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**GOVERNMENT OF SIERRA LEONE
REQUEST FOR EXPRESSIONS OF INTERESTS
DATE OF ISSUE: 30TH SEPTEMBER 2021
CONSULTING SERVICES FOR SOCIAL CAPACITY SUPPORT FOR BENEFICIARY
COMMUNITIES
FIRM SELECTION
SL-MOFED-254576-CS-CQS**

The Government of Sierra Leone, through the Ministry of Finance is 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 particularly the tourism sector. The nature and scope of the funding to be provided by the project is expected to strengthen the business enabling environment, build institutional capacity, facilitate strategic public investments, increase access to finance, and provide business development services such as facilitating start-ups and expanding of SMEs.

The environmental and social risks associated with the Project are minimal, site specific and can easily be managed with the mitigation measures adopted by the project. The Project is expected to have moderate environmental and social impacts that could adversely affect the achievement of its objectives. Potential environmental risks include events such as flooding, landslides as well as slower changes due to sea-level rise. The Project may have some slight adverse environmental and social impacts on environmentally or socially sensitive areas such as the coastline and national park and may have moderate adverse risks for gender, vulnerable groups, poverty and / or equity.

The Project Components

Acknowledging that economic diversification is a process that can take decades to occur, the goal of this project is to contribute to setting that process in place. This will be done by promoting improvements in overall conditions that can promote investments and firm growth (horizontal interventions such as business environment) while also directly promoting growth and competitiveness of specific non-mining sectors in the economy (interventions such as SME and entrepreneurship support and targeted infrastructure investments).

The Project consists of three components: (1) Business Environment and Capacity Building (2) SMEs and Entrepreneurship, and (3) Project Management and Evaluation.

The Project will under Component 2 invest in public goods to increase the competitiveness of SMEs and to attract private sector investment particularly in the wake of COVID-19. This will include the improvement of 6 tourist destination sites 5 located in the Western Peninsula and 1 outside of Freetown. These sites were selected based on four criteria: (i) product viability; (ii) economic impact including the potential to generate additional investment; (iii) community inclusion and (iv) sustainability and resilience to climate change risk.

Environment and Social Risks

The project is categorized as Environmental Assessment Category B. The project may also increase certain risks related to gender-based violence (GBV), including the risks of sexual

exploitation and abuse (SEA) and sexual harassment (SH). Further, the project will invest in tourist locations which are typically identified as hot spots for sex workers, minor headed households and child trafficking, among others. As a result, the project will put in place measures to prevent, mitigate and respond to the risks of GBV/SEA/SH, including through the project's Grievance Redress Mechanisms (GRM).

The SLEDP, therefore, intends to engage the services of consulting firm to carry out a social and capacity needs assessment of communities in the destination sites and implement social and capacity training.

Objectives of The Consultancy

The overall purpose of the consultancy is to provide technical support and guidance to project female and male youth-led community initiatives that promote GBV prevention and favourable social norms and

- To build the social capacity of the communities within the destinations that will be upgraded, on a one-year renewable contract. The objective is to ensure that the beneficiary communities are trained in the required social inclusive gender, management and business development skills to support the Project implementation.

The specific objectives of the consultancy are:

- Conduct initial assessments to provide an overview and analysis of the capacity, strengths and weaknesses across the communities and to identify the main social and capacity gaps and assess the demands for possible capacity building training.
- Develop and implement social capacity support action plans for the communities. Over the course of one year, the consulting firm will provide support in the form of technical services to address specific social capacity weaknesses for the communities. To guide this work, the consulting firm will develop action plans for the communities which identify the subjects and services needed by the communities.
- Measure changes of social capacity in the communities through continuous and regular monitoring and annual performance assessments against the formulated action plans.

Scope of Work

The assignment will focus on ensuring the development of the Community-Action Plans with clear objectives, capacity building plan, awareness raising plan, networking plan and proposed implementation methodology that includes methods such as peer learning, customised training and mentoring technical assistance, among others.

The specific scope of work by the consulting Firm will include but not limited to:

- Desk study on the relevant policies, governance structure, funding, manpower and equipment holding of the target communities as well as the roles and responsibilities of various actors / stakeholders.
- The consulting firm should propose and develop, in consultation with MDAs, performance indicators and targets / benchmarks for successful social and capacity building.
- Assess skills and experience of community members and their ability to apply existing skills.

- Assess the status of existing labour-intensive training capacity in the tourism / business sector mainly focussing on middle level skills training and identify capacity gaps. This involves an in-depth look at training management, manpower, funding, training facilities, teaching materials, equipment, number & depth of courses offered, accreditation, quality assurance, linkage with other training providers and regulators.
- Assess challenges specific to women and youth for access to training in the infrastructure sector.
- Assess the on-going and planned initiatives at national and provincial level aimed at employment creation including the promotion of local and alternative materials.
- Examine the potential for the expansion of labour-based activities and maintenance of public infrastructure as well as suitability of procurement procedures for the growth of small-scale businesses.
- Analyse the gaps in the areas of skills and management while identifying the necessary measures in training that could ensure greater participation of the communities.
- Determine the technical assistance requirement for a potential revamping of technological centres

Key Deliverables and payment terms

Summary of expected key deliverables and timelines.

Deliverables	Timeline
Inception Report-10% payment	2 Weeks
Assessment tools, Training materials, methodology, Training tools	4 weeks
Training Schedule / Plan 20% Payment	2 Weeks
Training Delivery 50% payment	9 months
Draft Report	2 Weeks upon completion of assignment
Final report 20% payment	2 Weeks

Reporting

The selected firm will report to the Ministry of Tourism and Cultural Affairs and the SLEDP Project Coordination Unit. It is expected that a monthly status update will be provided during the design stage and site meetings will also be held during the construction of destination sites.

Duration of Assignment

The duration for the assignment is for 12 months with possible scope for extension upon successful completion, delivery and approval of the first year of implementation.

Accountability

The contract to be issued for this assignment will be performance based and payments will be directly linked to agreed milestones and delivery timelines.

Firm Experience and Qualifications

Below are minimum requirements of the consulting firm in your proposal:

- Proven track record in developing training programs for public and / or private training institutions.
- Familiarity with employment intensive techniques and training programs aiming to develop local capacities for the same, and
- Minimum 3 years' Experience in conducting social capacity assessments for communities and measuring performance progress.
- Work experience in selected sites area will be an added advantage.
- Experience of developing and delivering participatory trainings, workshops and social and capacity assessment tools.
- Technical expertise in at least two or more of organisational social capacity functional areas (e.g., developing strategic plans, finance management and financial sustainability, human and material resources management etc.)
- Proven track record in developing and facilitating training related to gender and GBV
- Proficiency in English, both in writing and speaking

The assignment will cover several related but distinct areas (capacity assessment, training, psychosocial counselling, Gender, health and safety support, etc.). The assignment will therefore require multiple experts. The minimum qualifications and experience required for these experts are listed in the table below.

<u>Composition of team members</u>	<u>Required skills/qualifications/experience</u>
Team Leader	<ul style="list-style-type: none"> • An advanced University Degree (Masters or higher) in Business, Business Administration, Social Science, Gender, Human Right, Commerce or Economics a must. • At least 8 years' experience in Business Development, private sector development and BDS delivery; financial sector and service delivery experience highly desirable. • At least 3 years of proven professional experience in GBV prevention and response. • At least 3 years of proven track records of developing and facilitating trainings on core gender and GBV concepts. • At least 3 years' experience in Sierra Leone, experience in the sub-region and international experience a must. Management experience strongly desired.

	<ul style="list-style-type: none"> • Experience in delivering and managing BDS programs for at least three reputable clients a must. • Knowledgeable in the areas of business model development and implementation of growth strategies for businesses in the project’s priority sectors highly desired. • General work experience in senior management position in the private or NGO sector an added advantage.
Facilitator/Training Expert	<ul style="list-style-type: none"> • University or post graduate degree in Social Sciences, Public Administration, Communication, or other relevant field. • Sound experience in working with / in capacity building projects, including in the field of gender and women’s empowerment. • Proven skills in designing, implementation, monitoring and reporting of training initiatives. • Excellent communication, written and verbal skills both in English. • Excellent computer literacy • Ability to work under pressure.
Gender Expert	<ul style="list-style-type: none"> • Advanced university Degree in relevant field (gender studies, social sciences, etc.) • 5-10 years of progressively responsible professional work experience at national and international levels working in GBV in humanitarian settings. • Demonstrated ability to develop gender capacity building tools • Fluency in English is required.
Business Development Expert	<ul style="list-style-type: none"> • University degree in business development studies. Business administration, Economics etc

	<ul style="list-style-type: none"> • Demonstrated experience for resolving SME-specific challenges and successful development approaches. • Experience training and capacity building • Strong interpersonal skills and the ability to work effectively with stakeholders across multiple organizations.
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Mode of Application

The Project Fiduciary Management Unit of Ministry of Finance now invites eligible firms to express their interest in providing the services. The firm should provide information demonstrating having the required relevant qualification and experience for the assignment. The Consulting firm will be selected in accordance with Consultant’s Qualification-based Selection method set out in the Consultant Guidelines: Selection and Employment of Consultants under IDA Grants by World Bank Borrowers, (July 2016, Revised November 2017,2018 and fourth edition 2020). The evaluation shall be based on the relevant qualification and experience of the firm for the assignment.

The expression of interest should be 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: **slconomicdiversification@gmail.com**

Closing Date:

The Closing Date and time for receipt of applications is 14th October 2021 at 16:00pm.

Only short-listed consultant will be contacted