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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. GRANTS MANAGER

The objective of the assignment is to recruit a qualified Sierra Leonean as **Grants Manager** for managing development grant within component 2.1 of the AG4BSD project. The incumbent is expected to work with other stakeholders to ensure effective and efficient rollout of annual development grants operation cycles in accordance with the project documents and LC Grants Implementation Manual.

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.

1.2 Responsibilities/Scope of Work

Under the supervision and guidance of the Project Coordinator in collaboration with the Fiscal Decentralization Division of the Ministry of Finance, the **Grants Manager**, will be responsible to:

1. Work with other key stakeholders especially the Fiscal Decentralization Division (FDD) of the Ministry of Finance to ensure effective and efficient rollout of annual development grants activities and operation cycles; from preparatory work/engagement with LCs, verification of eligibility criteria, allocation and disbursement of funds, supporting grant implementation and closing.
2. Guided by the Local Development Grants Framework and the Local Council (LCs) Development Grant Manual, the incumbent is responsible to ensuring sub- projects' technical quality and compliance with safeguards and fiduciary requirements are guaranteed.
3. In collaboration with other relevant technical teams, provide technical support to LCs in the preparation of Organizational Assessment and supervises the selection and implementation of investment subprojects by local councils.
4. Lead the verification of eligibility criteria -minimum conditions and additional institutional strengthening eligibility criteria for LCs to access grants
5. On a yearly basis, coordinate assessment of local councils' technical and fiduciary capacities to support implementation of investment sub-projects as part of the eligibility criteria to access the funds.
6. Employ a collaborative cross cutting approach in the rollout of the development grant cycle and ensure grants are awarded, implemented and monitored in line with project framework and manual through effective engagement and communication with the various stakeholders including government officials, our development partners, sub-contractors and suppliers.
7. Management of sub-award files and track and monitor electronic files during implementation

Specifically, the **Grants Manger** will undertake the following activities:

1. Responsible for overall coordination and management of the development grant fund and the main point of contact for the local development grant
2. Manage the grants team on the full sub award cycles including preparatory work/engagement with LCs, verification of eligibility criteria, allocation and disbursement of funds, supporting grant implementation and closing
3. Work in close collaboration with FDD in the implementation of Subcomponent 2.1 (Local government development grants).
4. Ensure sub grant agreement compliance for all financial and systems management relating to the development of grants administration.
5. In collaboration with FDD, provide the PFMU on a quarterly basis, a six (6) month rolling forecast of development grants to be paid, which PFMU will use as a basis for determining the amount of the requested advance to the related USD Designated Account.
6. Liaise with the FDD to ensure availability of sub-grant funding and compilation of grant's project budgeting.
7. Facilitate the processing of payments at the request of the Project Management Unit of the AGBSDP) and LCs Grants Management Unit within the structure of each of the 16 Local Councils.
8. In addition, this role will work with the AGBSDP M&E Specialist to ensure oversight during implementation and closeout.
9. In collaboration with the PMU and FDD, advise LC grant team on contractual and grant issues, donor compliance, and implementation.
10. 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 **Grants Manager**, the consultant must possess:

A post-graduate qualification in Economics from a recognize institution or in a field related to social sciences that is relevant to public financial management, public policy and development with at least four (4) years postgraduate experience. A proven track record of superintending and administering sub-grants within World Bank or other external development partner project(s) and working with government officials especially LCs is an advantage.

1.5 Key Competencies Required

The ideal candidate is expected to have the following competencies:

- At least six (6) years of working experience with a minimum of four (4) years professional and postgraduate experience;
- At least three (3) years of sub-grants management/administration experience; two (2) of which most have been in a supervisory role. Experience in administering sub-grant projects in a World Bank funded projects/programs will be desirable;
- Demonstrated experience working with sub-grantees 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 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.

1.3.1 Reporting

- The **Grants Manager** will report to the Director, FDD/Project Coordinator, AGBSDP for all development grant inputs and outputs related to the Project. S/he will work in close collaboration with beneficiary LCs, MDAs and other partner bodies.

2.0 OPERATIONS SPECIALIST

The objective of the assignment is to recruit a qualified Sierra Leonean as **Operations Specialist** to monitor, supervise and report safeguards implementation by the contractor on a regular basis. Furthermore, the operations specialist role is to provide administrative and operational support to the Project Coordinator and PMU. These core tasks are expected to be achieved with support from LCs Gender and Social Officers and other staff within the PMU.

2.1 Responsibilities/Scope of Work

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

- Support coordination of timely implementation of relevant activities and programmes of all components of the AG4BSD Project
- Under the guidance of the Project Coordinator, assume the role of first line of contact between the AG4BSD Project components focal points and the Project Management Unit
- Support the project coordinator in the implementation of activities and tasks relating to Component (4): Project management and implementation support
- Assist in the preparation of project narrative status reports, annual work plans of component (4) and consolidation of Annual Work plan of AG4BSD Project
- Provide support during World Bank Implementation Support Missions including consolidation of IUs' implementation progress update and preparation of Mission reports
- Serve as liaison with the PFMU staff
- Support from time to time, the coordination and reporting on Heads of Component meetings including preparation of minutes of heads of component meetings
- Assist in 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 Project Coordinator.

2.2 Qualifications and Experience

To be considered for the position of **Operations Specialist**, the consultant must possess:

- At least a Masters degree from a recognize institution that is relevant to public financial management, project management, policy and development, business management with at least five (5) years postgraduate experience and/or ten (10) years working on project involving multiple stakeholders.
- Experience with project implementation funded by external donors and knowledge of public sector management would be desirable
 - 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 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;

2.3 Reporting

The **Operations Specialist** will report to the Project Coordinator, AGBSDP for 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 Project Coordinator.

3.0 SOCIAL AND GENDER SPECIALIST

The objective of the assignment is to recruit a qualified Sierra Leonean as **Social and Gender Specialist** to the PMU to monitor, supervise and report on social and gender implementation issues on a regular basis. This will certainly be achieved with support from the Local Councils Gender and Social Officers.

3.1 Responsibilities/Scope of Work

Under the supervision and guidance of the Project Coordinator, the **Social and Gender Specialist** will be responsible for the following:

Overall Social Risk Management:

1. Ensure that Project activities are carried out in line with national safeguards legislations and polices and the World Bank ESF and environmental and social instruments prepared for the project, including the generic ESMP and SEP.
2. Support the development and review of environmental and social instruments, such as ESMP and RAP, during project implementation
3. Help develop and oversee the implementation of the project GRM
4. Prepare regular social risk monitoring reports for the PMU

5. Serve on the panel evaluating bids on any environmental and social works and consultancies; assess potential social impacts of civil works planned under the Project, provide recommendations for adjusting designs for decreasing negative impacts to the extent possible, and identify measures for mitigating negative social impacts
6. Brief contractors engaged under the Project on ESF requirements specific to the project
7. Oversee compliance by all project contractors with good social practices adopted by the Project (including stakeholder consultation, beneficiary feedback, gender sensitivity, etc.), and ensure that social risks that relate to health and safety of workers and communities during the construction and operational phases to prevent accidents and COVID-19 virus transmission are properly managed; carry out supervision and/or inspections of sites where works are taking place to verify the compliance levels

Sexual Exploitation and Abuse (SEA) /Sexual Harassment (SH) Risk Mitigation:

8. Support and supervise contractors to design and implement action plans to prevent and mitigate the risk of Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH)
9. Ensure all contracts for contractors include a code of conduct for contractors and workers on SEA/SH in C-ESMPs.
10. Facilitate GBV capacity building of all actors involved in the project in partnership with relevant entities.
11. Assist in the development and distribution of information, communication, and educational materials on gender and GBV risk mitigation during project implementation
12. Develop a GBV-sensitive GRM

Gender and Social Inclusion:

13. Provide technical advice to the PMU, local councils, MDAs and relevant stakeholders in coordinating mainstreaming of gender and social inclusion related issues.
14. Advise and support LCs, MDAs and relevant stakeholders for the incorporation and full female participation during planning/budgeting, implementation and monitoring of development initiatives as required
15. Advise and support local councils, MDAs and relevant stakeholders to ensure gender responsive service delivery.
16. Guide and continuous monitoring of gender and inclusion in local development and service delivery and participate in assessment and evaluation of the social impact of project interventions.
17. Conducting awareness raising and sensitization of communities on gender and inclusion dimensions of the project
18. Generate performance indicators to monitor and assess outcome of initiatives considered to promote gender equality and social inclusion.
19. Lead the collection and tracking of gender disaggregated data for inclusion in the project results framework
20. Develop and delivery training on social and gender aspects of the project targeting relevant stakeholders
21. Perform any other duties assigned by the Project Coordinator.

3.2 Qualifications and Experience

To be considered for the position of **Social and Gender Specialist**, the consultant must possess:

- At least a Master's degree in Social Sciences (Gender studies, Environment and Development Studies, Decentralized Governance, anthropology, sociology, law, politics) or related field.
- At least 5 years' experience with social issues in development projects, including gender, social inclusion, community development, stakeholder consultation, and grievance redress
- Proven experience in facilitating community level meetings.
- Knowledge/Familiarity with social policies and regulations in Sierra Leone and the World Bank's ESF/Social Safeguards Policies.
- Experience in World Bank funded projects as a Social Safeguards Specialist will be an added advantage
- Demonstrated ability to work independently with limited supervision on a wide range of social development activities, and achieving results with agreed upon objectives and deadlines.
- Understanding Sierra Leone's Decentralisation process and workings of local councils
- Proven track record of working effectively within multidisciplinary teams.
- Strong English communication skills, both written and oral.
- Excellent team work spirit and capacity to build productive relations with relevant MDAs and local councils officials;
- Ability to travel to the provinces at short notice as and when required is essential.

3.3 Reporting

- The **Social and Gender Specialist** will report to the Project Coordinator, AGBSDP for all monitoring, supervision and reporting of social and gender issues related to the Project. S/he will work in close collaboration with the Project's environmental specialist, environmental and social officers in beneficiary LCs, MDAs and other partner bodies.

4.0 COMMUNICATIONS SPECIALIST

The objective of the assignment is to recruit a qualified Sierra Leonean as **Communication Specialist** to support in the development of new knowledge and communication and outreach materials and activities related to project implementation on a regular basis. This will certainly be achieved with support of the IEC officers of the local councils.

4.1 Responsibilities/Scope of Work

Under the supervision and guidance of the Project Coordinator, the **Communication Specialist** will undertake a range of issues included but not limited to the following:

- Support the Project internal and external communication and coordination
- Work with both technical and fiduciary staff of the project in compliance functions to carry out knowledge sharing activities and develop new knowledge products (case studies, videos, presentations, brochures, e-learning etc.) focused on engaging Project staff, MDAs, local councils and clients, as well as communities, civil society and other external stakeholders.
- Support the development of new communication materials, updates and feature stories for the Project to be loaded in the Ministry of Finance website and other local radio and TV stations and social media in English and/or other languages as needed
- Support the Project's monthly, quarterly and annual reporting, including tasks such as gathering and compiling the Project news and inputs from specialists, and working with Project's data focal points.

- Support Project internal and external outreach program in the planning and execution of workshops with local councils, MDAs, civil society and other stakeholders
- Assist in coordination and collaboration with other independent accountability mechanisms related to outreach and knowledge sharing activities.
- Help liaise with communications staff of other MDAs and local councils to market the project activities and its achievements
- Provide other relevant support work requested by Project Coordinator and other PMU team related to knowledge management, communications and outreach.
- Perform any other duties assigned by the Project Coordinator.

4.2 Qualifications and Experience

To be considered for the position of **Communication Specialist**, the consultant must possess:

A first degree in communication, international relations, public affairs, political science or other related fields

- At least eight (8) years work experience in Information, Education and Communication (IEC) and Change Management issues, public and international relations. A Masters degree in the related field is an added advantage
- Excellent communicator with strong attention to detail
- Superb writing and editing skills, proven track record of preparing high quality knowledge and communications products for diverse audiences, and an ability synthesize complex materials in a clear, concise, and accessible style.
- Experience working with different communications and multimedia platforms, as well as website and social media management;
- Experience working with data analysis and data visualization for different audiences;
- Capacity to work effectively with a range of stakeholders including private sector, government, NGOs and project-affected communities.
- Strong diplomatic, interpersonal and teamwork skills, and sensitivity to work in a multicultural environment;
- Ability to be self-motivated in reaching short deadlines, flexible, and ability to multitask.
- Ability to work in a pressured environment with issues of ethics and integrity at forefront of work excellent inter-personal and problem-solving skills.
- Fluency in written English essential, and ability to work in other languages preferable

4.3 Reporting

The **Communications Specialist** will report to the Project Coordinator, AGBSDP for all knowledge development, outreach and communication issues related 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 and agbsd@gmail.com

Email application as attachment(s) (including photocopy of all supporting documents) to:
agbsd@mo.gov.sl and 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 19th October, 2021 at 4:00pm.**

Only short-listed candidates will be contacted.