



Ministry of Finance and Planning
Republic of South Sudan



REQUEST FOR EXPRESSION OF INTEREST (REQ)

COUNTRY: Republic of South Sudan
NAME OF PROJECT: Enhancing Community Resilience and Local Governance Project Phase II
PROJECT ID: P177093 Grant No.: IDA-D980-SS
Assignment Title: Administrative Assistant
Reference No.: SS-MOFP-318744-CS-INDV
Place of assignment: Juba, South Sudan
Closing Date: 28th October, 2022

1. Background: The Government of South Sudan (GoSS) has received financing from The World Bank through the Ministry of Finance & Planning (MoFP) toward the cost of Enhancing Community Resilience and Local Governance Project (ECRP).

The Project Development Objective (PDO) of the ECRP II is to improve access to services, strengthen flood resilience, and enhance institutional capacity for local service delivery and integrated disaster risk management at national and sub-national levels. The Project has four (4) components namely: (i) Infrastructure and Services for Community Resilience (ii) Institutional Strengthening (iii) Project Management and Learning; and (iv) Contingent Emergency Response.

A Project Management Unit (PMU) has been established within the MoFP to cater for the two projects with the primary task of project management and overseeing the performance of IOM and other service providers, stakeholder outreach and communications, fiduciary and procurement management, Monitoring and Evaluation (M&E), community engagement, and risk management related to social and environmental safeguards, fiduciary oversight as well as maintaining infrastructure quality and standards. The ECRP-II PMU will also coordinate communications and contacts between the LGB and County Coordination Teams (CCTs) established under ECRP to regularize support for constructive county engagement in local resource management, service delivery improvements, and maintenance activity

The Ministry of Finance & Planning intends to apply part of the proceeds of the grant to fund the position of an **Administrative Assistant** to provide support to implementation of ECRP-II.

2. Scope of Services and Responsibilities: The scope of services for the position includes administrative and financial management functions under the overall supervision of the Project Manager of ECRP II. The Consultant will be required to undertake all tasks and deliver outputs detailed in the terms of reference (TOR) that will be provided upon submission of application.

3. Selection Criteria: Selection shall be based on qualification and experience of the candidate and followed by an interview. The qualification and experience required for shortlisting will include:

- (i) Undergraduate Degree in Business Administration in related fields
- (ii) Minimum 5 years of relevant administrative experience in development programs;
- (iii) Experience in the following are desired: computer



skills including Microsoft Office tools; and work in South Sudan; (iv) Fluency in written and spoken English.

The shortlisted candidates will be invited for oral interview. Consultant will be required to possess the skills and core values listed in the TOR.

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:

Duration of the assignment is 12 months, renewable based on satisfactory performance and availability of funds.

6. The attention of interested individual 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, July 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

7. A Consultant will be selected in accordance with the Individual Consultants Selection method set out in the World Bank's Procurement Regulations.

8. The MoF&P 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 and furnish the Curriculum Vitae (CV) in the prescribed form that will be provided with the TOR upon request by e-mail at the address given below.

9. Submission of Applications and deadline:

Interested Applicants may obtain detailed TOR and the format for the CV at procurement.ecrp@gmail.com

A signed Expression of interest (EOI) and CV in the prescribed format with 3 reference persons must be sent to: procurement.ecrp@gmail.com by **28th October 2022 at 17:00 Hours (Juba local time)**. The submission must be clearly marked as "Application for Administrative Assistant" and submitted to:

ECRP II Project Manager
Project Management Unit,
ECRP II & PFMIS)
Ministry of Finance & Planning
Juba, Republic of South Sudan
Email: procurement.ecrp@gmail.com



[Handwritten signature and date 07/10/22]