



GOVERNMENT OF SIERRA LEONE

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

REOI FOR HIRING AN INDIVIDUAL CONSULTANT FOR THE POSITION OF RESOURCE CENTRE COORDINATOR AND TRAINING ASSISTANT

Issue Date: 30th March 2021

Sector: Research and Capacity Building

Grant Number: 5900155015951

Project ID No.: P-SL-KFO-012

The Government of Sierra Leone, through the Ministry of Finance, has received funding from the African Development Bank under the Transition Support Facility (TSF). The said grant funding from the TSF Pillar III Window is to assist in the financing of the Enhancing Policy Development: Research and Capacity Building Project (ENPODEV) embedded in the Research and Delivery Division of the Ministry of Finance and intends to apply part of the agreed amount for this grant to payments under the contract for the recruitment of an individual consultant to serve as a Resource Centre Coordinator and Training Assistant.

The Consultant will be required to support the achievement of goals of the Resource Centre, provide high-quality service and a promising learning environment experience for users including staff of the Ministry of Finance, other Ministries, Departments and Agencies (MDAs), researchers, students and academics. The Resource Centre Coordinator and Training Assistant will also provide administrative support, coordinate day-to-day logistics and communications for all training programmes and activities organised in the centre.

Eligible individual consultants are invited to express / indicate their interest in providing the aforementioned services. Interested consultants must provide adequate and appropriate information, demonstrating that they have the required competencies, skills and knowledge including academic qualifications and relevant experience (capacity and capability) to perform the aforementioned services. The minimum qualification and experience requirements are as follows;

Qualification and Experience

- A Bachelor's degree in Library, Archive and Information Systems, Business Administration, Public Sector Management, or any related field.
- Three years of experience and a proven record of involvement in the management and running of a learning or resource centre.
- Experience in developing, interpreting and communicating policies and processes.
- Strong organizational and time management skills.

- Excellent written and oral communication skills and good customer service skills.
- Ability to develop own initiative and work as part of a team in a high paced and demanding work environment.
- Basic skill in Information and Communication Technology- particularly ability to individually resolve hardware glitches
- Experience with Microsoft Office Suite packages (Word, Excel, PowerPoint etc.)
- Experience in organising events such as seminars, workshops, training activities, etc.
- Problem-solving and decision-making skills.

Establishment of the short-list and the selection procedure shall be in accordance with the “ Rules and procedures for the use of consultants” under the African Development Bank’s Procurement Policy dated October 2015, which is available on the Bank’s website at <http://www.afdb.org> .

Interested consultants may obtain further information at the address below during the office hours (08:00-17:00 hours).

Expression of interest must be delivered in hard copy or submitted via email to the addresses below, by Wednesday 13th April 2021 at 4:00 p.m. (Sierra Leone time) and must be specifically marked “**Resource centre Coordinator and Training Assistant**”

Addressed To:

Project Fiduciary Management Unit - PFMU
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