



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

**Consulting Services: HIRING OF A COMMUNITY ENGAGEMENT AND
COMMUNICATIONS SPECIALIST**

SL-MoFED-RUSLP-CS-INDV-FDD-04

Issue Date: 27th 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 Community Engagement and Communications Specialist through the Project Fiduciary Management Unit.
2. The main objective of the assignment is for frontline management of community issues and supports day-to-day proactive stakeholder engagements in order to promote good community relationship and social acceptance of the Resilient Urban Sierra Leone Project. The project will primarily provide support to strengthening local councils' capacity for the delivery of selected devolved functions. It will serve as a coordination body to ensure that all unresolved project issues, including on decentralization are brought to the attention of the **Inter-Ministerial Committee** (IMC) for resolution/settlement in accordance with the legal framework.
3. The consultant will carry out the following activities:

General

- Manage the overall implementation and monitoring of the Stakeholder Engagement Plan (SEP) of the project, including but not limited to activities related to the implementation of project's safeguards instruments (e.g. Resettlement Action Plans, Grievance Redress Mechanism (GRM), Gender and Vulnerable Groups Action Plan); mainstreaming stakeholder engagement in all project activities, throughout the project cycle in order to ensure that its objectives are met, and the inclusion of all stakeholders the project activities is assured;
- Participate and familiarize with project interventions and environmental and social requirement especially as they relate to stakeholder Engagement and information disclosure.
- Provide input for the development of stakeholder mapping that identifies differing stakeholders and their corresponding interests to guide the development of an effective stakeholder engagement plan

- Lead in the implementation and continuous update of the project's stakeholder Engagement Plan
- Maintain good relationships with communities, local government and local NGOs to ensure maximum participation and cooperation in project interventions.
- Take the lead in the publication of the Project's communication materials including newsletters, brochures and any other relevant disclosure materials;
- Support the establishment and implementation of the project's grievance redress mechanism
- Gather community intelligence that can threaten smooth operations of the project and report to the PMU for redress.
- Lead community entry processes for consultants and other activities.
- Assist with the organization of community meetings and public events
- Work with project Social Safeguards and Environmental Specialists to lead awareness creation and disclosure of project documents and safeguards instruments.
- Write minutes of all stakeholder Engagements and ensure proper records keeping and reporting.
- Besides planned work, daily activities are determined by emerging business needs and priorities as dictated by Management. This situation leads to performing different tasks at the same time.

The above duties and responsibilities are representative of the nature and level of work assigned and are not necessarily all-inclusive

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:
 - At least a degree in Social Science or related field
 - Good understanding of local culture and practices
 - Understanding of Sierra Leone's decentralization process and workings of Local Councils
 - Conflict Resolution Skills; Minimum of 3 years' community relation experience
 - Advanced interpersonal skills (interacting with diverse functional and cultural backgrounds)
 - Strong communication (written and verbal) skills, analysis and problem-solving skills, reporting skills, planning, prioritizing and coordination skills, consultation skills
 - Very strong ability to translate technical language into local dialect
 - Ability to explain technical issues to lay persons
 - Strong interpersonal skills to deal with people from various backgrounds: ethnic, cultural, and education.
 - Strong knowledge of local community customs and tradition.
 - Ability to be empathetic to sensitive community issues and give people the feeling that they are being listened to.

Professional Competencies

- Ability to read and write excellent English and produce project reports in English for regular and continuous presentations to World Bank staff.
- 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 and regulations.
- High level of computer literacy, including Word, Excel, email and the internet.
- Strong verbal and written communication skills and good interpersonal relations.

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^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 11th June, 2020.**