



SIERRA LEONE SKILLS DEVELOPMENT PROJECT SKILLS DEVELOPMENT FUND SECRETARIAT

TERMS OF REFERENCE Sector Specialists (Independent Evaluators)

1. Background

The Government of Sierra Leone has received credit from the World Bank (IDA) towards implementation of the Skills Development Fund (SDF). The SDF is a challenge fund for support to labor market relevant skills training. An important element of the initiative is to facilitate collaboration between training providers and industry to promote demand driven skills development with special attention to innovative modes of training. The Fund is managed by a private consultancy company under the supervision of the Ministry of Finance and the World Bank.

The SDF wishes to develop a roster of sector specialists to assist with the due diligence and evaluation of applications for potential funding activities by the SDF. The positions are temporary and part-time will be remunerated per assignment done at an agreed standard rate. The SDF has five priority sectors, tourism/hospitality, agriculture/agro-processing, fisheries, construction and mining/extractive industries. Applications from other sectors are eligible for support provided there is a robust and well-documented justification in terms of employment opportunities for the graduates.

2. Context and purpose

The SDF has two 'windows', catering for different target groups. While Window 1 will support improvement of the quality and relevance of formal and non-formal TVET, Window 2 is intended to address skills gaps and skills shortage experienced by private enterprises in the formal and informal sector of the economy.

For each priority sector, the SDF intends to establish a panel of sector specialists to assist with the evaluation of the funding proposals received by the Secretariat. Each sector panel will have 3-4 members, 2-3 external sector specialists and an SDF Grant Officer.

3. Objectives

The objectives for the sector specialists are:

- To conduct a feasibility review of project proposal
- To evaluate the detailed project proposal against criteria set by SDF
- To assess whether the project proposal should be recommended for funding from the SDF.

4. Output

In order to match the needs of the SDF in terms of eligible applications, the sector specialist will deliver a short report in a format pre-scribed by the SDF summarizing the findings and recommendations by the external evaluator. This may include a field visit to the applicants' facilities.

4. Main activities

The sector specialist's work will include, but not necessarily be limited to the following:

- Evaluation of the relevance, quality and feasibility of proposals submitted to the SDF within the sector of expertise, according to specific evaluation criteria provided by the SDF
- Due diligence of selected grant applications, including verification of the information provided to the SDF, including assessment of the capacity of the proposed training provider (for Window 2)
- Review the realism of the indicated budget in accordance with the guidelines provided by SDF, and
- Summarize the findings and recommendations in a report to the SDF.

6. Method of work

The sector specialist will liaise with the SDF Secretariat and give attention to the following aspects:

- Is the factual information provided by the applicant correct?

- Does the project meet SDF programming guidelines and contribute substantially to the SDF objective?
- Does the project have a high likelihood of success?
- Does the applicant and the proposed training provider possess the capacity to achieve the proposed outputs and results?
- Does the project incorporate lesson learned, apply industry best practices, and meet relevant industry benchmarks?
- Does the project have any environmental implications, or does it trigger any safeguard considerations?

Based on the assessment by the sector panel, the Assignment Manager will prepare a memo for the SDF Grant Committee summarizing the outcome of the evaluation and the recommendations by the SDF Secretariat. The selected specialists will undergo a short training by the SDF staff.

7. Qualifications and experience

Interested candidates should have the following qualification and experience:

- A minimum of a Master's degree in Business, Economics, Engineering, Agriculture, Financial Management, IT or related fields
- Knowledge & experience in one of the priority sectors
- Experience from similar assignments
- At least 5 years' working experience
- Good understanding and appreciation of formal and informal sector in Sierra Leone
- Experience from private sector development initiatives
- Good knowledge of skills issues, and
- High level of professional integrity and judgement.

8. Selection of evaluators

Individuals with relevant experience will be competitively selected as an SDF sector specialist and contracted on a retainer basis. The contract will initially be for one year with possibility of extension. Selection of evaluators for inclusion in the SDF roster will be made by the SDF Secretariat. Any conflict of interest in relation to applications will exclude the evaluator from an assignment in relation to the specific application.

9. Briefing and reporting

The external evaluator will report to the SDF Manager. Through the project monitoring and evaluation processes, evaluators will be assessed with regard to their performance.

10. Submission of Application

Interested consultants are requested to submit a cover letter and CV. Please include two references from past employment or academic experiences. Submit application materials on or before 20th July 2020 at 15: 00 GMT. Applications can be submitted to the address below or emailed to info@sdf.gov.sl

The Assignment Manager

Skills Development Fund Secretariat

Ministry of Technical and Higher Education

New England Ville, Freetown

SIERRA LEONE SKILLS DEVELOPMENT PROJECT

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TERMS OF REFERENCE

Application Consultants (Intermediary Service Providers)

1. Background

The Government of Sierra Leone has received credit from the World Bank (IDA) towards implementation of the Skills Development Fund (SDF). The SDF is a challenge fund for support to labor market relevant skills training. An important element of the initiative is to facilitate collaboration between training providers and industry to promote demand driven skills development with special attention to innovative modes of training. The Fund is managed by a private consultancy company under the supervision of the Ministry of Finance and the World Bank.

These terms of reference (ToR) describe the relationship between the SDF and the application consultant.

2. Context and purpose

Not all applicants passing the EoI (concept note) stage are expected to have the capacity to complete an application meeting the requirements to a quality project proposal. This is supposed to be the case especially for applicants to sub-window 2 (micro enterprises) of Windows 2. However, the need for assistance depends on the complexity of the planned project and the experience of the applicant. These applicants under Window 2 will therefore be offered the assistance of a qualified application consultant (service provider). For Window 1 and sub-window 1 (enterprises in the formal sector) of Windows 2, such assistance will also be made available upon the request of the applicant, but the cost of this will have to be borne by the applicant but paid directly the SDF Secretariat.

3. Objective

The objective for the application consultants is to assist applicants to prepare a full project proposal compliant with all requirements from the SDF Secretariat

4. Output

In order to match the needs of the SDF in terms of eligible applications, application consultant will deliver a project proposal in a format prescribed by the SDF Secretariat

5. Main activities

The application consultant's work will include, but not necessarily be limited to the following::

- Liaise with the SDF grant specialist
- Review concept notes
- Assist the applicant to prepare a full project proposal as prescribed by the SDF Secretariat
- Ensure that the project proposal complies with SDF guidelines
- Assist in incorporating any modifications and updates of the project proposal requested by the SDF Committee
- Ensure that the project proposal is submitted within the time stipulated by the SDF Secretariat.

6. Method of work

In carrying out the work, the application consultant will liaise with the SDF grant specialist and give attention to the following aspects and the detailed evaluation criteria outlined in the SDF Manual:

- Does the project meet SDF programming guidelines and contribute substantially to the SDF objective?
- Does the project have a high likelihood of success?
- Does the project incorporate lesson learned, apply industry best practices, and meet relevant industry benchmarks?
- Does the project have any environmental and social implications, or does it trigger any safeguard considerations?

7. Qualifications and experience

Application consultants are service providers accredited and selected by the SDF. Interested candidates must have a Masters' Degree in a relevant area from a recognized university, must have a good understanding of the Sierra Leone labor market, the demand for skills, and the dynamic nature of the private sector.

Furthermore, they must have experience in designing projects and be able to guide the applicant on organizational, technical and budgetary issues related to the application. Finally, the application consultants must possess good communication and writing skills.

8. Selection of Application Consultants

All application consultants will be competitively selected and trained. The consultants will be invited to participate in a three-day workshop introducing them to the procedures and processes of the SDF. Participants who complete the workshop to the satisfaction of the SDF will undergo a reference check. If successful, the consultant will receive a certificate of accreditation. The SDF will aim to accredit service providers from all parts of the country in order to reduce the cost of intermediation and to ensure the widest coverage.

9. Briefing and reporting

The application consultant will liaise with and report to the SDF Grant Specialist. As part of the project Monitoring and Evaluation system, monitoring will be conducted to assess performance of intermediaries in carrying out their assignments.

9. Submission of Application

Interested consultants are requested to submit a cover letter and CV. Please include two references from past employment or academic experiences. Submit application materials on or before 20th July 2020 at 15: 00 GMT. Applications can be submitted to the address below or emailed to info@sdf.gov.sl

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