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

GOVERNMENT OF SIERRA LEONE

Recruitment for the Position of Senior Procurement Specialist for the Sierra Leone Economic Diversification Project.

Background

The Government of Sierra Leone (hereinafter called the Recipient) and the International Development Association (World Bank) have developed the Sierra Leone Economic Diversification Project. The project will support policy, administrative and regulatory reforms that will facilitate business entry and operation in Sierra Leone. It will focus on streamlining, automating (whenever possible) and making more transparent the interactions between government institutions and businesses, as related to registration of firms, and obtaining of licenses, permits, approvals and other key documents needed for a business to operate in Sierra Leone. The project will also take an integrated destination approach to improving the performance of Sierra Leone's tourism sector. This will include facilitating the reduction of barriers to business success, assisting existing tourism providers with market access and improving the quality of selected tourism products in order to place the country's tourism sector on a sustainable and inclusive growth trajectory. This will be achieved through a mix of institutional and policy reforms, market development and the national re-branding as well as building B2B linkages and strategically developing tourism products in selected areas. It will also support SME's as they recover from the COVID-19 pandemic.

The fiduciary aspect of the project is managed by the Ministry of Finance through the Project Fiduciary Management Unit (PFMU) and the Technical implementation of the project is coordinated by the Project Coordination Unit (PCU) Unit also within the Ministry of Finance. The USD \$40m project will be implemented in five years.

Objective

The Project Development Objective (PDO) is to increase investment, Small and Medium Enterprises (SME) growth, and entrepreneurship in non-mining productive sectors in the Recipient's territory.

Scope of consultancy services

The SPS shall prepare and provide assistance to the Project Fiduciary Management Unit and the Project Coordination Unit 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 PCU and other SLEDP partners 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.

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 or review of procurement procedures for the management and implementation of the project;
- Establish a procurement management system for the PCU; based on the guidelines and procedures for the conduct of procurement under World Bank funded projects, and the government regulations for the procurement of goods works and services under the Public Procurement Act 2016 (PPA) of Sierra Leone;
- Set up a simple procurement management tracking system for the PCU that would monitor the implementation of procurement activities;
- Using the World Bank's Standard bidding documents, prepare customized Bidding Documents and Request for Proposals (RFP). These should include standardized forms to be used for International and Local Shopping Methods and conform to PPA;
- In consultation with the project Implementing partners, prepare an update the Project's Annual Procurement Plan detailing contract packages for goods, works and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- Monitor procurement implementation and update the procurement plans prepared at the beginning of the financial year, for the procurement of goods and works, and the procurement of consultant's services, annually and whenever it becomes necessary to do so;
- Prepare the annual General Procurement Notice (GPN), and also Specific Procurement Notices (SPNs) and Expressions of Interest (EOIs) whenever required;
- Establish a register of qualified suppliers and consultants and periodically update this register per advertisements and requests for expressions of interest;
- In consultation with the Implementation partners and technical officers, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for goods and works activities, using standard documentation agreed with the funding agencies, and also participating in evaluation of expressions of interest for shorts lists and pre-qualification of suppliers and contractors where necessary;
- Initiate the procurement processes, including those for International and National Competitive Bidding procedures, ensuring compliance with agrees procurement methods' threshold, prior review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods;
- Receiving and participating in bid opening sessions, evaluating goods and works bids and consultants' proposals and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award in favor of suppliers, contractors and consultants;
- In case of procurement actions requiring IDA "no objection", use Systematic Tracking of Exchanges in Procurement (STEP) to submit the request and monitor IDA response time on issuing "no objections" at different levels of the procurement process and follow-up accordingly;
- Coordinate the response to the inquiries and communicate the result of the evaluation process to the applicants, in response to guidelines.
- Monitor and ensure timely responses to the procurement questions raised by the World Bank. For services, follow-up with the short-listed consultants within 10 days of RFP dispatch, to ensure their participation in the selection exercise;
- Participate in selection of the evaluation Panel and assume the role of the Committee's secretary in recording the minutes of the meetings.
- Prepare the minutes of the Evaluation Panel meetings, and also prepare the requests for "no objection", and coordinate arrangements for the negotiation process, where necessary;
- Prepare the final contracts and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Technical Officers, Consultants, Suppliers Contractors and the World Bank).
- Ensure timely receipt of the Goods and consultant's monthly status reports; confirming acceptability of goods and works delivered and/or executed respectively, and also acceptability of consultants reports as reviewed, and recommending payments to the services providers, i.e. suppliers, contractors and consultants, as they fall due;

- Establish a performance monitoring database for all suppliers, contractors' consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
- Liaise with all relevant partners with a view to preparing semi-annual and annual procurement reports as inputs into the project Management Reports (PMR) to be submitted to the Ministry, World Bank and other relevant partners;
- Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors or authorized agents;
- Advise the Ministry on processes for Board of Survey for disposal of un-required stores and equipment including actual disposal;
- Provide support and training to the relevant staff involved in the project on the operation of the procedures outlined in the PIM, and provide training to address: (i) staff weaknesses that may be identified as part of the supervision or, (ii) training needs expressed by the users of the PIM. Basic procurement training will also be provided to members of the evaluation committees and on how to review bids and proposal evaluation reports, in response to the PPA;
- Carry out any other relevant periodic duties that may be assigned by the PCU Coordinator.

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

Education:

- A minimum Master's degree preferably in Procurement and/or Supply Chain Management, Business Administration, Public Administration, Economics, Development Management, Social Sciences or a related field.

Experience

- A minimum of 8 years' 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;

REPORTING LINE

The SPS consultant shall work under the supervision of the Team Lead of the PFMU and the Project Coordinator plus other partners under the Sierra Leone Economic Diversification Project.

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.

PLACE OF WORK

PFMU Office in Freetown, with periodic visits to project sites in the regions.

PERFORMANCE CRITERIA

The following performance criteria will be used to assess the performance of the Procurement Specialist at regular interval and based upon which the contract with IU may be continued or terminated;

- Quality of procurement management relating to procurement planning for goods, works and services;
- Quality of documentation submitted for prior review
- Quality of procurement filing
- Quality of documentation submitted during post review
- Quality and timeliness of monthly and quarterly reports
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REPORTING AND TIME SCHEDULES

The Specialist will prepare Monthly, Quarterly, Semi-Annual and Annual procurement reports as inputs into the Project Management Reports and, in addition, prepares other reports, as and when needed.

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 **24th December, 2020 at 11:00 am GMT.**

Only short-listed candidates will be contacted

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Objective

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Scope of Assignment

- (a) The Senior Financial Management Specialist shall assist the Project Fiduciary Management Unit and the Project Coordination Unit 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 timely information to the PCU 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. Under the supervision of the Team Lead, 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.

Tasks and Responsibilities

- (b)** Comprehensive and accurate preparation and timely submission of quarterly IFR and other financial information reports to the PCU and the World Bank for monitoring of the project in the prescribed format
- (c)** Building of the Fixed Assets Register in the format prescribed by the World Bank
- (d)** Ensure compliance with the Bank's financial management Guidelines and processes
- (e)** Ensure correct and timely submission of Withdrawal Applications and Audited Financial Statements
- (f)** With due reference to and compliance with the Project Implementation Manual (PIM), 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.
- (g)** Review and update the Financial Management section of the project PIM as required
- (h)** Support the Internal Audit in completion of their duties and follow up promptly on any issues raised
- (i)** Assist in the external audit arrangements and facilitate a smooth audit of the project's financial statements, follow up on issues raised in the Audit Report and Management Letter promptly
- (j)** Prepare periodic reports and financial statements as per the reporting requirements of the World Bank and the Government of Sierra Leone
- (k)** Review cash books and bank reconciliation statements on a monthly basis and resolve any issues arising on the bank reconciliation statements.
- (l)** Processing of payment requests on daily basis.
- (m)** Facilitate payment of DSA, fuel etc. for implementation of project activities and ensure that advances are retired appropriately and on time
- (n)** 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
- (o)** Support in the preparation of cash forecast and Withdrawal Applications for replenishment of project funds.
- (p)** Participate in bid openings and proposal evaluations as and when required
- (q)** Manage a fixed assets register and ensure that the fixed assets of the project are verified on a regular basis
- (r)** Attend project management meetings, World Bank mission meetings conferences or workshops and provide financial management updates on projects as and when required
- (s)** Monitor the financial management arrangements of Grant Beneficiaries (pertaining to the project's sub-grants), ensure follow-up on a timely basis to ensure adequate documentation is available to support expenditures on sub-projects
- (t)** Any other duties as directed by the Head of Finance and Team Lead

(u) Carryout other relevant duties that may be assigned by the Project Coordinator

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 Economic Diversification Project produced

Component Specific Deliverables

4. Quarterly Financial Management Report on all Components
5. Returns for advances made to components collected and reviewed

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

- Master's Degree in Accounting, Finance, Business Administration or a qualified accountant with a professional qualification obtained through ACCA, CIMA or any other related accounting professional body.
- Minimum of 8 years' experience in finance functions in reputable organization, Government Agency or donor funded projects environment and strong familiarity with the operational procedures of the World Bank, Africa Development Bank and other development partners
- Ability to understand procedures, rules and guidelines relating to donor funded project financial management and reporting
- Ability to produce quality reports for development partners
- 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

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