



**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-460128-CS-QCBS

Assignment Title: Recruitment of a Consulting Firm to Develop a Functional Web-Based Trade Information Portal

1. Introduction

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.

2. Objectives of the Assignment

The overall objective of the assignment is to seek an experienced Firm (i.e., a Consultant) to design, develop, and deploy a web-based Ghana Trade Information Portal (GTIP), based on the WB software toolkit (TK3), that provides accurate, up-to-date, and accessible trade-related information for stakeholders involved in import and export activities.

3. Scope of the Work

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

- i. Inception Phase: Information Gathering and Analysis
- ii. Design & Development
- iii. Training and Capacity Building
- iv. Collection & uploading of all relevant data and information
- v. Validation of GTIP Content
- vi. Design of Publicity Campaign
- vii. Design of Evaluation Tools
- viii. Integration
- ix. Security and Compliance

- x. Hosting, Testing, and Quality Assurance
- xi. Fully Functional Trade Information Portal
- xii. Management, Maintenance, and Support:
- xiii. Management Reporting

4. Qualifications and Experience

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 they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- i. The Firm or Consortium required for the assignment must have at least five (5) years of experience developing and maintaining interactive web-enabled portal(s) and enterprise systems with a dynamic back-end Content Management System and User Management Interfaces.
- ii. The Firm must have completed at least two (2) similar assignments in the last ten (10) years in Ghana or West Africa.
- iii. Out of the two similar assignments, at least one should have been with a government agency with similar National E-Government platforms.
- iv. Vendor Certification is required in the respective fields of Server Administration, Networking, Security, and Data Centre.
- v. The Consulting Firm must be legally registered.

Key Experts will not be evaluated at the shortlisting stage.

5. Duration of the Assignment

The Consultancy is expected to be awarded for Thirty- Nine (39) weeks.

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, November 2020, and July 2023). ("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 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.

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.

Further information can be obtained at the address below during office hours **9:00 am to 4:30 pm** 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 **January 17, 2025**.

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

Attn: Procurement Specialist

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