

# **Request for Expressions of Interest (Consulting Services- Firm Selection)**

## **Sierra Leone**

### **Public Sector Pay and Performance Project**

#### **P128208**

**Assignment Title: CAPACITY AND NEEDS ASSESSMENT OF RECORDS MANAGEMENT IN THE SIERRA LEONE PUBLIC SERVICE**

The Government of Sierra Leone (GoSL) is committed to building a reliable and trustworthy evidence-based information/data management system to support policy-making and service delivery across the public service. To achieve this, it requires an integrated records and information management strategy linked to a sound legal and organisational structure and a capacity-building programme.

Records management systems in the Sierra Leone public service deteriorated during the 1980s and early 1990s, a trend greatly accelerated by a long civil war. This breakdown in record keeping has subsequently imposed substantial barriers to meeting national development objectives, from payroll control and human resource management to management of finance, to the management of the courts, the health care sector and decentralization. Chronic records management problems continue to affect Government at every level. While many vital records were lost during the conflict, the lack of procedures for managing records means that the remaining documents and records are abandoned and deteriorating in poor and unstable conditions. The risks to development, social cohesion, and national security of this unfortunate situation are enormous. Currently, Public Servants and Ministers commonly operate in the absence of reliable information due to poor storage and retrieval systems.

Government has received funding from the World Bank to support the Records management component in the Public Sector Reform Programme, and intends to apply some of the funds to contract for a **Consultant Firm** to carry out a **Capacity And Needs Assessment Of Records Management In The Public Service**. The exercise will provide GoSL with accurate and relevant information about the current capacity within MDAs for effective and efficient management (use, storage, maintenance) in the short-term and long-term of paper and electronic-based public records at both institutional and national level.

Specifically, the consulting services expected from the firm (“the Services”) include the following:

1. Review the legislative and regulatory framework for Records Management and Archive administration in the public service.
2. Review Institutional arrangements including records storage capacity in MDAs
3. Assess the capacity of systems and procedures capable of capturing, maintaining and providing access to records as evidence over time
4. Assess staff capacity to manage government records in both **paper and electronic** environments
5. Assess physical facilities/location (defining the required building, which should be capable of supporting professional workflow and of protecting and preserving paper and electronic records)
6. Develop recommendations on short and long-term options for records management and Archives.

### **Scope of Work**

The study will be limited to selected MDAs and Local Councils, representing a realistic sample of small, medium and large institutions. However it is expected that the results and any proposed methodologies can be used as Best Practice in the wider public service including subvented agencies.

#### *MDAs and Local Councils for Review:*

##### MDAs

- Education
- Fisheries & Marine Resources
- Energy (including NPA)
- Health & Sanitation
- Agriculture Forestry, Food Security
- Local Government & Rural Development
- Water Resources (including Guma Valley Water Co. and SALWACO)
- Information & Communications
- Employment Labour & Social Security
- Social Welfare, Gender & Children’s Affairs

##### Local Councils

- Kono
- Kenema or Bo
- Makeni or Port Loko
- Freetown City Council

### **Outputs/Deliverables**

The expected deliverables from this assignment comprise:

- A comprehensive report on the status of systems and processes for managing records in the MDAs & Local Councils including usage, maintenance, storage in both the short term and long term including:
- A draft of clearly established legal and regulatory framework for records management and archive administration
- Classification schemes, retention schedules standards and guidelines for managing records reviewed and recommendations outlined
- **Fully-costed, realistic and practical Recommendations** for
  - (i) a successful transition to an ICT environment, utilizing as far as possible the existing Public Archives department and Records Management cadre of staff in MDAs. That is, the Recommendations must recognize that Government funds are limited and must utilise existing resources
  - (ii) physical facilities/location (defining the required building, which should be capable of supporting professional workflow and of protecting and preserving paper and electronic records.

### **Methodology**

The Consultant Firm will adopt a participatory approach, and work closely with officials at the PSRU as well as the HRMO, PSC and other relevant MDAs. The team will report throughout the assignment to the PSRU. It is anticipated that the review will be completed over a period of six (6) weeks.

Prior to commencement of the assignment, the Consultant Firm will develop a work programme, broadly outlining task timelines and their methodological approach to the assignment. They will also hold an inception meeting with the PSRU to discuss modalities for the appraisal.

### **Team Composition**

A Consultant Firm comprised of professionals with extensive knowledge of local public sector records administration as follows:

- i. Team Leader- Records Management expert
- ii. Archivist expert
- iii. Information Technology Management expert
- iv. Human Resources expert

### **Timeframe and Reporting**

The review will be carried out for a period of six (6) weeks. The Interim Draft will be made available to the PSRU by the third week (21 days). Comments should be forwarded to the Consultants no later than one (1) week after to allow time for the submission of the final report to the PSRU by the sixth week.

The **Public Sector Reform Unit** now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff etc.). The information required should include:

- General information, including full legal name and address;
- Qualifications, relevant experience with details of similar assignments undertaken to demonstrate ability and capacity to carry out this assignment.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s [\*Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers\*](#) dated January 2011 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the procedures set out in the Consultant Guidelines.

### **Selection Criteria**

Consultants will be selected using the Consultant Qualifications method (CQS); the most qualified and experienced firm will be selected

Further information can be obtained at the address below during office hours: 0900 to 1700 hours Mondays to Thursdays and 0900 to 1100 hours on Fridays. **A copy of this advert can be obtained from the PSRU website- <http://www.psrugov.sl>**

Expression of Interest should be clearly marked “REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR **CAPACITY AND NEEDS ASSESSMENT OF RECORDS MANAGEMENT IN THE SIERRA LEONE PUBLIC SERVICE** ” and should be delivered in a written form to the address below (hard copy or by e-mail) by 15:00 hours, Friday 17<sup>th</sup> January 2013.

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