



GOVERNMENT OF SIERRA LEONE

**VACANCY ANNOUNCEMENT FOR THE RECRUITMENT OF A PROJECT LEAD,
DEVOLUTION EXPERT, AND PROJECT ASSISTANT**

Issue: 30th May 2025

The Government of Sierra Leone has received funding from International Development Association IDA of the World Bank towards the cost of Accountable Governance for Basic Service Delivery Project and intends to apply part of the proceeds of the funding for eligible payment under the contract for the *Recruitment of a Project Lead, Devolution Expert, and Project Assistant* to support the Inter-Ministerial Committee (IMC) on Decentralization and Local Governance

The primary objective is to establish a technical committee to support the functioning of the IMC. The technical committee will be comprised of 3 technical staff, namely a Project Lead; a Devolution Expert, and a Project Officer. The technical committee will support the Honorable Vice President to leverage his Office as the Chairman of the IMC to achieve the following:

Outcome 1.

Improve monitoring and oversight of the implementation of fiscal decentralization policy.

Outcome 2.

Resolve legal/policy inconsistencies or bottlenecks that hinder implementation of the fiscal decentralization policy

Outcome 3

Facilitate the approval of a policy white paper by Cabinet which outlines the unbundling of public functions into exclusive local government, exclusive central MDA and concurrent functions better align the revised Local Government Act with the Fiscal Decentralization Policy's subsidiarity principle.

Outcome 4

Facilitate the review process of the LGA to reflect the policy actions of both the National Decentralization Policy and the Fiscal Decentralization Policy.

REQUIRED POSITIONS, ACADEMIC AND EXPERIENCE NEEDED

1. Project Lead

The roles and responsibilities of the Project Lead shall include:

- Lead the strategic direction, planning, and management of the secretariat's activities, ensuring alignment with program objectives and national decentralization goals.
- Support the Honorable Vice President to coordinate development partner support in the decentralization space and ensure alignment with GOSL priorities.
- Advise the Honorable Vice President on legal and policy priorities to enhance the decentralization process.

- Support the development of a monitoring framework for the implementation of the fiscal decentralization policy and strategy, in collaboration with the Devolution Expert and the Fiscal Decentralization Department.
- Act as the primary liaison between the Inter-Ministerial Committee and the Ministry of Local Government and Community Affairs (MLGCA), the Decentralization Secretariat, Fiscal Decentralization Department and the Local Councils.
- Oversee the implementation of work plans, budget management, and timely reporting on IMC deliverables.
- Monthly briefings on status of “decentralization issues/priorities” stemming from implementation of the fiscal decentralization policy for the attention of the IMC based on engagements with the Fiscal Decentralization Department, the Regional Coordination Committees, local councils and other local authorities.
- Capacity building, policy, and advocacy support to the IMC Secretariat in the MLGCA.
- Ensure the secretariat adheres to all policies, procedures, and accountability standards.
- Support communication on achievements and other successes in the implementation of the Local Government Act and other policies relevant to decentralization.

Qualifications:

- Minimum of a Master’s Degree in Business Administration, Policy and International Relations or a related field of study.
- At least 5-7 years of experience leading a multi-sectoral project for a Development Partner or Government.
- Demonstrated experience working with high-level decision makers to formulate strategies and engage in coalition building.
- Detailed knowledge of policies, political economy, and issues related to decentralization and devolution.
- Experience coaching and mentoring stakeholder groups. It is an advantage if he/she has worked with a Local Council in Sierra Leone.
- Project management experience

Reporting

The Project Lead will report directly to the Honorable Vice President and the Secretary of the Vice President will in turn submit approved reports and invoices to the PC-AGBSDP for facilitation of payment as agreed.

2. Devolution Expert

The roles and responsibilities of the Devolution Expert shall include:

- Supporting the IMC to undertake substantive reviews of the policy White Paper on the unbundling of public functions and the review of the Local Government Act.
- Providing technical inputs into IMC deliberations related to decentralization that are submitted for its review.
- Provide support to the IMC to endorse relevant policy related decisions on a needs basis.
- Conduct presentations or topical workshops for key stakeholders on relevant decentralization topics on a needs basis.

- Produce topic briefs on relevant issues such as the potential impacts of devolution, and current governance structures as well as potential gaps.

Qualifications

- Advanced degree in public administration or related field such as political science, economics, law, or a related field. Specialized fields such as regional planning or devolution/decentralization are highly advantageous.
- At least 10-15 years of experience working on decentralization/devolution reforms in Sierra Leone and/or other countries in the West Africa region.
- Strong analytical skills to assess governance structures, identify challenges, and develop effective policies and strategies for devolution.
- Expertise in policy formulation and strategic planning related to decentralization and governance.
- Skills in designing and implementing training programs and providing technical assistance to policy makers and key stakeholders.
- Ability to engage and collaborate with a wide range of stakeholders including government officials, civil society and community groups to build consensus and support for devolution initiatives.
- Excellent verbal and written communication skills to effectively convey complex ideas advocate for policy changes and conduct public awareness campaigns.

Reporting

The Devolution Expert will report to the Director Fiscal Decentralization Division (Ministry of Finance) and the Project Lead.

3. Project Assistant

The roles and responsibilities of the Project Assistant shall include:

- Support the Project Lead and the Devolution Expert in undertaking tasks related to facilitation of the work of the IMC.
- Prepare necessary documentation, reports, and presentations to support program activities.
- Ensure effective communication and information-sharing between the Secretariat, the Ministry, the Fiscal Decentralization Department and Local Councils.
- Act as the point of contact for Local Councils, providing assistance, and troubleshooting on program activities.
- Maintain a record of project deliverables, outcomes, and issues to support project reporting.
- Prepare meeting minutes of IMC meetings.

Qualifications

- Minimum of a bachelor's degree in social sciences or a related field.
- Demonstrated experience coordinating stakeholders.
- Strong writing skills with the ability to contribute to the drafting of reports.
- Demonstrated ability to ensure timely record keeping, coordinate stakeholder meetings, and organize workshops.

- Effective communication skills with the ability to work closely with beneficiaries and report to project lead.
- Strong inter-personal skills with a focus on identifying solutions to improve implementation of project activities.

Reporting

The Program Officer will report to the Project Lead.

Duration of the Consultancy service

The consultancy is for one year subject to renewal after successful joint appraisal by Professional head of the Hon VP's Office and the Ministry responsible for Local Government.

6. *This REoI will lead to the preparation of a shortlist followed by interviews and contract award.*

7. Interested persons may obtain **THE DETAILED TOR** via email request or any further information at the address below during office hours from 1000 to 1700 hours Monday to Friday.

Project Management Unit -PFMU-Ministry of Finance
3rd Floor-Sierra Leone Commercial Bank Building
35 Liverpool Street -Freetown, Sierra Leone

Attn: The Procurement Secretariat, PMU

Tel: +232 72-959-482

E-mail: agbsdproject2022@gmail.com

8. Expressions of interest must be delivered in sealed envelope accompanied by up-to-date **Curriculum Vitae and scanned copies of original academic and professional certification *MUST be attached as supporting documents*** (*Note: only scanned copies of original documents should be submitted*) to:

**The Secretariat,
Project Management Unit -PFMU
Ministry of Finance
3rd Floor-Sierra Leone Commercial Bank Building
35 Liverpool Street
Freetown, Sierra Leone**

Or

By E-mail as attachment (including all supporting documents)
to: **agbsdproject2022@gmail.com**

Please indicate clearly on the envelope (in the case of hard copy submission) or in the email subject heading and attachment (in the case of electronic submission) the **FULL TITLE** of the post you intend to fill by 1200 hours GMT **on or before 18th June 2025**.