



## **REQUEST FOR EXPRESSION OF INTEREST**

<b>Country:</b>	Republic of Sierra Leone
<b>Name of Project:</b>	Rice Agro Industrial Cluster (SL RAIC) Project
<b>Sector:</b>	Agriculture
<b>Mode of Financing:</b>	Grant
<b>Project ID:</b>	P-SL-AA0-021
<b>Grant No:</b>	5900155016654
<b>Issued Date:</b>	24 <sup>th</sup> August 2022

The Government of Sierra Leone through the Ministry of Agriculture (MoA) has received a Grant Financing of UA 21.17 million from the African Development Bank as partial funding towards the cost of Rice Agro Industrial Cluster Development Project in support of National Agriculture Transformation 2023 programme. Part of this fund is going towards supporting a Program Management Team to be in based Torma Bum, Bonthe District.

The goal of the Rice Agro-Industrial Cluster Project (RAIC) is to contribute to rice self-sufficiency in Sierra Leone and improve the livelihoods of rural households. The specific objectives are to: (i) increase the productivity and production of rice by providing farmers access to quality inputs, land and water management, mechanization and extension services; (ii) improve the value chain through the processing of high-quality rice; (iii) promoting the consumption and marketing of locally processed rice.

The Sierra Leone Rice Agro-Industrial Cluster (SL RAIC) Project, in the rural floodplain areas of Pujehun and Bonthe Districts of Sierra Leone, will help advance GoSL's renewed commitment to sustainably transform the agricultural sector, under its New Direction Agenda and the National Agricultural Transformation Program (NAT 2023). The key expected outputs of the Project include more than 3-fold per hectare, increase in Rice production figures (currently 1-5-2.0 tons/ha), commercialization of rice production and increased wealth for rice producing communities. The SL RAIC Project will be implemented over five years at a total cost of UA 23.29 million, of which the ADF will provide UA 21.17 million and UA 2.12 million will be provided by the GoSL and beneficiaries as in-kind contribution.

SL-RAIC will consist of four components: (i) Agricultural Production Systems: (ii) Green Agro-processing Cluster Development: (iii) Capacity Building and Institutional Strengthening and (iv) Project Management:

For the implementation of this project, Ministry of Agriculture is recruiting five (5) key staff of the Project Management Unit staff to kick start the project implementation.

The Ministry of Agriculture now invites applications from suitable and qualified Sierra Leonean consultants to fill the following vacant positions:

- 1. Agro – Processing Specialist**
- 2. Rural Infrastructure Engineer**
- 3. Environmental and Social Safeguards Specialist.**
- 4. Gender and Youth Expert**
- 5. Agribusiness Development Officer**

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Procurement Policy and Methodology for Bank Group funded



Operations” (BPM), dated 2015, which is available on the Bank’s website at <http://www.afdb.org>. RAIC is under no obligation to shortlist any consultant who expresses interest.

To view the job description, please visit the MAF website: <http://www.maf.gov.sl> under the About Us Page Section by going to the Jobs page

Interested Individuals must provide information through their Curriculum Vitae (CV) indicating that they are qualified to perform the services (qualifications, description of similar assignments and experience in similar conditions) and must be sent by email to the address found at MAF website by **9th September 2022** at 1700 hours and mention “Expression of Interest for the position you are applying for.



## 1. AGRO – PROCESSING SPECIALIST

The purpose of this function is to provide overall technical guidance and support in all agro processing in implementing the Rice Agro Industrial Cluster Project in designated geographical areas of Bonthe District and Pujehun Districts in Sierra Leone. The Agro – Processing Specialist reports to the Project Manager

**DUTY STATION:** Tormabum but will initially transit in Moyamba

### **SPECIFIC DUTIES;**

- Facilitate & coordinate rice and small grain processing through the private partners and smallholder processors in processing trials.
- Build capacity and support clusters operators in operating the machines and undertaking basic maintenance.
- Develop and measure baseline, facilitate gap analysis and agree on production and improvement plans and targets with second tier enterprise management/owner
- Develop recommendations for how to increase investment in agro-processing in the rice value chains based on knowledge of industry and market needs, present and future to support crop production
- Promote agro-processing investment by the private sector in the rice value chain and states; including post-harvest handling, aggregation, storage and certification.
- Develop guides / templates for service cluster operators on packaging and presentation of products based on industry knowledge
- Support the smooth and effective rolling out of the programme to secure private investors in the service cluster operators and assembly plants under the project
- Work with partner and consultant to understand how post-harvest products and co-products can be converted to value.
- Ensure a strong market link between agro-processors and input providers (farmers).
- Ensure a supportive business development eco-system for cluster to perform market-oriented processing for value addition.
- Assist cluster management and operators, including farmers' organizations, in identifying and applying appropriate value addition and processing technologies
- Ensure a supportive eco-system of support for strengthening of community-based groups, associations, cooperatives, and enterprises for processing
- Assist in the development and strengthening of producer linkages with the agribusiness entity to improve the quality of products delivered for processing and inform producers of market requirements.
- Assist the safeguards specialists in identifying safeguard impacts and assist in identifying systems/treatments to deal with these externalities.
- Work closely with Njala University Engineering Department in fabricating thresher and other related activities allocated to the University.
- Liaise with the Engineering Division of the Ministry in developing technical specifications for the required machines and equipment for the agro industrial cluster.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS**

- Possession of at least a B.S Degree in Agro-processing/post-harvest, Agriculture, food safety, Agric-engineering, Agricultural mechanization or a related field. Master degree in any of the required areas is an added advantage.
- A sound knowledge/experience in agro-processing methodologies especially in rice
- At least Seven (7) years relevant practical experience with sound knowledge in rice processing and post-harvest losses.
- At least 5 years' practical experience working with communities and development partners



- Proven track record in providing technical and/or business solutions to agro-processors, with experience implementing or advising on smallholder sourcing models
- Excellent understanding of value chain analysis, development and Good Agricultural Practices
- Experience setting up agro processing businesses.
- Knowledge and experience of Quality management systems certification such as ISO
- Deep understanding of the agro-processing sector, with knowledge of relevant topics, such as: food production and processing, Good Manufacturing Practice (GMP) and Hazard Analysis and Critical Control Points (HACCP), worker safety, finance for growing businesses, and food systems value chain development

## **COMPENTENCY**

- Problem solving and decision making: Solving complex problems and making decisions that have wider corporate impact.
- 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
- Strong analytical and management skills, including sound knowledge of strategic planning and project management tools;
- Excellent written and oral communication skills, high level of quantitative analysis skills and project /personnel/donor management skills.
- Excellent computer (Ms Words and Excel) skills
- Ability to prioritize needs and carry out several tasks simultaneously (multi-tasking)
- Ability to identify and solve problems
- Ability to work independently and with a team

## **TIMING AND OUTPUTS**

The Agro-Processing Specialist will be offered a one-year performance-based contract renewable for up to five years, subject to satisfactory performance.



## 2. RURAL INFRASTRUCTURE ENGINEER

Under the supervision of the Project Manager of the Project and the Executing Agency the Ministry of Agriculture, the Rural Infrastructure Engineer will be responsible for overall day-to-day management of all infrastructural and irrigation sub- projects, supervision and monitoring/evaluation of these sub-projects in order that the project achieves its goal and objectives.

**DUTY STATION:** Tormabum but will initially transit in Moyamba

### **SPECIFIC DUTIES:**

- Generally responsible for providing technical oversight in the implementations of all infrastructure and irrigation works at the sites.
- Coordinating technical support in preparation of designs, cost estimates, bills of quantities and contracting documents for the procurement of Infrastructure Sub-Projects works identified for implementation under the Project components
- Manage and oversee the work of engineering consultancy firms responsible for supervision and quality control.
- Ensuring effective coordination in supervision and verification of certifying completion of part or all of the contracted Infrastructure Sub-Projects' works; and the implementation of Contracts under this component; as well as in assistance with the Work Contracts and other specific contracts along with the Variation Orders reviews and timely preparation of recommendations and decisions required to avoid delays in the approval process;
- Take part in the bidding process of all rural infrastructure and irrigation sub projects including bid evaluation and recommendation for award of contract.
- Ensures that all the works done are in accordance with the approved construction drawings, contract documents, project specifications, and all applicable standards whether local, national or international standards.
- Undertake regular inspections of sites where infrastructure sub-projects are being implemented, evaluating technical progress according to the agreed standards and timeline
- Oversight of the implementation of the civil works and irrigation works including road works in close cooperation of the civil works and irrigation consultants and the Ministry of Agriculture
- To coordinate all activities related to irrigation, civil infrastructure works and roads works.
- Assist with assessing the capacity of the implementing agencies/construction firms to participate in the civil infrastructure and irrigation sub-projects.
- Provide regular feedbacks detailing the stages and outcomes of the construction activities.
- Undertake, together with the Ministry's procurement committee comparative analysis of bid and prepare the evaluation report based on guideline indicated in the bidding documents, procurement of civil works and irrigation, issued by the African Development Bank(AfDB)
- Assist in the assessment of bid document for construction and irrigation works.
- Assist the Consultancy Firms in monitoring and evaluation of civil infrastructure works and irrigation works.
- Prepare and submit all necessary documentation required by the Ministry, and the Project Manager on the progress of work.
- To arrange and preside at periodic coordination and progress meeting at district level with stakeholders.
- Carryout any other assignment given by the Project Manager.
- Prepare and submit a monthly/fortnightly report for the Programme
- Perform other duties as assigned .



## **MINIMUM REQUIREMENT /QUALIFICATION**

- Bachelor's Degree in Civil Engineering, Construction Management or a related field from a recognized university/institution. A relevant master's degree will be an advantage.
- Experience in setting –up irrigation scheme and related activities with a minimum of 5 years
- A member of the Sierra Leone Institute of Engineers/registered Professional Civil Engineer or approved equivalent.
- A minimum of 7 years of demonstrable experience with managing and supervising the construction of a variety of works (feeder roads, structures, buildings), experience on the projects of a similar nature and extent to that of the projects described for construction.
- Construction Management or a related subject, together with a minimum of 6 years'.
- Experience in the management and implementation of civil engineering projects;
- Good governing in AtoCad, Microsoft packages and other Engineering Softwares

## **COMPENTENCY**

- Remain open to change and ability to manage complexity.
- Ability to work and act under pressure and with discretion in multicultural environment.
- Ability to deal with stakeholders from a broad range of backgrounds.
- Demonstrate capacity to plan, prioritize and deliver tasks on time to meet goals in a high-pressure environment.
- Maturity and confidence in dealing with Community Organizations, Beneficiaries, official of government institutions, international institutions and non- government institutions.
- Problem Solving complex problems and making decisions that have wider corporate impact
- Capable Team Builder able to foster and build team spirit, focus and engagement at all levels.
- Possess strong supervisory, communication, team building and computing skills (AutoCAD, word processing, spreadsheets and data-bases).

## **TIMING AND OUTPUTS**

The Rural Infrastructure Engineer will be offered a one-year performance-based contract renewable for up to five years, subject to satisfactory performance.



### **3. ENVIRONMENTAL AND SOCIAL SAFEGUARDS SPECIALIST.**

Under the supervision of the Project Manager of the Project and the Executing Agency the Ministry of Agriculture, the Environmental and Social Safeguard Specialist will be responsible for overall day-to-day management of all environmental and social activities and output of the project, in order that the project achieves its goal and objectives.

**DUTY STATION:** Tormabum but will initially transit in Moyamba

#### **SPECIFIC DUTIES:**

- Undertake environmental and social monitoring and the outcomes feed into the project implementation reports on E&S risks.
- Review project related Environmental and Social Safety instruments such as screening reports, ESIA's and ESMPs.
- Ensure sub-project ESMPs and E&S clauses are inserted into contractor bidding documents.
- Monitor Environmental and OHS aspect of the sub-projects during implementation.
- Ensure the project complies with OI requirements.
- Liaise closely with other relevant government agencies and stakeholders at national and regional levels to ensure that the implementation of the sub projects conform to national environmental policies.
- Manage the Grievance redress mechanism process and its implementation.
- Ensures that the sub projects are designed and implemented in accordance with OS1, OS2, OS3, OS4 and OS5 requirements together with Sierra Leone Labor laws.
- Responsible for disclosing approved social ES instruments such as Sub Project in the event land acquisition for this RIAC project and sub projects that may leads to involuntary resettlement. He/ She will disclose hotlines for purpose of receiving grievances during the implementation of the project.
- Coordinate training and sensitization program on social management, OHS and related issues including inclusion of Sexual harassment, sexual exploitation and Gender base violence.
- Initial and undertake environmental due diligence prior to commencement of works and liase with all relevant authorities and PIU staff to address pertinent community related issues.
- Work with the ESIA consultant in executing the tasks and ensure proper and quality work is done.
- Support the PIU in the review of documentation pertaining to environmental and social compliance during the project implementation.
- Work with, advise and supervise project consultants to undertake preparation and implementation of ESF safeguard instruments in line with the project's Environmental and Social Management Framework(ESMF) and monitoring the implementation of Environmental and Social Commitment Plan(ESCP)
- Ensure adequate environmental and social safeguard records and documentation are kept, with adequate documentation of stakeholder consultation on issues.
- Provide inputs needed in the preparation of Annual Work Plans and Budget.
- Submit monthly and quarterly implementation reports indicating compliance with OHS and Environmental migration measures proposed in the sub-project ESPM etc

#### **MINIMUM REQUIREMENT/QUALIFICATION**

- The candidate should have an advance degree (at least Masters) in Environmental Management/Science, Environmental Economic, Natural Resource Management or other relevant fields; strong preference will be for candidate who possess good technical training of Environmental and Social Safeguards activities.





- A sound knowledge/experience in environmental and social safeguard issues
- At least Seven (7) years relevant practical experience in environmental and social safeguard issues in Sierra Leone is desired
- Knowledge and Experience in EPA-SL environmental assessment regulations and guidelines desired.
- Knowledge and experience of AfDB EHS guidelines and procedures especially ESF is required

## **COMPETENCY**

- Ability to read and write excellent English and produce project reports in English for regular and continuous presentation to AfDB
- Ability to guide and deliver the range of environmental and social safeguards management activities required for the project
- Strong inter-personal skills with capacity to interact effectively with a range of stakeholders.
- Strong aptitude and proven record of working with team that include support staff, professional staff and development partners
- Ability to work independently with minimum supervision.
- Excellent computer (Ms Words and Excel) skills
- Ability to prioritize needs and carry out several tasks simultaneously (multi-tasking)
- Ability to identify and solve problems
- Ability to work independently and with a team

## **TIMING AND OUTPUTS**

The Environmental and Social Safeguard Specialist will be offered a one-year performance-based contract renewable for up to five years, subject to satisfactory performance.





#### **4. GENDER AND YOUTH EXPERT**

Under the direct supervision of the Project Manager the Gender and Youth Expert will be responsible for the mainstreaming of gender and youth in the various components of the project.

**DUTY STATION:** Tormabum but will initially transit in Moyamba

#### **SPECIFIC DUTIES**

- Responsible for monitoring the implementation of Labor and GVB/SEA mitigation measures in the ESMF, Sub Project ESMPs and other ES instruments during the preparation and implementation of all project components
- Monitor the implementation of the Gender, Youth and People with Different Disabilities (PWDAs) action plans
- Monitor and evaluate social inclusion aspects, including the participation of women and youth in all aspects of the project's development, implementation and follow-up
- Review all MoAs/Contracts/ToRs to ensure inclusion of gender and youth target indicators and information
- Ensure that all surveys and studies include a focus on gender and youth: age and sex disaggregated data
- Maintain keen attention to youth and women targets set in the project document in project planning, implementation and reviews, including in the review of the project log frame.
- In collaboration with project's teams and consultants, support the development of training materials and facilitation of women / youth trainings
- Support the implementation of the youth and women action plan including budgeting in all project components for youth and women activities.
- Ensure that women and youth friendly machinery, equipment, and tools are delivered to them.
- Ensure that women and youth benefit from access to finance, access to post-harvest value chain facilities including storage, processing and rural markets facilities.
- Capture the participation of youth and women over the duration of the project.
- In collaboration with the Communications Officer, support in the development of gender and youth sensitive Information Communication and Education (IEC) materials and advocacy initiatives for the various programme components;
- In collaboration with Agriculture Extension Officer, ensure that women and youth are included when developing the comprehensive extension strategy of the project, which includes training of farmers, outreach of extension and advisory services through innovative information.
- In collaboration with the Agribusiness Development Officer, ensure that young entrepreneurs, women and men, are included in agribusiness opportunities, and target farmer cooperatives in terms of receiving technical support, and commercialization and investment opportunities.
- In collaboration with M&E Officer ensure that youth and gender indicators for outputs, outcomes and impact, are monitored and captured.



## **MINIMUM REQUIREMENTS/QUALIFICATIONS**

- A minimum of Bachelor degree in Gender and Development, Agricultural Economics, Agriculture, Development Studies, Social Studies, or Sociology; and either academic or professional training in social research methods.
- At least seven years' experience in Agricultural Development, youth development, and women empowerment Programmes is desirable, working with MDA's or similar institutions two of which should be with donor supported projects

## **COMPETENCY**

- Problem solving and decision making: Solving complex problems and making decisions that have wider corporate impact.
- 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

## **TIMING AND OUTPUTS**

The Gender and Youth Expert will be offered a one-year performance-based contract renewable for up to five years, subject to satisfactory performance.



## **5. AGRIBUSINESS DEVELOPMENT OFFICER**

Under the direct supervision of the Project Manager the Agribusiness Development Officer will be responsible for the identification and the implementation of activities pertaining to agricultural and agribusiness development activities. S/he will work with smallholder farmers and Farmer Based Organizations and address the linkages between production and marketing for the rice value chain supported by the project.

**DUTY STATION:** Tormabum but will initially transit in Moyamba

### **SPECIFIC DUTIES;**

- Spearhead the promotion of both the commercialization of smallholders along the Agric Value Chain and the facilitation of large-scale private investments
- Promote synergy and partnership between the smallholders and the large-scale investments.
- Promote the development of out-grower schemes to link smallholders to anchor investors.
- Promote agribusiness experience-sharing visits and/or exchanges within and outside the country;
- Spearhead the development of agribusiness Information, Education and Communication (IEC) packages
- Provide technical guidance on all aspects of business planning and implementation of the target farmer cooperatives e.g., business plan preparation, business model appraisal, business planning and implementation activities pertaining to the support of agricultural production, processing and marketing focusing on the farmer cooperatives
- Ensure the participation of all target groups in the development, implementation and follow-up of activities and determine their contributions;
- Support in the preparation of the Project AWPB;
- Establish and maintain communication and networking with all stakeholders involved in implementation of the components and activities under her/his responsibility
- Conduct periodic situational analyses relevant to the development of all the projects activities pertaining to agriculture and agribusiness, especially regular analysis of market related activities
- Lead training in the field and through workshops to build the business capacity of the micro and small agricultural enterprises, with particular focus on innovation, financial sustainability and access to markets

### **MINIMUM REQUIREMENT/QUALIFICATIONS**

- A minimum Master's Degree in Agricultural Economics, Agric business, Development Studies, Marketing, or related field; and either academic or professional training in social research methods.
- At least seven years' experience in Agricultural Development, Agric Business Management is desirable, working with private partners and donor supported projects.
- Practical experience in working with MDAs and private sector in development effective and sustainable business model.



## **COMPENTECY**

- Problem solving and decision making: Solving complex problems and making decisions that have wider corporate impact.
- 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

## **TIMING AND OUTPUTS**

The Agric Business Development Officer will be offered a one-year performance-based contract renewable for up to five years, subject to satisfactory performance.