



GOVERNMENT OF SIERRA LEONE

MINISTRY OF YOUTH AFFAIRS

2nd floor, national stadium hostel, Freetown

EXPRESSION OF INTEREST (EOI)

**REQUEST FOR EXPRESSION OF INTEREST FOR A CONSULTANT TO DEVELOP A
NATIONAL YOUTH APPRENTICESHIP PROGRAMME LOT -2**

ISSUE DATE: 19th March, 2021

LOT-2

Background Information

The Ministry of Youth Affairs, with support from the Government of Sierra Leone and development partners, is developing a new initiative for an apprenticeship and workforce planning strategy to meet the increasing need for a highly skilled workforce.

The Ministry now plans to engage a Consultant to support the policy design and implementation of the above initiative.

Consultant Tasks / Scope of the Service Required

The Consultant will perform the following task:

- (i) Provide policy and research expertise to the Minister of Youth Affairs and staff by developing, consulting, evaluating and advising on apprenticeship and workforce policy and research matters;
- (ii) Gather, classify, and assess data; including relevant legislation, laws, policies, trends and government and stakeholder reports and issues related to apprenticeship and workforce development
- (iii) Collect, analyze, and report on data from multiple sources to inform and support service delivery, policy and program development
- (iv) Review pertinent literature, studies, and reports to determine potential policy, research and program impacts for the Ministry and interest groups.
- (v) Support the development of policy options and recommendations for consideration by the Minister and senior Ministry officials.
- (vi) Prepare reports and deliver remarks to the Ministry in consultation with the Minister and other strategic leaders of the Ministry.
- (vii) Consult and collaborate with key stakeholders through Ministry structures and prepare proceeding documents
- (viii) Perform other relevant tasks as assigned by the Minister

Methodology

The consultant will strictly follow the work plan and the time schedule agreed with the Ministry of Youth Affairs in undertaking the contract assignment.

- a) An appropriate methodology will have to be determined by the consultant in consultation with the Ministry of Youth Affairs
- b) The consultant will work in close collaboration with the Director of Youth of Ministry of Youth Affairs

- c) The consultant will undertake collection of all the required data/information from various sources, including Government departments, Ministries, and other relevant sources using official channels of communication.
- d) The consultant will undertake review, assessment, and judgment of the data/information in close consultation with the Ministry of Youth Affairs
- e) Working with the appropriate structures of the Ministry, the consultant will facilitate presentations and coordination of the stakeholder consultations

Expected Deliverables /Outputs:

- Facilitate consultations to discuss and finalize the policy design.
- Produce a well written and comprehensive national youth apprenticeship and workforce policy

Consultant Qualifications

- a) Advanced University degree in public policy, public administration, or business administration
- b) Minimum of 7 years of experience in social policy, apprenticeship, and labour market research
- c) Proven experience in designing, implementing, and evaluating policies, programs, and processes
- d) Experience in project management and effectively managing project plans
- e) Experience working with a broad range of stakeholders, including youth
- f) Experience in social science research methodologies and techniques, and experience in writing comprehensive complex and formal reports
- g) Excellent relationship building skills to engage with a broad range of stakeholders
- h) Excellent strategic and conceptual skills to develop creative solutions in combination with strong research, and analytical skills
- i) Highly developed verbal and written communication skills, with an ability to communicate effectively with a broad range of audiences from community representatives to senior management and political representatives

Timeline

This assignment is expected to be for a six months period, subject to renewal depending on performance and availability of funding.

Criteria for shortlisting of Consultants for Lot-2

1. A valid Business registration certificate

2. A valid tax clearance certificate;
3. A valid NASSIT clearance certificate;
4. A Municipal Council Business Certificate
5. Physical evidence of established office or business premise for easy contact and accessibility
6. previous experience of similar assignments
7. capability to personnel and facilities
8. required licensing and professional registration
9. relevant experience in Sierra Leone, and other West African states

Interested consultants may obtain one or more lots as long as the consultant has the capability to perform the task as requested in this EOI.

The dead line for the submission of the Expression of Interest (EIO) is on the **13th July, 2021 Tuesday by 11 am prompt**. The Closing /opening of the EIO is **13th July, 2021 Tuesday by 11 am prompt** in presence of all those who choose to attend.

The interested consultants may submit their Expression of Interests (EOI) **(IN A SEALED ENVELOP) with two (2) extra copies in separate envelopes** to the address below

Procurement Units
Ministry of Youth Affairs
National Stadium Hostels
2nd Floor, Brookfields, Freetown
Sierra Leone