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GOVERNMENT OF SIERRA LEONE
REQUEST FOR EXPRESSIONS OF INTEREST

Issue Date: 2nd August 2023

Consulting Services: Hiring of a consulting firm to develop Specialized Project Costing Templates and Guidelines for Project Preparation Nationwide and Automated Project Database (Public Investment Management Information System (PIMIS))
SL-MOFED-370936-CS-QCBS

The Government of Sierra Leone has received funding from International Development Association (IDA) of the World Bank towards the preparation of the Accountable Governance for Basic Service Delivery Project and intends to apply part of the proceeds of the funding for eligible payment under the contract for the: *Hiring of a consulting firm to develop Specialized Project Costing Templates and Guidelines for Project Preparation Nationwide and Automated Project Database (Public Investment Management Information System (PIMIS))*

The Medium-Term National Development Plan (MTNDP – 2019 - 2023) is the fourth generation Poverty Reduction Strategy Paper of the Government of Sierra Leone. This plan like previous national plans directs the nation's development trajectory for a five-year span. The crux of this plan provides a broad framework from which programmes and projects are developed that aims at reducing poverty and promoting sustainable growth and development. These programmes and projects are developed and implemented by Ministries, Departments and Agencies (MDAs), Local Councils (LCs) and State-Owned Enterprises (SOEs) in line with the broader development framework as prescribed in these plans. The demand on Government to fund all these programmes and projects is very high given the limited resources available. As a result, Government has to prioritize projects and seek funding from external partners to fund its programmes. It is therefore imperative for Government to ensure that projects are well prepared and costed to ensure *Value for Money* (VfM) on investment.

The AGBSDP (P172492) funded by the World Bank to the Government of Sierra Leone is to be implemented over a 5-6 years. The project is meant to strengthen the governments' institutional systems and capacity for accountability and management of resources to more effectively deliver basic services responsive to community needs, across all districts.

Component 1 of this project aims to strengthen systems and Skills for Local Services Delivery, through the development of a specialized project costing templates, guidelines and nationwide training of Local Councils on the templates.

Component 2 of the project is to develop and deploy an electronic platform to be known as Public Investment Management Information System (PIMIS) to manage the public investment management cycle process with built in controls for compliance with government financial procedures and regulations

About the assignment (specific problem(s) the assignment wishes to solve)

Estimating project costs is critical in project development especially for infrastructure projects. Costs associated with projects are not just the costs of goods procured to complete the project but also include labor cost and very importantly operational and maintenance costs when the project has been completed. These cost estimates of projects are very vital in the annual budgeting process.

The inaccurate costing of projects affects the timely delivery of projects. This is evident when projects are conceptualized by MDAs, LCs and SOEs with inaccurate and incomplete costings of materials, equipment, and labor. Project scopes are not thoroughly defined often leading to scope creep that requires additional funding for completion. This leads to regular cost and time overruns of public projects in the process of project implementation, which in turn affects the schedule of delivery and duration of the project. It has also led to project variation and adjustments with substantial financial consequences. For projects funded by the Government, such cost overruns and delays are problematic as there is limited fiscal space to accommodate such variations. Ultimately, projects are abandoned midway because of fund unavailability to address extra costs stemming, eroding value of investments and also not addressing the initial constraints for which the project was designed for.

The absence of costing/price references by MDAs, LCs and SOEs in preparing projects is clearly a serious challenge to budget efficiency and credibility. As a result, the Ministry of Planning and Economic Development (MoPED) needs to understand how these costs are determined using cost drivers and guide MDAs, LCs and SOEs prepare realistic cost estimates for projects.

Governments around the world like the Government of Sierra Leone with wide ranging infrastructure investments and development project interventions seek tools to help improve aspects of public investment management as well as development projects.

Since the establishment of the Public Investment Management Directorate in the Ministry of Planning and Economic Development, the department mainly maintains an excel database of public investment projects. Although this has served as a very important source of information on programs/projects, there are several limitations in terms of the range, type and quantity of program/project information that can be captured in a systematic manner.

The Public Investment Management Information System (PIMIS) seek to ensure (i) compliance; where inbuilt controls ensure that all elements of the public investment management cycle are followed through and as well as compliance with national budget principles and procedures and government financial procedures and regulations, (ii) consistency; where public investment are tied to government goals with consistent performance criteria, (iii) collaboration; that is facilitating multiple government organizations' planning and project implementation; (iv) comprehensiveness; where the system will be used for data analytics to inform decision makers and (v) communication; which ensures that the system developed is able to provide a picture of goals, investments and results to planners, decision makers and the general public.

Objective of the Assignment

The objective of the assignment is categorized into two components:

- a. Component I – The objective of this component is to develop costing tool, deployment guidelines and capacity building to support MDAs, LCs and SOEs carry out realistic project costing. Specifically, the assignment will develop specialized costing templates and guidelines to include.
 - Determining cost drivers
 - Develop Costing Templates including Operation and Management (O&M) for at Least 4 top spending sectors for Local Councils
 - Link costing templates to the budget system
 - Develop Training Guidelines
 - Train end users and support officers in the use of the templates
- b. Component II – The objective of this component is to improve on the current project data management system used by MoPED. This assignment will present MoPED and relevant authorities with an automated public investment management cycle process and a centralized database for recording and accessing development and government priority programs.

Specifically, the project is

- To develop and roll out an interactive Public Investment Management Information system (PIMIS) compliant with the Public Investment Management (PIM) Cycle for use by MoPED and other stakeholders in the Public Investment Systems across Government.
- To develop training guidelines on the use of the system
- To train administrators and users on the, administration and maintenance of the system.
- Provide 12 months technical support post-delivery.

SCOPE OF ASSIGNMENT

Specifically, the consultancy firm will be expected to deliver on the following

Costing Tool

- Develop an interactive costing templates (including cost estimator, project details, O&M) suitable for public projects
- Develop deployment guidelines.
- Training end users on the use of the templates

Interactive Public Investment Management Information System.

- Develop a Public Investment Management Information System (hereafter, PIMIS) with dashboards for decision makers.
- Use open-source tools for the design and development of the system.
- Provide real time data on the Public Investment Programme.

- Train up to ten (10) administrators and users on the administration and maintenance of the system
- Provide 12 months post-delivery technical support to administrators within MoPED ensuring that any problem that arises with the system are resolved timely and efficiently.

Expected Deliverables (for example developing a manual and rollout of Manual)

The Consultant/Consultancy firm's key deliverables will include.

- Inception report
- Interactive costing template as per 4.1 (Costing template)
- Deployment/Training manual on the use of the templates
- Training workshops in each of the five (North East, North West, Eastern, Southern and Western) regions for key stakeholders on the use of the templates
- Project management Information System (hereafter, PIMIS) with relevant dashboards for decision makers. This software should have the ability to interact with existing software such as the IFMIS, NAMEMIS, etc
- Training and technical guidelines on how to administer and manage PIMIS developed.
- Prepare and submit a process reports Ten (10) days after completion of the assignment.

Training Arrangements

The training programme will be conducted for LC staff involved in all levels of project preparation for all twenty-two (22) Local Councils to be conducted in regional locations.

Qualification, Expertise and Key Competencies

The Consultancy firm is expected to possess the following key competencies:

It must have a management team with the required experience and expertise to deliver such assignment. The firm should have at least 5 years of experience in Development of Specialized systems, guidelines and Project Databases. The firm should provide proof of delivery of at least 2 or 3 similar assignments with a reputable organization.

The firm's team should comprise of:

Team Lead

- The lead consultant must have at least a master's degree in finance, Economics, or other related disciplines.
- The lead consultant must have at least a master's degree in project management or related field prior work/engagement and proof of developing and supporting a system or related software that has been deployed in Sierra Leone or another country in West Africa with similar infrastructure.
- Experience in Project design and Management
- Proven experience in developing training manuals.
- Fluency in English
- Ability to travel to various districts in Sierra Leone

An IT Engineer / systems developer

- He/ she should have at least an MSC in Computer Science or relevant certification
- He/she should have at least 10 years of experience in project management/Systems Development
- He/she should have at least 5 years, experience working on similar project.

Duration of the Assignment

The assignment is only for **Ninety (90) days with twelve (12) months post-delivery technical support to administrators within MoPED.**

Intellectual Property

All information pertaining to this assignment, which the consultancy firm may come into contact with and/or develop in the performance of his/her, duties under this engagement shall remain the property of the Ministry of Planning and Economic Development (MoPED) and the Government of Sierra Leone, who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission from the Ministry of Planning and Economic Development (MoPED).

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 thus;

- i. The firm core business and years in business related to the assignment***
- ii. The firm relevant experience to the assignment***
- iii. The firm technical and managerial capability to the assignment***

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;
 - iv. Certification of the firm in national, international, and professional bodies as applicable;
 - v. Financial performance (e.g. turnover and profitability)
 - 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)
5. Interested consultants may obtain any further information via email request to **agbsdproject2022@gmail.com**

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

To: agbsdproject2022@gmail.com

OR VIA

Hard copies addressed to ***Head of Procurement-PFMU and*** submitted to the address below:
Project Fiduciary Management Unit
3rd Floor- 13 a Howe Street
Freetown

Please indicate ***clearly 'EOI PIMS' as the subject*** heading

DEADLINE SUBMISSION for this assignment will be on **the 17th August 2023**