

Sierra Leone Financial Inclusion Project

(IDA Project No.: PI66601)

Consulting Services: Recruitment of a local consultant (Project Coordinator) to facilitate implementation of the project (SLFIP) for component 1 and the private sector committee

SL-MOFED-97531-CS-INDV

(Date of Issue: 27th February, 2019)

REQUEST FOR EXPRESSIONS OF INTEREST

BACKGROUND

The Government of Sierra Leone has received a loan of USD\$12M from IDA/World Bank to implement the Sierra Leone Financial Inclusion Project. The Project has a development objective to increase the interoperability of digital payments and access to financial services. The Project is an Investment Project Financing (IPF) and comprised of three components. Component 1 – Ensuring interoperability of digital payments; finances the hardware, software, and consulting services required to successfully implement a switch. Component 2 – Ensuring the viability of the payments system through increasing usage thereof by financing access points for the switch, including Point of Sale (POS) terminals, mobile wallets, and government payments. The component has a special emphasis on increasing access in areas of the country with particularly low levels of financial inclusion, and in particular, rural areas. The component also supports other barriers to the usage of the payments system, including legal and regulatory barriers and financial awareness. Component 3 – Project Implementation Support; finances a project coordinator and oversight mechanisms for the project to ensure private sector stakeholder involvement.

The Government of Sierra Leone intends to utilize part of the loan to finance the engagement of a consultant to serve as Project Coordinator (PC) to support the implementation of the Project.

GOAL AND OBJECTIVES OF THE ASSIGNMENT

The main objective of the assignment is to engage the services of a Consultant to provide technical and coordination support to the overall implementation and management of the Financial Inclusion Project to help facilitate successful implementation. The specific objectives of the assignment are as follows:

- To support the FSDP of the Bank of Sierra Leone (BSL) to manage the day-to-day affairs of the project, including unlocking any bottlenecks that may be encountered in implementation of the project, procurement, and coordination;
- To ensure that the Project is effectively monitored and evaluated, and that corresponding reports are prepared with the expected quality and on a timely basis;
- To support the FSDP in ensuring the timely formation of the Project Steering Committee (PSC) and the Private Sector Committee (PSC) and their effective

- operation, including holding properly scheduled and organized meetings and producing required reports or minutes and their timely circulation;
- To help in ensuring that Consultants engaged under this Project effectively execute their responsibilities and provide the required deliverables with the expected quality and on a timely basis; and
 - To help build BSL's capacity to oversee and implement a World Bank project and promote financial sector reform.

SCOPE OF WORK

The scope of services to be provided by the PC include the following:

- i. **Preparation of the Annual Work Plans (AWPs), Quarterly Progress Reports (QPRs) and Annual Progress Reports (APRs).** The PC will be responsible for the timely preparation of draft AWPs and associated budgets, QPRs, APRs, and concept notes as may be required;
- ii. **Facilitate project implementation through the preparation of the project's Operations Manual and providing technical guidance on key issues around implementation.** The PC will lead, in coordination with the Senior Manager of the FSDP and other stakeholders, the development of project's Operations Manual and provide technical advice to project stakeholders on advancing project implementation;
- iii. **Liaise with project stakeholders:** In consultation with the Senior Manager of the FSDP, the PC will engage in regular liaison with project stakeholders via email, oral communication, phone, letter, and others means of communication, in relation to this scope of work;
- iv. **Help oversee and coordinate with project consultants:** The Project will employ a significant number of consultants to help facilitate project implementation. To ensure that consultants are effectively communicating and are working with and delivering deliverables to BSL, the PC will help manage the consultants and their work program. The PC will also help coordinate their hiring through leading the development of their Terms of Reference with the respective project stakeholders;
- v. **Steering Committee:** The PC will provide technical input and advisory support to the FSDP in the establishment of the Steering Committee (SC) in accordance with the stipulations in the Project Appraisal Document. The PC will help to ensure that meetings of the SC are held on a monthly basis, and properly scheduled and organized, along with ensuring that the meetings' minutes are well documented and shared with the appropriate stakeholders;
- vi. **Private Sector Committee:** The PC will provide technical input and advisory support to the FSDP in the establishment of the Private Sector Committee (PSC). The PC will help to ensure that meetings of the PSC are properly scheduled and organized, along with ensuring that, the meetings' minutes are well documented and shared with the appropriate stakeholders. The PC will also help to manage any consultants hired to help facilitate PSC meetings, such as a Secretariat;
- vii. **Monitoring and Evaluation, including reports:** The PC will be in charge of producing and overseeing all Monitoring and Evaluation (M&E) reports, along with other reports required by BSL. The PC will help coordinate the collection of information from respective financial stakeholders, primarily BSL, to produce reports;

viii. **Site visits and meetings:** The PC will provide the required technical and coordinating support to the Senior Manager of the FSDP towards coordinating and organizing all site visits and meetings inside and outside of BSL related to the Project, such as for project supervision, implementation, procurement, and stakeholder dialogue, among others;

ix. **Finances:** The PC will help oversee project finances and reporting, and facilitate coordination on a regular basis with MoF's PFMU on procurement and Financial Management; and

x. **Other Project Administration:** The PC will help manage the administration of the project through various activities not previously listed, and including, but not limited to, the development of TORs, review project management expenses, project implementation planning, reviewing the quality of consultants' deliverables, and attend any project meetings as deemed relevant, among others deemed necessary by the BSL.

METHODOLOGY AND APPROACH

The PC position will require significant interaction with project and broader financial sector stakeholders. In the case of this project, project stakeholders refer to:

- BSL senior management
- BSL FSDP
- BSL implementing units and departments
- Project consultants
- Other project implementing partners
- Private Sector Committee
- Steering Committee
- MoF's PFMU
- Government
- World Bank
- Private and public sector
- Others as deemed necessary by BSL

DURATION, LOCATION AND NATURE OF APPOINTMENT

The duration of the consultancy is three (3) years and is full-time. The PC will be based in the Bank of Sierra Leone, FSDP and work under its Senior Manager, who has immediate responsibility for project implementation.

QUALIFICATION AND EXPERIENCE

The PC will be recruited on a competitive basis and in accordance with the World Bank procurement guidelines. The PC should possess the following qualification and experience:

- a minimum of a Master's Degree in Business Administration, Finance, Economics, or equivalent;

- at least 10 years of experience in project management;
- at least 10 years of experience in the financial sector;
- experience with electronic payment systems will be an added advantage;
- work experience with the World Bank, NGO's, INGO'S, donor-funded projects, and other relevant institutions will be an added advantage;
- fluency in both oral and written English language;
- good oral and written communication skills in substantive and technical areas;
- strong interpersonal and communication skills, commitment to team work and to work across disciplines; and
- excellent writing, editing, and analytical skills and capability of working independently.

6. SUPPORT FROM THE CLIENT

BSL will provide office space (if needed) for the work of the Consultant and will also be given access to the facilities of the FSDP of the BSL. BSL will assist the consultant in her/his consultations with relevant agencies and will ensure that the Consultant has access to all information as may be legally allowed for the performance of her/his services. BSL will assign the Senior Manager of the FSDP to oversee the overall performance of the consultancy and represent BSL to the Consultant on all matters relating to the project and shall accordingly advise the Client. The consultant will therefore directly report to the Senior Manager, but will regularly interact with all levels of BSL management, as needed.

Selection Criteria

The short listing criteria are:

1. Individual Consultant's experience relevant to the Assignment
2. Competency/Qualification of the Individual Consultant relevant to the Assignment

This REoI will lead to the preparation of Short list of Consultants

Consultants will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers (July 2016, Revised November 2017)

Mode of Application

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

Team Lead
Project Fiduciary Management Unit (PFMU)
Ministry of Finance
Africanus House, 1st Floor
13A Howe Street
Freetown, Sierra Leone

Or

By E-mail: application should be sent as an attachment (including all supporting documents) to: pfmu2018@gmail.com

Please clearly indicate on the envelope (in the case of hard copy application) or in the email subject heading and attachment (in the case of electronic applications) the post for which application is made.

QUALIFIED WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

Closing Date:

The Closing Date and time for receipt of applications is **13TH March 2019, at 4:00 pm GMT.**

Only short-listed candidates will be contacted.

Signed  -----

Dated 20/2/19 -----