



GOVERNMENT OF SIERRA LEONE

REQUEST FOR EXPRESSIONS OF INTEREST

Issue Date: 21st April 2022

Consulting Services: Re-launch Consulting Services to develop a Development Plan for Western Area Rural District Council (Relaunch)- SL-MOFED-277481-CS-QCBS

1. The Government of Sierra Leone has received funding from International Development Association (IDA) of the World Bank towards the preparation of the Resilient Urban Sierra Leone Project and intends to apply part of the proceeds of the funding for eligible payment under the contract for the: *Consulting Services to develop a Development Plan for Western Area Rural District Council*

2. Objectives and scope of work for the Consulting Services

The overall objective of the assignment is to develop an integrated local socio-economic development plan which shall guide the development of the WARDC, with a 5-year planning horizon. The development plan forms the basis for the preparation of the budget of the council, donor intervention in capital and human development and maximize the benefits of investment in the District. The plan should be developed through a participatory approach and according to the relevant statutory requirements for local/urban planning (Section 85 ss. 4 of the Local Government Act, 2004). It will include the process of investigating and responding to the needs and aspiration of all the people who live or work in a local government area. It is a process of collaborative planning on community development issues at the local level and incorporates all types of activities that have an impact on community wellbeing. At the same time the plan also describes the local community, summarizes the key issues facing it, and recommends strategies that council or other agencies could implement to address identified analyzed needs. The mandate of the Council to prepare Development Plan emanates from the Local Government Act 2004. The Consulting Team is thus expected to prepare an integrated development plan for WARDC.

The exercise should incorporate the inputs from a broad perspective of stakeholders (including the WARDC, relevant ministries and government enterprises, Ward Development Committees, the Local Technical and Planning Committee of WARD-C, Devolved sector committees, Health Development Committees (HDCs) civil society organizations (CSOs), communities and their representatives, and private sector and business associations, amongst others).

The final products will provide the Council with an integrated development plan that identifies and outlines development issues and potentials of WARDC. Succinct and up-to-date plan should provide a positive vision for the future of each area: a framework for addressing housing needs and other economic, social and environmental priorities. The development plan must include strategic policies to address priorities for the development and use of land, considering social/productive/disaster risk reduction sector development

needs. Strategic policies should look ahead over a minimum 15-year period to anticipate and respond to long-term requirements and opportunities, such as those arising from major improvements in infrastructure and other land uses.

3. Specific objectives of this assignment will include:

Step I: Situation analysis:

- Situation analysis: analyzing strategic context (the external environment that influences the municipality and general trends); conduct a Socio Economic Profile (Geography-location, borders, environment and natural resources, demography/ human resources, main productive sectors, territory and economic activities, infrastructure);
- Reviewing and analyzing local priorities and data sources (service level resident satisfaction and needs survey at zonal and community level, stakeholder workshops, focus group meetings); identifying stakeholders; and discussion with stakeholder groups
- Municipal institutional assessment: taking stock of existing planning processes in government; analyzing institutional environment and mandates of local council; analyzing the government structures, processes and capacities; and assessing local resource mobilization/allocation, budgeting and funding
- SWOT analysis of the WARDC

Step II: Visioning and strategy formation

- Strategic objectives: developing strategic objectives; these should relate to the situation analysis addressing threats and weaknesses of the district, building consensus on strategic directions and choices through stakeholder consultations; creating a framework for a multi-sectoral strategy and multi-year budget;
- Strategic options and prioritization: transforming the objectives into strategic options; assessing financing framework and making outline budgets; prioritizing project options; and confirming consensus on prioritization of projects (validation workshops);
- Strategic action planning: developing strategies into strategic action plans from the objective, including an outline of the LED strategy-ensure that the district creates an enabling environment for the district (Goals- Objectives- and programmes for a LED strategy)and implementation framework; establishing timelines with responsibilities; and developing final multi-sectoral investment plan with budget and funding source (resource mobilization and budgeting, resource allocation, administration and operational costs, development expenditure). translate the strategy into a plan which depicts how each of the programmes will be implemented through projects;
- Develop indicators for assessing the progress of implementation;
- Continuous strategy development process: developing monitoring and evaluation framework (monitoring and feedback process); developing participatory systems for monitoring; and developing communication strategy (e.g. video clip, brochure, Facebook page, WARDC webpage).

4. The PFMU now invites eligible firms to indicate their interest in providing the above mentioned package of service. The consulting firm/organization should be able to demonstrate the following qualifications, skills and competencies at the organizational level.
 - i. Experience with at least five integrated development planning projects of similar nature to the assignment, with at least 1 of the project having been produced in Sub-Saharan Africa;
 - ii. A demonstrated capacity to deliver development planning outputs that led to the implementation, infrastructure development, and achievement of successful development outcomes;
 - iii. A demonstrated capacity to deliver planning outputs that complied with statutory requirements and that were ratified by legislative bodies;
 - iv. Experience conducting detailed baseline studies in the field using innovative and cost-effective techniques;
 - v. Experience leading development planning process and engaging stakeholders through participatory planning methods.

The composition of the personnel, the roles and responsibilities among team members, and the time allocations of each team member should be proposed by the Consultant Team. The consultant should clearly demonstrate the expertise and capacity to undertake the work within the time periods stipulated and a track record of having successfully undertaken similar or relevant assignments previously

The **Curriculum Vitae's of Key Personnel** will need to at least include the following and with the minimum specified qualifications:

(i) Team Leader:

1. Demonstrated leadership and successful execution of master planning consulting assignments of a similar or relevant kind in complex developing country environments;
2. A Masters level degree in Urban Design, Urban/ Development Planning, Regional Planning, or related field;
3. A minimum of 15 years leadership experience;
4. Demonstrated ability to manage multi-disciplinary teams and interact with multiple stakeholders at high levels;
5. Excellent writing and presentational skills to connect with multiple audiences;
6. Experience working in Africa.

(ii) Urban/Town Planning and Design Expert:

1. Demonstrated expertise in urban planning and design at various scales including experience with transit-oriented development, urban regeneration, planning policies and regulations, stakeholder workshops and consensus-building processes;
2. A minimum of a Masters level degree in Architecture, Urban Design or Urban Planning or related field;
3. A minimum of 10 years working experience;
4. Experience in working in developing country and limited data environments;
5. Experience working in Africa.

* Experts in local economic development, transportation, social services, environmental management, water and sanitation, etc. will be selectively added as key personnel.

6. This REoI will lead to the preparation of Short list of Consultants

The attention of interested consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 Revised November 2017, August 2018 and November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. The Consultant will be selected in accordance with Quality Cost Based Selection (QCBS) method set out in the Consultant Guidelines. Consultants should take note that the Expression of Interest must include the following information:

- i.. Core Business and how it is relevant to the assignment;
- ii.. Number of years in business, both as a registered business entity and in providing services in the sector(s) that are relevant to this assignment;
- iii. Management structure, number of directors and total number of staff - fulltime, on contract and as associates (however, Key Personnel and their specific experiences are not evaluated at this stage);
- iv. Certification of the firm in national, international, and professional bodies as applicable;
- v. Financial performance (e.g. turnover and profitability) in the last five years;
- vi. For each similar assignment undertaken by the firm, it is required to state whether it undertook the job solely, in partnership with other firms (name them and the role of your firm), and name of the client, the duration of the assignment, the number of staff/person-day(s) your firm engaged on the assignment, cost of the assignment (and cost of the project, if available), status of completeness as at time of expression of interest for this assignment, a brief scope of work for the assignment, etc.
- vii. Firms submitting a joint expression of interest must show information (especially on i to vi above) for each firm separate/distinct from the other(s) as, at this stage, each firm will be evaluated on its own individual merit based on the information submitted to determine its potential value addition to the partnership.

7. Interested consultants may obtain any further information via email request to **resilienturbanslp2019@gmail.com**

8. Expressions of interest **MUST be sent via E-mail as attachment** with all supporting documents (Note: scan all relevant original documents)

To: resilienturbanslp2019@gmail.com Cc: pfmu2018@gmail.com

Please indicate *clearly in the email subject* heading **'EOI WARDC DEVELOPMENT PLAN-Relaunch**.

ONLY ELECTRONIC SUBMISSION WILL BE ACCEPTED for this assignment **on or before 9th May 2022**.