



GOVERNMENT OF SIERRA LEONE

MINISTRY OF AGRICULTURE AND FOOD SECURITY (MAFS)

**Sustainable Agricultural Value-chains Intensification for Growth
(SAVIG)**

(P513429)

TERMS OF REFERENCE

Procurement Management Specialist

June 2026

Project: Sustainable Agricultural Value-chain Intensification for Growth (SAVIG) Project
Duty Station: Project Implementation Unit (PIU), Freetown, Sierra Leone, with periodic field visits
Duration: One-year contract, renewable annually based on satisfactory performance and project needs, with an initial probation period of six months.

1. BACKGROUND

The Government of Sierra Leone has received a financing envelope of US\$40 million from the International Development Association (IDA) of the World Bank Group to implement the Sustainable Agriculture Value-Chains Intensification for Growth Project (SAVIG) Project and intends to apply part of the proceeds to recruit a **Procurement Management Specialist** (PMS). The project will be implemented by the Ministry of Agriculture and Food Security (MAFS) through the Project Implementation Unit (PIU) under the National Development Partners Program Coordination Office (NDPPCO). The SAVIG Project is designed to address key structural constraints affecting the agricultural sector, including weak policy and regulatory frameworks, limited access to finance, inadequate input systems, weak market linkages, and low adoption of modern technologies. The project will complement ongoing initiatives such as the Feed Salone Program, SCADeP, and FSRP, ensuring synergy and maximizing development impact.

2. PROJECT DEVELOPMENT OBJECTIVE (PDO)

The Project Development Objective (PDO) is to enhance productivity, private investment and job creation in select agriculture value chains in Sierra Leone.

3. PROJECT COMPONENTS

The project comprises four mutually reinforcing components, each addressing a specific set of constraints along the agricultural value chain:

Component 1 – Strengthening Climate-Smart Productivity: This component focuses on strengthening the seed system, enhancing regulatory enforcement, promoting the adoption of climate-smart technologies, and expanding the production of Early Generation Seed. By improving the availability and quality of input, this component aims to directly increase productivity and resilience among smallholders while creating a favorable environment for private sector investment.

Component 2 – Support for Value Addition and Market Access: Recognizing that productivity gains must translate into marketable outputs, this component focuses on improving the aggregation and processing of agricultural commodities, enhancing market access, and mobilizing private sector investment. Performance-based matching grants will incentivize private actors, while cooperatives will be strengthened to serve as reliable partners in structured supply chains. Policy support will also be provided to ensure compliance with domestic and international market standards, including food safety and organic certification.

Component 3 – Support for Digitization and Access to Finance: Digital tools will serve as the backbone of the project's monitoring and service delivery systems. Investments under this component will establish a national digital farm and farmer registry, modernize soil and climate information systems, and enable secure data sharing across the sector. Complementary interventions will strengthen access to finance through technical assistance, risk-sharing facilities, and innovative lending models, ensuring that both farmers and agribusinesses can invest in production, processing, and value addition.

Component 4 – Project Coordination, Monitoring and Evaluation: Effective implementation requires robust institutional arrangements. This component supports the PIU, ensuring coordination among implementing partners, technical institutions, and private sector actors. It also finances monitoring and evaluation systems, environmental and social safeguards, procurement, financial management, communications, and knowledge dissemination.

4.0 OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to ensure efficient, transparent, and compliant procurement management for the SAVIG Project in accordance with:

- World Bank Procurement Regulations for IPF Borrowers (September 2025)
- World Bank Anti-Corruption Guidelines
- Sierra Leone Public Procurement Act (2016)
- Project Procurement Strategy for Development (PPSD)
- Financing Agreement between the Government of Sierra Leone and the World Bank;
- Project Implementation Manual (PIM)

The Procurement Specialist will ensure that procurement processes support timely project implementation and value for money.

5.0 SPECIFIC TASKS AND RESPONSIBILITIES

The specialist shall conduct the tasks identified below by applying sound technical practices and methods and collecting and making use of available and necessary data in carrying out the assignment.

The Specialist shall, inter alia, undertake the following:

- Review all available project documents to facilitate the establishment or review of procurement procedures for the management and implementation of the project;
- Establish a procurement management system for the PIU; based on the guidelines and procedures for the conduct of procurement under World Bank funded projects, and the government regulations for the procurement of goods works and services under the Public Procurement Act 2016 (PPA) of Sierra Leone;
- Set up a simple procurement monitoring and reporting system for the PIU that would monitor the implementation of procurement activities;
- Using the World Bank's Standard bidding documents, prepare customized Bidding Documents and Request for Proposals (RFP). These should include standardized forms to be used for International and Local Shopping Methods and conform to PPA;
- In consultation with the project Implementing partners, prepare an update to the Project's Annual Procurement Plan 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;
- Ensure procurement implementation is in accordance with Legal Agreement as well as Procurement Regulations.
- Update the procurement plans prepared at the beginning of the financial year, for the procurement of goods and works, and the procurement of consultants' services, annually and whenever it becomes necessary to do so;
- Prepare the annual General Procurement Notice (GPN), Specific Procurement Notices (SPNs) and Expressions of Interest (EOIs) whenever required;

- Establish a register of qualified suppliers and consultants and periodically update this register per advertisements and requests for expressions of interest;
- In consultation with the Implementation partners and technical officers, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for goods and works activities, using standard documentation agreed with the funding agencies, and also participating in evaluation of expressions of interest for short lists and pre-qualification of suppliers and contractors where necessary;
- Initiate the procurement processes, including those for International and National Competitive Bidding procedures, ensuring compliance with agreed procurement methods and thresholds, prior review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods;
- Receiving and participating in bid opening sessions, evaluating goods and works bids and consultants' proposals and ensuring that the appropriate guidelines are followed to arrive at the recommendations for award in favour of suppliers, contractors and consultants;
- Coordinate the response to the inquiries and communicate the result of the evaluation process to the applicants, in response to guidelines.
- Monitor and ensure timely responses to the procurement questions raised by the World Bank. For services, follow-up with the short-listed consultants within 10 days of RFP dispatch, to ensure their participation in the selection exercise;
- Participate in selection of the evaluation panels and assume the role of the Committee's secretary in recording the minutes of the meetings.
- Prepare the minutes of the Evaluation Panel meetings, requests for "no objection", and coordinate arrangements for the negotiation process, where necessary;
- Prepare the final contracts and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Technical Officers, Consultants, Suppliers Contractors and the World Bank).
- Ensure timely receipt of the Goods and Consultant's monthly status reports; confirming acceptability of goods and works delivered and/or executed respectively, and acceptability of consultants reports as reviewed, and recommending payments to the services providers, i.e. suppliers, contractors and consultants, as they fall due;
- Establish a performance monitoring database for all suppliers, contractors, consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
- Liaise with all relevant partners with a view to preparing semi-annual and annual procurement reports as inputs into the Project Management Reports (PMR) to be submitted to the Ministry, World Bank and other relevant partners;
- Establish and maintain a central 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 authorized agents;
- Advise the Ministry on processes for Board of Survey for disposal of un-required stores and equipment including actual disposal;
- Provide support and training to procurement and other relevant staff as per provisions in the PIM. Basic procurement training will also be provided to members of the evaluation committees on how to review bids and proposal evaluation reports;
- Align procurement with Annual Work Plans and Budgets (AWPB)
- Package procurement activities efficiently to ensure value for money
- Carry out any other relevant periodic duties that may be assigned by the PIU Coordinator.

6.0 QUALIFICATIONS AND EXPERIENCE

Education

- Master's degree in public Procurement Management or other relevant disciplines (e.g. Engineering, Public or Business Administration, etc.), with a minimum of 10 years' experience in public procurement and contract management; OR First degree in Public Procurement Management or other relevant disciplines (e.g. Engineering, Public or Business Administration, etc.) with a minimum of 15 years' experience in public procurement and contract management;
- Professional certification (e.g., CIPS) is an added advantage.

Experience

- Should have at least 10 years' experience in Procurement, Project/Contract management of Donor funded projects;
- Should have strong track record in mentorship and training of project procurement staff;
- At least five (5) years' experience in procurement at the management level;
- Proven experience in market research and data analysis;
- Extensive knowledge of donor procurement procedures and guidelines;
- Demonstrated experience in applying the practices, procedures and systems of procurement management in a government or private sector entity;
- Experience in the computer usage and Microsoft office software packages;
- To have excellent oral and written communication skills in English.

PERFORMANCE CRITERIA

The following performance criteria will be used to assess the performance of the Procurement Specialist at regular intervals and based upon which the contract may be continued or terminated;

- Quality of procurement management relating to procurement planning for goods, works and services;
- Quality of documentation submitted for prior review
- Quality of procurement filing
- Quality of documentation submitted during post review
- Quality and timeliness of monthly and quarterly reports

8. REPORTING LINE

The Procurement Specialist will report to the Project Coordinator and work closely with:

- Agribusiness Specialist
- M&E Specialist
- Financial Services & Business Development Specialist
- Environmental Safeguard Specialist & Social Development Specialist
- Field staff, agribusiness partners including World bank & IFC, and government technical agencies

9. RESPONSIBILITY OF THE EMPLOYER

The PIU shall provide office space and equipment; internet and communication facilities; access to project documents and relevant information; logistical support for field missions; administrative support and operational resources necessary for the execution of the assignment.

10. SUBMISSION OF REPORTS

The following reports shall be submitted to the Project Coordinator;

- Monthly/Timesheet
- Quarterly
- Bi – annually
- Annually

11. APPLICATION REQUIREMENTS

Interested candidates shall submit:

- Cover letter;
- Updated Curriculum Vitae (CV);
- Copies of academic and professional certificates;
- Three professional references;
- Evidence of relevant experience in procurement in donor project.