



REPUBLIC OF GHANA
MINISTRY OF FINANCE
GHANA ECONOMIC TRANSFORMATION PROJECT (GETP)
IDA CREDIT NUMBER 6465-GH
SPECIFIC PROCUREMENT NOTICE
REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
(CONSULTING SERVICES –FIRM SELECTION)

Reference No.: GH-MOFEP-313541-CS-QCBS

Assignment Title: Recruitment of a Consultant for the Development, Installation, Management and Maintenance of a Single Window System for the Ghana Free Zones Authority

The Ministry of Finance has received financing from the World Bank towards the cost of the Ghana Economic Transformation Project and intends to apply part of the proceeds for consulting services.

The Project will be implemented through four Components, namely:

- a. Enabling Investments;
- b. Crowding-in investments;
- c. Accelerating Entrepreneurship and Micro Small and Medium Enterprise (MSME) Growth; and
- d. Project Management and Evaluation.

The overall objective of the assignment is seeking an experienced Firm (i.e., a Consultant) to develop one-stop-shop” for the promotion and enhancement of domestic and foreign investment.

The consulting services ("the Services") includes to The Consultant's scope of work includes but not be limited to the following:

The services to be provided by the firm include but are not limited to the following:

- i. Need/Gap Analysis
 - a. Review institutional framework including strategy, regulations, IT systems and procedures
 - b. Identify the minimum infrastructure requirements for all entities requiring access for the various phases of the project implementation.
 - c. Analyze existing Physical Environment and related requirements
- ii. Design and develop the system
 - a. Business Process Review - This will include process diagrams to define the flow of Trade processes, the entities involved, and the stages of the processes, working within the proposed framework.
 - b. Define User and Systems Requirements for the Single-Window Platform
 - c. Design Systems Specifications and Architecture (describe how additional functionality can be added or functionally upgraded)
 - d. Select database for Content Repository and define scalability approach
 - e. Develop a responsive Single-Window Platform to include but not limited to the following modules;

1. Client Portal Module
 2. Application & Registration Management Module
 3. Document Management System
 4. Inspection, planning module
 5. Compliance and Monitoring Module
 6. Payment module for payment services
 7. Reporting Services
 8. Asset and Land Management Module
 9. System integration services with other government agencies like ORC, NIA, GIS, etc
 10. User management services
- f. Develop Mobile Application (android and ios) for the Project
 - g. Provide a dynamic back-end interface for the management of content and processes in all sections of the system.
 - h. Specify, procure, configure and install various software, hardware, plugins required to make the System fully functional, inclusive of recommended redundancies, security and back-up.
 - i. Procure hosting services for the developed system
 - j. Ensure that the third-party software, additional modules or applications are properly licensed to make the system meet all functional and legal requirements.
 - k. Optimize the developed system for better performance and automate/enable data analytics for precise reporting on data and performance.
 - l. Document the design, configuration and access codes of the system.
 - m. Functional Testing (Systems Integration Test and User Acceptance Test)
 - n. Carry out security audit and resolve all vulnerabilities before Go Live
 - o. Deliver training sessions to prepare Administrators to be able to update content/data as well as the management and maintenance on the system.
 - p. Deliver smooth Go Live and provide maintenance support based on agreed schedules and cost.
 - q. Support the Ghana Free Zones Authority in the organization of the official launch ceremony for the developed Single-Window Platform.
- iii. Data Migration
 - a. Review the mode of storage of existing data and recommend appropriate storage system
 - b. Migrate all data in compliance with the newly developed system
 - iv. Training of users
 - a. Train core staff to serve as Trainer of trainers and system administrators before Go Live and after Go Live.
 - b. Develop training manuals
 - v. Go Live
 - a. Carry out security audit and resolve all vulnerabilities before Go Live
 - b. Deliver smooth Go Live and provide maintenance support based on agreed schedules and cost.
 - c. Ensure proper system integration with all relevant stakeholders
 - d. Support the Ghana Free Zones Authority in organising the official launch of the developed Single-Window Platform.
 - e. Support the Authority to organise all public education, including providing inputs for the production of radio announcements, video clips, digital adverts.

The detailed Terms of Reference (ToR) for the assignment can be found at the following website: <https://www.mofep.gov.gh> or obtained at the address and emails given below.

The Ministry of Finance, through the Ghana Economic Transformation Project, 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. The shortlisting criteria are:

- a. The firm or consortium required for the assignment must have at least five (5) years experience in developing and maintaining interactive web-enabled portal(s) and enterprise systems with a dynamic back-end Content Management System and User Management Interfaces.
- b. The firm must have successfully completed at least three (3) similar assignments in the last ten (10) years.
- c. Out of the three similar assignments, at least one should have been with a government agency with the similar National E-Government platforms related to trade.
- d. The firm's must knowledge of policy, legal and regulatory environment in Ghana's export, trade and investment promotion.
- e. Vendor Certification required in respective field of Server Administration, Networking, Security and Data Centre.
- f. The must also submits the following requirements:
 - i. A Valid/ Original Business Registration Certificate or Business Licenses in conformity with the provisions of the laws of the country of the bidders;
 - ii. A Valid/ Up-to-date Original Copy of Tax Clearance Certificate from the relevant authority in compliance with the provisions of the laws of the country of the bidders;
 - iii. Audited Financial Statements of the bidders for the last Three (3) Financial Years (2019, 2020 and 2021);
 - iv. The firm shall submit A cover letter explaining how key personnel's capabilities are best suited to assisting in carrying out the assignment;

Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to Section III, paragraphs 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 revised November 2017, August 2018 and November 2020). ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment as per paragraph 3.17 of the Procurement Regulations. Any false declaration will result in disqualification.

Consultants may associate with other firms to enhance their qualifications but should **indicate clearly** whether the association is in the form of a joint venture and /or a sub consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours **9:00am to 4:30pm** local time.

Expressions of interest must be delivered in a written form to the address below in person, or by mail, or by email by October 19, 2022.

**The Project Director
Ministry of Finance
Box M40, Accra, Ghana**

Attn: Procurement Specialist

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