

Tel: (+232-76-672-186)

Email: [sleconomicdiversification@gmail.com](mailto:sleconomicdiversification@gmail.com)



Project Fiduciary  
Management Unit –PFMU  
13A Howe Street  
Freetown  
Sierra Leone

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

**DATE OF ISSUE: 27<sup>th</sup> August, 2020**

**SIERRA LEONE ECONOMIC DIVERSIFICATION PROJECT  
RECRUITMENT OF A SMALL AND MEDIUM ENTERPRISE DEVELOPMENT-SME  
SPECIALIST**

The Government of Sierra Leone with support from the World Bank is preparing an Economic Diversification Project. Component 2 of the Project focuses on Small and Medium Enterprises (SMEs) and Entrepreneurship with the aim of facilitating SME growth and stimulate entrepreneurship in high-growth productive sectors by addressing critical firm-level and sector-level challenges. This component will be supporting amongst others, SME startups and the entrepreneurship ecosystem, and the acceleration of SME growth.

A Project Coordinating Unit (PCU) will be set up in the Ministry of Finance to provide the necessary technical, advisory and financial support for the adequate implementation, management and coordination of the Project; ensure that M&E systems for project and sector-wide analysis systems are upgraded and sustained; and implement a robust citizen engagement and communications program for project and sector inclusiveness.

An SME Development Specialist is required within the PCU in order to manage and coordinate the implementation of the project's Entrepreneurship and SME activities.

## **II. Objectives**

The SME Development Specialist will be responsible for facilitating the operational and technical implementation of the SME activities within the project.

The specialist will work closely the Ministry of Trade and Industry (MTI) to support the activities under the project's components and will work with public and private sector stakeholders, consultants, and the World Bank team to ensure the timely and high-quality implementation and completion of the activities.

The specialist will sit in the PCU and report to The Project Coordinator.

## **III. Scope of Work**

The SME Development Specialist will work under the guidance of the PCU's Project Coordinator, who will ensure overall project management and stakeholder coordination. While the Project Coordinator will be responsible for the overall project and its results, as well as high-level dialogue

and coordination, the SME Development Specialist will work on the day to day management of the SME Component, specifically focusing on implementation of the activities, close liaison with consultants and ensuring deliverables are produced in a timely manner and of acceptable quality. The main tasks envisioned in the first phase of this assignment is the successful preparation, validation, and launch of several Terms of Reference, as well as overseeing the timeliness of consultants and ensuring the quality of their deliverables. The Specialist will support the MTI, SMEDA and other government agencies to manage and coordinate the implementation of the project activities related to SME and Entrepreneurship support.

The functions include:

- a) Support the PCU on the implementation of project activities related to SMEs, entrepreneurship and the entrepreneurship ecosystem
- b) Serve as a technical resource on SME development initiatives
- c) Ensure the programming and operational management of technical activities relating to the SME component of the project including writing TORs, managing consultants, providing technical reviews of consultant outputs, from design to completion within the required timeframe
- d) Ensure the quality of the Component 2 activities, including ensuring consultants provide acceptable documents and deliverables in the agreed-upon timeframe. Ensure that the component activities are completed according to plans, working closely with project stakeholders and beneficiaries
- f) Support the resolution of any technical issues that may arise, or any project management and process issues

The specific tasks of the SME Development specialist are as follows:

- Preparation and coordination of planning for the SME Component of the project including the development of work plans, policies, workshops, training, and site development
- Ensure activity planning and follow-up of actions.
- Advise the Project Coordinator on problem solving, including operationalization of activities, cost implications, variations in deadlines, so that potential sources of delay can be identified quickly
- Draft, revise and finalize technical Terms of Reference for the implementation of the Component activities, integrating the advice of the technical committee and other stakeholders, including the World Bank
- Liaise on the implementation of studies and activities of the project between consultants, relevant Ministries, Departments and Agencies (MDAs) and other stakeholders for the implementation of activities
- Oversee the specific technical deliverables of consultants employed by the project to ensure high quality studies, reports, activities and deliverables
- Participate as a technical evaluator in the selection process of consultants related to activities implemented under Component 2
- Produce quarterly reports on the Component activities and progress on physical implementation as well as progress towards key performance indicators.
- In coordination with the Project Fiduciary Management Unit (PFMU), monitor contract management to ensure that existing contracts and their terms are met within the agreed timeframe and modified as necessary, and advise on resolving contractual issues
-

### **III. Contracting**

This position will report to the PCU Coordinator with inputs from MTI. The person will be on a consulting contract for a trial period of 12 months, which, if successful based on evaluation by PCU and PSC, as well as feedback from the WB, will be transitioned to an annual contract under the Project Coordinating Unit (PCU). The PCU contract can be renewed annually, dependent on satisfactory performance, for the duration of the project (5 years). The position is full time and located in Freetown.

### **IV. Qualifications**

The SME Development Specialist must fulfill the following criteria:

- a) A University Degree in a related field such as business administration or economics (an advanced degree in related field would be a plus)
- b) Related professional experience of at least 5 years in support for SME
- d) Proven track record in project implementation particularly donor funded projects would be an advantage
- e) The knowledge and experience required to work closely with both the public and private sector (Capacity to coordinate public-private dialogue processes)
- g) Knowledge of Sierra Leone's SME/entrepreneurship ecosystem a plus
- h) Familiarity with World Bank (or similar) procedures and practices is an advantage

### **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 Secretariat**

#### **Project Fiduciary Management Unit**

#### **Ministry of Finance**

**Africanus House, 1st Floor**

**13A Howe Street**

**Freetown, Sierra Leone**

**Or by E-mail application as attachment (including all supporting documents)**

**to: [sleconomicdiversification@gmail.com](mailto: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 **10<sup>th</sup> September, 2020 at 4:00 pm GMT.**

**Only short-listed candidates will be contacted.**