

Sierra Leone Free Education Project

(IDA Project No.: P167897)

Consulting Services: Recruitment of a Project Coordinator for the Sierra Leone Free Education Project

(Date of Issue: 11th August, 2020)

REQUEST FOR EXPRESSIONS OF INTEREST

Background

The Government of Sierra Leone proposed a project to support the development of the education sector in the country. The project is designed to support the Government's flagship Free Quality School Education (FQSE) Program – with the aim of ensuring that free quality education can be provided to all children in the short- and longer-term. Funding for the project is provided through a US\$66 million grant consisting of US\$50 million from the International Development Agency (IDA) and a total of US\$16 million from UK Department for International Development (DFID), Irish Aid and European Union (EU) operated as a Multi-Donor Trust Fund (MDTF). The project is to be executed through the Investment Project Financing (IPF) instrument. The Project Development Objective (PDO) is to strengthen system accountability and increase the number of children in schools with improved learning conditions and better teaching practices.

The Project's main implementing agency is Ministry of Basic and Senior Secondary Education (MBSSE). Activities supported under the proposed project aim to address system- and school-level challenges facing the education sector.

The project will comprise five components:

Component 1 – Policy, Governance, Accountability and System Administration;

Component 2 – Teacher Management and Professional Development;

Component 3 – School Level Education Development;

Component 4 – Program Management, Coordination and Monitoring and Evaluation; and
Component 5 – Contingent Emergency Response Component (CERC).

Component 1 aims to strengthen the education system in areas of policy, governance accountability, and administration for enhanced quality of education services. It will support policy and implementation coherence across the primary and education sub-sectors and promote strategic initiatives at the country level.

Component 2 seeks to address the critical teacher quality and teacher management issues that limit teaching and learning in the country.

Component 3 aims to improve the quality of education and the teaching and learning environment by addressing school-level needs.

Component 4 supports the management of the project, as well as coordination and monitoring and evaluation (M&E) aspects.

Component 5 is a Contingent Emergency Response Component (CERC), which allows for rapid reallocation of project proceeds in the event of a natural or artificial disaster or crisis that has caused or is likely to imminently cause a major adverse economic and/or social impact.

Duties and Responsibilities:

The Head of the FREE Education Project Secretariat is to supervise and monitor implementation of all project components as well as ensure efficient operation of the Secretariat. He/she will serve as chief liaison on all project matters to the World Bank, participating MDTF partners and various implementation institutions; to promote project objectives; keep all agencies involved in the project implementation to ensure that they participate in achieving maximum level of performance.

He/she will serve as the focal point and driver on all aspects of the project deliverables. He/she is responsible for managing and coordinating the full range of project activities during the project cycle from implementation to completion, reporting and winding up.

Specifically, He/she will support MBSSE to:

1. In collaboration with Office of the Permanent Secretary, establish and make functional the Free Education Project Secretariat.
2. Lead the Free Education Project Secretariat in ensuring maximum possible technical assistance to the MBSSE.
3. Employ, supervise activities of, arrange training for, and evaluate performance of all project staff and consultants.
4. Prepare an Annual Work Plan and budgets for the entire project period, identifying annual targets of project activities and responsibilities of all the Free Education Project Secretariat and Project Fiduciary Management Unit (PFMU) staff of the Ministry of Finance, and line agencies.
5. Supervise implementation of the project components on a regular basis especially.
 - Implement the project to achieve the agreed development objective and in conformity with the Financing Agreement;
 - Effectively coordinate and monitor the implementation of project activities, including impact monitoring and development of appropriate indicators;
 - Identify problems promptly as they arise during implementation and take timely remedial action;
 - Monitor financial activities, promote financial discipline and ensure proper implementation of computerised financial management system;

- Ensure that procurement is carried out according to International Development Agency (IDA) procedures and guidelines;
 - Review disbursement status of project funds;
 - Monitor the progress of activities undertaken by various consultants during the project implementation process;
 - Monitor with project staff the progress of the project;
 - Ensure timely withdrawal / reimbursement of funds from the foreign financing agency for project expenditure;
 - Ensure compliance with project policies as set-out in the Project Implementation Manual;
 - Fulfil audit requirements of the Administrative Agreement.
6. Coordinates with the MBSSE, Teaching Service Commission (TSC), Project Fiduciary Management Unit (PFMU) of the Ministry of Finance, and donor partners in putting in place requisite technical assistance personnel.
 7. Attends Steering Committee meetings and Education Development Partners (EDP) meetings.
 8. Other duties as assigned

Qualifications and Experience:

- Advanced University degree, i.e. at least a Master's Degree in any of the following fields: Educational Administration, Educational Leadership, Economics, Statistics, Public Administration, Business Administration, Project Management, or a relevant area
- Demonstrated experience in coordinating a project of similar size and complexity
- Has at least 5 years of work experience in Project Management at national and international organization level with prudent financial management, and/or personnel administration skills.
- Demonstrated understanding and commitment to educational issues
- Prior experience in working with international donor funded and/or supervised projects would be an advantage.
- Technical/Personal/Interpersonal Skills:
- Strong communications, negotiating skills and good interpersonal relations with the ability to engage at the highest levels of Government
- Familiarity with Government and International donor procedures and regulations
- Proven work experience as a Project Coordinator/Project Team Lead or similar role
- Ability to plan and implement a project with complex and diverse activities
- Ability to plan and set goals and targets to achieve objectives
- Ability to effectively organize and lead the work of a multi-disciplinary team
- Ability to produce high-quality work within strict timelines and do so under pressure.

- Effectiveness in analyzing and resolving project implementation issues
- The ability to understand the changing environment, and to anticipate developments and opportunities, threats, and weaknesses in order to project a clear pathway forward for the project and its stakeholders.
- Ability to promote stakeholder participation and commitment for effective implementation
- Proficiency in MS Word, Excel and Power Point
- Proficiency in use of the internet and e-conference/e-meeting software
- Ability to speak, read and write excellent English, and produce project reports.

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: pfm2018@gmail.com cc: sandelo185@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 25th August, 2020 at 4:00 pm GMT.

Only short-listed candidates will be contacted.

Signed -----

Dated -----

[Handwritten signature]
11/8/2020