



GOVERNMENT OF SIERRA LEONE

VACANCY ANNOUNCEMENT

Date of Issue: 13th/02/2023

Recruitment for the Positions of Procurement Specialist for the Sierra Leone Digital Transformation Project.

1.0 Background

The Government of Sierra Leone (GoSL) has committed to transforming its economy based on a more inclusive and human-centric digital growth and development approach. A high-level vision for the digital economy is articulated in the new National Digital Development Policy (NDDP) which was approved by the Cabinet in December 2021 setting the GoSL's vision to transform Sierra Leone into an inclusive digital economy and society and to leverage digital technology to support the GoSL to deliver on its national development plan effectively and efficiently. The Sierra Leone Digital Transformation Project (SLDTP) aims to expand access to broadband internet, enhance digital skills and improve government capacity to deliver public services digitally. The project will support the development of a strong enabling environment for the nation's digital transformation and digital development agenda as articulated in the National Digital Development Strategy.

2.0 Project Description

The Sierra Leone Digital Transformation Project (SLDTP) is a five-year International Development Association (IDA)-funded project supported with a US\$50 million grant. The project's main implementing agency is the Ministry of Information and Communications (MIC). The proposed Project Development Objective (PDO) is to expand access to broadband internet, enhance digital skills and improve government capacity to deliver public services digitally.

The SLDTP proposes four integrated and mutually reinforcing components, with a fifth component dedicated to contingent response to future emergencies (*Contingent Emergency Response Component, CERC*).

- Component 1 – Expanding Digital Access and Increasing Resilience of the Digital Environment;
- Component 2 – Digital Skills Development and Innovation

- Component 3 - Laying Key Foundations for Digital Government Services and Systems
- Component 4 – Project Management and Implementation Support; and
- Component 5 - Contingency Emergency Response Component (CERC).

The proposed activities integrated into Components 1, 2, and 3 are designed to support the Government in building resilient and inclusive policies by strengthening its legal and regulatory frameworks, scaling up the citizen-centric digital public service delivery by reinforcing the government portal and relevant MDAs capacity. By enhancing the service delivery infrastructure and platforms, the project will support ensuring continuity of public services in times of crisis.

3.0 Scope of Tasks and Deliverables

The Procurement Specialist will work under the guidance of the PCU Coordinator of Sierra Leone Digital Transformation Project and the MIC management, liaising and working with other staff from technical implementation agencies (DSTI and NATCOM) and other beneficiary institutions. The individual will be accountable for ensuring all procurements are conducted in accordance with the World Bank Procurement Guidelines and Procedures as well as in accordance with the GoSL Procurement Act. The individual will transfer knowledge and expertise of the World Bank and the GoSL procurement procedures to MIC staff.

The essential duties and responsibilities listed below will be carried out in the context of providing support to MIC and PCU on full-time basis.

Specific tasks to be carried out by the individual consultant include, but are not limited to, the following components:

Procurement Process Management

- Provide advice and ensure that all the procurement activities of the project conform and are compliant with the Project Implementation Manual and World Bank Procurement Guidelines;
- Initiate, coordinate and prepare Procurement Plans (PPs) for procurement under the project;
- Establish a simplified Procurement Tracking System for MIC for monitoring of the Program procurement activities;
- Update the General Procurement Notices (GPN) annually, and Specific Procurement Notices (SPN), and Expression of Interests (EOI) when required;
- Provide procurement advice to the PIU on all aspects of Terms of Reference (TOR) and Request for Proposals (RFPs), evaluation of Expression of Interest (EOI) and Technical and Financial Proposals for selection of Consultants for Technical Assistance;
- Prepare Bidding Documents for the procurement of goods and services in accordance with activities defined in the Procurement Plan for the project using the World Bank's Standard Bidding Documents, prepare Project customized Bidding Documents and Request for Proposals (RFP). This should include customized national competitive bidding (NCB) documents and standardized Forms to be used for Shopping Methods;

- Handle communications relating to procurement within the project with all the technical implementing agencies and beneficiary institutions as well as with the World Bank team working on the Sierra Leone Digital Transformation Project;
- Ensure that complete documentation is maintained on all procurement cases;
- Coordinate and respond to procurement queries, disputes, and complaints;
- Prepare Bid/Proposal Evaluation Reports and Award Recommendations for approval by the Procurement Committee or appropriate approving body;
- Prepare Requests for No-objection for the World Bank for stages of procurement activities as required by Bank Guidelines;
- Provide contract management oversight for Works and Consultancy Services Contracts;
- Establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;
- Establish a central procurement filing system, and ensure all related documents are included in the respective files;
- Coordinate preparation of post procurement reviews by the Bank and in Bank supervision missions;
- Carry out any other periodic duties that may be assigned by the Project Coordinator

Vendor Management

- Maintain list of vendors supplying various items;
- Develop and execute measurement tools to accurately gauge vendors' performance (quality, delivery times, etc.) and communicate results internally and externally as necessary;
- Check invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and approve invoices for payment; and
- Maintain procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories, compiling data on these for internal monthly reports.

Procurement Reporting

- Prepare and quality assure evaluation reports to submit through the Project Coordinator for onward submission to the World Bank for approval;
- Follow up with concerned government departments and the World Bank to have the evaluation reports and procurement plan/documents approved in a timely manner;
- Monitor and report the procurement implementation status and progress to GoSL and the World Bank as required;
- Perform other tasks as assigned by the Project Coordinator as needed by all the Units in support to achieve the highest level of compliance, customer satisfaction at an optimum cost.

Building knowledge and capacity

- Build procurement management capacity in the office of the MIC and technical implementing agencies through training, on the job coaching and mentoring of procurement staff and technical staff involved in procurement processes;
- Develop training plans and deliver short training sessions to staff from MIC;
- Provide guidance and technical support to the MIC on reporting requirements for Sierra Leone Digital Transformation Project;

- Provide any other procurement supporting duties as may be required by the MIC management
- Any other matter as delegated by the Project Manager

The Project Coordinator shall deliver the following outputs:

- Annual Procurement Plans and monthly updates in place;
- Weekly and Monthly Procurement and Contract Management status reports/updates;
- Monthly update of procurement monitoring form to be provided to all user departments;
- Procurement documents preparation for the supply of goods, works and services timely as the need arises;
- Monthly Contracts Implementation Status reports for all contracts showing the total amount of the contract, amount already paid and balance to be paid on each contract
- Regular procurement performance reports for staff participating in procurement cycle e.g. at evaluation, Contracting Management stages as well bottlenecks identified
- Contracts Register in place.

4.0 Qualifications

The individual should be able to offer all, or at least most, of the following qualifications and experience:

Academic and Professional Qualifications

- Successful applicants will have a strong knowledge of Project Management. As the position involves dealing with a wide range of local stakeholders and organizations, it is also important that the procurement specialist has good knowledge of business operations in Sierra Leone or similar environment. The prospective candidate should have:
- A minimum Master's degree preferably in Procurement and/or Supply Chain Management, Business Administration, Public Administration, Economics, Development Management, Social Sciences or a related field.
- At least ten (10) years professional experience in procurement and minimum of seven (7) years' experience in handling, managing or overseeing procurement for World Bank, or other international donor funded or administered projects.
 - Must have good knowledge of procurement policies and procedures of multilateral financial institutions (e.g., the World Bank, United Nations, African Development Bank) and development co-operation agencies; as well as good knowledge of the institutional, technical, and commercial aspects of procurement; and excellent skills in project management as demonstrated in previous jobs.

Other Relevant Skills

- Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use;
- Fluency in English language is essential; ability to speak Sierra Leonean local language would be an advantage;

- Excellent written and oral communication skills;
- High level interpersonal and relationship-building skills;
- Ability to communicate and work effectively with persons of various cultures and religions.

Reporting Responsibility

The Procurement Specialist will report to the Project Coordinator of the Sierra Leone Digital Transformation Project.

The Procurement Specialist will prepare and submit to the Project Coordinator, quarterly, semi-annual and annual procurement reports as inputs into the Project Management Reports and, in addition, will prepare other reports, as and when needed.

Mode of Application

All applications should be accompanied by up-to-date Curriculum Vitae and supporting documents (certificates) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

The Team Lead
Project Fiduciary Management Unit
Ministry of Finance
13a Howe Street Freetown
Freetown, Sierra Leone
Tel: +23276672186

E-mail application as attachment (including all supporting documents)
to: **pcu@sldtp.moic.gov.sl**

All applications must be submitted electronically. Please indicate clearly in the email subject heading and attachment the position for which application is made.

Closing Date:

The closing date and time for receipt of applications is **Friday, 24th February, 2023 at 11:00 am GMT.**

Only short-listed candidates will be contacted.