



**Republic of South Sudan**  
**Ministry of Public Service and Human Resource Development (MoPSHRD)**  
**Project Management Unit (PMU)**

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**Request for Expression of Interest (REOI)**

COUNTRY: **Republic of South Sudan**  
PROJECT: **Building Institutional Foundations for an Effective Public Service Project (BIFEPS)**  
PROJECT ID: **P500500**  
GRANT No: **IDA-E3270**

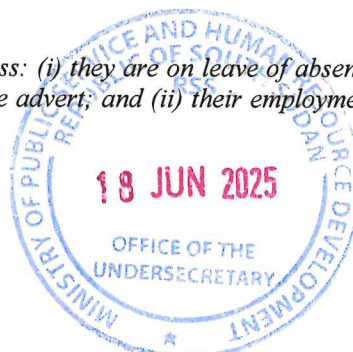
CONSULTING SERVICES: **A Consultant to develop Gender Equity Strategy, Counselling Procedures & Records Management (1)**

DUTY STATION: **MoPSHRD Project Building, Juba- South Sudan**

Ref No: **SS-MPSHRD-496934-CS-INDV**

1. The Government of South Sudan (GoSS), through the Ministry of Public Service and Human Resource Development (MoPSHRD) has received a grant of US\$15 million towards the implementation the “q”. Approved by the World Bank (WB) Board of Directors on September 3, 2024, BIFEPS is in the process of achieving the effectiveness conditions in readiness for implementation. The project development objective is to “strengthen institutional and human resource capabilities in selected sectors”. The project is structured around four main components: (i) Strengthening policies, procedures, and systems for civil service management (ii) Institutional development to create sustainable public sector capacity s; (iii) Incentivizing the effective implementation of selected sector reforms; and (iv) Change Management and Project Coordination
2. The main objective of the consultancy is to provide technical assistance in the development of a comprehensive Regulatory Framework;(a) develop Public Sector Gender Equity Strategy, (b) develop Counselling Procedure; and (c) Review and re-design Record Management policy and procedure for the government of South Sudan.The Strategy, Policies and Procedures are aimed to play a crucial role in transforming the civil service by supporting the GoSS in creating a professional, enabling effective and efficient public service delivery and driving national development, while also building capacity by transfer of Knowledge and Skills to key Reform champions to improve civil service human resource management.
3. **Responsibilities:** The Consultant is required to do everything necessary to develop a long-term Regulatory Framework(a) develop Public Sector Gender Equity Strategy, (b) develop Counselling Procedure; and (c) Review and re-design Record Management policy and procedure for the GoSS for the GoSS, to improve the civil service by supporting the GoSS in creating a professional, efficient, merit-based, and citizen-centered workforce, champion gender equality, enabling effective public service delivery, driving national development, the Reform Champions and the Young Professions, Public Service Management quality, sustainability, and capacity-building principles.. He/she provide technical guidance to ensure compliance and adhering to the general procedures and guidelines of the World Bank (WB) in order to ensure quality output of program interventions and all other tasks detailed in the Terms of Reference (TOR) that will be provided upon submission of application **(in person or by E-mail)**.

*Government officials or civil servants will not be considered unless: (i) they are on leave of absence without pay or have resigned or retired six months prior to the date of the advert; and (ii) their employment will not create Conflict of interest.*



4. **Duration:** The assignment period is expected to take **60 days** from the date of contract commencement.
5. **Selection Criteria:** The selection shall be based on qualification, experience and skills of the candidate and followed by an interview. The qualification, experience and skills should include: A Master's degree in Human Resource Management, Public Policy Administration, or a related field; Minimum of eight (8) years' professional experience in public sector management, public sector human resource management, Civil Service Reforms and/or related discipline in Change or Transformation Management; Minimum of six (6) years' relevant experience advising and consulting on public sector human resource/civil service regulatory frameworks management part of which must be in similar environments; Proven expertise in developing policies, procedures, regulation and another institutional legal framework in the public sector; Demonstrated international work experience working with government administrations of developing countries including fragile and conflict-affected states and international donors in post-conflict environments; Deep knowledge and administrative capacity in the management and application of strategic HR function and policy frameworks in the public sector; Experience in building consensus, creating teams and coordination of diverse agendas; Good interpersonal skills with experience in networking with partners at all levels (ministries, donors, private sector, NGOs and local community-based organizations); Proven ability to deliver results in complex and challenging environments; Proven experience in stakeholder consultations and workshop facilitation; Strong analytical skills, oral and written communication; Experience working on projects financed by international organizations such as the World Bank, African Development Bank, etc., is an added advantage; Be a registered member of a relevant professional body recognized in the region, with valid membership; Excellent working knowledge of English language, both writing and speaking.
6. The MoPS&HRD now invites eligible Individual Consultants to indicate their interest in providing the above-mentioned services. Interested consultants must provide information indicating that they are qualified to perform the Services.
7. The attention of interested consultants is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's 'Procurement Regulations for IPF Borrowers' July 2016 revised November 2017, August 2018 and November 2020 [Procurement in investment Project Financing; Goods, Works, Non-Consulting and Consulting Services], setting forth the World Bank's policy on conflict of interest.
8. A consultant will be selected in accordance with the procedures set out in the World Bank's 'Procurement Regulations for IPF Borrowers' July 2016 revised November 2017, August 2018 and November 2020 for selection of individual consultant.
9. Interested Consultants may obtain further information at the address given below from 9:00 to 16:00 Hrs. on working days (Monday through Friday.)
10. **Deadline for submission:** The Expression of interest (EOI) and the CV completed in the prescribed form must be delivered to the address below (in person, or by mail, or by e-mail) by **July 10, 2025, at 17:00 Hours (South Sudan Time)**
11. Further details of this REOI are provided in the Terms of Reference (TOR), which **may be obtained upon request in person or by e-mail to the address given below. Application through e-mail is highly encouraged.**

**Attention:** **Program Coordinator (BIFEPS)**  
**Project Management Unit (PMU),**  
**Ministry of Public Service and Human Resource Development (MoPSHRD)**  
**Location: Ministries Complex**  
**Juba, Republic of South Sudan**  
**E-mail: [procurement.bifeps9@gmail.com](mailto:procurement.bifeps9@gmail.com)**

