



# Food Systems Resilience Program

**Topic:** Terms of Reference for the Recruitment  
of Procurement Officer for FSRP



<b>General Information</b>	
<b>Project Title</b>	Food Systems Resilience Program
<b>Title of Assignment</b>	Procurement Officer
<b>Reports to</b>	Project Manager
<b>Project operations</b>	Nationwide
<b>Period of the Assignment</b>	12 Months Contract

## 1.0 Introduction

### 1.1 Background

Sierra Leone is one of the poorest countries in the world, with a Human Development Index of 0.452 and ranked 182 out of 189 countries in 2022, and with Gross Domestic Product (GDP) per capita of only US\$615.28 in 2021. Following the COVID-19 outbreak in 2020, and the subsequent restrictions and disruption to the global supply chains, the economy contracted by 2 percent in 2020 and a recovery in 2022 of 3.8%. Poverty is mostly rural (with a rural poverty incidence of 78.7 percent) and agricultural (the poorest households are those headed by people engaged in agriculture). More than 70 percent of the rural poor are women, most of whom are engaged in agriculture.

Agriculture remains the main stay of Sierra Leone's economy, providing job for about 55% of the country's workforce as recorded in 2019<sup>1</sup>. The sector also contributes the most to the country's Gross Domestic Product (GDP). In 2020 the sector's contribution to the GDP of the country stood at about 60% and 28% for total exports in 2018 (9% without wood products)<sup>2</sup>. However, over the last two decades, as the country struggles to recover from a brutal 10-year civil war, the shares of revenue streams from the extractive industry steadily increased, which positively impacted the GDP growth. This positive trajectory was cut short with the downturn in iron ore prices and the outbreak of the Ebola Virus Disease (EVD) in 2014. In 2015-2016, the economy bottomed-out of the effects of the EVD epidemic, promising positive outlook of the economy afterwards. However, with the wake of the COVID-19 pandemic and the recent Russia-Ukraine crisis, the economy experiences major socioeconomic shocks, creating distortion in all sectors including agriculture.

Irrespective of the contributions made by agriculture to the overall economy of the country, the sector is heavily challenged, faced with the problems of low productivity due to weak research and extension systems, increased climate change risks, and low private sector investment. These challenges coupled with negative effects of the current global crisis have surmounted to distortion in the country's food system, further threatening the food security situation of the country.

Food insecurity and malnutrition are worsening. The Cadre Harmonisé results from March 2022 indicate that countrywide 1.23 million individuals (15 percent of Sierra

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<sup>1</sup> World Bank. based on data from the International Labor Organization

<sup>2</sup> World Bank. National Accounts Data

Leone's population) are currently facing Integrated Food Security Phase Classification (IPC) 3+ crisis or emergency level food insecurity. This number is up from approximately 600,000 people estimated to be in IPC3+ in June-August 2020.

The food insecurity crisis requires urgent action. The September 2022 HungerMap analysis by the United Nations (UN) World Food Programme (WFP) finds that in 12 of Sierra Leone's 16 districts (Bo, Bombali, Falaba, Kailahun, Kenema, Kambia, Karene, Koinadugu, Kono, Moyamba, Port Loko, Western Urban), 3.51 million people (42.8 percent of the population) have insufficient food consumption (707,000 more than in May 2022), 3.44 million people (41.9 percent of the population) have crisis or above crisis level food-based coping strategies, and 3.67 million people (46.1 percent of the population) face challenges accessing markets.

As part of the commitments of development partners to support the Government of Sierra Leone (GoSL) in addressing the country's food insecurity challenge amid all global crisis, the FSRP is commissioned by the World Bank aiming at strengthening the country's food system and create resilience in the face of shocks. The project is budgeted to USD 110 million, to be implemented over a 5-year period.

Given the need to demonstrate results in the delivery of project activities, establishing a sound M&E system that appropriately tracks progress and efficiently measure performance is imperative. Therefore, as the project commences implementation, the Project Implementation Unit requests the service of an individual consultant to develop the Monitoring and Evaluation (M&E) Plan of the program. The deliverables from this assignment will be the frame upon which the M&E activities of the program will be delivered, laying out the program reporting pathways, monitoring Oof activities, indicator tracking, stakeholder involvement in M&E, capacity building needs, and defining appropriate tools for data collection, management, analysis, and reporting.

## 1.2 Description of the Project

The Project Development Objective (PDO) FSRP is to increase preparedness against food insecurity and improve the resilience of food systems in Sierra Leone.

### 1.2.1 Project Components

There are five reinforcing components of the project. See brief description below. Detailed description of the project will be made available to the selected consultant as part of the documents to review for the assignment.

- **Component 1: Digital Advisory Services for Agriculture and Food Crisis Prevention & Management:** This component aims at strengthening climate resilience of the agriculture sector and enabling effective management and prevention of food crisis through the development and provision of demand driven data, information, and advisory services, and strengthening evidence-based decision making in managing food security.
- **Component 2: Sustainability and Adaptive Capacity of the Food System's Productive Base:** The objective of this component is to enhance the resilience of the food system's productive base in ways that enable small and medium producers

(especially women and youth) to sustainably meet their nutritional needs and raise income levels from the sale of surpluses in local and regional markets.

- **Component 3: Regional Market Integration & Trade:** The objective of this component is to facilitate trade of agricultural goods and inputs within and across national borders in West Africa.
- **Components 4: Contingent Emergency Response Component:** This component is intended to finance eligible expenditures in case of natural or man-made crises, disasters, severe economic shocks, or other eligible crises and emergencies in Sierra Leone. It responds to the GoSL's QA-FSRP and the request for the activation of the CERC to address the short and medium-term implications of the global food, fertilizer, and fuel price crisis. This subcomponent proposes to meet the immediate food and nutrition needs of acutely food insecure agricultural households and communities identified for support through the government-led targeting process. Specifically this component has five key sub-activities – a) unconditional cash transfer targeting over 12,000 vulnerable persons, b) school feeding (including home-grown food) targeting over 120,000 children, c) support food production through MAFS' e-voucher scheme targeting 15,000 Hectares of lowland for rice production, d) cash for work towards youths' employment for the rehabilitation of IVS's and vegetables gardens, and e) introduction of livestock (small ruminants) in food insecure communities.
- **Component 5: Project Management:** This component focuses on the effective coordination of project activities and management of project resources to maximize the impact generated from the various interventions.

The World Bank has supported the Ministry of Agriculture and Food Security to finance the (1) Food Systems Resilience Program; (2) Contingent Emergency Response project (3) Additional Financing of USD 25m for Global Agricultural Food Security Project (GAFSP).

The responsibility of the project's operational activities of the three projects are performed by the Procurement Unit. The Procurement Officer is required to support the FSRP-2 and GAFSP in the execution of procurement activities across the various projects.

## **2.0 ROLES AND RESPONSIBILITIES OF THE PROCUREMENT OFFICER**

Under the direct supervision of the Project Manager, the Procurement Officer will work with other relevant staff to carry out timely and quality procurement related services in the procurement of goods, works, non-consultancy Services and consultancy Services under the Project in accordance with the Country systems and World Bank Procurement Regulations for IPF Borrowers

The roles and responsibilities of the Procurement Officer will include:

- (a) In consultation with the Procurement and Technical Specialists, prepare and update the Annual Procurement Plan via STEP, 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.
- (b) Monitor procurement implementation and update the procurement plans for the procurement of goods and works, and the procurement of consultants' services, annually and whenever it becomes necessary to do so;
- (c) Prepare the Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required.
- (d) Establish a register of qualified suppliers and consultants and periodically update this register per advertisements and requests for expressions of interest.
- (e) In consultation with the Procurement Specialist (PS) and technical experts, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications/bills of quantities for the preparation of bidding documents for goods and works activities.
- (f) Receive bids and participate in bid opening sessions, evaluating goods and works bids and consultants' proposals as secretary and ensuring that the appropriate regulations and guidelines are followed to arrive at the recommendations for award to suppliers, contractors and consultants.
- (g) Prepare the minutes of the Evaluation, requests for "no objection", and coordinate arrangements for the negotiation process, where necessary.
- (h) Work with subject matter technical specialists to ensure timely receipt of the Goods and consultant's reports; confirming acceptability of goods and works delivered and/or executed respectively, and also acceptability of consultants' reports as reviewed, and recommending payments to the services providers, i.e. suppliers, contractors and consultants, as they fall due;
- (i) Provide input into the monthly procurement report and FSRP-2 Annual Work Plan and Budget.
- (j) Establish and maintain both electronic (for upload in **STEP**) and manual 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 authorised agents and
- (k) Undertake any other task assigned by the Project Manager

#### **4.0 DURATION:**

The role would commence as soon as possible for an initial period of 12 months, with the possibility of extension subject to funding, performance, and the need for the position.

#### **5.0 REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Should have a university degree (Bachelor's degree minimum) in any of the following disciplines- Procurement, Logistics, Social Science, Finance, and Business Management or any other related fields.;
- At least five (5) years relevant work experience as Procurement Officer in donor-funded projects, three (3) of which must have been with a World Bank related project.

#### **COMPETENCE:**

- Personal and professional integrity and ability to earn and keep respect of peers and colleagues.
- Comfortable working in a collaborative manner with many other team members and ability to work under pressure.
- Committed to advancing accountability, integrity and transparency in day-to-day operations.
- Willingness to travel to districts to provide support as and when necessary.
- Ability to handle multiple tasks simultaneously, set priorities, and work independently, or under minimum supervision.
- Demonstrated ability to assist and support the development of useful procurement processes and procedures effectively.
- Demonstrated ability to adapt to challenges and changes in the workplace.
- Strong oral and written communication skills with a proven ability to convey information clearly and concisely.