



Public Sector Capacity Injection Project

Terms of Reference

Post Title	Project Coordinator
Type of Appointment	Individual Consultant
Duration	1 year (with possibility of extension)
Duty Station	Garowe (Puntland), Office of the President

1. Background

Under the Somali Compact of September 2013, the Government has established a Government Flagship Program to build core public sector capacities. This is supported by a World Bank Public Sector Capacity Injection Project (CIP). The objective of the CIP is to strengthen staffing levels and capacity in selected line ministries and central agencies to perform core government functions.

The project will comprise of four components: (i) developing capacity for key cross-cutting government functions; (ii) strengthening the policies and procedures for civil service management; (iii) strengthening policy management, coordination and monitoring capabilities at the Centre of Government; and (iv) project management support.

The Office of the President will establish a central Project Coordination Unit (PCU) to support the management, coordination and monitoring and evaluation of project activities. The PCU will be headed by a Project Coordinator and include a small team, including: (i) Financial Management Specialist; (ii) Procurement Specialist; (iii) Monitoring and Evaluation Specialist; and (iv) Communications Specialist.

2. Objective of Position

The overall responsibilities of the Project Coordinator are (i) to advise the senior management of the Office of the President(OoP) and the Program Steering Committee on management and implementation of the Project, (ii) to provide overall leadership and

perform all necessary project management activities under the Public Sector Capacity Injection Project (CIP) for the period of the assignment, (iii) to coordinate with government counterparts located in the implementing line ministries, (iv) to manage the Project coordination team.

He/she will carry out all project management tasks in strict compliance with: (i) the requirements of the Agreement between the World Bank and the Government; (ii) the Project Implementation Manual (PIM) for this project which is based on appropriate management practices.

3. Duties and Responsibilities

The Project Coordinator shall do everything necessary to meet the above objectives, including but not limited to carrying out the following tasks:

- 3.1** Oversee the implementation of CIP preparatory activities including preparation of the Project Implementation Manual (PIM), work plans, etc.
- 3.2** Oversee and coordinate all activities related to the implementation of project activities by the OoP and different Ministries, Departments and Agencies under the project and support project implementation of selected activities;
- 3.3** Liaise and coordinate with the staff of the Department responsible for national strategic capacity development coordination in the OOP and with project focal points from other government institutions for the smooth execution of the project activities;
- 3.4** Set the standards and timetables for the preparation of annual work programs and quarterly review of these and review work programs for quality assurance;
- 3.5** Manage the Project Coordination team and co-ordinate the day-to-day activities of the Project Coordination Unit;
- 3.6** Assist with the identification of training needs in the PCU and propose on-the-job training and formal training programs to meet those needs;
- 3.7** Apply appropriate administrative, financial and technical management methods, to oversee the use of project resources and of project procurement activities, working closely with the Project Financial Management and Procurement Specialists;
- 3.8** Ensure that all necessary documentation related to financial management and procurement are in place and accounts are maintained providing regular expenditure reports related to the CIP project;
- 3.9** Oversee the planning, organization and coordination of regular monitoring and evaluation, including periodic review meetings and end of project evaluation, ensuring adequate documentation of lessons learned, working closely with the M&E Officer
- 3.10** Establish the format and schedule of project reporting and prepare regular progress reports to be submitted for the review by the Office of the President, the Project Steering Committee and the World Bank;
- 3.11** Develop and strengthen collaboration with government counterparts, development partners and all other stakeholders to facilitate their understanding and support to the CIP;

- 3.12** Oversee development and implementation of a project information and communication strategy and dissemination of information on activities of the project, working closely with the Communications Officer;
- 3.13** Liaise and coordinate with the World Bank Task Team Leader, Co-Task Team Leader and the Team for the project for the smooth execution of the project activities;
- 3.14** Help design and maintain a record-keeping system for all project correspondence between the PCU and implementing agencies and the World Bank;
- 3.15** Responsible for establishing effective management systems including procedures for maintenance and security of equipment and other assets;
- 3.16** Provide support to the organization of Project Steering Committee meetings, including preparation of technical papers and information, recording of proceedings, follow-up actions and communication.

3.17

Key Deliverables

- Set performance targets of Technical Implementation Committees
- Overall project implementation plan
- Project management policies and procedures including administrative policies on attendance and discipline
- Report on discipline of project staff
- Performance reports on project staff
- Consolidated annual and quarterly project performance reports
- Reports on the proceedings of the Steering Committee
- Annual and Quarterly work plans of position

4. Qualifications and experience

4.1 Qualifications

The Project Coordinator should have the following minimum Qualifications:

- a) Post-graduate degree in Economics, Public Administration, Management or other relevant fields

4.2 Experience

- a) Minimum of ten years (10) of relevant experience in the public or private sector in the area of institutional development, economic governance or program management, with particular weight given to experience in Somalia;
- b) At least three years of work experience in project management as a senior manager, with demonstrated ability to build and manage a multi-disciplinary team with a positive evaluation of performance;
- c) Experience in developing, monitoring and managing projects funded by development partners; experience in managing projects funded by the World Bank or other international financial institutions highly desirable;
- d) Ability to deal with multiple stakeholders, including government agencies, development partners and non-governmental actors;
- e) Fluency in spoken and written English and Somali, and excellent communication skills;

- f) Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use;
- g) Strong interpersonal and relationship-building skills.

5. Reporting and Other Deliverables

The Project Coordinator will report to the Chief of Staff, and work under the overall guidance of the Project Steering Committee.

6. Language

Reports and other documents shall be submitted in English.

7. Location and Duration

As shown below.

7.1 Starting period and duration of assignment:

Indicative start date is April 2015.

The contract is expected to run for a period of one year with possible extension subject to satisfactory performance. The Project Coordinator will have a three months probationary period.

7.2 Location of the assignment

The duty station is Garowe, Puntland State of Somalia. The Project Coordinator will be based in the PCU located within the Office of the President.

7.3 Facilities to be provided

The OoP will provide the Project Coordinator with office facilities, essential utilities, office services, stationery and office supplies and use of a computer, printer, scanner and photocopying machine. In addition, OoP will provide copies of all the documents the Project Coordinator may need to discharge his/her functions; and will assist in liaising with other project implementing MDAs and the EAFS. The OoP will provide transport to the Project Coordinator for his official duties.

How to apply

Applications and attachments: a CV, two referees and scanned copies of testimonials must be delivered to the address below (in person, by mail, or by e-mail to recruitment.csc@plstate.so and copy oop@plstate.so by 1500 hours on Thursday, the 26th February, 2015. Civil Service Commission Office, adjacent to Rayan Park Hotel and opposite DDG Office, Global Road, Garowe, Puntland State of Somalia.

Attention

Puntland Civil Service Commission

Garowe, Puntland, Somalia

Tel: +252 90 7264776

Email: csc@plstate.so

Public Sector Capacity Injection Project

Terms of Reference

Post Title	Project Financial Management Specialist
Type of Appointment	Individual Consultant
Duration	1 year (with possibility of extension)
Duty Station	Garowe (Puntland), Office of the President

1. Background

Under the Somali Compact of September 2013, the Government has established a Government Flagship Programme to build core public sector capacities. This is supported by a World Bank Public Sector Capacity Injection Project (CIP). The objective of the CIP is to strengthen staffing levels and capacity in selected line ministries and central agencies to perform core government functions.

The project will comprise of four components: (i) developing capacity for key cross-cutting government functions; (ii) strengthening the frameworks and procedures for civil service management; (iii) strengthening policy management, coordination and monitoring capabilities at the Centre of Government; and (iv) project management support.

The Office of the President will establish a central Project Coordination Unit (PCU) to support the management, coordination and monitoring and evaluation of project activities. The PCU will be headed by a Project Coordinator and staffed by a small team, including: (i) Financial Management Specialist; (ii) Procurement Specialist; (iii) Monitoring and Evaluation Specialist; and (iv) Communications Specialist.

2. Objective of Position

The objective of the assignment is for the Project Financial Management Specialist (i) to perform all necessary Financial Management activities under the Public Sector Capacity Injection Project (CIP) for the period of the assignment, (ii) to coordinate the financial management functions with government counterparts located in the implementing Ministries, Departments and Agencies (MDAs), and (iii) to provide technical assistance and build the capacity of Financial Management staff within the Office of the President and implementing entities.

He/she will work in close coordination with the External Assistance Fiduciary Section (EAFS), to be established within the Ministry of Finance, Office of the Accountant General. He/she will manage the financial management activities of the project in strict compliance with: (i) the requirements of the Agreement between the World Bank and the Government; (ii) the Project Implementation Manual (PIM) for this project which is based on appropriate financial management best practice and international accounting standards.

3. Duties and Responsibilities

The Project Financial Management Specialist shall undertake the following tasks in collaboration with EAFS and the Head of the PCU and implementing entities:

- 3.1** Maintain all accounting records in line with approved accounting standards and in line with the Bank's and Government's regulations;
- 3.2** Render periodic reports, (i.e. monthly/quarterly/annually) in the formats approved by the Bank and State Government of Puntland and in line with the project documents and financing agreement;
- 3.3** Ensure that disbursement are made in accordance with approved annual budgets and work plans together with the Project management;
- 3.4** Ensure that all payments are done in accordance with good accounting practices and in line with the project objectives and financing agreement;
- 3.5** Where applicable ensure that the required the Bank No Objection letter relating to an expenditure is available before effecting payment;
- 3.6** Ensure prompt release of funds, once approved, to beneficiaries;
- 3.7** Ensure that required accounting and submissions of returns by beneficiaries who receive advances are done on timely basis;
- 3.8** Maintain relevant books and records for the Project that reflects the components and activities;
- 3.9** Ensure that the filing system of the accounting records are satisfactory at all times and they are easily retrievable for reviews and audit purposes;
- 3.10** Ensure that all accounting records are updated promptly;
- 3.11** Prepare monthly bank reconciliations for the project bank accounts, including designated and project accounts (if any);
- 3.12** Prepare quarterly financial reports in accordance with agreed formats and in line with the financing agreement;
- 3.13** Prepare annual financial statements of the project and liaise with the auditors to carry out the annual audits of the project;
- 3.14** Together with the Project Coordinator, maintain, develop and update the financial procedures manual on a regular basis;
- 3.15** Together with the implementing agencies ensure strict adherence to installed internal control systems for all areas of project operation;
- 3.16** Liaise with the internal/external auditors to get project financial statements audited and follow up any audit queries/management letters;
- 3.17** Follow up on "No Objection" from the Procurement Specialist where not available and ensure they are properly filed as part of the accounting records;
- 3.18** Ensure that no project category/component is overspent without proper authorization from the World Bank;
- 3.19** Review all aspects of the Project work plan and budget based on the results of operations and changing economic conditions and recommend corrective measures to the management;
- 3.20** Working with other project staff, prepare annual work plans and budgets;
- 3.21** Initiate corrective measures to address internal financial shortcomings and irregularities as the need arises;

- 3.22 Establish and enhance as appropriate, systems of internal control (goods, works, services, fixed assets, civil works);
- 3.23 Prepare, monitor and interpret cash flow forecasts in consultation with the Head of the PCU, the Procurement Officer and implementing entities;
- 3.24 Analyse changes in the forecast and advise the project management accordingly;
- 3.25 Prepare monthly returns to the PCU, implementing entities and Ministry of Finance Office of Accountant General (EAFS) in compliance with Government accounting reporting requirements;
- 3.26 Prepare Unaudited Quarterly Financial Reports (IFRs) and Annual Financial Statements for all Project Funds analysed according to the categories and project components as appropriate, and provide timely reporting of any material variances to the PCU;
- 3.27 Ensure compliance with operating procedures of Government and the World Bank, e.g. Procurement, Disbursements, Designated Accounts, SOEs, IFRs, Special Commitments etc.;
- 3.28 Liaise with the internal/external auditors and follow up any audit queries/management letters;
- 3.29 Monitor, in conjunction with the Procurement Specialist and the PCU and implementing agencies, the financial management aspects of consulting services and other procurement;
- 3.30 Support the establishment of a financial management unit in the OoP and build the capacity of financial management staff in the unit and of financial management staff in implementing entities;
- 3.31 Brief the Project Coordinator on capacity development progress being achieved;
- 3.32 In conjunction with the Project Coordinator, and the Procurement Officer, monitor performance against agreed Financial Performance Indicators - these will need to be prepared in consultation with the Steering Committee;
- 3.33 Write a report at the end of the contract period outlining achievements and challenges pertaining to the financial management function;
- 3.34 Keep abreast of changes in financial regulations and legislations and ensure the accounting staff are updated on new developments.

Key Deliverables

- Financial management system of the project
- Set financial management performance targets of beneficiary institutions
- Financial statements
- Periodic financial reports including financial returns monitoring reports
- Reports on FM training and coaching of staff responsible for FM project activities in beneficiary institutions
- Quarterly consolidated FM performance report
- Annual and quarterly work plans of position

4. Qualifications and experience

4.1 Qualifications

The Project Financial Management Specialist should have the following minimum Qualifications:

- b) Degree in accounting, finance or business administration (accounting);
- c) Professional qualification in financial management, registered by and attained final qualification of any financial management related recognized professional body e.g. ACCA, CPA etc;

4.2 Experience

The Project Financial Management Specialist should have demonstrable experience in Public Financial Management related activities as follows:

- a) At least 5 years of experience in audit or financial management;
- b) At least three years of post-qualification experience directly relevant to public sector and/or World Bank Projects' financial management;
- c) Experience of project financial management in a developing country; experience in Somalia is preferable;
- d) Excellent written and oral communication skills in English, to deliver technical financial documents, and reports; candidates familiar with Somali language will have an added advantage;
- e) Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use is required.

5. Reporting and Other Deliverables

The Project Financial Management Specialist will report to the Project Coordinator.

The key deliverables of the Project Financial Management Specialist will be as follows:

- a) Within the first two weeks of the contract and in full consultation with the Project Coordinator, prepare a clear work plan on financial management and disbursements and share with the implementing entities and the World Bank;
- b) Report regularly to the PCU, implementing entities and to the Bank on key issues affecting the operations of the project financial activities;
- c) Prepare monthly and quarterly Interim unaudited Financial Reports (IFRs) which will be submitted to the PCU and the World Bank not later than 45 days after the end of the month or quarter to which the report relates;
- d) Prepare Annual Financial Statements for financed projects, within two (2) months after the end of the fiscal year to which they relate. These Annual Financial Statements to be submitted must be ready for audit.

6. Language

Reports and other documents shall be submitted in English and in Somali when required.

7. Location and Duration

7.1 Starting period and duration of assignment:

Indicative start date is April 2015.

The contract is expected to run for a period of one year with possible extension subject to satisfactory performance. The Project Financial Management Specialist will have a three months probationary period.

7.2 Location of the assignment

The duty station is Garowe, Puntland State of Somalia. The Project Financial Management Specialist will be based in the PCU located within the Office of the President.

7.3 Facilities to be provided

The OOP will provide the Project Financial Management Specialist with office facilities, essential utilities, office services, stationery and office supplies and use of a computer, printer, scanner and photocopying machine. In addition, OOP will provide copies of all the documents the Financial Management Specialist may need to discharge his/her functions; and will assist the Financial Management Specialist in liaising with other project implementing MDAs and the EAFS. The Ministry will provide transport to the Financial Management Specialist for his official duties.

How to apply

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Public Sector Capacity Injection Project

Terms of Reference

Post Title	Project Procurement Specialist
Type of Appointment	Individual Consultant
Duration	1 year (with possibility of extension)
Duty Station	Garowe (Puntland), Office of the President

8. Background

Under the Somali Compact of September 2013, the Government has established a Government Flagship Programme to build core public sector capacities. This is supported by a World Bank Public Sector Capacity Injection Project (CIP). The Objective of the CIP is to strengthen staffing levels and capacity in selected line ministries and central agencies to perform core government functions.

The project will comprise of four components: (i) Developing capacity for key cross-cutting government functions; (ii) Strengthening the frameworks and procedures for civil service management; (iii) Strengthening Policy Management, Coordination and Monitoring Capabilities at the Centre of Government; and (iv) Project Management Support.

The Office of the President (OoP) will establish a central Project Coordination Unit (PCU) to support the management, coordination and monitoring and evaluation of project activities. The PCU will be headed by a Project Coordinator and a small team, including: (i) Financial Management Specialist; (ii) Procurement Specialist; (iii) Monitoring and Evaluation Specialist; and (iv) Communications Specialist.

9. Objective of Position

The overall responsibilities of the Procurement Specialist are (i) to advise the senior management of the Office of the President (OoP) on all procurement aspects of the Project, (ii) to perform all necessary procurement activities under the Public Sector Capacity Injection Project (CIP) for the period of the assignment, (iii) to coordinate procurement activities within OoP and with government counterparts located in the implementing line ministries, (iv) to provide technical assistance and build the capacity of procurement staff within the OoP and implementing agencies.

He/she will manage the procurement activities of the project in strict compliance with: (i) the requirements of the Agreement between the World Bank and the Government; (ii) the Project Implementation Manual (PIM) for this project which is based on appropriate procurement best practice and international standards.

10. Duties and Responsibilities

The Project Procurement Specialist shall do everything necessary to meet the above objectives, including but not limited to carrying out the following tasks:

- 10.1** Provide advice and ensure that all the procurement activities of the project conform and are compliant with the Project Implementation Manual and World Bank Procurement Guidelines;
- 10.2** Initiate, coordinate and prepare Procurement Plans (PPs) for procurement under the project;
- 10.3** Establish a simplified Procurement Tracking System for OoP for monitoring of the project procurement activities;
- 10.4** Update the General Procurement Notices (GPN) annually, and Specific Procurement Notices (SPN), and Expression of Interests (EOI) when required;
- 10.5** Provide procurement advice to the PCU on all aspects of Terms of Reference (TOR) and Request for Proposals (RFPs), evaluation of Expression of Interest (EOI) and Technical and Financial Proposals for selection of Consultants for Technical Assistance;
- 10.6** Prepare Bidding Documents for the procurement of goods and services in accordance with activities defined in the Procurement Plan for the project using the World Bank's Standard Bidding Documents, prepare Project customized Bidding Documents and Request for Proposals (RFP). This should include customized NCB documents and standardized Forms to be used for Shopping Methods;
- 10.7** Handle communications relating to procurement within the project with all the agencies of government and sector ministries under the project and with outside agencies, as well as with the World Bank team working on the PSCIIP;
- 10.8** Ensure that complete documentation is maintained on all procurement cases;
- 10.9** Coordinate and respond to procurement queries, disputes, and complaints;
- 10.10** Prepare Bid/Proposal Evaluation Reports and Award Recommendations for approval by the Procurement Committee or appropriate approving body;
- 10.11** Prepare Requests for No-objection for the World Bank for stages of procurement activities as required by Bank Guidelines;
- 10.12** Provide contract management oversight for Works and Consultancy Services Contracts;
- 10.13** Establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;
- 10.14** Establish a central procurement filing system, and ensure all related documents are included in the respective files;
- 10.15** Coordinate preparation of post procurement reviews by the Bank and in Bank supervision missions;
- 10.16** Liaise with EAFS and the State Tender Board (once established) on project procurement and any issues affecting procurement in the project;
- 10.17** Carry out any other periodic duties that may be assigned by the Project Coordinator;

- 10.18** Build procurement management capacity in the Office of the President and implementing agencies through training, on the job coaching and mentoring of procurement staff and technical staff involved in procurement processes;
- 10.19** Develop training plans and deliver short training sessions to staff from the President's Office and implementing agencies;
- 10.20** Provide guidance and technical support to the EAFS (once established) on reporting requirements for the CIP Project;
- 10.21** Provide any other procurement supporting duties as may be required by the Coordinator in the President's office.

Key Deliverables

- Procurement Management system of the project
- Annual procurement plan
- Set procurement targets of beneficiary institutions
- Reports on procurement training of staff responsible for procurement activities in beneficiary institutions
- Quarterly consolidated performance report on procurement
- Monthly procurement reports
- Annual and quarterly work plans of position

11. Qualifications and experience

11.1 Qualifications

The Project Procurement Specialist should have the following minimum Qualifications:

- d) Bachelor's Degree in one of the following: Procurement, Business Administration, Accounting, Finance, Engineering etc.
- e) An advanced degree with a major in a relevant discipline is an added advantage

11.2 Experience

- a) A minimum of at least 7 years of direct relevant experience including broad expertise in the management of procurement in the public sector.
- b) Minimum of at least 3 years of experience in implementing procurement actions according to international organizations guidelines such as the World Bank, African Development Bank etc. for procurement of goods, services, and works.
- c) Proven work experience on country procurement systems and procedures
- d) Experience working in Somalia is desirable.
- e) Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use.
- f) Fluency in English and Somali; excellent written and oral communication skills.
- g) High level interpersonal and relationship-building skills.

12. Reporting and Other Deliverables

The Procurement Specialist will report to the Project Coordinator. He/she will be the team leader for the project procurement function and will work closely with Procurement Officers from implementing agencies, the line ministries and other technical officers

responsible for project activities. He/she will also work closely with the EAFS unit under the Accountant General (once established).

It is expected that, by working closely with procurement staff in the President's office and line ministries, departments and agencies and the State Tender Board, the consultant transfers his/her skills, and ultimately ensures that counterparts are fully capacitated to perform procurement activities

13. Language

Reports and other documents shall be submitted in English and Somali when required.

14. Location and Duration

14.1 Starting period and duration of assignment:

Indicative start date is April 2015.

The contract is expected to run for a period of one year with possible extension subject to satisfactory performance. The Project Procurement Specialist will have a three months probationary period.

14.2 Location of the assignment

The duty station is Garowe, Puntland State of Somalia. The Project Procurement Specialist will be based in the PCU located within the Office of the President.

14.3 Facilities to be provided

The OoP will provide the Project Procurement Specialist with office facilities, essential utilities, office services, stationery and office supplies and use of a computer, printer, scanner and photocopying machine. In addition, OoP will provide copies of all the documents the Procurement Specialist may need to discharge his/her functions; and will assist the Procurement Specialist in liaising with other project implementing MDAs. The OoP will provide transport to the Procurement Specialist for his official duties.

How to apply

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Attention

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Public Sector Capacity Injection Project

Terms of Reference

Post Title	Project Communications Specialist
Type of Appointment	Individual Consultant
Duration	1 year (with possibility of extension)
Duty Station	Garowe (Puntland), Office of the President

8. Background

Under the Somali Compact of September 2013, the Government has established a Government Flagship Programme to build core public sector capacities. This is supported by a World Bank Public Sector Capacity Injection Project (CIP). The objective of the CIP is to strengthen staffing levels and capacity in selected line ministries and central agencies to perform core government functions.

The project will comprise of four components: (i) developing capacity for key cross-cutting government functions; (ii) strengthening the frameworks and procedures for civil service management; (iii) strengthening policy management, coordination and monitoring capabilities at the Centre of Government; and (iv) project management support.

The Office of the President will establish a central Project Coordination Unit (PCU) to support the management, coordination and monitoring and evaluation of project activities. The PCU will be headed by a Project Coordinator and staffed by a small team, including: (i) Communications Specialist; (ii) Procurement Specialist; (iii) Monitoring and Evaluation Specialist; and (iv) Communications Specialist.

9. Objective of Position

The objectives of the assignment is for the Project Communications Specialist (i) Design a communication and information management strategy, and oversee its implementation and monitoring and evaluation. (ii) Lead the project in developing an internal and external communication strategy aimed at increasing a general knowledge and interest in the project activities and informing stakeholders and wider audiences about the work of the project. (iii) Develop system for documentation and manage the internal flow of information (iv) to perform all necessary Communications activities under the Public Sector Capacity Injection Project (CIP) for the period of the assignment while coordinating the Communications functions with government counterparts located in the implementing Ministries, Departments and Agencies (MDAs), and (vi) to provide technical assistance and build the capacity of Communications staff within the Office of the President and implementing entities.

He/she will manage the Communications activities of the project in strict compliance with: (i) the requirements of the Agreement between the World Bank and the Government; (ii) the Project Implementation Manual (PIM) for this project

10. Duties and Responsibilities

Under the overall supervision of the Project Coordinator the incumbent will be responsible for the following:

- Monitors and manages Media & Public Relations activities relevant to the project
- Act as first point of contact for communication enquiries about the project
- Ensures full protection of the image of the project and related capacity development activities of government
- Conduct stakeholder analysis to define communication roles of major stakeholders of the project
- Develop and implement a communication strategy to improve internal and external communication and public relations
- Develop enhanced ways of ensuring effective information flow between different ministries, departments and agencies, and between Puntland State and the Federal Government and other regional administrations
- Develop and sustain a two-way communication channel between the project and international development partners and also between the project and civil society
- Support the Project to gather and communicate success stories for wider use through the appropriate channels
- Develop innovative ways of communication and learning about capacity development policies and programs, including through the use of digital media.
- Contribute to the conceptualization and production of communications materials for various activities and events of the work Programme of the project.
- Assist operational colleagues to integrate communication methods and tools in all focal areas of the project's work.
- Lead in the planning and development of the project's publications including drafting and editing for printed publications, the Internet and audio-visual productions
- Support management and colleagues in drafting targeted messages, media releases and general communications for key stakeholders.
- Support colleagues in effective analysis of information and communication needs, with a view to channel them to appropriate media.
- Ensure high quality documents and files (substance and presentation) by reviewing publication.
- Provide creative/innovative solutions for managing and communicating negative feedback on the project from stakeholders
- Ensure quality control of communications material and messages on the Project

- Implement knowledge management by commissioning, writing, editing and distributing publications to inform external audience. These include websites, brochures, the annual report and other communication materials as required.
- Carry out ongoing communications capacity building/ coaching for staff across the civil service and other identified stakeholders
- Manage translation of key documents where needed

Key Deliverables

- Communications strategy and implementation plan
- Set communications performance targets/benchmarks of beneficiary institutions
- Quarterly consolidated project performance reports in Communications
- Special reports on public education and communication with international partners on the project
- Monthly implementation progress reports in communications
- Annual and quarterly work plans of position

11. Qualifications and experience

11.1 Qualifications

The Project Communications Specialist should have the following minimum Qualifications:

A post-graduate qualification in Communication, Journalism, Social sciences, Sciences of Education, Marketing, Business Administration or related fields

11.2 Experience

The Project Communications Specialist should have demonstrable experience in activities as follows:

- A minimum of 5 year professional experience in communications function.
- Experience in working in development projects within the Civil Service, and good knowledge of Public Sector issues.
- Project management experience.
- Experience in electronically archiving information and documentation
- Experience working in a fragile environment will be an advantage
- Proven experience in information, communications and campaigning tasks.
- The ability to use modern audio-visual techniques and communications tools
- Good Team work, communication and presentation skills
- The ability to draft reader-friendly documents by simplifying research reports for different target audiences, including the general public.
- Excellent English language both written and oral with great attention to detail
- Excellent organizational and administrative skills, including the ability to manage priorities, work under pressure and meet tight deadlines with minimal supervision
- The ability to work in a proactive and autonomous way.
- Ability to adapt priorities in order to respond to changing demands innovatively.
- Proactive and use of initiative to achieve desired results
- Ability to facilitate learning and knowledge management between staff working in the Project and among other stakeholders

- Well-developed skills in managing websites, ensuring high-quality content and using them as a way to promote external and internal communications.
- Proven ability to manage the design, printing and distribution of high-quality publications.
- Strong IT skills (Word, Excel, Access)

12. Reporting and Other Deliverables

The Project Communications Specialist will report to the Project Coordinator.

13. Language

Reports and other documents shall be submitted in English and in Somali when required.

14. Location and Duration

14.1 Starting period and duration of assignment:

Indicative start date is April 2015.

The contract is expected to run for a period of one year with possible extension subject to satisfactory performance. The Project Communications Specialist will have a three months probationary period.

14.2 Location of the assignment

The duty station is Garowe, Puntland State of Somalia. The Project Communications Specialist will be based in the PCU located within the Office of the President.

14.3 Facilities to be provided

The OOP will provide the Project Communications Specialist with office facilities, essential utilities, office services, stationery and office supplies and use of a computer, printer, scanner and photocopying machine. In addition, OOP will provide copies of all the documents the Communications Specialist may need to discharge his/her functions; and will assist the Communications Specialist in liaising with other project implementing MDAs. The Ministry will provide transport to the Communications Specialist for his official duties.

How to apply

Applications and attachments: a CV, two referees and scanned copies of testimonials must be delivered to the address below (in person, by mail, or by e-mail to recruitment.csc@plstate.so and copy oop@plstate.so by 1500 hours on Thursday, the 26th February, 2015. Civil Service Commission Office, adjacent to Rayan Park Hotel and opposite DDG Office, Global Road, Garowe, Puntland State of Somalia.

Attention

Puntland Civil Service Commission

Garowe, Puntland, Somalia

Tel: +252 90 7264776

Email: csc@plstate.so

Public Sector Capacity Injection Project

Terms of Reference

Post Title	Project Monitoring and Evaluation Specialist
Type of Appointment	Individual Consultant
Duration	1 year (with possibility of extension)
Duty Station	Garowe (Puntland), Office of the President

15. Background

Under the Somali Compact of September 2013, the Government has established a Government Flagship Programme to build core public sector capacities. This is supported by a World Bank Public Sector Capacity Injection Project (CIP). The objective of the CIP is to strengthen staffing levels and capacity in selected line ministries and central agencies to perform core government functions.

The project will comprise of four components: (i) developing capacity for key cross-cutting government functions; (ii) strengthening the frameworks and procedures for civil service management; (iii) strengthening policy management, coordination and monitoring capabilities at the Centre of Government; and (iv) project management support.

The Office of the President will establish a central Project Coordination Unit (PCU) to support the management, coordination and monitoring and evaluation of project activities. The PCU will be headed by a Project Coordinator and staffed by a small team, including: (i) Communications Specialist; (ii) Procurement Specialist; (iii) Monitoring and Evaluation Specialist; and (iv) Communications Specialist.

16. Objective of Position

The Monitoring and Evaluation Officer is responsible for supporting planning and programming activities of the project by providing technical information on monitoring and evaluation outcomes. He/she will assist the Coordinator and PMU staff to understand the M&E system including performance indicators and evaluation criteria to enhance their capacity to achieve set targets. The incumbent will also help in the design of M&E tools and formats for collecting data and assessing performance of project components across implementing institutions

He/she will manage M&E activities of the project in strict compliance with: (i) the requirements of the Agreement between the World Bank and the Government; (ii) the Project Implementation Manual (PIM) for this project

17. Duties and Responsibilities

Under the overall supervision of the Project Coordinator the M&E Specialist will be responsible for the following:

- 17.1** Develop and implement a M&E system for the project, articulating clearly all the sub-systems and M&E arrangements consistent with the Project Appraisal Document agreed between the Government and the World Bank
- 17.2** Provide technical inputs on monitoring and evaluation parameters to improve planning, programming and implementation of project
- 17.3** Develop in-depth knowledge of monitoring and evaluation system of capacity development operations to guide performance tracking activities of staff with M&E responsibilities in project beneficiary institutions and key stakeholders
- 17.4** Assist in defining monitoring and evaluation requirements at the different levels of project implementation
- 17.5** Assist in developing monitoring tools and formats and coordinate data collection activities of participating ministries, departments and agencies, conduct preliminary analysis of monitoring data and submit performance progress and consolidated reports to the Coordinator
- 17.6** Support the training of participating institutions to understand the M&E system of the project and to particularly appreciate issues relating to performance indicators, evaluation criteria, assessment and scoring methods, etc.
- 17.7** Conduct analysis of monitoring data, documents findings from monitoring and evaluation activities and submits monitoring reports to the Coordinator
- 17.8** Work closely with both beneficiary and non-beneficiary ministries, departments and agencies to ensure that data collected for purposes of performance evaluation is credible and of high quality

Key Deliverables

1. Project M&E system and implementation plan
2. Set M&E performance targets of beneficiary institutions
3. Quarterly consolidated project performance in monitoring and evaluation reports
4. Monthly implementation/progress monitoring reports
5. Updated M&E tools

6. Annual and quarterly work plans of position

18. Qualifications and experience

18.1 Qualifications

Post Graduate Qualification in M&E, Project Management, Planning, Business Management, Economics, Statistics or relevant field

18.2 Experience

The Project Communications Specialist should have demonstrable experience in activities as follows:

- A minimum of 5 year professional experience in M&E related function.
- Strong analytical skills
- Monitoring and evaluation of plans and programs
- Strong orientation and knowledge in benchmarking
- Good report writing and presentation skills
- Ability to communicate effectively
- Ability to see and manage risks and consequences
- Functions effectively in a team of professionals
- Experience in working in development projects within the Civil Service, and good knowledge of Public Sector issues.
- Project management experience.
- Experience working in a fragile environment will be an advantage
- The ability to draft reader-friendly documents by simplifying research reports for different target audiences, including the general public.
- Excellent English language both written and oral with great attention to detail
- Excellent organizational and administrative skills, including the ability to manage priorities, work under pressure and meet tight deadlines with minimal supervision
- The ability to work in a proactive and autonomous way.
- Ability to adapt priorities in order to respond to changing demands innovatively.
- Proactive and use of initiative to achieve desired results
- Ability to facilitate learning and knowledge management between staff working on the Project and among other stakeholders
- Well-developed skills in managing websites, ensuring high-quality content and using them as a way to promote external and internal communications.
- Proven ability to manage the design, printing and distribution of high-quality publications.
- Strong IT skills (Word, Excel, Access)

19. Reporting and Other Deliverables

The Project M&E Specialist will report to the Project Coordinator.

20. Language

Reports and other documents shall be submitted in English and in Somali when required.

21. Location and Duration

21.1 Starting period and duration of assignment:

Indicative start date is April 2015.

The contract is expected to run for a period of one year with possible extension subject to satisfactory performance. The Project Communications Specialist will have a three months probationary period.

21.2 Location of the assignment

The duty station is Garowe, Puntland State of Somalia. The Project Communications Specialist will be based in the PCU located within the Office of the President.

21.3 Facilities to be provided

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