



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-204953-CS-LCS

Assignment Title: Recruitment of a Consultant to Conduct Information Communication Technology GAP Analysis for Venture Capital Trust Fund

1.0 INTRODUCTION

The World Bank is providing funding support to the Government of Ghana (GOG) for the implementation of the Ghana Economic Transformation Project. The overall development objective of the Project is to promote private investments and firm growth in non-resource-based sectors. The guiding principle of the Project is to promote and strengthen a growth model that is conducive to economic transformation, to achieve higher rates of investment and productivity growth across the economy, especially in non-resource-based sectors. The Project has four components, as follows:

Component 1 - Enabling investments: This Component will focus on improving the enabling business environment, investment attraction capacity, and the quality infrastructure support system for companies that want to invest and grow their businesses in Ghana.

Component 2 - Crowding-in investments: Promoting spatial and industrial planning and development: This Component will focus on enhancing the Government's programs in investment promotion and spatial development (including Special Economic Zones), thereby addressing the constraint to access quality industrial land in the country.

Component 3 - Accelerating Entrepreneurship and Micro Small and Medium Enterprise (MSME) growth: This Component will support entrepreneurship and MSME growth in non-resource-based sectors, addressing specifically the limited development of the MSME and entrepreneurship support ecosystem, including early-stage financing.

Component 4 – Project Management and Evaluation: This Component will finance project management activities including fiduciary responsibilities, procurement, safeguards, communication and dissemination, as well as monitoring and evaluation of project implementation and its impact. This will include capacity building for the Project Coordinating Unit (PCU), the Economic Transformation Unit and the Resource Mobilization and Economic Relations Division (RMERD) within the Ministry of Finance (MOF).

2.0 BACKGROUND

Venture Capital Trust Fund (VCTF) is a government agency established under the Ministry of Finance by an Act of Parliament VCTF Act 2004, (Act 680) to provide long-term financing to Small and Medium Enterprises (SMEs).

The objective of VCTF is to provide financial resources to support the development and promotion of SMEs by easing access to long-term funding, to enable them to compete favorably in the domestic and international markets thereby spurring social and economic growth.

VCTF as part of its strategic objectives seeks to upgrade and improve upon its ICT systems and operations to better serve the growing needs of the organization and position it as a leader in its core business by deploying cutting edge technology and tools that guarantee efficiency, reliability and coverage.

3.0 OBJECTIVE OF THE ASSIGNMENT

The main objective of the assignment is to understand the current state of IT at Venture Capital Trust Fund (VCTF). It will involve a business review and documentation of the current operations, policies, procedures, processes, organizational structure, infrastructure and IT resources used by VCTF to support its business mission.

The Firm or Consultant is to conduct a full and thorough organization-wide IT-Audit of its functions, infrastructure, policies and practices against best international standards and statutory requirements. The Firm also will provide post implementation support to VCTF in implementing its strategies and practice guidelines in relation to ICT Governance (Information Management, Information Security, Telecommunications protocols etc.).

4.0 SCOPE OF WORK

The report shall clearly summarize among other findings, an independent professional view of the short, medium and long-term strengths, weaknesses, opportunities, threats of the current ICT assets of VCTF and provide recommendations to the Management of VCTF. The specific Scope of Work will include:

i. High Level Review of the General Business Operations and Direction

The first step will be to review VCTF's Business Operations and Direction to establish the characteristics of the organization such as core objectives and business units. It will also include a review of key stakeholders and customers, services, product offerings and the channels (how and where) by which clients

access the products and services.

ii. Detailed Review of ICT Governance Policies and Procedures

ICT Governance generally refers to the processes by which the ICT functions within organizations are directed, controlled and held to account. It encompasses authority, accountability, leadership, direction, and control exercised within the organization. ICT functions utilize resources to achieve strategic and operational goals. The existing ICT Governance management framework will be analysed to determine how effectively it is aligned with the general Corporate Strategy.

iii. Detailed Review of any Previous ICT Strategies

The consultant or firm will analyse VCTF's current and future ICT Strategic Plans and other initiatives to see how they will impact the organization.

iv. Detailed Review of ICT Resources and Processes

This review will focus on both, physical assets (servers, computers, storage devices etc.) and processes (Business applications, network infrastructure, back office systems, Telephony and voice communication systems etc.). It will include a technical environment summary as well as description and analyses of the various applications and systems.

v. Detailed Review of the ICT 3rd Party Technology Interfacing.

The team will review the technology interfaces, if any, with third parties. This will also include an evaluation of the IT spend and how it is aligned to the business.

vi. Review of International Best Practices

Review and document the relevant International ICT and Modern Management Methods that can be leveraged by VCTF to drive positive, manageable and sustainable results over the long term.

vii. Develop implementation plan and support in its implementation.

5.0 DELIVERABLES/OUTPUTS

The consultant will report to the Head of Finance and Administration and work in collaboration with the IT team with the following key deliverables depending on the project.

- Inception report.
- Provide a comprehensive report on system analytics.
- Provide an operational manual.
- Develop a fully costed plan for implementation of the findings.
- Provide Comprehensive report upon completion of the assignment

6.0 QUALIFICATIONS AND EXPERIENCE

The Ministry of Finance through the Project Coordination Unit 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 Consultant will be a firm or a consortium of firms with a strong technical background and demonstrable operational strength to deliver this assignment according agreed schedule.

Firm or a consortium, technically equipped and certified in providing organizational-wide IT-Audit and advise the Trust Fund on all aspects of its current IT practices, policies & procedures and on infrastructural issues and make recommendations for change and continuous improvement and provide post implementation support.

The minimum required experience of proposed professional staff is five (5) years.

Team Leader:

- i. Information Technology Specialist with at least five (5) years post qualification experience in handling similar assignment.
- ii. Professional registration(s) from recognized professional body or bodies with necessary Certifications in ITIL, ISO or COBIT is highly desirable
- iii. Thorough knowledge of process automation, project management in ICT.
- iv. Experience in offering advisory services to clients for effective management of a large portfolio.
- v. Experience in designing and reviewing ICT architecture as well as managing and implementing IT projects for financial institutions.

Other professional staff must have the under listed qualifications and competencies:

- i. Hold a First Degree in IT, Computer Science, Computer Engineering and or any related Computer based programme and be registered with at least one recognized professional body with at least five (5) years' experience.
- ii. Hold a First Degree with professional qualification and registered with ISACA and or any other recognized professional body with at least five (5) years' experience.
- iii. Hold a First Degree with five (5) years' experience in Systems analyses, design and evaluation.
- iv. Professional certification in Project Management, Networking, Servers, Data Centre Management, ICT Security Audit, Quality Management or IT Service Management.
- v. Excellent knowledge of Information Systems, ICT Best Practices, and current application development methodologies.

B. Must submit the following documents if applicable:

- i. Business Registration Certificate (Incorporation & Commencement of Business);
- ii. Valid Ghana Revenue Authority (GRA) Tax Clearance Certificate;
- iii. Valid Social Security & National Insurance Trust (SSNIT) Clearance Certificate;
- iv. Valid Value Added Tax Registration Certificate;
- v. Valid PPA's Consultant Registration Certificate.

7.0 DURATION OF THE ASSIGNMENT

The expected duration of this assignment shall be four (4) weeks.

8.0 LOCATION OF THE ASSIGNMENT

The consultant shall be based in Accra for the assignment

9.0 FACILITIES TO BE PROVIDED BY THE CLIENT

The following facilities will be provided by VCTF:

Office space within the VCTF's office and working desks. We will provide free Internet connectivity while working in our office.

10.0 CONFIDENTIALITY OF INFORMATION AND LANGUAGE

All documents and data will be treated as confidential and use solely to facilitate the work in this assignment. The deliverables of this work shall be the responsibility of the consultant and will be aligned with all the aspects as outlined in these terms of reference.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IDA Credits by World Bank Borrowers (Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services [July 2016 Revised November 2017, August 2018 and November 2020). ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Least Cost Based Selection (LCS) method set out in the Consultant Guidelines.

Expressions of interest shall be in English and must be delivered via electronic submissions to the following email addresses: getpprocurement@gmail.com , and copy getpcoordinator@gmail.com by 16:00hrs GMT on Friday, 23rd April 2021.

**THE PROJECT COORDINATOR
MINISTRY OF FINANCE
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