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**GOVERNMENT OF SIERRA LEONE  
PROJECT FIDUCIARY MANAGEMENT UNIT –PFMU  
MINISTRY OF FINANCE  
DATE OF ISSUE: 22<sup>nd</sup> October, 2020  
SIERRA LEONE ECONOMIC DIVERSIFICATION PROJECT  
RECRUITMENT OF A SMALL MEDIUM ENTERPRISES-SME ADVISOR**

The Government of Sierra Leone and the World Bank will be implementing the Sierra Leone Economic Diversification Project (SLEDP) which aims to facilitate investment, SME growth, and entrepreneurship in non-mining productive sectors in Sierra Leone. The Project Development Objective (PDO) is to increase investment and growth of small and medium enterprises in non-mining productive sectors.

The project will do so by strengthening the business enabling environment, facilitating strategic public investments to improve competitiveness and investments, supporting SMEs and entrepreneurs, and building capacity of public institutions and private sector operators.

The objective of the project is consistent with Policy Cluster 2 ‘Diversifying the Economy and Promoting Growth’ of the Medium-Term National Development Plan (2019 -2023) which seeks to diversify the economy through promoting productivity, value addition and competitiveness of key growth sectors such as agriculture, fisheries and tourism. These objectives are consistent with the strategic objective of the Government to prioritize private sector-led growth as a key means of job creation, poverty reduction and economic diversification.

Component 2 of the SLEDP aims to facilitate SME growth and stimulate entrepreneurship in high-growth productive sectors by addressing critical firm-level and sector-level constraints including (i) low access to information (ii) poor last mile infrastructure (ii) limited access to finance, (iii) weak capacity to scale businesses. Specific activities in this component to address these challenges include: public goods investment, SME and start-up acceleration, and early-stage financing.

The Project will be implemented through a Project Coordinating Unit (PCU) under the Ministry of Finance in order 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.

In addition to technicians in the PCU, an experienced Small Medium Enterprises (SME) Advisor is required to provide expert technical assistance and capacity building support to the Ministry of Trade and Industry.

## **II. Objectives**

The SME Advisor will be responsible for providing technical advice on SME related issues and support capacity building in the Small Medium Enterprises Development Agency (SMEDA) with the aim of developing a sustainable SME ecosystem including improving the business environment and SME development and entrepreneurship.

## **III. Scope of Work**

The SME Advisor will:

- a) Provide high level policy, strategic and technical advice to senior leadership of the SMEDA on SME development in line with the national diversification objective
- b) Support SMEDA to identify opportunities to develop strategic linkages and partnerships with other public and private stakeholders for effective and streamlined support to SMEs.
- c) Contribute to institutional capacity building for SMEDA including (i) developing tools and procedures to track progress and measure impact, (ii) support development of systems for the collection and usage of data to inform SMEDA's work (iii) assist in the development and review of technical reports for the sector and (iv) Provide technical guidance in the procurement of key technical consultancies including participating in evaluation committees as and when deemed necessary.
- d) Enhance skills and expertise of SMEDA staff to undertake and manage varied task associated with developing the SME and entrepreneurship ecosystem through practical on the job mentoring and training.

The specific tasks of the SME Advisor are as follows:

- a) Identify policies and strategies for supporting SME sector development including the SME entrepreneurship ecosystem and provide strategic and operational support in the implementation of such policies and strategies.
- b) Support the identification of solutions to address the binding constraints to enterprise development in Sierra Leone including but not limited to (i) low access to information (ii) poor last mile infrastructure (iii) limited access to finance, (iv) weak capacity to scale business.
- c) Assess the effectiveness of existing SME policies and strategies in supporting Government's diversification objective with a view of providing technical advice on improving such policies and strategies.
- d) Provide technical support in the development and review of technical documents inter-alia sector strategies, concept note, feasibility studies etc.
- e) Ensure constant flow of relevant information on SME development including dissemination and analysis of relevant statistical data.
- f) Advise SMEDA on the implementation of the SME development activities in the SLEDP including the identification of risks and advice on the mitigation of such risks
- g) Provide technical oversight in the development and review of technical documents relating to SME including work done by consultants to ensure high quality studies, reports, activities and deliverables
- h) Provide technical guidance in the hiring of consultants for the SLEDP activities relating to SME by participating in evaluation committees

- i) Conduct a training needs analysis, develop a training plan and implement systematic training and capacity building for the Small Medium Enterprises Agency.
- j) Provide technical support in organizing public-private sector engagement on SME development issues with a view to strengthening the policy-making process and empowering decision-makers through informed analysis and relevant contributions from the private sector.
- k) Undertake technical tasks assigned by the Chief Executive Officer of SMESA

### **III. Qualifications**

The SME Advisor must fulfill the following criteria:

- a) Advanced University degree (Masters and or PhD) in Social Sciences including Economics, Finance and Trade
- b) At least 10 years' working experience in supporting SME ecosystem development
- c) Demonstrable experience in achieving reforms and improved capacity building in public sector ministries, department and agencies.
- d) Previous experience as an Advisor to senior government officials in SME related work in countries with similar socioeconomic context as Sierra Leone, preferably in the region.
- e) Knowledge and experience in facilitating public-private dialogue and establishing strategic partnerships.
- f) Knowledge Sierra Leone's SME ecosystem is an advantage.
- g) Practical experience in mainstreaming gender in SME support is an advantage.

### **Reporting**

The SME Advisor will report to the Chief Executive Office of SMEDA and will be required to submit monthly activity report to the Ministry of Finance through the Project Coordinator.

### **Key Deliverables**

- a) Conduct capacity needs assessment and undertake training and development of relevant management tools
- b) Report on the review of existing sector policies and strategies including recommendations
- c) Develop strategy documents to guide SMEDA in addressing the sector challenges
- d) An updated database to support SMEDA's activities
- e) Facilitate at least 3 dialogue between SMEDA and SMEs to inform policy decisions and to promote dissemination of information on the sector

### **Duration of Assignment**

The SME Advisor will provide technical advice to the SMEDA. The position will be on a consulting contract for an initial 6 months with a potential for extension for another 6 months. The position is located in Freetown but remote support will be considered as long as adequate time are spent on the ground (three to four visits). If a remote position is agreed, this will be a part-time position.

## 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 Head of Procurement  
Project Fiduciary Management Unit  
Ministry of Finance  
13a Howe Street Freetown  
Tel: +23276672186

or

By E-mail application as attachment (including all supporting documents)

to: sleconomicdiversification@gmail.com

Please indicate clearly on the envelope (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 5<sup>th</sup> November, 2020.

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