct relevant experience in social safeguards issues in Sierra Leone is desired, with experience working with communities, Non-Governmental Organizations or International Organizations;
- At least 3 years relevant working experience in the field of rural development, working directly with communities and local authorities, with an emphasis on women and gender issues would be preferable;
- Demonstrated knowledge of World Bank's social safeguard policies on Involuntary resettlement, as well as the ability to provide technical advice to project teams.
- Experience and knowledge on dealing with social issues on land acquisition laws, resettlement and rehabilitation (including preparations of Resettlement Action Plan or implementation relating to construction projects) and Gender Analysis are desirable;
- Demonstrated skills and direct work experience with at least one or more of the following: public consultations; public hearings; participatory research methods (including observation, surveys); participatory rural and urban appraisal; participatory poverty assessments; participatory monitoring and evaluation; and grievance redress mechanisms.
- Strong analytical, writing and communication skills with relevant professional experience in conducting social assessments.
- Experience working in West Africa or similar region, familiarity with urban communities in developing countries (non-OECD);
- Good knowledge and understanding of Sierra Leone's biophysical and social environments, national policies on social risk management and the WB social policies;
- Good knowledge and understanding of occupational health and safety;
- Experience conducting gender analysis and knowledge on GBV will be an added value.

### **Professional Competencies**

- Ability to read and write excellent English and produce project reports in English
- Ability to guide and deliver the range of social safeguards management activities required by the project.
- Ability to interact with staff in the relevant implementing agencies. Effectiveness in analysing and resolving project implementation issues.
- Familiarity with the relevant Government procedures, policies, laws and regulations.
- High level of computer literacy, including Word, Excel, email and the internet.
- Strong communication skills and good interpersonal relations.
- Ability to work independently with minimal supervision

5. The assignment is estimated to be for a 3 years 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<sup>A</sup> 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 22<sup>nd</sup> May, 2020**.