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

### RECRUITMENT FOR THE PROJECT COORDINATOR FOR ACCOUNTABLE GOVERNANCE FOR BASIC SERVICE DELIVERY PROJECT (P172492)

#### 1.0 Background

The Government of Sierra Leone through the Ministry of Finance has received grant financing from the International Development Association (IDA) of the World Bank for the implementation of an Accountable Governance for Basic Service Delivery Project (P172492). The estimated cost of the AG4BSD Project is US\$40.0 Million and will be implemented within six (6) years period. The Government intends to use part of the proceeds of the AG4BSDP grant financing to engage the service of a suitably qualified and experienced Sierra Leonean to fill the undermentioned stated positions to be part of the core team of the Project Management Unit (PMU) with overall responsibility to provide technical support/advise in preparatory work and compliance monitoring of development grant to Local Council under the AGBSD Project.

The AG4BSD Project Development Objective (PDO) is: “to improve resource management, transparency and accountability of government systems for enabling the delivery of local development projects and basic services”.

The Project, which will benefit various Ministries, Department and Agencies (MDAs) and Local Councils will comprise the following four (4) components which will simultaneously tackle key identified challenges and underlying drivers at both local and central levels:

**Component 1:** Systems and skills for local services delivery (central and local levels). This Component will focus on improving key systems at central and local level to support service delivery. It will strengthen planning, financial management and accountability systems within and between local and central government agencies, as well as provide capacity building support to core fiduciary staff at the local level.

**Component 2:** Local Development Financing. The aim of this project component is to directly support Local Council financing. It will channel funding to rural district councils for small-scale capital investment through development grants and support improvements in the inter-governmental fiscal transfer system. It will also support the development of revenue mobilization strategies for LCs as part of a new Fiscal Decentralization Policy to be implemented alongside this project.

**Component 3:** Integrated data platforms for monitoring and accountability. This project component will support the government’s proposed reforms to improve data management and reporting at local level through targeted support to LCs, as well as data on critical service delivery

inputs in the priority sectors of education and health. It will build stronger local and national monitoring and data tracking systems; while also providing information that will support planning, management, and delivery of basic services and development grants by LCs. This project component will prioritize increasing community engagement and citizen awareness of the data platforms supported.

**Component 4:** Project Management and implementation support. This component will cover the costs of managing the AG4BSD project as well as the specific activities for project monitoring and evaluation (M&E), communication, and outreach. It will provide project management support to the Ministry of Finance for project implementation, including supporting collaboration with other central and local agencies participating in the project.

## 1. PROJECT COORDINATOR

### 1.1 Objective of Assignment

The objective of the assignment is to recruit a qualified Sierra Leonean as **Project Coordinator** to provide overall coordination of the implementation of the AGBSDP. This will certainly be achieved with support from other core technical staff of the PMU and the Project Fiduciary Management Unit (PFMU) responsible to provide fiduciary support to the AGBSDP

### 1.2 Responsibilities/Scope of Work

Under the supervision and guidance, the Office of the Financial Secretary, the **Project Coordinator** will be responsible to:

- Compiling and verifying the Annual Work plan and Budget (AWPB) and the procurement plans.
- Reporting on progress and implementation issues to the Project Steering Committee (PSC), Minister and the World Bank.
- Providing technical support and guidance to component and sub-component leads LTAs/D on project activities.
- Ensuring compliance with social and environmental safeguards requirements.
- Coordinate monitoring and evaluating progress of project implementation
- Prepare and submit Progress Reports as defined in the Project Implementation Manual
- Lead the administrative and operational activities of the project.
- Facilitate regular communication of project results and regularly keep stakeholders engaged.
- Ensure that all planned activities are undertaken in a coordinated and timely manner in line with the Financing Agreement (FA), the Project Appraisal Document (PAD) and the Project Implementation Manual (PIM), including ensuring that significant variances between planned and actual project expenditure are adequately explained and reported.
- Put in place and managing a Grievance Redress Mechanism and GBV reporting mechanism.
- Prepare TORs for the PSC and Project Technical Working Groups (TWGs) and ensure they hold meetings as specified in their TORs.
- Coordinate support during World Bank Implementation Support Missions including consolidation of Implementation Units (IUs) implementation progress update and preparation of Mission reports
- Coordinate contract management, compliance monitoring and provide; when required, logistical and other support to both local and international consultants
- Carry out other functions that may be necessary for the effective implementation of project and achievement of PDO as assigned by the Financial Secretary.

### **1.3 Reporting/Deliverables**

#### **1.3.1 Reporting**

The **Project Coordinator** will report to Office of the Financial Secretary (Financial Secretary/Principal Deputy Financial Secretary) on all activities to be implemented as detailed in the responsibilities/scope of work. S/he will work in close collaboration with component heads, MDAs and other partner bodies and feedbacks provided to the Office of the Financial Secretary.

#### **1.3.2 Deliverables**

The **Project Coordinator** is expected to produce the following deliverables:

1. Annual Work Plan
2. Monthly Progress Reports
3. Quarterly Reports
4. Annual Reports

### **1.4 Qualifications and Experience**

To be considered for the position of **Project Coordinator**, the consultant must possess:

- At least a Masters degree in Social Science from a recognized institution that is relevant to the project including economics, public financial management, public policy and development ;
- At least twelve (12) years postgraduate experience, six (6) of which should be in a management position in public policy and development, economic and public financial management. Knowledge in Sierra Leone decentralization and local governance including revenue mobilization is an asset;
- Knowledge, experience and good track record in coordinating/managing donor funded projects, including World Bank Investment Financing Project (IPF), is a pre-requisite requirement
- Strong leadership, conceptual and analytical skills and demonstrated ability to lead teams, and organizational, management & supervisory skills;
- Excellent team work spirit and capacity to build productive relations with relevant MDAs and local councils officials;
- Strong ability to work independently under limited supervision and the ability to work under pressure within tight deadlines;
- Strong and applicable computer skills especially in office software packages (Word, Excel, PowerPoint etc.) and familiarity with modern website functioning and interactive systems;
- Sound oral and written skills and ability to communicate with all stakeholders is a pre-requisite requirement;

### **1.5 Duty Station**

The duty station for the assignment is Freetown within the Project Management Unit (PMU) of the AGBSDP with extensive travels to the country side

### **1.6 Language of the Assignment**

The language of the assignment must be English

### **1.7 Services and Facilities to be provided by the Client**

The project will provide furnished office space, a computer and other logistical and office support that may be needed and considered reasonable by the Project Management Unit (PMU) of the AGBSDP.

## 1.8 General Information

- This position is advertised on an equal opportunity basis and qualified women and men are encouraged to apply.
- Attractive salary and conditions of service will be offered to the successful candidate
- Employment will be on full-time basis, and contract will be for one year subject to annual review with a possibility of renewal.
- The position is restricted to Sierra Leone nationals only

## 1.9 Mode of Application

The **Project Coordinator** will be recruited in accordance with the policies and procedures applicable to recruitment of Government donor funded project implementation support staff following the Procurement Regulations for IPF Borrowers (July 2016, Revised November 2017, 2018 and fourth edition 2020).

Shortlisting of applications shall be based on applicants' relevant qualifications and experience.

Suitable candidates for the post of **Project Coordinator** are kindly requested to submit their Application Letters including up-to-date Curriculum Vitae and relevant supporting documents (Note: do not send originals) with the names of three (3) referees, one of which should be the last or current immediate supervisor/employer and addressed to:

[pfmrd@mof.gov.sl](mailto:pfmrd@mof.gov.sl)

Email application as attachment(s) (including photocopy of all supporting documents) to:  
[pfmrd@mof.gov.sl](mailto:pfmrd@mof.gov.sl)

**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 **Friday 29<sup>th</sup> October, 2021 at 4:00pm.**

**Only short-listed candidates will be contacted.**

**Female candidates are strongly encouraged to apply for this position**