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Project Fiduciary Management Unit –
PFMU
13 Howe Street
Freetown
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GOVERNMENT OF SIERRA LEONE
REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL SELECTION)

Sierra Leone
Accountable Governance for Basic Service Delivery Project (AGBSDP)
Grant No.: D8380-SL
Issue date: 31st October 2022

Assignment Title: Consultancy Services to hiring of a consultant for to develop templates for preparing citizens financial statement for Local Councils

Reference No.: SL-MOFED-319277-CS-INDV

The Government of Sierra Leone has received financing from the World Bank toward the cost of the Accountable Governance for Basic Service Delivery Project (AGBSDP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) seeks to develop a handbook for local councils to prepare Citizens Financial Reports or otherwise Popular Financial Reports that can easily be understood by the ordinary citizenry within their localities. Thus, to make sure the citizens understand the financial reports and become interested in the public financial management of the local councils. The report seeks helps citizens understand how public funds are allocated and spent, providing citizens with an outlet to voice their opinions and preferences and increasing their ability to evaluate how public officials are acting in the public interest. This handbook will help local council understand how to prepare financial reports that will ease the citizens’ understanding of local councils’ financial activities

The assignment is expected to be undertaken within 1month

The consultant will be required to undertake the following tasks:

- i. Develop a handbook that can be used by local councils to prepare popular/citizens financial reports covering the key elements of financial statements such as:
 - Balance Sheet
 - Income and Expenditure Statement
 - Trial Balance
- ii. Show how graphs, photos, and other illustrations can be used to prepare and present financial reports
- iii. Deliver/ Roll out the handbook to the financial management staff of the local councils tasked with the responsibility to prepare financial statement

The Project now invites eligible Individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The minimum qualifications required of the Consultant for this assignment should be:

- ❖ At least a post graduate degree in Economics, Accounting, Public Finance, Public Policy or other related fields in the realm of social sciences.
- ❖ He/She should have 8 years of experience working on public finance with local councils
- ❖ He/She should have working knowledge on financial management with local councils in Sierra Leone
- ❖ He/She should have an understanding of the level of education of the citizens as it relates to understanding numeracy and accountancy
- ❖ He/She should have an In-depth knowledge of decentralization and local governance in Sierra Leone
- ❖ He/She should have a knowledge of citizens engagement tools and literature
- ❖ He/She should have Experience in developing user-friendly materials

Skills and Competencies

- Excellent analytical and report writing skills;
- Good interpersonal and communication skills;
- Willing to work with rural stakeholders

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

The attention of interested 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, August 2018 and November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest. The Consultant will be selected in accordance with Individual Consultant (IC) method set out in the Consultant Guidelines.

Further information can be obtained at the address below or via email request to agbsdproject2022@gmail.com during office hours 0900 to 1700 hours

Expressions of interest can be delivered in a written form to the address below (in person)

Project Fiduciary Management Unit

13a Howe Street
Freetown
Attn: Head of Procurement
3rd Floor

OR

Electronically by e-mail to: agbsdproject2022@gmail.com

When submitting, please indicate ***clearly in the sealed envelope*** or ***email subject*** heading **'EOI CITIZENS TEMPLATE-AGBSDP'**.