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Project Fiduciary Management Unit
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GOVERNMENT OF SIERRA LEONE
Project Fiduciary Management Unit

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES –INDIVIDUAL CONSULTANT SELECTION)

Date of issue: **24th August, 2022**

COUNTRY: Sierra Leone

NAME OF PROJECT: Sierra Leone Agro-Processing Competitiveness Project (SLAPCP)

Loan No./Credit No./ Grant No.: P160295.

Assignment Title: Consultancy Services to Revise and Digitalize the current Environmental and Social Impact Assessment (EIA) application Process in Sierra Leone.

Reference No: SL-MoFED-305770-CS-INDV

1. The Government of Sierra Leone, through the Ministry of Trade and Industry, is implementing the Sierra Leone Agro processing Competitiveness Project with financing from the International Development Association (IDA) of the World Bank Group. This project will support Government's strategic objectives of promoting private sector development, achieving economic diversification, and boosting agricultural productivity. The project development objective is to improve the business environment in agribusiness sector and increase productivity of targeted agro-processing firms in Sierra Leone. Achieving the project objective contributes directly to strengthening agro processing competitiveness, which is defined as the ability of agro-processing firms to generate new investments and increase market share in goods and services through improved productivity.

2. Assignment Context

The Agriculture Sector has been identified as one of the new government's eight core priority areas for national development under the government's New Direction Agenda. The Environment Protection Agency along with other government Ministries, Departments & Agencies (MDAs) has been instructed to tailor their activities towards these priority areas.

It is also clear from formal studies and interactions with the agricultural sector that the commercial formal side of the sector views the EIA license fee and license acquisition processes (i.e. producing an Environmental Impact Assessment Report and its associated steps) acts as a major hindrance to existing agri-businesses and a key barrier to new investment into the sector.

Digitalization of EIA license processes have emerged as a necessary intervention as it is seen to foster effective administration of an Agro Investment Structure that involves people and the environment in which investments are undertaken.

3. Scope of the consultancy to undertake the validation and improvement of EIA Processes

Develop an online Environmental Impact Assessment (EIA) application process linked to the current EPA-SL website and the Environmental Cadastral and Administrative System (ECAS). This exercise will include extensive stakeholder engagements to ensure the views of government officials, private and public sector are taken into consideration in developing the EIA License online application process.

4. Objectives

The specific **objectives** of the assignment are as follows:

- a. Examine the infrastructural facilities required for digitization of the Environmental Impact and to further examine different constraints of digitization in the Environmental Impact Assessment (EIA) process.
- b. Develop some initial concept and explore the feasibility for all new EIA licenses application via EPASL web link.
- c. Revise the current Environmental Impact Assessment (EIA) application process
- d. Develop digital application system with restricted public access
- e. Link the digital application system to the Environment Protection Agency Sierra Leone (EPA-SL) website and the Environmental Cadastral Administrative System (ECAS)
- f. Provide training to EPA-SL staff and other relevant stakeholders including private sector demo sessions on the use of the online application system
- g. Digitally transform the EPA-SL website that will enable proponents to conduct EIA application online and make it user friendly
- h. Develop a web portal for the Digitization of the Environmental Impact Assessment (EIA) process.

5. Expected Outcomes

The project if implemented will generate the following possible outcomes:

- A well-developed web portal that meets its organizational requirements and acts as its gateway on the global network.
- Webmail services
- All relevant documentation including user manual and back-end coding.
- A signed-up hosting and maintenance contract with a service level agreement as an integral part of the contract.
- Well-trained ICT staff (Technical and user)

6. Deliverables

At the end of this exercise, the consultant will be required to present to the EPA-SL Senior management staff a well-developed and fully functional digitize Environmental Impact Assessment Process and Revamping of the EPA-SL website (content inclusive) and all relevant documentation plus user Training.

- ❖ Develop work plan in consultation with the Environment Protection Technical team and Senior Management staff.
- ❖ Design web portal and app schematics for management approval
- ❖ Organize an inception meeting with EPA-SL Technical team and Senior Management staff on the design of the portal
- ❖ Deliver a well-developed web portal that meets its organizational requirements and acts as its gateway on the global network.
- ❖ Ensure all relevant documentation including user manual and back-end coding are submitted to EPA_SL Technical Team.
- ❖ Sign-up hosting and maintenance contract with a service level agreement as an integral part of the contract.
- ❖ Conduct training for EPA_SL Information Communication Technology (ICT) staff (Technical and user) and users
- ❖ Host the portal on a mutually agreed site for an initial period of two (2) years.

7. Approach and Implementation Arrangements

Consultant expected inputs

- a. Meet with EPA-SL departmental heads, government agencies, private and public sector: to discuss the purpose of the web portal design and:
 - Establish the organizational values/image that meet the needs of the relevant stakeholders.
 - Explore content ideas and limitations.
 - Assessment and analysis of the EPA-SL requirement for a web portal to support the organization's strategic objectives.
- b. A work plan based on consultation with the EPA-SL. The work plan will provide details on how the tasks and activities will be implemented
- c. Prepare a draft design of the website, for sign-off by the EPA-SL
- d. Design the collection of relevant web statistics on several visits, location of visitor and pages visited into the website.
- e. Determine the capacity requirement and types of training that be necessary for ICT staff

8. Qualification and Experience

Position Minimum Requirements are as follows:

- Industry approved certificate in web technology, web design, web administration or web management.
- Proven track record of undertaking similar high-level development of web portal assignment/projects.

Skills and Competencies Required for this Project

- Track record of developing highly impressive, creative web design promptly, as evidenced by a portfolio of sites development.
- Proficiency with Adobe Photoshop, CSS-P, CSS 2.0 and ColdFusion
- Ability in and working knowledge of PHP, SQL Server, Postgre, Mysql, ASP.Net Core and Flash MX.

- Advanced web development skills using tools including Drupal, Joomla, Wix and Dot Net Nuke.

9. Duration of Consultancy

The Consultancy shall be for a maximum period of three (3) months from the signing of the contract.

10. Reporting Arrangements

The successful individual consultant will sign a contract with the Government of Sierra Leone through the Project Fiduciary and Management Unit (PFMU). The Project Coordination Unit will provide technical oversight for the implementation of the assignment. The individual consultant will provide updates and/or reports to EPA through the Executive Chairman.

Expressions of interest for this assignment should include:

- ✦ The methodology and tools to collect, analyze and present findings;
- ✦ Detailed Curriculum Vitae (CV) of the consultant; and
- ✦ Minimum of two sample reports of similar work in the past

The attention of interested Individual Consultants is drawn to Section III. Paragraphs 3.14, 3.16, and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers July 2016, [revised November 2017, July 2018 and November 2020] ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations: The following is the link to the World Bank's website:

<https://policies.worldbank.org/sites/ppf3/PPFDocuments/Forms/DispPage.aspx?docid=083b3f94-a932-4395-a410-834f8bc14f8c>

A Consultant will be selected in accordance with the "Selection of Individual Consultants (SIC)" method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *0900 to 1700 hours*.

Expressions of interest must be submitted via e-mail to the address below on or before **Friday 9th September, 2022 at 3:00 pm**.

pfmuadverts2020@gmail.com / copy_kenewa.g@yahoo.com

All enquiries must be sought to the address below:

The Team Lead

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