



**GOVERNMENT OF SIERRA LEONE  
Ministry of Agriculture and Forestry  
Project Implementation Unit,**

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

Sector: Agriculture

**Date of Issue: 15<sup>th</sup> October, 2019.**

**The Republic of Sierra Leone** has received financing from the Islamic Development Bank (IsDB) towards the implementing the Regional Rice Value Chain Program (RRVCP) and intends to apply the proceeds for consultancy services of the following positions under the named project.

## **A. Financial Controller/ Officer**

Under the direct supervision of the Project Coordinator and within the framework of the project's appraisal reports and loan agreements, the financial officer is responsible for the financial and administrative management of the SLRVCDP. This includes the appropriate management of the project resources and the maintenance of a reliable accounting and financial reporting systems.

**Project Location:** Torma Bum, Bum Chiefdom, Bonthe District

### **Specific duties:**

- Develop an efficient Financial Management System of the project including the accounting system and reliable internal control procedures and guidelines for fund management and financial reporting and record keeping.
- Collaborate with other Project technical staff in the preparation of the Annual Workplan and Budgets.
- Ensure monitoring of the project budgets
- Timely verification and finalization of withdrawal applications for submission to IsDB
- Ensure the availability of funds for all planned activities
- Manage the Programme bank accounts and co-signs all payments
- Make sure that all Project procurements, either directly or by delegation, are done according to the approved Project Procurement Manual

- Prepare and provide financial reports including the balance sheet and funds flow statement for submission to Is DB on a semi and annual basis, and maintain all records in a form appropriate for audits (internal and external).
- Assure timely preparation of all necessary documents for the annual audit of the Project accounts
- Initiate the process of contracting an external audit firm to conduct an independent audit of the project account.
- Develop and maintain a system of financial control over all expenditure incurred by implementing partners and contractors.
- Review and update, if necessary, the Financial and Administrative Procedures Manual of the Programme.
- Keep appropriate record of the Projects assets and logistics.
- Propose and deploy appropriate accounting software to manage the project accounting system
- Prepare and maintain financial qualification of contractors/consultants based on the information provided
- Assist in undertaking financial management assessment of the implementing partners to propose appropriate controls in delegation of project activities
- Prepare semi-annual reports evaluating the project financial management system and present lessons learnt and suggestions for improving the system
- Review and regularly update the Financial and Administrative Procedures Manual of the PMU
- Responsible for the organization and supervision of the PMU office, assets logistics, and all administrative matters
- Undertake any other activities as assigned by the Project Coordinator

### **Performance criteria:**

The following performance criteria will be used to assess the performance of the financial management specialist at regular intervals and based upon which the contract with Project Implementation Unit may be continued or terminated

- Timeliness of disbursement after receipt of approved proposals and interim report.
- Timeliness and quality assistance provided to implementing agencies
- Timeliness and quality of internal audit report submissions.
- Timeliness of follow-up on internal and external audit recommendations
- Number and content of issues arising in the annual audit or periodic review of the Financial Management Accounts
- Timeliness of submission of monthly and quarterly report
- The quality of monthly and quarterly reports
- Compliance with the financial covenants as stated in the relevant legal agreement

## **Line of communication and Reporting**

- The Financial Controller will prepare monthly, quarterly, Semi-Annual and Annual financial reports as inputs into the Project Management Reports and, in addition, prepare other reports, as and when needed, as identified in the task. Such interim unaudited financial reports should include the use of funds of category, by activity and components with explanatory notes on the status of project implementation to aid the Project Coordinator. He/she is reporting directly to the Project Coordinator

## **Competencies and attributes**

- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility
- Ability to operate within a fast moving environment and react appropriately to change
- Excellent organizational skills, strong attention to details, motivation, high regard for accuracy and top quality work
- Excellent drafting, communication and reporting skills, and the ability to present information in clear and concise manner;
- ICT skills commensurate with the scope of the post
- Very good interpersonal skills to interact within multicultural environment

## **Qualification/Requirements**

- **Master's degree in accounting or project financial management with at least 10 years professional experience including 7 years as development projects or Programme Finance officer.**
- Qualification in ACCA, a postgraduate degree in Financial Management and experience in managing project funds is an added advantage.
- **The incumbent should prove capacity in working under pressure with group made of multi sector high level technical staff.**
- **Adequate computer literacy is strongly required for the position.**

## **Contract Arrangement**

The Financial Officer will be contracted for an initial period of One (1) year. The appointment may be extended or renewed every year for 5 years depending on satisfactory performance.

**QUALIFIED WOMEN ARE ENCOURAGED TO APPLY.**

**Only Candidates below 55 years will be considered**

## **B. Procurement Officer**

Under the direct supervision of the Financial Controller and within the framework of projects appraisal reports and loan agreement, the Procurement Officer is responsible for all the procurement issues of the Project. S/He will be granted a one year fixed term contract renewable upon satisfactory evaluation until the end of the programme whose duration is five years

**Project Location:** Torma Bum, Bum Chiefdom, Bonthe District

### **TORs:**

- Prepare and manage the project procurement and Project Procurement Manual
- Ensure that all procurement activities are in conformity with the procurement regulations and procedures applicable to the IDB Projects
- Finalize the procurement plan based on the Annual Work Plan and Budgets and the Project's needs/requirements in terms of procurement
- Serve as Secretary of the SLRVCP Procurement Committee and evaluation Committee
- Manage the procurement tracking database system
- Maintain and Manage the contract management system of the project
- Prepare briefing material on procurement management and issues for the project manager and follows up of procurement related issues
- Review and conduct due diligence on procurement issues and recommend actions/solutions
- Prepare bidding documents and related advertisements
- Finalize terms of reference and technical specifications prepared by technical staff
- Organize the bid opening , evaluation and selection process
- Prepare contracts for signature by the Project Coordinator and suppliers
- Compile and confidentially keep records , documents and records of all PFM Procurement activities for transparency and ease of reference, maintain procurement files
- Regularly update the contracts registry

- Prepare periodic reports on the status of procurement for the project, provide inputs for the project work plans and progress reports linking contracts with project activities, components, outputs. Maintain a close liaison with IDB pertaining to procurement
- Thoroughly understand Is DB procurement guidelines and standard procurement documents to ensure compliance of project procurement with the IDB
- Evaluate and comment on procurement process at completion comparing actual against what has been planned. Draft semi-annual reports presenting key findings and lessons learnt during implementation
- Undertake quarterly assessment of the quality of work of contractors proposing actions /solutions for improving the project results/implementation

### **Requirements/Qualification**

- A minimum university degree in Social Sciences preferably Business Administration, Financial Services, Agric Economics, Public Admin or related field and a post-graduate qualification in Procurement.
- Seven (7) years relevant professional experience in managing procurement, contracts, etc.

### **Competencies and attributes**

- Understanding of contracts management and contract follow up
- Ability to take initiative and work in team setting with high sense of confidentiality and flexibility;
- Ability to operate independently without direct supervision;
- Ability to operate within a fast moving environment and react appropriately to change;
- Excellent organizational skills, strong attention to detail, high regard for accuracy and top quality work;
- Excellent drafting, communication and reporting skills, and the ability to present information in clear and concise manner;
- Excellent oral and written English;
- ICT skills commensurate with the scope of the post.
- Very good interpersonal skills to operate within multicultural environment.

### **Line of communication and Reporting:**

The Procurement specialist will report directly to the FC and Project Manager on all project procurement activities.

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## **C. Monitoring and Evaluation (M&E) Officer**

Under the overall guidance of the Project Coordinator, the M&E officer will have overall responsibility for the coordination of monitoring and evaluation activities of programmes at both national and district level.

**Project Location:** Torma Bum, Bum Chiefdom, Bonthe District

### **TOR**

- Develop the Project's M&E System on the basis of the project's Logical Framework taking into account available Government (MAF) monitoring frameworks
- Prepare the M&E Plan of the project, including its monitoring formats
- Organize and supervise focused baseline surveys at the beginning of the project to be undertaken by a contracted institution. Baseline data should be age and sex disaggregated.
- Ensure indicators for outputs, outcomes and impact, developed for both the regional and country levels of the Regional Rice Value Chain Program are monitored and saved through well managed database
- Foster participatory planning and M&E by training and involve stakeholder groups;
- Oversee design of a field-based system for the project monitoring that incorporate the logical framework approach
- Prepare essential data to be included in quarterly, semi-annual and annual reports
- Monitor financial and physical progress and report this to stakeholders to create a better learning environment
- Undertake project and thematic evaluations based on the components
- Oversee data collection, collation, data entry (MIS) and preliminary analysis of data and report production; link this well to centralized databases for the program and at IsDB headquarters
- Organize and oversee annual review and planning workshops and preparation of annual work-plans and budgets (AWPB)
- Inform and join supervision missions by screening and analysing reports
- Support advocacy efforts through providing evidence of impact gathered through the M&E system, closely linked to knowledge management activities
- Undertake any other duties that may be assigned to him/her by the Project Coordinator.

## Competencies

### Organizational competencies

- **Strategic thinking and organizational development:** Personal influence
- **Demonstrated Leadership:** Lead by example and initiate and supports change
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture
- **Focusing on clients:** Contribute to a client-focused culture.
- **Problem solving and decision making:** Solving complex problems and making decisions that have wider corporate impact.
- **Managing time, resources and information:** Coordinate wider use of time, information and/or resources.
- **Team work:** Foster a cohesive team environment; able to foster and build team spirit, focus and engagement at all levels
- **Communicating and negotiating:** Acquire and use a wide range of communication styles and skills
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.
- **Managing performance and developing staff:** Manages staff well and builds competency

**Requirements:** Master's Degree in Economics, Agric. Economics, Project Management or Statistics with at least 5 years' experience in Planning, Monitoring and Evaluation. Must be knowledgeable in Log Frame approaches, Result-Based Management (Managing for Development Results in Agriculture) and Database Management with adequate computer literacy for the position. Good computer knowledge and of various database or statistical programmes e.g. SPSS

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## **D.Communications and Advocacy Officer**

Under the overall guidance of the Project Coordinator, the communication and advocacy officer will have overall responsibility for all communication and advocacy activities of the project at both National and District levels. S/he will perform the following roles

**Project Location:** Torma Bum, Bum Chiefdom, Bonthe District

### **Responsibilities (TOR)**

- Developing a comprehensive Communication Strategy for the project;
- Planning and implementing a range of promotion activities such as production of leaflets, brochures, banners, drama skits, radio and TV discussions, press conferences, newspaper articles, newsletters, among others
- Keep 'live' the project's website with reports and testimonials of the project's impacts
- Planning and implementing knowledge sharing and information dissemination activities of the project;
- Be Responsible for Public relations activities of the project;
- Reports to the Project Coordinator to enhance the project's visibility within the country and beyond
- Work with the M&E Officer to produce and disseminate demand-driven learning products capturing lessons at the thematic, portfolio and program levels, in coordination and collaboration with the overall Communication/Advocacy Management Strategy.
- Ensure that relevant quality discussion papers and/or reports are circulated in advance and that meeting minutes are circulated in a timely fashion.
- Support IEC for development partners on the structure, objectives, results and impact of the project in order to continue developing their support and interest.
- S/he will ensure greater visibility of the project support under MAF.

**Requirement:** A Bachelor's Degree in Agricultural Communication and Media or the equivalent with competency in public information, ability to interact with development partners and social media, ability to coordinate media experts (radio, TV, internet), expertise in computer software such as word processing, power-point, websites and other social media applications, publisher and excel including preparation and manipulation of digital graphics.



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Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the Islamic Development Bank (IsDB) *“Rules and Procedures for the use of Consultants”*

Interested consultants may obtain further information at the address below during office hours from 8:30am to 5:00pm, Sierra Leone time.

Expressions of interest accompanied by curriculum vitae and copies of degree(s) and certificates must be delivered to the address below by 5<sup>th</sup> November, 2019 at 12pm (GMT) Sierra Leone time and mention **“Consultancy Services for Position you are applying for”**.

**Attn:** The Permanent Secretary,  
Ministry of Agriculture and Forestry  
1<sup>st</sup> Floor, Youyi Building  
Brookfields, Freetown, Sierra Leone  
+232-76-601-492 or +232-76-97-97-27

OR

For all information on how to apply and to view the job descriptions, please visit the MAF website <http://www.maf.gov.sl>

For submissions, please send your CV and Cover Letter to [recruitmentisdb@gmail.com](mailto:recruitmentisdb@gmail.com).

Please ensure role title is in the subject of the email.

Women are strongly encouraged to apply.

For all inquiries, please send an email to: [jajalloh@yahoo.co.uk](mailto:jajalloh@yahoo.co.uk)  
[Shalpha33@hotmail.com](mailto:Shalpha33@hotmail.com)  
[Mksandy007@yahoo.com](mailto:Mksandy007@yahoo.com)