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Project Fiduciary Management Unit  
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## GOVERNMENT OF SIERRA LEONE

### RECRUITMENT FOR VARIOUS POSITIONS FOR THE 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. CIVIL ENGINEER**

The objective of the assignment is to recruit a qualified Sierra Leonean as **Civil Engineer** to provide technical support/advise in preparatory work and compliance monitoring of development grant sub-projects to Local Council within component 2.1 of the AG4BSD project. The incumbent is expected to work with the PMU, LC professionals/technicians in infrastructure works and other stakeholders to ensure effective and efficient rollout of annual development sub-grants operation cycles from solicitation, pre-award, award, monitoring and compliance, reporting and close-out.

The development grant will constitute an incentive for LCs to sustain institutional strengthen efforts supported on systems and skills to strengthen its LC leadership role as conveners of data (on service delivery for monitoring and financial accountability) and to increase transparency community engagement. It will also benefit Sierra Leoneans most dependent on locally delivered public services, living in poverty and with low human capital development in the 16 rural Local Councils.

In part, the development grants will be provided to LCs to undertake sub-projects that will include rehabilitation and/or construction of social infrastructure for health, education, water and sanitation. It will also support LCs to rehabilitate and/or construct general infrastructure like rural markets and upgrading of their environmental and sanitation standards, construction of community storage facilities, rural roads, small bridges, and culverts. It will further include the construction of basic flood protection measures, such as drainage systems and retention walls.

### **1.2 Responsibilities/Scope of Work**

Under the supervision and guidance of the Project Coordinator and the Fiscal Decentralization Division of the Ministry of Finance, the **Civil Engineer** will be responsible to:

1. Review the planning, designs and works concepts proposed by LCs, advice and proffer recommendations that are intended with the principle of value for money without compromising quality and efficiency.
2. Guide LCs to fully understand the menu of eligible investment as articulated in the Grant Manual and provide technical advice to LCs wanting to undertake
3. Review and approve design, bill of quantities, technical specifications and cost estimates of infrastructural development projects submitted by LCs.
4. Review Sub-project procedures, tender documents design in terms of scope, scale, implementation period and feasibility
5. Support grant management and implementation oversight by the FDD and the PMU grants management team tailored to the level of risk presented by each district council.

6. Guided by the Local Development Grants Framework and the Local Council (LCs) Development Grant Manual, the incumbent is responsible to ensuring sub-grant infrastructural investment projects' technical quality and compliance is guaranteed.
7. In collaboration with other relevant technical teams, provide technical support to LCs in the conduct of Organizational Assessment and supervises the selection and implementation of investment subprojects by local councils.
8. Support in the conduct of assessment of minimum conditions and verification of eligibility criteria and approval of sub project technical design (works).

Specifically, the **Civil Engineer** will undertake the following activities:

1. Responsible for coordination of oversight and supervision of all sub-grants contracts awarded by LCs that relates to works.
2. Verify contractual compliance for all specification and designs of sub-grant works including monitoring of deadlines set out in the technical specifications and/or terms of reference
3. Provide support to the to the Grant Manger in responding to the World Bank technical comments and bidder's/consultants' technical clarifications on the bidding documents /Request for Proposals
4. Provide support to the PMU grant team in resolving any technical issues resulting from construction activities and support in review of possible contract variations
5. In collaboration with the LCs professional or technician in infrastructure works, conduct meetings with the contractors/consultants and provide periodic construction site visits and provide feedback to the Project Coordinator in terms of progress status, problems and remedial actions
6. Provide technical support to Local Councils in planning and engineering design of infrastructural investment Project and resolving design and development problems
7. Checking detailed designs, cost estimates, bidding documents, and other contract documentation prepared and submitted by LCs/consultants and ensure their appropriateness
8. Provide capacity support to LC professionals/technicians in infrastructure works
9. Carry out other functions that may be necessary for the effective implementation and management of the development grant that will from time to time be agreed between the Ministry of Finance, its development partners and various stakeholders.

#### 1.4 **Qualifications and Experience**

To be considered for the position of **Civil Engineer**, the consultant must possess: A Bachelor's Degree in Civil Engineering or related field with six (6) years' professional experience in management and implementation of civil works projects.

#### 1.5 **Key Competencies Required**

The ideal candidate is expected to have the following competencies:

- At least six (6) years of working experience in design, building and construction of social and/or general infrastructure
- Experience working in a similar position in a World Bank funded project is desirable
- Must be a member of the Sierra Leone Institute of Engineers;
- Applicable computer skills especially in office software packages and familiarity with modern website functioning and interactive systems;
- Excellent team work spirit and capacity to build productive relations with relevant MDAs and local councils officials;

- Sound oral and written skills and ability to communicate with all stakeholders is a pre-requisite requirement;
- Strong ability to work independently under limited supervision and the ability to work under pressure within tight deadlines;
- Ability to travel to the provinces at short notice as and when required is essential.

### 1.3 Reporting/Deliverables

#### 1.3.1 Reporting

The Civil Engineer will report to the Project Coordinator, AGBSDP for all development grant inputs and outputs related to the Project. S/he will work in close collaboration with grant beneficiaries especially LCs professionals/technicians in infrastructure works

## 2. ENVIRONMENTAL AND SAFEGUARD SPECIALIST

The objective of the assignment is to recruit a qualified Sierra Leonean as **Environmental and Safeguard Specialist** at the AG4BSD Project Management Unit. The incumbent is expected to support the MoF to monitor, supervise and report on safeguards implementation and environmental issues associated with project implementation, in coordination with environment and social officers at the local councils. This will certainly be achieved with support of LCs Environmental and Social Officers

### 2.1 Responsibilities/Scope of Work

Under the supervision and guidance of the Project Coordinator, the **Environmental and Safeguard Specialist** will be responsible to:

- Ensure effective integration of environmental considerations into all aspects of identification, consultation, planning and implementation of sub-project activities
- Develop framework and work plan for prevention and mitigation of Environmental risks and impacts through a broad-based stakeholder consultation
- Maintaining and improving risk management processes, systems and tools.
- Supporting technical cooperation designed to assist contractors to prepare and implement a contractor ESMP (C-ESMP), adapted from the project generic ESMP, but modified to capture local peculiarities
- Defining, and subsequently monitoring, suitable environmental indicators for sub-projects and preparing quarterly monitoring reports;
- Providing environmental inputs to monitoring, evaluation, and reporting activities;
- Confirming that all Occupational Health and Safety Guidelines are properly implemented. (To prevent accidents and Covid 19 virus transmission)
- Assist in the development and distribution of information, communication, and educational materials on Environmental issues.
- Coordinate with Local Council Environmental Officers, to support regular field monitoring visits of project activities to ensure compliance with all applicable requirements of World Bank and national laws on the Environment.
- Contribute to the preparation of project progress reports on the implementation of Environmental safeguard measures.

- Carry out other functions that may be necessary for the effective implementation of project and achievement of PDO

## 2.2 Qualifications and Experience

To be considered for the position of **Environmental and Safeguard Specialist**, the consultant must possess:

- At least Master's degree in Environment and Development Studies, Social Sciences or related field from a recognized institution
- At least five (5) years of work experience relating to the promotion of environmental governance and policies, assessment and management of environmental risks and impacts.
- Proven experience in formulating, assessing, and reviewing environmental safeguard compliance.
- Deeper knowledge of environmental protection issues, regulations and World Bank standards on environmental safeguard issues.
- Experience in conducting stakeholder consultations and facilitating community level meetings.
- Strong and applicable computer skills especially in office software packages and familiarity with modern website functioning and interactive systems;
- Excellent team work spirit and capacity to build productive relations with various component stakeholders, relevant MDAs and local councils officials
- Sound oral and written skills and ability to communicate with all stakeholders is a pre-requisite requirement
- Strong ability to effectively work independently under limited supervision and ability to work under pressure within tight deadlines  
Willingness to travel to the provinces at short notice as and when required is essential

## 2.3 Reporting

The **Environmental and Safeguard Specialist** will report to the Project Coordinator, AGBSDP for all monitoring, supervision and reporting of environmental and safeguard issues related to the Project. S/he will work in close collaboration with beneficiary LCs, MDAs and other partner bodies.

## 3. MONITORING AND EVALUATION SPECIALIST

The objective of the assignment is to recruit a qualified Sierra Leonean as **Monitoring and Evaluation Specialist** tasked with coordination, timely and regular data collection and the preparation of the regular progress reports/analysis to verify the intermediate outcomes based on the Results Framework. The M&E Specialist will closely coordinate with the leading technical units/entities. The M&E Specialist will coordinate with the focal points within each participating entity to ensure timely collection of data for their interventions, which will be communicated to the PMU M&E Specialist and ensure that results are shared with the TWG, Project Technical Steering Committee and the World Bank.

### 3.1 Responsibilities/Scope of Work

Under the supervision and guidance of the Project Coordinator, the **Monitoring and Evaluation Specialist** will be responsible to:

- Develop a robust M&E plan that will measure progress of activities, outputs, outcomes and the achievement of the PDO, and will ensure synergies between the program activities.
- Develop ToR for the design and implementation of a Geo-enabling initiative for monitoring and supervision (GEMS) particularly for the development grants and work with the selected consultant to provide training in the use of the system to relevant stakeholders
- Set up a robust data collection system to collect data at the subproject level through quarterly physical progress reports and financial progress reports submitted by local councils, complemented with the use of field-appropriate technology for digital data collection and analysis.
- Help revise the project results framework matrix, particularly in the areas of the objective hierarchy (PDO and intermediate level), indicators and monitoring mechanisms
- Support the Project Coordinator to develop the AWP&B by consolidating the activity plans of all implementing units and the subsequent submission of the AWP&B to the relevant approval bodies (the TSC and the World Bank) for No Objection in a timely manner
- Develop the overall framework for project M&E, for example, annual project reviews, participatory impact assessments, process monitoring, operations monitoring and lessons learned workshops.
- Support the Project Coordinator in ensuring that the business of the project is conducted in an efficient manner by supervising and monitoring project implementation. Ensure that timely decisions on corrective actions are made and implemented
- Support the Project Coordinator to direct and supervise the day-to-day operations of the project, guided by the project documents (PAD, PIM, FA, Financial and Procurement guidelines, etc.) and the AWP&B, providing any necessary amendments to ensure smooth performance.
- Assure that all contractual obligations are adhered to and make the necessary contacts and efforts to ensure implementation meets project targets
- Guide the process of identifying challenges with and designing revision to key indicators for each component, to record and report physical progress against the AWP&B. Also steer the process for designing the format of such progress reports.
- Guide the process for identifying the key performance questions and parameters for monitoring project performance and comparing it to targets. Design the format for such performance reports.
- Support the Project Coordinator to clarify the core information needs of central project management, the steering committee, the World Bank, the political and administrative heads of the Ministry of Finance.
- With support from stakeholders, set out the framework and procedures for the evaluation of project activities
- Review the quality of existing social and economic data in the project area, the methods of collecting it and the degree to which it will provide good baseline statistics for impact evaluation
- Provide guidance to consultants/firms contracted to implement special surveys and studies required for evaluating project effects and impacts
- Based on the AWP&B and in particular the programme budgets, design the framework for the physical and process monitoring of project activities

- Guide staff and implementing partners in preparing their progress reports. Together, analyse these reports in terms of problems and actions needed. Prepare consolidated progress reports for the Project Coordinator to submit to the relevant bodies, in accordance with approved reporting formats and timing.
- Review monitoring reports, analyse them for impact evaluation and to identify the causes of potential bottlenecks in project implementation.
- Collaborate with staff and implementing partners on qualitative monitoring to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Foster participatory planning and monitoring by training and involving primary stakeholder groups in M&E activities
- Identify the needs and draw up the ToRs for specific project studies
- Ensure that in general, project monitoring arrangements comply with the project financing agreement and, in particular, the provisions of this agreement are fully observed in the design of project M&E.
- Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed
- Guide the regular sharing of the outputs of M&E findings with project staff, implementing partners and primary stakeholders
- Other duties as from time to time be assigned by the Project Coordinator

### **3.2 Qualifications and Experience**

To be considered for the position of **Monitoring and Evaluation Specialist**, the consultant must possess:

A post-graduate qualification in Economics from a recognized institution or in a field related to social sciences that is relevant to public financial management, public policy and development with at least five (5) years postgraduate work experience. A proven track record of superintending monitoring and evaluation issues within World Bank funded projects is an advantage.

### **3.3 Key Competencies Required**

The ideal candidate is expected to have the following competencies:

- At least nine (9) years of working experience with a minimum of five (5) years professional and postgraduate experience;
- Demonstrated experience working on World Bank funded projects and/or local partner organizations including MDAs;
- Strong leadership, conceptual and analytical skills and demonstrated ability to lead teams, and organizational, management & supervisory skills;
- Strong and applicable computer skills especially in office software packages and familiarity with data analysis applications like SPSS;
- Excellent team work spirit and capacity to build productive relations with relevant MDAs and local council officials;
- Sound oral and written skills and ability to communicate with all stakeholders is a pre-requisite requirement;
- Strong ability to work independently under limited supervision and the ability to work under pressure within tight deadlines;
- Ability to travel to the provinces at short notice as and when required is essential.

### 3.4 Reporting

- The **Monitoring and Evaluation Specialist** will report to the Project Coordinator, AGBSDP on all monitoring and evaluation issues relating to the Project. S/he will work in close collaboration with beneficiary LCs, MDAs and other partner bodies.

#### **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 (3) referees, one of which should be the last or current employer and addressed to:

[agbsd@mf.gov.sl](mailto:agbsd@mf.gov.sl) and [agbsd@gmail.com](mailto:agbsd@gmail.com)

Email application as attachment(s) (including photocopy of all supporting documents) to:  
[agbsd@mf.gov.sl](mailto:agbsd@mf.gov.sl) and [agbsd@gmail.com](mailto:agbsd@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 **Tuesday 19<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**