



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

Consulting Services: HIRING OF A MONITORING & EVALUATION SPECIALIST

SL-MoFED-RUSLP-CS-INDV-FDD-07

Issue Date: 29th 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 Monitoring & Evaluation 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:
 - Lead the development of and oversee the review of project level M&E plan and associated work plans for each component/activity as reflected in the Project Results Framework;
 - Establish guidelines on project monitoring and evaluation for the different project components, sub-components and activities;
 - Serve as the principal point of contact for the M&E related to the Project;
 - Develop and monitor performance indicators in conjunction with PMU management, and the MDA technical teams and agree on reporting requirements;
 - Identify and define information requirements of components concerning planning, monitoring, and evaluation;
 - Establish the organizational structures for the maintenance of regular routines for engaging and working with the communities affected by the project;
 - Assess training needs relevant to monitoring, evaluation, and management information systems;
 - Coordinate and undertake field visits to monitor data collection approaches to ensure compliance with operational procedures;

- Regularly update the Project Results Framework;
- Work with the Project Manager in updating the Project Operations Manual (POM) and ensuring alignment with strategic context of the program, agreement on annual targets and inclusion of M&E activities in the work plan and POM;
- Provide inputs to the preparation of the Project Annual work plan as well as the monthly, quarterly and quarterly implementation progress reports as per the Government and Bank requirements and in conjunction with the relevant specialists and support oversight of the implementation plans;
- Monitor project progress through field visit as may be required, offer feedback and keep regular communication with related field and centre level staff;
- Continuously assess beneficiary perception of the Project implementation and activities, including but not limited to, interventions satisfaction assessment among project beneficiaries, working together with the Communications and Community Engagement Officer of the PMU;
- Conduct quality assurance on tracking and reporting development results;
- Facilitate and support systematic exchange of information between local Councils and all other Project stakeholders;
- Participate in building capacity of relevant local council staff and communities in collection of data and use of M&E reports;
- Participate in the external (The World Bank) project supervision missions and other meetings to assess the implementation progress of the Project
- Prepare TORs for mid-term and final evaluation of the Project in accordance with the procedures and timetables agreed with the World Bank and compliance with the World Bank's policies and rules;
- Contribute inputs to the Project performance evaluations at mid-term and closing; and
- Any other duties as may be required and assigned by management.

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:

- Minimum of a Master's Degree in Economics, Statistics or Social Sciences with a bias in statistics and a minimum of 5 years' relevant experience, OR a Bachelor's and 8 years of experience.
- At-least 3 years' demonstrated experience in design and/or implementation of an M&E system as well as experience in monitoring and evaluation of development projects;
- Academic training or at least 2 years' practical experience in qualitative surveying and research methods;
- Good working knowledge in of MS Office especially in Microsoft Access, Web based data management, Access, Word and Excel as well as in Microsoft Project, Computerised Assisted Personal Interviews platforms (namely, Survey Solutions, Open Data Kit and CSpro);

- In-depth knowledge of Sierra Leone’s social, political and development issues with strong current knowledge of key constituencies, their operations, policies, practices and priorities;
- Demonstrated political awareness and ability to diplomatically handle sensitive situations with target audiences and to otherwise cultivate effective, productive client relationships/partnerships;
- Experience in formulation of work-plans and budgets is an asset;

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 12th June, 2020.**