**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 Gargaara Company**

**Project ID: P168115**

**Deadline    Date:   October 03, 2019**

**Ref No.  MoF/SCALED-UP/EOI/2019/0014**

1. **Background:**

Gargaara Company Limited (“Gargaara”) was incorporated in April 2019 an apex development finance institution (DFI) by the Federal Government of Somalia (FGS). Gargaara is the project implementing entity for the Micro, Small, and Medium Enterprises (MSMEs) Financing Facility under the World Bank’s Somalia Capacity Advancement, Livelihoods and Entrepreneurship, through Digital Uplift Project (SCALED-UP). The US$31 million SCALED-UP was approved by World Bank Board in March 2019 and became effective in August 2019. It seeks to increase access to basic digital financial and government services targeting entrepreneurship and employment, particularly for women. The US$15 million MSME Financing Facility that Gargaara is managing is a component of SCALED-UP.

**2. Responsibilities:** The post holder will provide comprehensive secretarial and administrative support, drafting correspondence and minuting of key governance committees of the Company, including the Board of Directors and senior management;

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/administrative-assistant-terms-reference-tor> or can be provided upon submission of application in person or by e-mail. The email address is: bidsmof1@gmail.com

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

* University Degree in Banking, Finance, Economics, Business Administration, or similar with at least 5 years of experience with proven office administration and customer service skills required;
* Solid working knowledge of office processes and business policy development, and of related computer software and electronic communications tools;
* Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy;
* Excellent written and verbal skills in English.  Somali language skills will be an advantage;
* Proven ability to work under pressure and ability to embrace and manage change.

**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 03, 2019 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

Email Address: [bidsmof1@gmail.com](mailto:bidsmof1@gmail.com)