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

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES –INDIVIDUAL CONSULTANT SELECTION)

Date of issue: **29th July, 2022**

COUNTRY: Sierra Leone

NAME OF PROJECT: Sierra Leone Agro-Processing Competitiveness Project (SLAPCP)

Loan No./Credit No./ Grant No.: P160295.

Assignment Title: Consultancy Services to Conduct Training Needs Assessment of the Aftercare Unit of the Sierra Leone Investment and Export Promotion Agency (SLIEPA)

Reference No: SL-MoFED-303462-CS-INDV

1. The Government of Sierra Leone, through the Ministry of Trade and Industry, is implementing the Sierra Leone Agro processing Competitiveness Project with financing from the International Development Association (IDA) of the World Bank Group. This project will support Government's strategic objectives of promoting private sector development, achieving economic diversification, and boosting agricultural productivity. The project development objective is to improve the business environment in agribusiness sector and increase productivity of targeted agro-processing firms in Sierra Leone. Achieving the project objective contributes directly to strengthening agro processing competitiveness, which is defined as the ability of agro-processing firms to generate new investments and increase market share in goods and services through improved productivity.

1. Scope of the Consultancy

The project seeks to address a number of concerns in the agricultural sector, which include promoting private sector development, achieving economic diversification, and boosting agricultural productivity as food insecurity is a significant threat to livelihood in Sierra Leone.

As many reports suggest, the livelihood of the majority of Sierra Leoneans is threatened which is the primary factor responsible for poverty. In order to have a sustainable impact, the project will need to invest some money in tailor-made training for members of staff in the key areas. Given that the project has an implementation time of only up to five (5) years from its start, the training that the project can respond to can be both short and medium-term with targeted tailor-made training packages for the Aftercare Unit of the Agency.

The overall objective of the assignment is to identify key technical and functional capacity gaps; conduct a training needs assessment of the Aftercare Unit; and develop a roadmap for capacity development for the Aftercare unit to enable it staff perform its functions as defined in the project.

The assignment should focus on existing staff capacity with the view to identify training needs for the staff to perform the expected functions and roles of the Aftercare Unit effectively and also proffer appropriate recommendations on capacity strengthening (staffing level, portfolio division, etc.) to be provided which would impact retention as well as utilization of acquired skills within the Unit.

A. The project objective

The main objective of this consultancy is to conduct a training needs assessment of staff in the Aftercare unit of SLIEPA and recommend and develop appropriate short, medium, and long-term pieces of training needs that will make the institution better placed to facilitate improved management of the resources in the Aftercare Unit.

To improve the business environment in agribusiness sector and increase productivity of targeted agro-processing firms directly to strengthening agro-processing competitiveness in Sierra Leone through an effective and efficient provision of aftercare services by the Agency's staff.

The Specific terms of reference that the individual Consultant will address are as follows:

1. To conduct a situational analysis on current capacity of the SLIEPA staff in the Aftercare Unit
2. Identify knowledge gaps and assess training needs within the Aftercare Unit
3. To review existing training programmes (if any) and review courses available (if any)
4. To recommend capacity development program to improve staff capacity in the Aftercare Unit in the short, medium and long term
5. To develop a training strategy to address the knowledge gaps for staff within the Aftercare Unit
6. To develop a detailed annual training plan with a schedule and an estimated cost associated with the plan
7. To develop a monitoring framework to assess the performance of the plan and a strategy for monitoring with its inherent tools
8. To present the findings of the training needs assessment to selected stakeholder for input.

B. Methodology

The individual Consultant is expected to undertake this assignment through a desk review and any relevant documents, and also interviews with relevant stakeholders. The individual consultant shall propose other tools (such as self-assessments, surveys, etc.) if necessary. However, it is requested that the individual consultant engage the SLIEPA staff not only in terms of identification of desired and existing capacity but also in the identification of training needs and prioritization of training (a training plan).

C. Deliverables

(1) As part of the inception report, provide a detailed model of work, methodology, key information sources to be used, and institutions/organizations to be consulted in undertaking the task.

(2) A concise report presented to stakeholders that:

- a) identifies training needs
- b) identifies existing training programs and where they don't exist, identify and recommend training packages (modes of training for identified staff needs (who, what training, how and when)
- c) contains a training strategy
- d) contains a detailed work plan with estimated costs associated with the training
- e) a monitoring framework

D. Time Schedule

The assignment will be carried out for a period of 30 days. The individual consultant should submit an activity plan that reflects the 30-days for the assignment.

E. Qualifications and Experience

1. Master's degree in Human Resource Management, Social Sciences, Education, Development Studies, Public Administration, Public Policy, or related fields is required.
2. The individual consultant should have a minimum of five (5) years' experience in organizational functional review(s) (including but not limited to Training Needs Assessment and in planning, organising, managing, and scheduling tailored made-training programs and modules).
3. A good understanding of the modern human resources management in the public sector is an added advantage
4. Demonstrated analytical skills, clarity in writing, ability in translating abstract concepts into concrete actions/recommendations are all required.
5. English proficiency in writing is a requirement.

F. Reporting Arrangements

The successful consultant will sign a contract with the Government of Sierra Leone through the Project Fiduciary and Management Unit (PFMU). The Project Coordinating Unit (PCU) will provide coordination, oversight and verification during the implementation of the assignment. The Consultant will provide updates and/or reports to SLIEPA through its Chief Executive Officer and the Coordinator of the Project Coordinating Unit (PCU).

Expressions of Interest for this assignment should include:

- The methodology to collect, analyse and present findings;
- A standardized questionnaire/data collection instrument for gathering survey results;
- Detailed Curriculum Vitae (CV) of the Consultant
- Activity breakdown with clear timelines

The attention of interested Individual 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, July 2018 and November 2020] ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations: The following is the link to the World Bank's website:

<https://policies.worldbank.org/sites/ppf3/PPFDocuments/Forms/DispPage.aspx?docid=083b3f94-a932-4395-a410-834f8bc14f8c>

A Consultant will be selected in accordance with the "Selection of Individual Consultants (SIC)" method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 0900 to 1700 hours.

Expressions of interest must be submitted via e-mail to the address below on or before **Monday 15th August, 2022 at 3:00 pm.**

pfmuadverts2020@gmail.com / copy kenewa.g@yahoo.com

All enquiries must be sought to the address below:

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