**FEDERAL GOVERNMENT OF SOMALIA**

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**MINISTRY OF FINANCE**

**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**Country: Federal Government of Somalia (FGS)**

**Name of the Project: Somalia Capacity Advancement, Livelihood and Entrepreneurship, through Digital Uplift Project (SCALED-UP),**

**Assignment Title: Administrative Assistant for Digital ID**

**Project ID: P168115**

**Deadline    Date:   October 30, 2020**

**Ref No.  MoF/SCALED-UP/EOI/2020/0017**

**1. Background:** The Federal Government of Somalia (FGS) has received financing from the World Bank through the Somalia Capacity Advancement, Livelihoods and Entrepreneurship, through Digital Uplift Project (SCALED-UP) to support a series of reforms to support stability, and to foster sustainable economic and social development in Somalia. As part of the reforms contemplated in the Project, FGS is in the process of introducing a robust, inclusive, and responsible foundational digital identification system that is envisioned to provide each resident of Somalia with unique and verifiable proof of identity. The digital ID system is expected to, inter alia, help increase access to and use of financial services, pave the way for effective public service delivery, and foster the formalization and digitization of the economy.

The Federal Government of Somalia (FGS) will establish a dedicated ID Authority. The envisioned Digital ID system will be implemented according to the Digital ID Policy and in alignment with the Principles on Identification for Sustainable Development. Federal Identification and Registration Authority (FIRA) will be established as a functionally and administratively independent statutory institution to oversee and be responsible for identity management in the country. Until the ID Authority is established by law, Project Director position has been established to oversee the operationalization the Digital ID System.

The Digital ID Project Director will be supported by a core project management team to complement and carrying out the day-to-day activities necessary to operationalize the digital ID system. In this context, the Digital ID Project Director seeks to recruit an Administrative Assistant to provide effective administrative support to the Project Director and the core project management team.

**2. Responsibilities:** The successful person will be tasked to assist is to provide administrative support to ensure efficient operation of the Digital ID Project Director. He/she will support and report to the Digital ID Project Director and work in close collaboration with the rest of ID support team. All other specific tasks detailed in in the Terms of Reference (TOR) for the assignment that can be found at the following website: [www.mof.gov.so](http://www.mof.gov.so) and link <http://mof.gov.so/publication/terms-reference-administrative-assistant-digital-id-project> or in person or by e-mail. The e-mail address is provided below.

**3. Duration:** The proposed duration for the assignment is twelve (12) calendar months from starts date.

**4. Selection Criteria:** The selection shall be based on qualification, experience and skills of the candidate and followed by an interview. The qualifications, experience and competencies include:

* At least 5 years of administrative experience
* University degree in Business Administration or relevant field
* Knowledge of office management systems and procedures
* Familiarity with the Somali public sector; previous work experience within the public sector or with international organizations an advantage
* Professionalism, excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem-solving skills
* Excellent interpersonal skills, and ability to interact effectively with individuals from various backgrounds and levels of seniority
* Displays initiative, persistence and a positive attitude reflecting a strong work ethic and motivation
* Excellent written and verbal communication skills, both in Somali and English languages
* Strong organizational and planning skills
* Proficiency in MS Office

**5.** **The Ministry of Ministry of Finance** now invites eligible consulting (“Consultants”) to indicate their interest in providing the above-mentioned Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services and furnish the Curriculum Vitae (CV).

**6.** Attention of interested Consultants is drawn to section III, para 3.14,3.16 & 3.17 of the World Bank’s *Procurement Regulations for IPF Borrowers: Procurement in Investment Projects Financing Goods, Works, Non -Consulting and Consulting Services, July 2016, revised November 2017 and August 2018* (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

**7**. A Consultant will be selected in accordance with the Individual Consultant method set out in the World Bank Procurement Regulations.

**8**. Interested Consultant may obtain further information (in person or by e-mail) at the address below during office hours from 8.00 a.m.– 4.00 p.m. Saturday to Thursday except on public holidays.

 **9. Deadline for submission:** Expressions of interest should be delivered in a written form to the address below (in person, or by e-mail) by **October 30, 2020 at 4.00 p.m. local Time**.

Attention; the Procurement Specialist

SCALED-UP Project

Ministry of Finance

Federal Government of Somalia

Shangani District

Mogadishu, Somalia

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