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GOVERNMENT OF SIERRA LEONE
REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL SELECTION)

Sierra Leone
Accountable Governance for Basic Service Delivery Project (AGBSDP)
Grant No.: D8380-SL
Issue date: 31st October 2022

Assignment Title: Consulting Services to hire a consulting firm for the preparation of a guide to District Councils Own Source Revenue Administration and Revenue Mobilization and Administration Strategies for Karene, Falaba, Kono and Pujehun District Councils

Reference No.: SL-MOFED-319283-CS-CQS

The Government of Sierra Leone has received financing from the World Bank toward the cost of the Accountable Governance for Basic Service Delivery Project (AGBSDP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) seeks to develop a guide to district local councils’ administration of own source revenues and district councils’ specific strategies that will enhance the fiscal space of local councils to deliver on their core mandate. The strategies will enhance the resource management systems and delivery of local development and other devolved services to communities. The guide should form the basis for preparing the district specific revenue mobilization strategies. The rationale for this owes to the many commonalities across districts in administering own source revenues. The district level revenue strategies will combine the commonalities and specifics in administration of own source revenues. The latter is to guide the local council to administer own source revenues with consistent and feasible approach that will maximize own source revenue mobilization. The activity is linked to the intermediate indicator, “District Councils that have developed revenue mobilization strategies”. It will enhance the capacity of local councils to mobilize local revenues in an equitable and sustainable manner at all levels.

The assignment is expected to be undertaken within 2 months

The firm will be required to undertake the following tasks:

- (i) Conduct a literature review of all relevant documents for own source revenue mobilization in Sierra Leone and developing countries
- (ii) Review the legal and regulatory framework for own source revenue mobilization and make recommendations where applicable to reflect modern trends and developments in local government revenue mobilization

- (iii) Analyse the historical trends for each existing revenue being collected by the local council and identifying the challenges and constraints faced by the local council in maximizing revenue collection
- (iv) Clearly outline all potential own source revenues of the local council, analyzing the potential of the revenue source and proposing clear strategies for collecting each revenue
- (v) Review the institutional framework of each revenue source, viz-a-vis the LC, chiefdoms and other authorities, and proposed mechanisms for better institutional arrangements
- (vi) Identify capacity gaps hindering efficient and maximum revenue collection within the LC and recommend actions to address them
- (vii) Present the draft assignment in a validation workshop and train key staff of 6 local councils on the use of the revenue mobilization strategies
- (viii) Prepare a manual/guide for local tax administration, summarizing the taxes and fees assigned to the local councils and the best practices in their administration
- (ix) Prepare four (4) council specific strategies for Karene, Falaba, Kono and Pujehun district councils on how to improve tax administration arrangements and practices to increase local taxes and fees mobilization and adapted from the manual/guide for local tax administration

The Project now invites eligible Consulting firms to indicate their interest in providing the Services. Interested Consulting firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The minimum qualifications required of the Consulting firm for this assignment are:

The firm must be a registered entity meeting its full obligations with the applicable laws (tax, social security contributions, etc.). The firm must have undertaken at least two similar assignments in the past with reputable institutions. It must have a management team with the required experience and expertise to deliver such assignment. The firm must ensure that the Cvs of the key experts proposed are duly signed and relevant certificates are attached.

The minimum qualifications required of the key experts are

- a. Team Leader
 - The Team Leader should have at least a post graduate degree in Economics, Public Finance, Public Policy or other related fields in the realm of social sciences.
 - S/he should have 8 years of experience working on public finance with at least 3 years of experience on fiscal decentralization
 - The Team Leader should have a working knowledge on financial management with chiefdom councils in Sierra Leone
 - Expert in tax policy and administration at the local level
 - In-depth knowledge of fiscal decentralization and local governance in Sierra Leone

- b. Business Development Specialist
- The Business Development Specialist should have at least an MBA/ACCA or a post graduate degree marketing
 - s/he must have at least 5 years' experience in business process systems development and rolling out of products or services
 - s/he must have experience in providing ICT solutions in business processes
- c. Valuation Expert
- The valuation Expert must have at least a first degree in Economics or Business Management with at least three years' experience in property tax valuation
 - A professional certificate in property tax will be an added advantage.
 - s/he must have working knowledge of property tax valuation in developing countries
 - knowledge of property tax valuation in Sierra Leone will be an added advantage

7.0 Deliverables

- A manual/guide for local tax administration, summarizing the taxes and fees assigned to the local councils and the best practices in their administration
- Four Revenue Mobilization Strategies for Karene, Falaba, Kono and Pujehun district councils adapted from the manual/guide for local tax administration
- A 2-days training agenda to roll out the training modules to the beneficiary staff of local councils
- Presentations and support training material to be copied on a memory stick or hardcopies for distribution to participants on the first day of the roll out workshop.

This REoI will lead to the preparation of Short list of Consulting firms

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 Consultant Qualification Selection (CQS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below or via email request to agbsdproject2022@gmail.com during office hours 0900 to 1700 hours

Expressions of interest can be delivered in a written form to the address below (in person)

Project Fiduciary Management Unit
13a Howe Street
Freetown
Attn: Head of Procurement
3rd Floor

OR

Electronically by e-mail to: agbsdproject2022@gmail.com

When submitting, please indicate *clearly in the sealed envelope* or *email subject* heading **EOI REVENUE MOBILIZATION STRATEGY-AGBSDP**.

SUBMISSION DEADLINE is 14th November 2022.