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Project Fiduciary Management Unit –
PFMU
13 Howe Street
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GOVERNMENT OF SIERRA LEONE

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

Accountable Governance for Basic Service Delivery Project (AGBSDP)
Grant No.: D8380-SL
Issue date: 2nd August 2023

Assignment Title: Hiring of a Consultant to prepare manual on roles and responsibilities of key committees in LCs

Reference No.: SL-MOFED-367458-CS-INDV

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”) seek to prepare a manual/guide on roles and responsibilities of key committees in LCs (FM committees (Budget & Finance Committee, Valuers and Assessment Committees; Revenue Committees and Internal Audit Committees of local councils. Primarily, the assignment seeks to enhance the capacity of FM committees of Local Councils to strengthen financial management in local councils and promote good governance, accountability and transparency in the delivery of devolved services.

This duration for the assignment is 6 to 8 weeks.

The consultant will be expected to:

- ❖ Consultations with selected local councils, FDD-MoF, PFMRD-MoF and IAD-MoF
- ❖ Prepare a manual on roles and responsibilities of key committees in LCs (FM committees (Budget & Finance Committee, Valuers and Assessment Committees; Revenue Committees and Internal Audit Committees
- ❖ Deliver/ Roll out the manual in the form of a training of trainers to local councils

The Project now invites eligible Individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The consultant is expected to have:

- at least a post graduate degree in Economics, Accounting, Public Finance, Public Policy or other related fields in the realm of social sciences.
- Eight (8) years of experience working on public finance with local councils
- Working knowledge on financial management with local councils in Sierra Leone
- In-depth knowledge of decentralization and local governance in Sierra Leone
- Experience in developing manuals

Skills and Competencies

- Excellent analytical and report writing skills;
- Good interpersonal and communication skills;
- Willing to work with rural stakeholders

Deliverables

- A manual on roles and responsibilities of key committees in LCs (FM committees (Budget & Finance Committee, Valuers and Assessment Committees; Revenue Committees and Internal Audit Committees Soft copy of the handbook in pen drive
- Report of the Roll out of the manual to Local Councils

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" November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. as per paragraph 3.17 of the Procurement Regulations.

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

***Project Fiduciary Management Unit
3rd Floor- 13 a Howe Street
Freetown***

Expressions of interest **CAN be submitted electronically as an attachment** with all supporting documents (Note: scan all relevant original documents) to, agbsdproject2022@gmail.com **OR VIA** hand delivery addressed to ***Head of Procurement-PFMU*** and submitted to the address above.

Please indicate ***clearly*** **‘EOI ROLES AND RESPONSIBILITES as the subject** heading **DEADLINE for SUBMISSION is on the 17th August 2023**

