



GOVERNMENT OF SIERRA LEONE

Recruitment for the Position of Senior Procurement Specialist for the Sierra Leone Harmonizing and Improving Statistics in West Africa Project (HISWAP)

Background

The Government of Sierra Leone has received a grant of \$30m from the World Bank towards the cost of the Harmonizing and Improving Statistics in West Africa Project (HISWAP). The regional project will start with seven countries (Burkina Faso, Cape Verde, Cote d'Ivoire, Ghana, Liberia, Sierra Leone and Togo), but is expected to be scaled-up as many more have expressed interest to join in the future. The Project Development Objective (PDO) is to strengthen the statistical systems of participating countries and regional bodies in Africa to harmonize, produce, disseminate and enhance the use of core economic and social statistics. The PDO will be achieved through the following three components:

Component 1: Regional Component: Harmonization, Data Collection, Quality Improvement, Dissemination and Use of Core Social and Economic Statistics:

This component will finance activities designed to support; (a) the production of harmonized methodologies; (b) the production of key economic and social statistics, including national accounts and price statistics; (c) the improvement of targeted administrative statistics; (d) training on methodological improvements and building human capacity and supplementary data collection to improve the quality and timeliness of core statistics produced by NSOs; (e) data dissemination and use; and (f) institutional reforms.

Component 2: Country-Specific Component: Improving or modernizing physical and statistical infrastructure

This component identifies activities that are specific to the seven participating countries. While this will be a regional project, each country engagement will have a TTL, in addition to the regional level co-TTLs, who will work in close coordination during project preparation and implementation. The activities in this component have been designed looking at the constraints and needs facing each NSO, and what interventions – in physical, technological and statistical infrastructure, in human capacity, or in the legal or regulatory frameworks – will be necessary for the NSO to successfully undertake the program of activities outlined in component 1, and;

Component 3: Project Management and Monitoring and Evaluation (M&E) (US\$ 16 million equivalent)

This component seeks to strengthen and develop the NSOs institutional capacity in project management, coordination, monitoring and evaluation (M&E), including preparation of all project documentation. NSOs will be the main implementing agencies (IA) of the project in each country and will be responsible for its technical management and coordination. The project management team (PMT) in each country will coordinate project activities; manage reporting and auditing activities; and ensure compliance with fiduciary policies and procedures.

Objective

The main objective of the services under this TOR is to recruit an experienced person to 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

Under the direct supervision of the Team Lead, the Senior Procurement Specialist is responsible for the overall procurement management of the project, and ensuring that the procurement systems of the project are consistent with the World Bank guidelines and policies as well as country laws and policies. The SPS shall work closely with the Project Coordinator, the PMT and HISWAP partners and shall be responsible for providing high level technical support and managerial advice to the to ensure that procurement of all works, goods and services are undertaken in accordance with the approved Procurement Plan.

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 Senior Procurement Specialist is expected to deliver the following outputs:

The Specialist, shall inter alia, undertake the following:

- Review all available project documents to facilitate the establishment of procurement procedures for the management and implementation of all projects;
- Maintain and supervise a procurement management system for the project based on the guideline and procedures for the conduct of procurement under World Bank funded projects, and the government regulations for the procurement of goods, works, non-consulting services and consultancy services under the Public Procurement Act 2004 (PPA) of Sierra Leone and as may be amended;
- Set up a procurement management tracking system for the project that would monitor the implementation of procurement activities to provide regular credible updates
- Utilize Systematic Tracking of Exchanges in Procurement (STEP) to submit requests and monitor IDA response time on issuing No Objections at different levels of the procurement process and follow-up accordingly
- Supervise and ensure the utilization of the World Bank Standard procurement documents, such as preparing Bidding Documents and Request for Proposals (REP), Request for Quotations, Letters of Invitations, clarifications/amendments to procurement documentation and processes (if needed), minutes of the Evaluation Committees and negotiation meetings, Evaluation Reports, contract award decisions, etc.
- In consultation with the Project's beneficiary agencies, prepare and update the Projects Annual Procurement Plans and Budgets in line with IDA specification and requirements.
- Maintain a register of qualified suppliers and consultants and periodically update this register to facilitate advertisements, solicitations and drawing up of shortlists when so required;
- In consultation with the Project Coordinator and relevant technical staff of the project, the SPS will coordinate the preparation of (ToRs), technical specifications using standard documentation approved by the World Bank and Government of Sierra Leone (GoSL); and also participate in evaluation of bids, expressions of interest for preparation of shortlists, pre-qualification of suppliers, etc., where necessary.
- Facilitate procurement processes as required, including those for International and National Competitive Bidding procedures, ensuring compliance with agreed procurement methods'

threshold, prior review requirements specific to the project and agreed aggregate threshold amounts for less competitive procurement methods;

- Liaise with all relevant Implementing Units to provide inputs in monthly, semi-annual and annual procurement reports (or other reports as may be required) for onward submission to the World Bank, PMT and other HISWAP implementing partners
- Monitor the procurement and distribution of goods procured under the project
- Participates in tender committees ensuring that procurement decisions are in line with donor requirements and national laws. In addition, ensure that relevant criteria and ability to comply with terms and conditions are taken into consideration during tender evaluations;
- Verify delivery of purchased commodities/goods and review supplier invoices for completeness and accuracy prior to authorizing payments;
- Prepare and maintain asset registers for all assets procured under the projects;
- Maintain a procurement filing system (both electronically and manually), and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the trail of procurement by independent external auditors or authorized agents;
- Provide support in identifying, designing and providing training and capacity building needs of procurement staff of the PFMU, the project and other identified stakeholders to ensure long-term sustainability of the project outcomes, with a view of strengthening staff capacities and skills, filling skills gap and also support institutional strengthening;
- Supervise contracts in accordance with the respective contract agreements including the processing of payments, physical inspection and testing, receipt and transfer of the goods to the Client, submission of consultants' reports and closing of respective contracts;
- Carry out any other relevant duties that may from time to time be assigned by the PFMU Team Lead or Head of Procurement.

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

Line Management

The SPS consultant shall work under the supervision of the Team Lead of the PFMU and constantly relate with the Project Coordinator, the PMT and other partners under the Harmonizing and Improving Statistics in Sierra Leone Project.

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:

- Advanced Degree (Minimum Master's degree) preferably in procurement and/or Business Administration, Supply Chain Management, Development Management or any Social Sciences with a minimum of 8 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;

RESPONSIBILITY OF THE EMPLOYER

PFMU will provide office space, while the PCU will provide office equipment, internet facilities, electricity, secretariat support, for official use and project documents and other relevant materials required by the Specialist to perform his/her duties as specified in this TOR.

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: **pfmuadverts2020@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 **30th November, 2020 at 11:00 am GMT.**

Only short-listed candidates will be contacted

Tel: (+232-76-672-186)
Email: pfm2018@gmail.com



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

GOVERNMENT OF SIERRA LEONE

Recruitment for the Position of Senior Financial Management Specialist for the Sierra Leone Harmonizing and Improving Statistics in West Africa Project (HISWAP)

Background

The Government of Sierra Leone has received a grant of \$30m from the World Bank towards the cost of the Harmonizing and Improving Statistics in West Africa Project (HISWAP). The regional project will start with seven countries (Burkina Faso, Cape Verde, Cote d'Ivoire, Ghana, Liberia, Sierra Leone and Togo), but is expected to be scaled-up as many more have expressed interest to join in the future. The Project Development Objective (PDO) is to strengthen the statistical systems of participating countries and regional bodies in Africa to harmonize, produce, disseminate and enhance the use of core economic and social statistics. The PDO will be achieved through the following three components:

Component 1: Regional Component: Harmonization, Data Collection, Quality Improvement, Dissemination and Use of Core Social and Economic Statistics:

This component will finance activities designed to support; (a) the production of harmonized methodologies; (b) the production of key economic and social statistics, including national accounts and price statistics; (c) the improvement of targeted administrative statistics; (d) training on methodological improvements and building human capacity and supplementary data collection to improve the quality and timeliness of core statistics produced by NSOs; (e) data dissemination and use; and (f) institutional reforms.

Component 2: Country-Specific Component: Improving or modernizing physical and statistical infrastructure

This component identifies activities that are specific to the seven participating countries. While this will be a regional project, each country engagement will have a TTL, in addition to the regional level co-TTLs, who will work in close coordination during project preparation and implementation. The activities in this component have been designed looking at the constraints and needs facing each NSO, and what interventions – in physical, technological and statistical infrastructure, in human capacity, or in the legal or regulatory frameworks – will be necessary for the NSO to successfully undertake the program of activities outlined in component 1, and;

Component 3: Project Management and Monitoring and Evaluation (M&E) (US\$ 16 million equivalent)

This component seeks to strengthen and develop the NSOs institutional capacity in project management, coordination, monitoring and evaluation (M&E), including preparation of all project documentation. NSOs will be the main implementing agencies (IA) of the project in each country and will be responsible for its technical management and coordination. The project management team (PMT) in each country will coordinate project activities; manage reporting and auditing activities; and ensure compliance with fiduciary policies and procedures.

Objective

The main objective of the services under this TOR is to recruit an experienced person to 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 Assignment

The Senior Financial Management Specialist shall prepare and provide assistance to the Project Fiduciary Management Unit (PFMU) and the Project Management Team (PMT) in the preparation/updating of the Annual Work Plan (AWPB) and budgets in the required format for submission to the World Bank and also shall provide managerial advice to the Project Coordinator (PC) and the PMT to ensure that budgets of all works, goods and services are undertaken in accordance with the approved AWPB. In the preparation of the AWPB, the SFMS shall ensure that the contract packaging is effective for project implementation and meets the World Bank criteria. The SFMS will be fully responsible for all financial management aspects and ensure timely delivery of the below FM related activities, tasks and deliverables for the project

1. Tasks and Responsibilities

- a.** Comprehensive and accurate preparation and timely submission of quarterly IFR and other relevant reports to the PC/PMT and the Bank for monitoring of the project
- b.** Building of the Fixed Assets Register to International best practice
- c.** Ensure compliance with the Bank's financial management Guidelines and processes
- d.** Ensure correct and timely submission of Withdrawal applications and Audit reports
- e.** Review and design internal control system that will strengthen the control procedures and approval procedures, segregation of duties, roles and responsibilities, reconciliation procedures, procedures for verifying delivery of goods and services, invoice verification procedures, payroll controls, retirement of advances controls and imprest procedures.
- f.** Prepare periodic reports and financial statements as per the reporting requirements of the World Bank and the Government of Sierra Leone

- g. Review cash books and bank reconciliation statements on a monthly basis and resolve any issues arising on the bank reconciliation statements.
- h. Processing of payment requests on daily basis.
- i. Facilitate payment of DSA, fuel etc. for implementation of project activities and ensure that advances are retired appropriately and on time
- j. Ensure that all payment documentations are in order and in accordance with any special requirements of the World Bank and the Government of Sierra Leone
- k. Support in the preparation of cash forecast and Withdrawal Applications for replenishment of project funds.
- l. Participate in bid openings and proposal evaluations as and when required
- m. Review fuel chits issue and monitor fuel usage for replenishment on a regular basis
- n. Manage a fixed assets register on regular basis and ensure verification of fixed assets of projects are done regularly
- o. Attend project management meetings, conferences or workshops and provide financial management updates on projects as and when required
- p. Any other duties as directed by the Head of Finance and Team Lead
- q. Carryout other relevant duties that may be assigned by the Project Coordinator/PMT

General Deliverables

1. Monthly Financial Management and Internal Controls Reports submitted
2. Prepared Withdrawal Applications for the project
3. Quarterly Interim Financial Reports (IFRs) on the HISWA Project produced
4. Draft operational budget prepared

Component Specific Deliverables

5. Quarterly Financial Management Report on all Components
6. Returns for advances made to components collected and reviewed
7. Budget for each component prepared
8. Draft Budget for all components prepared

Line Management

The consultant shall work under the supervision of the Team Lead of the PFMU and constantly relate with the Project Coordinator/PMT and other partners under the Harmonizing and Improving Statistics Project.

Duration of the services

The duration of the assignment is for an initial period of one year with possibility of renewal based on performance.

Minimum Education and Experience:

- Master's Degree in Accounting, Finance, Business Administration or a Chartered Accountant with ACCA, CIMA, CPA or any other related accounting professional body
- A minimum of 8 years' post-qualification experience in Accounting and Finance functions with strong familiarity with the operational procedures of the World Bank and other development partners such as AfDB, IDB, BADEA etc
- Successful track record of supporting the management of the finances of donor funded operations
- Experience working with an accounting software
- Demonstrated understanding, versatility, and integrity
- Ability to lead strategic planning, results-based management and reporting
- Ability to write high quality reports for development partners
- Capacity building skills with a passion for knowledge transfer
- Strong verbal and written communication skills in English
- Proven competence in the use of computer software applications including Microsoft word, excel and power point.

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: **pfmuaadvert2020@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 **30th November, 2020 at 11:00 am GMT.**
Only short-listed candidates will be contacted