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Project Fiduciary  
Management Unit –PFMU  
13A Howe Street  
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Sierra Leone

**GOVERNMENT OF SIERRA LEONE**  
**REQUEST FOR EXPRESSIONS OF INTERESTS**  
**CONSULTANCY SERVICES FOR THE RECRUITMENT OF A TRADE AND INVESTMENT**  
**ADVISOR FOR THE MINISTRY OF TRADE AND INDUSTRY**  
**DATE OF ISSUE: 19<sup>TH</sup> AUGUST 2024**  
**INDIVIDUAL SELECTION - SL-MOFED-437915-CS-INDV**

**TERMS OF REFERENCE**

The government of Sierra Leone, through the Ministry of Finance (MoF), is implementing the Sierra Leone Economic Diversification Project with financing from the International Development Association (IDA) of the World Bank Group. The objective of Economic Diversification Project of Sierra Leone is to increase investment, Small and Medium Enterprise (SME) growth, and entrepreneurship in non- mining productive sectors .The project consist of four components (i) improving Business Environment and Capacity Building that will support policy, administrative and regulatory reforms that will facilitate business entry and operation in Sierra Leone The component focusses on streamlining, automating (whenever possible) and making more transparent the interactions between government institutions and businesses ,as related to registration of firms obtaining of licenses , permits ,approvals and other key documents needed for business to operate in Sierra Leone. The project development objectives are to improve the business environment in non-mining sector and increase productivity of targeted firms in Sierra Leone. Achieving the project objective contributes directly to strengthening economic growth, job creation and competitiveness, which is defined as the ability of firms to generate new investments and increase market shares in goods and services through improved productivity.

The Ministry of Trade and Industry as an implementing agency is seeking to recruit an experienced National/International Trade and Investment Advisor to provide guidance and technical support to the Ministry of Trade and Industry in the formulation, effective implementation and coordination of top notch policies, strategies and transformational programs and projects in the context of MTNDP and vision 2024-2030

**GOAL**

The goal is to strengthen the technical and professional wing of the MTI that will make Sierra Leone internationally competitive by creating a conducive atmosphere to be able to develop a robust system capable of promoting trade and investment policies and programs that will stimulate growth, jobs and wealth creation

**SPECIFIC OBJECTIVE**

The Ministry of Trade and Industry is seeking Technical Assistance (TA) to support it efforts in improving the capacity of its technical staff. The TA will focus on assessing the current technical capacity of the Ministry and preparing a capacity building plan.

**EXPECTED OUT COME**

The Trade and Investment Adviser will support the MTI in undertaking a capacity needs assessment to identify gaps and training requirements. The Adviser will also provide strategic advice to the Ministry on the delivery of its mandate and transfer knowledge and skills for capacity building and sustainability.

## **SCOPE OF WORK:**

The Trade and Investment Advisor will:

- a) Provide high level policy, strategic and technical advice to the senior leadership of MTI on the trade and investment issues in accordance with the mandate of the Ministry.
- b) Support MTI to identify opportunities to develop strategic linkages and partnerships with development partners, public and private stakeholders to support the Ministry's objectives.
- c) Contribute to institutional capacity building for MTI including (i) developing tools and procedures to track progress and measure impact, (ii) support development of systems for the collection and usage of data to inform MTI's work (iii) assist in the development and review of technical reports for the sector and (iv) Provide technical guidance in key trade industry and investment decisions.
- d) Enhance skills and expertise of MTI staff to undertake and manage varied task associated with developing the trade and investment ecosystem through practical on the job mentoring and training.

The specific tasks of the Trade and Investment Advisor are as follows:

- a) Identify policies and strategies for supporting the development and competitiveness of Sierra Leone's trade and investment ecosystem and operational support in the implementation of such policies and strategies.
- b) Support the identification of solutions to address the binding constraints to the trade and investment growth in Sierra Leone including but not limited to (i) challenges in trade facilitation, (ii) low value chain addition, (iii) low export base, (iv) limited quality investment, (v) poor state of investment products/packages, (vi) cumbersome process for business entry and operation.
- c) Assess the effectiveness of existing trade and investment policies and strategies in supporting the Ministry's objective with a view of providing technical advice on improving such policies and strategies.
- d) Provide technical support in the development and review of technical documents inter-alia sector strategies, concept note, feasibility studies etc.
- e) Ensure constant flow of relevant information on trade and investment including dissemination and analysis of relevant statistical data. Particularly with the National Investment Board
- f) Provide technical oversight in the development and review of technical documents relating to trade and investment including work done by consultants to ensure high quality studies, reports, activities and deliverables
- g) Conduct a training needs analysis, develop a training plan and implement systematic training and capacity building for the MTI
- h) Provide technical support in organizing public-private sector engagement on trade and investment issues with a view to strengthening the policy-making process and empowering decision-makers through informed analysis and relevant contributions from the private sector.
- i) Undertake technical tasks assigned by the Minister of Trade

## **DURATION**

The duration of the assignment is 1 Year.

## **QUALIFICATIONS**

- a) The Trade and Investment Advisor must fulfil the following criteria:
- b) Advanced University degree (Masters and or PhD) in Social Sciences including Economics, Finance and Trade and Investment

- c) At least 10 years’ working experience in supporting trade and investment in similar socio economic context
- d) Demonstrable experience in achieving reforms and improved capacity building in public sector ministries, department and agencies.
- e) Previous experience as an Advisor to senior government officials in trade and investment related work in countries with similar socioeconomic context as Sierra Leone, preferably in the region.
- f) Knowledge and experience in facilitating public-private dialogue and establishing strategic partnerships.
- g) Knowledge Sierra Leone’s trade and investment ecosystem is an advantage.
- h) Practical experience in mainstreaming gender in trade and investment activities is an advantage.

## **REPORTING**

The Trade and Investment Advisor will report through the Chief Director and Professional Head to the Minister of Trade and Industry and will be required to submit monthly activity report based on Key Performance Indicators which will be agreed upon to the Sierra Leone Economic Diversification Project Coordinating Unit.

## **KEY DELIVERABLES**

- a) Conduct capacity needs assessment and undertake training and development of relevant management tools
- b) Report on the review of existing sector policies and strategies including recommendations
- c) Develop strategy documents to guide MTI in addressing the sector challenges
- d) An updated database to support MTI’s activities
- e) Facilitate at least 5 public private dialogue to inform policy decisions and to promote dissemination of information on the sector

## **Mode of Application**

The Project Fiduciary Management Unit of Ministry of Finance now invites eligible individuals to express their interest in providing the services. The individual should provide information demonstrating having the required relevant qualification and experience for the assignment. The Consultant will be selected in accordance with the World Bank’s Guidelines: “Procurement Regulations for IPF Borrowers- Procurement in Investment Projects Financing” Published July 2016, Revised November 2017, July 2018, November 2020 and September 2023 (“Procurement Regulations”). The evaluation shall be based on the relevant qualifications and experience of the individual Consultant.

The expression of interest should be addressed to:

### **[The Team Lead**

Project Fiduciary Management Unit (PFMU) Ministry of Finance, 4<sup>th</sup> Floor,  
13A Howe Street Freetown

Tel: +232 30 203451, +232 78585818, +23278235061

**or**

By E-mail application as attachment

to: [sleconomicdiversification@gmail.com](mailto:sleconomicdiversification@gmail.com) / [procurement.pfm@gmail.com](mailto:procurement.pfm@gmail.com)

Closing Date:

The Closing Date and time for receipt of applications is **2<sup>nd</sup> September 2024 at 16:00pm.**