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Project Fiduciary Management Unit
Ministry of Finance
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Sierra Leone

GOVERNMENT OF SIERRA LEONE

VACANCY ANNOUNCEMENT

Recruitment for the Positions of Procurement Management Specialist, Financial Management Specialist and Environmental and Social Safeguards Specialist for the Sierra Leone Financial Inclusion Project.

1.0 BACKGROUND

The Government of Sierra Leone through the Ministry of Finance has made a request for an IDA/World Bank financing of US\$40.0 million to support the Sierra Leone Second Financial Inclusion Project. The main objective of the proposed project is to increase access to financial services among individuals and micro, small and medium sized enterprises (MSMEs). Sierra Leone has made significant strides in fostering financial inclusion through the Sierra Leone Financial Inclusion Project, which focused on increasing the interoperability of digital payments and access to financial services, including financing of the national switch.

The proposed Development Objective of this project is to promote the financial inclusion of individuals and MSMEs in Sierra Leone. This would be achieved by increasing usage of transaction accounts and access to credit for MSMEs. The key project beneficiaries are those individuals and enterprises in Sierra Leone that are currently not financially included. A specific focus is on targeting women and women owned enterprises to help reduce existing gender gaps.

The Sierra Leone Second Financial Inclusion Project has the following components:

Component 1: Adoption and usage of transactional accounts

Component 2: Increasing access to credit for MSMEs

Component 3: Contingency Emergency Response Component (CERC).

Component 4: Project Management, Monitoring and Evaluation (PIU, LOC Administration)

In this regard, the Project Fiduciary Management Unit of the Ministry of Finance and Bank of Sierra Leone seek to recruit a **Procurement Management Specialist, Financial Management Specialist and an Environmental and Social Safeguards Specialist** to form part of the Project Implementation Team

A. PROCUREMENT MANAGEMENT SPECIALIST

The objective of the services is to recruit an experienced person to provide procurement related services in the procurement of works, goods and services under the project, in accordance with the Public Procurement Act 2016 (PPA) of Sierra Leone and World Bank's "Procurement Regulations for IPF Borrowers" July 2016 Revised, November 2017, August 2018 and November 2020.

Scope of Services

The PMS will work with the PIU in the preparation/updating of the procurement plan in the required format for submission to the World Bank; and also shall provide managerial advice to the PIU and other project partners to ensure that procurement of all goods, works, non-consulting services and consultancy services are undertaken in accordance with the approved Procurement Plan. In the preparation of the procurement plan, the specialist shall ensure that the contract packaging is effective for project implementation and meets the World Bank criteria.

The PMS shall carry out the following tasks and responsibilities through the application of sound professional practices and methods;

- Implement Procurement based on the guidelines and procedures for the conduct of procurement under World Bank funded projects, and the government regulations for the procurement of goods, works and services under the Public Procurement Act 2016 (PPA) of Sierra Leone;
- Set up and utilize a simple procurement management tracking system that would monitor the implementation of procurement activities and support the timely provision of regular credible updates and responses to queries;
- Using the World Bank's Standard bidding documents, prepare customized Bidding Documents and Request for Proposals (RFP). These should include standardized forms to be used for International and Local Shopping Methods.
- In consultation with the project implementing partners, prepare and update the Project's Annual Procurement Plan detailing contract packages for goods, works and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- Monitor procurement implementation and update the procurement plans prepared at the beginning of the financial year, for the procurement of goods and works, and the procurement of consultants' services, annually and whenever it becomes necessary to do so;
- Prepare the annual General Procurement Notice (GPN), and also Specific Procurement Notices (SPNs) and Expressions of Interest (EOIs) whenever required;
- Establish a register of qualified suppliers and consultants and periodically update this register per advertisements and requests for expressions of interest;
- In consultation with the Implementation partners and technical officers, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for goods and works activities, using standard documentation agreed with the funding agencies, and also participating in evaluation of expressions of interest for shortlists and pre-qualification of suppliers and contractors where necessary;

- Carry out all procurement processes, including those for International and National Competitive Bidding procedures, ensuring compliance with agreed procurement methods' threshold, prior review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods;
- Receiving and participating in bid opening sessions, evaluating goods and works bids and consultants' proposals and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award to suppliers, contractors and consultants;
- In case of procurement actions requiring IDA "no objection", use Systematic Tracking of Exchanges in Procurement (STEP) to submit the request and monitor IDA response time on issuing "no objections" at different levels of the procurement process and follow-up accordingly;
- Coordinate response to inquiries, and communicate result of the evaluation process to the applicants, in response to guidelines.
- Prepare minutes of the Evaluation Panel meetings, and also prepare the requests for "no objection", and coordinate arrangements for the negotiation process, where necessary;
- Prepare the final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Technical Officers, Consultants, Suppliers Contractors and the World Bank).
- Establish a performance monitoring database for all suppliers, contractors, consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
- Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors or authorized agents;
- Carry out any other relevant periodic duties that may be assigned by the leadership of the PFMU and Project Team.

Qualifications and Experience

A. Academic qualifications

The candidate should have a Master's degree preferably in Procurement and/or Supply Chain Management, Business Administration, Public Administration, Economics, Development Management, Social Sciences or a related field

B. Experience

- At least ten (10) years professional experience in procurement and minimum of seven (7) years' experience in handling, managing or overseeing procurement for World Bank, or other international donor funded or administered projects.
- Knowledge of public sector procurement procedures and operational knowledge of international and country procurement management practices;
- Experience and familiarity with the Bank's reporting requirements, procurement procedures
- Ability to advise and disseminate procurement management knowledge, supervisory skills and capacity to be a member of a multi-disciplinary team to provide advice and recommend actions;
- Ability to lead strategic planning, results-based management and reporting

Professional Competencies

- Ability to read and write excellent English and produce project reports in English for regular and continuous presentations to World Bank staff.
- Ability to guide and deliver the range of financial management activities required by the project.
- Ability to interact with staff in the relevant implementing agencies.
- Effectiveness in analysing and resolving project implementation issues.
- Familiarity with the relevant Government procedures and regulations.
- High level of computer literacy, including Word, Excel, email and the internet.
- Strong communication skills and good interpersonal relations.

Performance Criteria

The following performance criteria will be used to assess the performance of the Procurement Management Specialist at regular interval and based upon which the contract may be continued or reviewed after Post Procurement Assessments are done laying emphasis on quality control and assurance

- Quality of documentation prepared and submitted for prior and post reviews
- Meeting deadlines as indicated in the activity schedule roadmaps on STEP
- Adhering to the World Bank Procurement Regulations and National laws

Facilities to be provided by Client

The PIU will provide office space, office equipment, internet facilities, electricity, project documents and other relevant materials required by the Specialist to perform his/her duties as specified in this TOR.

Reporting

The PMS will report directly to the Project Coordinator. He/she is expected to adhere to all administrative procedures and perform duties within the bounds of professional ethics and integrity. The Specialist will prepare Monthly, Quarterly, Semi-Annual and Annual procurement reports as inputs into the Project Management Reports and, in addition, prepares other reports, as and when needed.

Timeframe

The assignment shall be full time for a period of 24 Months subject to 6 months probationary period and contract reviews and renewals every 24 months subject to satisfactory performance of the consultant and the requirements of the project.

B Financial Management Specialist

The main objective of the services under this TOR is to recruit an experienced person to provide Financial Management related services in the funding of works, goods and services under the project, in accordance with the laws of Sierra Leone and World Bank Financial Management Guidelines and Grant provisions.

Scope of Services

The Financial Management Specialist (FMS) shall prepare and assist the PIU in the preparation/updating of the Annual Work Plan and budgets (AWPB) in the required format for submission to the World Bank

and also provide managerial advice to the Project Coordinator and the PIU to ensure that budgets of all works, goods and services are undertaken in accordance with the approved AWPB. In the preparation of the AWPB, the FMC shall ensure that the contract packaging is effective for project implementation and meets the World Bank criteria. The FMC will be fully responsible for all financial management aspects and ensure timely delivery of the below FM related activities, tasks, and deliverables for the project.

The FMS shall carry out the following tasks and responsibilities through the application of sound professional practices and methods;

- a. Maintain an adequate financial management system in compliance with the World Bank Financing Agreement and/or other relevant legal documents (e.g. Grant Agreements) as well as the Laws of Sierra Leone to support the deployment of project resources in an economic, efficient and effective manner to achieve the desired objective;
- b. Lead the project AWP/Budget compilation process by coordinating with the Project Manager and the relevant technical teams to ensure that the budgeted amounts are comprehensive in scope with intra-period allocation and are at an adequate level for monitoring (at least the sub-component) level.
- c. Lead budget monitoring against actual and liaising with the project team to explain variances greater than 10%;
- d. Establish a system of project internal control which is fully documented in a regularly updated FM manual of procedures, and ensure strict adherence in all areas of project operation;
- e. Safeguard the Project's fixed assets by ensuring there is an updated register of labelled assets that is subject to regular verification of assets' location and condition.
- f. Liaise with the Internal Auditor and prepare and coordinate internal audit remediation plans for issues reported.
- g. Undertake comprehensive and accurate preparation and timely submission of quarterly IFRs, Annual Financial Statements and other periodic financial reports to the PIU, Government and the Bank in compliance with agreed project covenants
- h. Document project eligible expenditure against advances to the Designated Account on a quarterly basis.
- i. Ensure adequate liquidity of the project by preparing 6-month forecasts each quarter, in liaison with the Project Manager and technical project staff and submitting Withdrawal Applications for replenishment of funds to the Designated Account in agreement with the World Bank.
- j. Facilitate the external auditing process to ensure that audited financial statements with a management letter and remediation plan of issues arising are ready for submission to the World Bank in line with agreed deadline (i.e. within 6 months of year-end).
- k. Carry out other relevant duties that may assigned by the Team Lead.

Qualifications

A. Academic qualifications

The candidate should have a recognized professional accounting designation (e.g. CPA, ACCA, ACA or equivalent from an Accounting Body that has full or associate membership with the International Federations of Accountants.

B. Experience

- Minimum of 7 years qualification experience in finance functions in reputable organization, Government Agency or donor funded projects environment and strong familiarity with the operational procedures of the World Bank and other development partners with at least 5 years in a senior level position.
- Ability to produce quality reports for development partners.
- Knowledge of public sector accounting procedures and operational knowledge of international and country financial and accounting management practices;
- Experience and familiarity with the Bank's reporting requirements, disbursement procedures, submission of Withdrawal Applications and the maintenance of Designated Accounts;
- Ability to advise and disseminate financial management knowledge, supervisory skills and capacity to be a member of a multi-disciplinary team to provide advice and recommend actions;
- Ability to lead strategic planning, results-based management, and reporting

Professional Competencies

- Ability to read and write excellent English and produce project reports in English for regular and continuous presentations to World Bank staff.
- Ability to guide and deliver the range of financial management activities required by the project.
- Ability to interact with staff in the relevant implementing agencies.
- Effectiveness in analysing and resolving project implementation issues.
- Familiarity with the relevant Government procedures and regulations.
- High level of computer literacy, including Word, Excel, email and the internet.
- Strong communication skills and good interpersonal relations.

General Deliverables

- Accurate and timely FM reporting, Quarterly Interim Financial Reports (IFRs) and Internal Controls Reports submitted
- Monitor Withdrawal Applications for the project.
- Ensure Reconciliations are prepared in a timely manner.
- Improved capacity of the PIU to implement FM procedures.
- Efficient, effective, and timely funds flow arrangements.
- Monitor advances and review reports.

Facilities to be provided by Client

The PIU will provide office space, office equipment, internet facilities, electricity, project documents and other relevant materials required by the Specialist to perform his/her duties as specified in this TOR.

Reporting

The Financial Management Specialist will report directly to the Project Coordinator. He/she is expected to adhere to all administrative procedures and perform duties within the bounds of professional ethics and integrity.

Timeframe

The assignment shall be full time for a period of 24 months, subject to 6 months probationary period and contract reviews and renewals every 24 months subject to satisfactory performance of the specialist and the requirements of the project.

C Environmental and Social Safeguards Specialist

The Environmental and Social Safeguards Specialist will have the responsibility to prepare, implement and monitor the project's environmental and social standards requirements of the project. The specialist will also provide any other environmental and social risk management support and ensure that the project complies with the necessary requirements of the Government of Sierra Leone and the World Bank safeguards policies as agreed in the environmental and social commitment plan (ESCP) and other E&S instruments prepared for the project. The specialist will lead to engage and consult with the range of stakeholders throughout the project cycle also support project team members on ensuring environmental and social aspects are addressed in the project and promote the resilience, inclusion and sustainability of the project

Scope of Services

Under the supervision of the Project Coordinator, the Environmental and Social Safeguards Specialist will undertake the following activities:

- Assess the project and identify potential environmental and social risks and impacts, plan and implement impact mitigation measures
- Review the project's Environmental and Social Management Framework (ESMF) and Project Appraisal Document (PAD), Project Implementation Manual (PIM), relevant project documents and develop corresponding risk log, mitigation/ management plans as necessary
- To help operationalize the ESF instruments (ESCP, LMP, ESMF, SEP) developed for the project and subsequent instruments to be prepared, consulted upon and disclosed by project effectiveness.
- Coordinate the preparation and operationalization of an Environmental and Social Management System (ESMS) within the Implementing Institution (BSL) for implementation and supervision or project activities.
- Conduct screening and due diligence of beneficiary MSMEs for E&S risks of their activities.
- Training, monitoring and supervision of MSMEs that will benefit from access to credits and financial access points and services proposed under component 2, whose activities may involve civil works or other activities with environmental footprints.
- Review contractor ESMP for submission to the Bank.
- To facilitate compliance on environmental and social responsibilities includes all ESSs (1-10) under ESF, GBV/SEA/H risks management, social development, inclusion and empowering vulnerable including PWD and marginalized, and sustainability during sub-project preparation and

implementation to ensure ESF compliant project & sub-projects which include the applicable Environmental and Social Standards (ESSs)

- To help in disclosure of the relevant instrument and documents after required clearances from concerned and liaise with the World Bank and other relevant stakeholders.
- Monitor progress in the implementation of the Project's activities ensuring that relevant national laws and regulations and World Bank ESF are fully complied with, and the reporting requirements are fulfilled including those prepared by external consultants; fully involved in the preparation of the documents and safeguards instruments
- Ensure the Project's environmental and social risks are identified, avoided, mitigated and managed throughout project implementation following E&S risks hierarchy
- Conduct screening of proposed project activities to identify the potential environmental and social risks and impacts and specific management and actions for mitigating the negative environmental and social risks and impacts of proposed activities.
- Develop and/or contribute to Terms of Reference (ToRs) for environmental and social management of proposed interventions
- Prepare environmental and social guidelines, Standard Operating Procedures (SOPs), tools, and notes for project implementers
- Development of ESF Compliance Monitoring templates
- Evaluate environmental and social risks that may emerge by project activities and provide recommendations on mitigation strategies including undertaking environmental and social due diligence prior to commencement of works
- Monitor and provide ongoing technical advice and guidance to the PIU and implementing partners and consultants to ensure that ESF instruments developed for site specific projects are in compliance with national and World Bank standards.
- Oversee and coordinate implementation of all the Project's environmental and social risk management related activities provide oversight and technical review of ESF documents
- Ensure full disclosure with concerned stakeholders
- Advice on environmental and social issues, regulatory requirements and other relevant issues to technical staff, regulatory authorities, public interest groups and various stakeholders
- Work with the PIU staff to ensure reporting, monitoring and evaluation fully address the environmental and social issues of the project; providing a well-documented, evidence-based compliance reports to be incorporated into the project annual reports
- Ensure social and environmental grievances are managed effectively and transparently through the appropriate grievance mechanisms, protocol/systems.
- Review Project activity plan, project designs, specifications, estimated costs of mitigation, contract agreement clauses, reports from contractors and participate in bid opening to ensure environmental and social clauses including universal accessible design measures are incorporated in all are inserted into bidding contract documents to ensure compliance of civil works/
- Identify stakeholders, appropriate processes, and engagement strategies, ensure that consultations are carried out for sub project with key stakeholders and coordinate with relevant government and non-governmental organizations (NGOs) counterparts, Civil Society Organizations (CSOs) to achieve successful implementation of social and environmental management.
- Ensure alternative measures to include women, persons with disabilities (PWDs) and vulnerable groups in project stakeholder engagement and other key decisions of the project.

- Preparation of environmental and social management plans in consultation with relevant stakeholders which must contain implementation steps, engagement processes, estimation of budget and resources needed, timeline, and result indicators
- Identification of alternative options as well as stakeholders to be engaged to implement safeguard plans if necessary
- Develop a timetable for field visits and conduct field supervisions during implementation to ascertain if sub-projects are implemented in an environmentally and social sustainable manner and provide feedback to PIU
- Ensure adequate environmental and social management records and documentation are kept, with adequate documentation of stakeholder consultations
- Periodically review and assess environmental and social safeguard implementation to ensure that project operations are carried out in accordance with sound environmental and social management practices and legal agreement, including consultation and reporting requirements
- Prepare training materials, and conduct necessary technical training workshops for PIU staff, contractors, project implementation agencies and other stakeholders on ESF

Gender/ Sexual Exploitation and Abuse and Harassment Risk Mitigation:

- Advise the incorporation of gender related aspects during prioritization of investments, design, bidding, implementation and operation and maintenance
- 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)
- Ensure all contracts for contractors include a solid code of conduct for contractors and workers on Sexual Exploitation and Abuse and Sexual Harassment in Contractor Environmental and Social Management Plans (C-ESMPs)
- Facilitate gender and GBV capacity building of all actors involved in the project in partnership with other relevant ministries, Development Partners and CSO/NGO groups
- Assist in the development and distribution of information, communication, and educational materials on gender and GBV risk mitigation during project implementation
- Facilitate signing of the Code of Conducts covering all staffs working for the project

Qualifications

A. Academic qualifications

The candidate should have an advanced degree in Environmental Management/Sciences, Environmental Economics/Social Sciences, Development studies/Sociology/Social Anthropology or other relevant field; strong preference will be for candidates who also possess good technical training on financial inclusion.

B. Experience

- At least 8 years of relevant experience in areas such as: environmental and social sustainability, environmental and social standards, performance, compliance and monitoring in the public or private sector.
- At least 5 years of direct relevant experience in environmental and social management issues in Sierra Leone is desired

- Knowledge and experience in the Sierra Leone environmental and social assessment regulations and guidelines desired
- Knowledge and experience of World Bank procedures, especially Environmental and Social Safeguard policies, Environmental and Social Framework (ESF), and Environmental and Social Assessments
- Strong analytical and presentation skills to analyze concepts and based on engagements establish knowledge gaps for team skill development.
- Excellent coordination skills to work with a wide range of stakeholders and the ability to self-measure performance and productivity.
- Proficiency in computer application and programs, essentially Microsoft Office Tools
- Great oral and written communication skills, as well as presentation techniques

Professional Competencies

- Ability to read and write excellent English and produce project reports in English for regular and continuous presentations to the World Bank staff.
- Ability to guide and deliver the range of environmental and social safeguards management activities required by the project.
- Ability to interact and engage with staff in the relevant implementing agencies. Effectiveness in analysing and resolving project implementation issues/challenges.
- Familiarity with the relevant Government procedures and regulations.
- High level of computer literacy, including Word, Excel, email and the internet.
- Strong communication skills and good interpersonal relations.

Facilities to be provided by Client

The PIU will provide office space, office equipment, internet facilities, electricity, project documents and other relevant materials required by the Specialist to perform his/her duties as specified in this TOR.

Reporting

The Environmental and Social Safeguards Specialist will report directly to the Project Coordinator. He/she is expected to adhere to all administrative procedures and perform duties within the bounds of professional ethics and integrity.

Timeframe

The assignment shall be full time for a period of 24 months, subject to 6 months probationary period and contract reviews and renewals every 24 months subject to satisfactory performance of the consultant and the requirements of the project.

Mode of Application

All applications should be accompanied by up-to-date Curriculum Vitae and supporting documents (scanned original certificates) with the names and addresses of three referees, one of which should be the last or current employer

E-mail application as attachment (including all supporting documents) be addressed to **slfip2023@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. No hard copy is accepted.

Closing Date:

The Closing Date and time for receipt of applications is **18th July, 2023 at 11:00 am GMT.**

Only short-listed candidates will be contacted