



GOVERNMENT OF SIERRA LEONE

Recruitment for the Position of Procurement Specialist for the Sierra Leone Skills Development Project.

Background

The Government of Sierra Leone has received a grant of \$20m from the World Bank toward the cost of a Skills Development Project. The project focuses on increasing access to quality skills provision and will contribute to improving Sierra Leone's economic competitiveness and the promotion of sustainable and inclusive development. The project will finance demand-skills upgrading to selected training institutions and businesses in the productive sectors and building a foundation for a demand-led skills development system through (a) establishment of an integrated skills information system to support evidence-based analysis and policy development and (b) piloting the accreditation of skills training programs with the participation of industries in the country. It will also support the building of social protection systems, provide institutional support to national structures and finance effective national coordination of social protection interventions and initiatives. The Project Development Objective is to establish the key building blocks of basic national safety net system and provide income support to extremely poor households in Sierra Leone. The Skills Development Project is implemented by the Ministry of Technical and Higher Education in collaboration with the Skills Development Fund Secretariat, National Council for Technical Vocational and other Academic Awards (NCTVA), Project Fiduciary Management Unit in the Ministry of Finance and the National Youth Commission.

Objective

The main objective of the services under this TOR is to contract an experienced person who will provide procurement related services in the procurement of works, goods and services under the project, in accordance with the Sierra Leone and World Bank Procurement and Consultants' Guidelines and Grant provisions

Scope of consultancy services

- The consultant shall work directly under the supervision of the Head of Procurement of the PFMU and constantly relate with the project coordinator at MTHE and other partners under the Skills Development Project.
- The consultant shall prepare and provide assistance to the Project Fiduciary Management Unit, Skills Development Fund Secretariat (SDFS) and Ministry of Technical and Higher Education (MTHE) in the preparation/updating of the procurement plan in the required format for submission to the World Bank and also shall provide managerial advice to the MTHE & SDFS to ensure that procurement of all works, goods and services are undertaken in accordance with the approved Procurement Plan. In the preparation of the procurement plan, the consultant shall ensure that the contract packaging is effective for project implementation and meets the World Bank criteria and also:

Key Deliverables: - During the assignment, the specialist will serve as the focal point and project expert in all procurement matters, ensuring that the new procurement regulations are followed. The Procurement Specialist is expected to deliver the following outputs:

- i) Procurement plans including specific projected procurement activities for each of the project components;
- ii) ToRs , Selection Criteria and estimated budget for services and technical specifications and estimated budget for goods/works
- iii) Specific Procurement Notices (Request For Expressions of Interests and Invitations for Bids) prepared in line with World Bank procurement Regulations
- iv) Bidding Documents/Request for Quotations and Request for Proposals/Letters of Invitations,
- v) Clarifications/Amendments to the Bidding Documents/ Requests for Quotations and Requests For Proposals/Letter of Invitation;
- vi) Reports describing shortlisting, evaluation , public opening , meeting for confirmation of expressions of interests /proposals; and other steps required in public procurement per World Bank Regulations;
- vii) Minutes of Negotiations
- viii) Notifications of Award
- ix) Contracts
- x) Procurement Monitoring Reports
- xi) Records of all procurement undertaken, maintained in organized and documented form that facilitates review and auditing
- xii) Procurement management system for the Secretariat
- xiii) Register of qualified Consultants and vendors established
- xiv) Performance monitoring database for all suppliers, contractors and consultants establish
- xv) Monthly, quarterly and annual procurement reports
- xvi) Under direct supervision of the HOP and in consultation with the Project's beneficiary agencies, prepare and update the Projects Annual Procurement Plans using the Systematic Tracking of Exchanges in Procurement (**STEP**) and Budgets in line with donor specification and requirements.
- xvii) Carryout other relevant duties that may be assigned by the Project Secretariat Coordinator with the approval of the Permanent Secretary of the Ministry.

Duration of the services

The duration of the assignment is for an initial period of One (1) year and upon performance and business need, extension can be reviewed.

Minimum Education and Experience

- Minimum Master's degree in Business Administration, Supply Chain Management, Development Management or any Social Sciences with a minimum of 6 years of experience in Public Procurement practices and procedures.
- Minimum of 5 years of experience in handling, managing or overseeing national procurement for World Bank, African Development Bank or other international donor funded or administered projects;
- Experience with World Bank/other Multilateral Financial Institutions procurement policies and procedures;
- Knowledge in preparing procurement plans using the Systematic Tracking of Exchanges in Procurement (**STEP**) would be an added advantage
- Familiarity with planning and holding tenders for goods, works and services
- Good knowledge of the institutional, technical, and commercial aspects of procurement;

- Demonstrated an experience in contract management at supervisory level;
- Strong organization skills and ability to work in a team-oriented, dynamic and diverse environment;

Mode of Application

All applications 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 Team Lead
Project Fiduciary Management Unit
Ministry of Finance
13a Howe Street Freetown
Freetown, Sierra Leone
Tel: +23276672186

E-mail application as attachment (including all supporting documents)
to: skillsdevelopmentprojects1@gmail.com.

All applications must be submitted electronically. Please indicate clearly in the email subject heading and attachment the position for which application is made.

Closing Date:

The Closing Date and time for receipt of applications is **Tuesday 6th October, 2020 at 11:00 am GMT.**

Only short-listed candidates will be contacted

