

## **OVERVIEW**

The Freetown City Council with Funding from the Mayor's Migration Council (MMC) is implementing a Waste Management Micro-Enterprise Program to address urgent COVID-19 relief needs of migrants, refugees, and internally displaced people Freetown living in urban centres while empowering local leadership to institute inclusive practices that can be scaled and replicated elsewhere.

FCC will build on the EU existing waste micro-enterprise strategy to expand its Waste Management Micro-Enterprise program to ensure more youth living in informal settlements, many of whom are rural migrants, access the opportunity to jointly improve their livelihoods and the public health of their communities, now and in the future.

In fulfilment of the project implementation, FCC invites application from suitable qualified Sierra Leonean for the positions listed below.

Applications (CVs and cover letter) should be submitted no later than **19<sup>th</sup> March, 2020** to the email address **info@fcc.gov.sl**.

## **1. POSITION: PROJECT COORDINATOR**

### **Background**

To contribute to achieving the Transform Freetown sanitation target of ensuring that at least 60% of Freetown's solid waste is safely collected, managed and disposed of by 2022, Freetown city Council has secure funding from the Mayor Migration Council to train and capacitate 40 microenterprises to deliver sustainable waste collection services in hard to reach and low income households and small commercial businesses.

The microenterprises will agree to receive an initial non cash capital investment (Training, Mentoring and equipment) from the FCC to facilitate the growth of their waste collection businesses and to be subject to the ongoing oversight by the FCC of their business operations. The Microenterprise will also commit to operating with diligence and integrity in delivering waste collection services in their respective wards under the terms of service contract with FCC.

### **Type of Contract**

Independent Consultant/Contractor (IC)

### **Duration**

Twelve (12) months

### **Responsibilities**

As a Project Coordinator, the consultant is required to perform the following duties and undertake the following responsibilities in a professional manner;

- Ensure the microenterprises are provided with appropriate financial management, operations management, health and safety management and administrative skills
- Establish an ongoing business development training programme for the micro enterprises
- Development of vehicle maintenance plan for the microenterprises
- Report to the project manager of frequent basis
- Trouble shoot problems and build business development skills through support visits for a 12-month period following the end of the initial training programme;
- Maintain tricycles and other equipment and assist the micro-enterprises to engage with the development of, and to pay weekly or monthly into, a maintenance plan and fund for the motorised tricycle carts (which will cover assessments, routine maintenance and necessary repairs). The maintenance plan and arrangements for the fund itself will be developed with the support of FCC's Technical Assistant for the project
- Collection of baseline data prior to commencement of training activities

- A system for obtaining regular feedback from project participants
- The provision of regular project reports which must be at least at the frequency identified in the Log frame, and which must include detailed reporting on training provided, issues encountered, financial reporting, solutions proposed or implemented, etc.

### **Reporting**

The Project Coordinator Lead will report directly to FCC's Project Manager and supported by the Technical Assistant for the project. He/She should assume will be working closely with the Technical Assistant and FCC in implementing this work.

### **Required competencies and experience**

- Strong organizational structure with trained and experienced business development officers.
- Experience of working in waste management preferably in Sierra Leone;
- Experience in developing customised entrepreneurship learning materials for low-level literates
- Experience providing entrepreneurship training to large numbers of low level and semi-literates in Sierra Leone
- The Tenderer's Key Project Lead must have minimum Master's degree in Business Administration or a related field.

## **2. POSITION: BUSINESS DEVELOPMENT SERVICE OFFICER**

### **Background**

To contribute to achieving the Transform Freetown sanitation target of ensuring that at least 60% of Freetown's solid waste is safely collected, managed and disposed of by 2022, Freetown city Council has secure funding from the Mayor Migration Council to train and capacitate 40 microenterprises to deliver sustainable waste collection services in hard to reach and low income households and small commercial businesses.

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The business training and mentoring component of the program is intended to increase the sustainability and resilience of the micro-enterprises, and to facilitate the growth of their businesses.

The training and mentoring services offered have to be appropriately designed both in terms of the subject matter and in terms of the absorptive capacity of the micro-enterprise beneficiaries. One of the criteria for selection of the micro-enterprises is that one person in each group must have basic literacy, but the proposed training should assume that many of the beneficiaries will have had limited formal education.

### **Type of Contract**

Independent Consultant/Contractor

### **Duration**

Twelve (12) months

### **Reporting**

The BDO will report directly to the Project Coordinator and the Technical Assistant for the project, and should assume that it will work closely with the Technical Assistant and FCC in implementing this work

### **Responsibilities**

A. **Training programme for each micro-enterprise**

Facilitate intensive and refresher training each of the 40 micro-enterprises must receive one week of initial training but it is for the BDO lead to propose the way in which this can most effectively be achieved, bearing in mind that each micro-enterprise will consist of several individuals.

The training should cover (in a way which is appropriate and specific to the context):

- Health and safety
- Financial planning and basic accounting, including an understanding of profit and loss
- Data collection/book keeping including tracking of number of customers, payments made, and collections
- Customer service
- Marketing including planning to grow the customer base
- Maintenance of equipment
- Compliance with legal requirements including in particular FCC's byelaws

**B. Mentoring for each micro-enterprise:**

The purpose of the mentoring is to reinforce the classroom training (so it must continue to support all the items identified above) and to assist with problem-solving as the micro-enterprises seek to grow their customer bases and maintain adequate accounting records. In addition, it must support the micro-enterprises to:

- Register the micro-enterprises as cooperatives with the Corporate Affairs Commission;
- Open and use business bank accounts if not already open and in use;
- Design and implement appropriate financial and operational controls (including bookkeeping);

**Required competencies and experience**

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- Experience of working in waste management preferably in Sierra Leone;
- Experience in developing customised entrepreneurship learning materials for low-level literates
- Experience providing entrepreneurship training to large numbers of low level and semi-literates in Sierra Leone
- The Tenderer's Key Project Lead must have minimum Master's degree in Business Administration or a related field.

### **3. POSITION: PROJECT FINANCE OFFICER**

#### **Background**

To contribute to achieving the Transform Freetown sanitation target of ensuring that at least 60% of Freetown's solid waste is safely collected, managed and disposed of by 2022, Freetown city Council has secure funding from the Mayor Migration Council to train and capacitate 40 microenterprises to deliver sustainable waste collection services in hard to reach and low income households and small commercial businesses.

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The Finance Officer will be responsible for budgetary control and management to ensure effective and efficient utilization of resources in line with donor and management policies and procedures.

#### **Type of Contract**

Independent Consultant/Contractor

#### **Duration**

Twelve (12) months

#### **Reporting**

The finance office will report directly to the project manager and work under the supervision of the project coordinator.

#### **Responsibilities**

- Assist in budget preparation and management activities.
- Develop financial policies to ensure operational efficiency.
- Conduct periodic financial analysis to identify and resolve issues, gaps or variances.
- Manage cash controls as well as maintain book keeping up-to-date.
- Ensure maintenance of the general and subsidiary ledgers.
- Track investments and maintain relevant cash reserves.
- Ensure all expenses are within assigned project budget.

- Oversee the preparation of all financial statements, invoices, proposals, etc as required.
- Ensure account receivables and payables activities are performed accurately and timely.
- Ensure that financial transactions are properly updated and recorded.
- Manage the preparation of balance sheets, income statements, expense reports, etc.
- Ensure data integrity in all financial reporting.
- Update financial records with recent transactions and changes.
- Perform finance analysis, reporting and management tasks.
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues.
- Review financial paperwork and procedures and make appropriate changes.

#### **Required competencies and experience**

- Diploma/Higher Diploma in Finance, Accounting or relevant field.
- A minimum of 2 years' experience in a similar role.
- In-depth knowledge of financial regulations and accounting processes.
- Outstanding analytical and time management skills.
- Strong attention to detail.
- Excellent written and verbal communication skills.

#### **4. POSITION: MONITORING AND EVALUATION OFFICER**

##### **Background**

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This role will track all activities implemented by the project on a daily basis and support the team members in rolling out critical events where necessary. Track progress of all activities and report to the project coordinator.

##### **Type of Contract**

Independent Consultant/Contractor

##### **Duration**

Twelve (12) months

##### **Responsibilities**

The M&E Officer is responsible for:

- Managing and overseeing overall monitoring, evaluation of the project.
- Contributing to and supporting processes for incorporating learning into the program's strategic design;
- Supporting and advising colleagues on activity-level monitoring and evaluation efforts, ensuring quality and consistency across offices;
- Helping identify, analyze, and synthesize lessons learned from project implementation and facilitate the incorporation of those lessons into the activity development cycle;
- Contributing to the design, implementation and ongoing revision of waste collection system that adheres to FCC guidance and meets the needs of the project for learning, analysis, and reporting;
- Develop appropriate monitoring tools to track project activities

##### **Required competencies and experience**



The following are highly desired but not required:

- Demonstrate experience with interviews, surveys and focus groups;
- University degree in a relevant field;
- Experience working in FCC
- Proficiency with software such as Microsoft Word, Excel, and/or Access
- Proficiency in English language