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Project Fiduciary Management Unit  
Ministry of Finance  
13 Howe Street  
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## GOVERNMENT OF SIERRA LEONE

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

ISSUE DATE 12<sup>th</sup> January, 2020.

Project: **Public Financial Management Improvement and Consolidation Project (PFMICP)**, *Credit Nr. 53300-SL*

**Assignment Title: Consultancy Services for the Training of NPPA Staff on Computer Skills and Microsoft Office**

**Reference No. SL-MOFED-212702-CS-CQS**

The National Public Procurement Authority (NPPA) wishes to contract a firm to conduct Microsoft Office and Computer Basics training for NPPA staff in Freetown, Bo and Makeni. One of the main targets of the Computer Literacy Capacity building is to create an environment that will enable the complete transformation towards the use of the daily office proficiency tools to increase effectiveness among staff and make enhance collaboration on work flow.

NPPA has recognized the need for capacity building for all its staff within the country to support their day-to-day activity and to make collaboration on office documents easier.

NPPA hopes to strengthen the capacity of staffs to enable them coordinate procurement activities within the sector more effectively, to address the current needs and for future development of the sector.

### **SCOPE OF SERVICES**

Specifically, the consulting Firm will undertake the following tasks:

- Develop a proposal for conducting the training that includes methodology, tools, work plan and budget
- Meet with the NPPA Technology team liaison to:
  - i. Review training materials and manuals to be used.
  - ii. Review and agree on the training schedule and topics to be covered
- Conduct Training for the NPPA staff in Freetown, Makeni, and Bo.
- Develop and administer a pre-test and post-test assessment test of training participants so as to determine knowledge and skills levels before and after the training.

Provide practical training sessions using the IT equipment the NPPA personnel

# Consultancy Objective

The purpose of this training is to:

Train the NPPA staff within the country (Freetown, Bo and Kenema offices) on the following:

1. Computer Basics (windows 10)
  2. Microsoft Word
  3. Microsoft Excel
  4. Microsoft PowerPoint
  5. Microsoft Outlook
- Increase the knowledge and skills of personnel on the various Computer packages in order to enhance their skills in reporting, maintaining & updating the procurement data. To train staff in using basic office equipment like Printer, Photocopier, and Internet. etc to enhance their reporting skills.

## Deliverables and Timeline

The Consulting Firm should provide NPPA with services as per the schedule of activities and deliver reports, plans and other documentation.

For each of the Training planning phases, the firm shall need to deliver a Training Manual on each Computer Packages.

## Qualification and Experience

The Firm must have key staff which match the following criteria:

**The consulting Firm should be:**

- ✓ Able to developed training material for each of the programs
- ✓ A fully registered company under the laws of Sierra Leone.
- ✓ Minimum 10 years of experience in providing/conducting training and developing training guideline;
- ✓ A certified Microsoft trainer with valid Microsoft License
- ✓ At least 3 master trainers should be enlisted in the pool of trainers; with valid Microsoft License. (In relation to the above, evidence should be given by the consultant.)
- ✓ A letter of recommendation from previous project with a reputable organizations or businesses for whom similar training was conducted.
- ✓ Confidentially, professionalism and integrity will be guaranteed

## Duration of Consultancy

The Consultancy shall be for a maximum period of Two (2) months from the signing of the contract

## **Reporting Arrangements**

The successful Firm will sign a contract with the Government of Sierra Leone through the Project Fiduciary and Management Unit (PFMU). The Director EGP of the NPPA will provide technical oversight for the implementation of the assignment.

Expressions of interest for this assignment should include:

- The methodology and tools to collect, analyze and present findings;
- Detailed Curriculum Vitae (CV) of the consultant;

The Project Fiduciary Management Unit of Ministry of Finance now invites your firm to indicate their interest in providing the Services. Your firm should provide information demonstrating having the required relevant experience and qualifications to perform the Services. The evaluation shall be based on the best qualifications and relevant experience of the firm.

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 consulting firm will be selected in accordance with the Consultant's Qualification Selection Method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 9:00am to 4:00pm Monday -Friday. Expression of interest must be delivered in a written form to the address below via email not later than **Tuesday 26<sup>th</sup> January, 2021 at 4:00 pm. The detailed Terms of Reference (TOR) for the assignment can be obtained at the address given below.**

### **Project Fiduciary Management Unit**

**Ministry of Finance**

**Attn: Procurement Officer**

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