

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

Email: [pfm2018@gmail.com](mailto:pfm2018@gmail.com)



GOVERNMENT OF SIERRA LEONE  
MINISTRY OF FINANCE

## REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

ISSUE DATE 22<sup>nd</sup> October, 2020.

**Sierra Leone Agro-Processing Competitiveness Project**

Loan No. P160295

**Assignment Title:** Consulting Services to Develop a Training Manual and Training of Trainers on the formation of Sustainable Backward Linkages for Agribusinesses

**Reference No.** SL-MOFED-197670-CS-INDV

### **A. Background**

The government of Sierra Leone, through the Ministry of Trade and Industry (MTI), is implementing the Sierra Leone Agro-processing Competitiveness Project with financing from the International Development Association (IDA) of the World Bank Group. This project was developed to support the government's strategic objectives to promote private sector development, achieve economic diversification and boost agricultural productivity.

The project development objective is to improve the business environment in agribusiness sector and increase productivity of targeted agro processing firms in Sierra Leone. Achieving the project objective contributes directly to strengthening agro processing competitiveness, which is defined as the ability of agro-processing firms to generate new investments and increase market share in goods and services through improved productivity. Productivity depends on improving the quality of the business environment and capability of the economy, including skills and capacity of institutions that provide services to local and foreign investors.

As its main implementing partners, the project will work closely with government ministries and agencies; include the Ministry of Trade and Industry (MTI), Ministry of Agriculture and Forestry (MAF), Sierra Leone Import & Export Promotion Agency (SLIEPA), Sierra Leone Standards Bureau (SLSB), Small and Medium Enterprise Development Agency (SMEDA), Employment Promotion Agency (EPA), Sierra Leone Local Content Agency (SLLCA), complementary projects to include Smallholder Commercialization and Agricultural Development Program (SCaDEP) and Sierra Leone Agricultural Development Fund (SLADF), and other ecosystem players and implementing partners.

The Sierra Leone Agro-Processing Competitiveness Project will focus on providing solutions to key market failures inhibiting competitiveness of the agro-processing sector and limiting firm and SME productivity. These market failures are as follows: (i) policy,

Project Fiduciary  
Management Unit  
Ministry of Finance  
13 Howe Street  
Freetown  
Sierra Leone

institutional, and coordination failures that raise the cost of doing business for agribusiness and agro-processing investors; (ii) information asymmetries and failures on the demand and supply sides limiting SME market opportunities and links with larger domestic and foreign agro-processors; (iii) weak supply chain links; (iv) lack of access to finance and technology; and (v) skills gap at the firm and SME levels. Project components are designed to address these specific market failures and are meant to complement other World Bank–supported initiatives that address other market failures holding back the development of agriculture and agribusiness value chains in Sierra Leone.

The project consists of three components:

- Component 1: Promote enabling environment for agro-processing sector competitiveness and growth of agribusiness firms (US\$2 million)
- Component 2: Firm-level support to increase productivity and strengthen competitiveness of agro-processing firms and SMEs in selected value chains (US\$6 million)
- Component 3: Project implementation, coordination, and monitoring and evaluation (M&E) (US\$2 million) which is managed by the Project Coordination Unit (PCU) under the supervision of the Ministry of Trade and Industry (MTI).

### **Objectives of the Assignment**

The objective of the assignment is for a consultant to prepare a Training Manual and Train Technical Staff of the Agribusiness Unit at the Ministry of Agriculture and Forestry on the Formation of Backward Linkages for Agribusinesses.

The first objective is to prepare a Training Manual that should enable Agribusiness Officers at MAF to administer advisory services to domestic businesses and investors in the Agribusiness sector. The Agribusiness Promotion Unit under the supervision of the Extension Division is expected to play a leading role in fostering backward linkages for domestic businesses and investors with economic, social and environmental consideration. The second objective is for the consultant to Train Staff at MAF (Agribusiness Officers) with adequate and realistic tools on formulation and monitoring backward linkages to aid in Agribusiness investment retention and expansion. The staff trained should be able to act as facilitators or advisors to ensure agro processors form robust supply chains and strong linkages with producers, input suppliers and other upstream actors. Also, they should be able to advice on clear guidelines to fairly protect all stakeholders.

### **• Scope of Service**

The scope of work shall be the development of the Manual and Training of Agribusiness Officers at the Extension Division of the Ministry of Agriculture and Forestry. The value chains to consider are priority value chains of SCADEP and SLAPCP.

The consultant is expected to deliver on these tasks while anticipating a comprehensive proposal

- To develop a Manual on the formation of backward linkages
- To train MAF staff on the tools developed in the manual
- To provide comprehensive and reliable data on the upstream actors in the priority value chains with an overview of availability (District/chiefdom, corporation, farmers and FBOs),
- List of Upstream actors; input sellers, farm level producers, research institutes, packaging manufacturers, transporters etc

- To provide seasonality charts/harvest calendars and other relevant data that will improve agro processors supply chain
- The Manual should provide recommendations on appropriate linkage arrangements considering SMEs and FDIs
- Assessment of available data on the assignment's objectives and benchmarking on the experience of other countries

- **Expected Outcomes**

- A comprehensive Training Manual
- Training Workshop and Report

- **Approach and Implementation Arrangements**

The Consultant will be recruited by PFMU, Ministry of Finance and undertake the assigned tasks and responsibilities with supervision from MAF and PCU. The consultant will provide updates and reports to MAF through the Agribusiness Unit under the Extension Director and the Coordinator of the Project Coordinating Unit (PCU).

- **Qualification and Experience**

The Project is seeking to hire a Consultant that possesses the following qualification and experience:

- Strong Knowledge and extensive experience working with Agribusinesses and Farmer Based Organizations
- Demonstrate Knowledge and experience in developing training manuals and Facilitation of trainings.
- Must have a minimum of 5 years' experience working with or for Agriculture Organization/Institution or related fields
- Must have a minimum of 5 years' experience in field and research work in agriculture.
- Must have extensive experience and knowledge in contract farming
- The consultant should have a minimum of a Master's Degree in Agriculture, Agribusiness, Supply Chain Management, Agriculture Economics or related field
- Proficiency in English and local language (Krio)
- Strong organization and management skills, ability to adapt and be flexible
- Strong proficiency in MS office (word, excel and power point)
- Supportive attitude towards building institution capacity is an added advantage

- **Duration of Consultancy**

The Consultancy shall be for a maximum period of two months from the signing of the contract.

- **Document to be included when submitting the proposal**

Technical Proposals should entail

- Profile of the consultancy (Max. 1 page) explaining why He/She is the most suitable for the work
- Relevant Experience
- Detailed methodology and conceptual framework with expected deliverables and timelines man days required
- Recent Curriculum Vitae (CV)

- **Duty station**

- The consultant will undertake the assignment at location as per agreed work plan and methodology
- The consultant is expected to use own computer and other equipment required for the task.

The Project Fiduciary Management Unit of Ministry of Finance now invites individuals to indicate their interest in providing the service. Individual Consultants should provide information demonstrating having the required relevant experience and qualifications to perform the services. The evaluation shall be based on the relevant qualifications and experience of the individual Consultant.

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 Bank requires that firms involved in Bank IPF procurement shall not have a conflict of interest). The individual consultant will be selected in accordance with the Approved Selection Methods for Individual Consultants set out in the Procurement Regulations.

Clarifications can be obtained at the address below during office hours.

Project Fiduciary Management Unit  
13a Howe Street Freetown  
9:00am to 5:00pm Monday -Friday

Expression of interest must be delivered in a written form to the address below via email not later than Thursday 5<sup>th</sup> November, 2020 at 4:00pm.

Project Fiduciary Management Unit  
Ministry of Finance  
Attn: Procurement Officer  
13a Howe Street Freetown  
+232 Freetown, Sierra Leone  
Tel: +23278235061  
E-mail: slagroprocessing@gmail.com