Recruitment for the Position of Project Coordinator for the Sierra Leone Digital Transformation Project

1.0 Background

The Government of Sierra Leone (GoSL) has committed to transforming its economy based on a more inclusive and human-centric digital growth and development approach. A high-level vision for the digital economy is articulated in the new National Digital Development Policy (NDDP) which was approved by the Cabinet in December 2021 setting the GoSL's vision to transform Sierra Leone into an inclusive digital economy and society and to leverage digital technology to support the GoSL to deliver on its national development plan effectively and efficiently. The Sierra Leone Digital Transformation Project (SLDTP) aims to expand access to broadband internet, enhance digital skills and improve government capacity to deliver public services digitally. The project will support the development of a strong enabling environment for the nation's digital transformation and digital development agenda as articulated in the National Digital Development Strategy.

2.0 Project Description

The Sierra Leone Digital Transformation Project (SLDTP) is a five-year International Development Association (IDA)-funded project supported with a US$50 million grant. The project's main implementing agency is the Ministry of Communication Technology and Innovation (MoCTI). The proposed Project Development Objective (PDO) is to expand access to broadband internet, enhance digital skills and improve government capacity to deliver public services digitally.

The SLDTP proposes four integrated and mutually reinforcing components, with a fifth component dedicated to contingent response to future emergencies (*Contingent Emergency Response Component, CERC)*.

- Component 1 – Expanding Digital Access and Increasing Resilience of the Digital Environment.
- Component 2 – Digital Skills Development and Innovation
- Component 3 - Laying Key Foundations for Digital Government Services and Systems
- Component 4 – Project Management and Implementation Support; and
- Component 5 - Contingency Emergency Response Component (CERC).

3.0 Objectives of Task

The main objective of establishing a Project Coordinator Unit (PCU) for the SLDPT is to ensure effective and flexible planning, coordination, implementation, monitoring and evaluation of the project, and among other things, ensuring that the beneficiaries

are well involved in all project activities and the Project Development Objectives are achieved. The Project Coordinator will be head of the PCU.

4.0 Description of Task

The Project Coordinator will work under the guidance of the project steering committee, liaising and working with other staff of line Ministries including the NaTCA, DSTI and other beneficiary institutions under the project. S/he will be accountable for ensuring that all project activities are conducted in accordance with the World Bank project guidelines/regulations and procedures agreed between the World Bank and the Government of Sierra Leone in an efficient and accountable manner.

5.0 Duties and Responsibilities

The Project Coordinator will be tasked with managing and coordinating experts and other staff of the PCU, as well as overseeing the Project and ensuring its timely preparation and implementation. The PCU Coordinator also ensures co-ordination between the PCU and relevant Ministries and other beneficiaries of Project support including the DSTI, NaTCA and UADF with the overall aim of ensuring appropriate preparation and implementation of the Project. The PCU Coordinator will take measures available to him/her to ensure preparation and implementation of the Project activities and achievement of its project development objectives, in compliance with deadlines and costs listed in the Project Procurement Plan, Annual Work Plan and other relevant documentation, which will be created with the procurement and the financial management specialist.

The Project Coordinator shall:

- Ensure the effective and flexible coordination, management, and implementation of the project with other MDAs and public institutions.
- Ensure that project beneficiaries are well informed and involved in all project activities.
- Ensure effective administration and financing of the project, including timely submission of application for project funds.
- Ensure timely disbursements and efficient use of project funds.
- Supervise the SLDTP PCU staff, and
- Ensure timely and effective coordination and communication with the World Bank Task Team as well as Country Management Team

Specifically, the Project Coordinator will have the following scope of work:

- Organize, co-ordinate, integrate, and monitor operations of the PCU and the institutions involved in the Project during its implementation.

- Ensure timely preparation and implementation of project documents such as Procurement Plan, Annual Work Plan, as well as other relevant documentation, and drafting and submission of project progress reports to the World Bank Task Team.
- Manage preparation and implementation of the Project activities and co-operate with other MDAs and public institutions to ensure timely and sound accomplishment of the Project's activities and achievement of the PDOs.
- Oversee day-to-day activities of the PCU, evaluate performance and operational effectiveness (including ongoing evaluations of staff and feedback on their performance), of project staff.
- Develop and supervise implementation of standardized administrative and operating procedures for the PCU, including but not limited to maintenance of record-keeping and data storage systems; accounting and reporting formats for financial transactions of the Project; procurement and contract monitoring system, etc.
- Oversee all operations and project activities including (a) fiscal activity and budgeting, (b) procurement management and implementation, (c) monitoring and managing/evaluating program activities, and (d) reporting to the World Bank on related fiduciary and technical aspects.
- Report to Hon MoCTI Minister, and the steering committee on a regular basis in accordance with the guidelines on reporting under the sections of procurement, financial management, safeguards (ESMF), and project Monitoring & Evaluation (M&E) and formulate policies and planning recommendations.
- Build and sustain strong relationships with key partners and stakeholders in both the private and public sectors, including coordinating the roles of stakeholders that are involved in project implementation.
- Manage the relationships with all project contracted entities, including service providers and consultants.
- Track and monitor results of end beneficiaries against targets in accordance with the Project Results Framework and M&E guidelines as specified in the Project Implementation Manual (PIM)/ Project Operation Manual (POM), and take corrective actions as needed.
- Review of relevant project/technical documentation, including vendors and service providers reports and documentation from beneficiary institutions.
- Supervise the fiduciary arrangement (procurement and financial management), and administration of the project.

- Ensure conduct of regular project team meetings (e.g. bi-weekly) and monthly meetings with the SLDTP Management Team and Technical Lead Agencies (TLAs)—MoCTI technical teams (eGovernment, Cybersecurity), DSTI, NaTCA, and UADF.
- Ensure efficient monitoring and evaluation (M & E) of the project, with support from the M & E Specialist, in accordance with the pre-defined M & E indicators:
- Prepare and submit quarterly project progress reports to the MoCTI, MoF, and the World Bank

6.0   Qualifications and Other Requirements

a. Academic Qualifications

Candidates for the position of Project Coordinator should have a strong knowledge of Project Management and general knowledge of Information and Communications Technology. As the position involves dealing with a wide range of local stakeholders and plays a key role for facilitating a Whole-of-Government approach, it is also important that the project coordinator has good knowledge of MoCTI's mandate and GoSL's recent digital transformation/ digital development agenda (such as NDDP, NDDS, etc.), government protocols and business operations in Sierra Leone. The prospective candidate should have:

- An advanced degree in project management and/or Information Technology or any related discipline.
- Significant prior experience, including senior leadership and management positions, in relevant operations for a minimum of 10 years, with strong working experience in technology related activities.

b.   Knowledge, Skills, and Abilities Requirements

- Strong leadership capabilities and a demonstrated record of successful leadership of multi-disciplinary teams
- Considerable knowledge of World Bank funded project and procurement guidelines
- Considerable knowledge of IT Enabled Services and eGovernment applications, architecture, and infrastructure
- Working knowledge of personal computers including word processing, presentation, and spreadsheet applications
- Ability to handle stakeholders tactfully, courteously, and diplomatically.

- Ability to establish and maintain effective working relationships with project team members, MoCTI and World Bank staff, vendors, and the public.

7.0   Time Schedule

The assignment is expected to start on September 1, 2024. It will cover a period of one year in the first instance renewable for additional years extendable to the full length of the project term (until the project closing date, September 30, 2027), subject to successful appraisal of performance at the end of each term. Intermediary performance evaluations will be conducted on a bi-annual basis. The Project Coordinator will be located at the PCU office at the Ministry of Communications Technology and Innovation, Freetown, Sierra Leone.