



**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 –INDIVIDUAL SELECTION)**

**Reference No.: GH-MOFEP-450717-CS-INDV**

**Assignment Title:** Recruitment of an I.T. Expert to Support the Operationalization of the Ghana Accreditation Service (**GHAS**).

**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.

The project supports the Government's industrialization agenda by strengthening the regulatory and institutional framework for QI in Ghana. Thus, the objectives include supporting key reforms, regulations, and investments including the promulgation of the Ghana Accreditation Service Act, 2023, (Act 1102), approval of the 2022 National Quality Policy, accreditation of conformity assessment activities, and the development of national and regional labs among others.

**GHAS** was set up in September 2018 under the Companies Act, 2019 (Act 992) as a company limited by guarantee by the Ministry of Trade and Industry. A new law, the Ghana Accreditation Service Act, 2023, (Act 1102) has been promulgated by Parliament to establish the Service as a state institution for efficient and effective administration of its mandate. The highest decision-making body of **GHAS** is the Governing Council.

The functions of **GHAS** include accreditation of conformity assessment bodies, issuing of technical publications on accreditation, training as well as advising the government and its agencies on matters related to accreditation.

**2. Objectives of the Assignment**

This assignment is seeking an experienced Individual Consultant to manage the ICT System of **GHAS** toward achieving its institutional mandate. This will include managing the website and other ICT

hardware and software to ensure efficient and effective communication with various stakeholders especially, Conformity Assessment Bodies and users of Conformity Assessment results.

### **3. Scope of the Assignment**

- a) Oversee the installation, configuration, and maintenance of hardware, software, and networks.
- b) Ensure stability and security of the Service's local area network (LAN), wide area network (WAN), and wireless networks.
- c) Maintain and update the corporate website of the Service.
- d) Administer the Service's databases, ensuring data integrity, security, and availability.
- e) Provide first-level technical support to staff by responding to IT support requests, troubleshooting hardware and software issues, and offering timely solutions.
- f) Conduct training to help staff effectively use IT systems, software applications, and security protocols
- g) Perform routine maintenance and updates.
- h) Implement and maintain cybersecurity measures to protect the Service's IT infrastructure from threats.
- i) Develop and enforce IT Security Policies and protocols.
- j) Manage internet connectivity to ensure reliable and secure access for service staff.
- k) Monitor and maintain records of IT assets, including computers, servers, mobile devices, and peripherals.
- l) Maintain up-to-date Manual on IT Systems, configurations, procedures, and network layouts.
- m) Monitor software licenses to ensure compliance with expiry agreements and user privacy.
- n) Any other duties that may be assigned by the Team Leader.

### **4. Qualifications and Experience**

The Consultant shall have:

- a) A minimum of a Master's degree from an accredited tertiary institution in Computer Science, Information Technology, Management Information Systems (MIS), or any other related field.
- b) Must have the relevant professional certification(s).
- c) A minimum of four (4) years of relevant post-bachelor's work experience in a reputable organization.
- d) Working knowledge of corporate ICT policies and regulations.
- e) Leadership, networking, and mentoring skills.
- f) Conversant with current ICT Software and Hardware specifications
- g) Proficiency in the use of relevant computer applications - for word processing, spreadsheet, database and presentation (including infographics)
- h) Good communication, interpersonal, and presentation skills.
- a) Knowledge of planning, budgeting, and costing training programmes.
- i) Good Report Writing Skills.
- j) Ability to train staff.

### **5. Reporting Obligations**

The I.T Consultant will report to the Technical Advisor and the Technical Advisor will report to the Council

### **6. Duration of Assignment**

The duration of the assignment is expected to cover 12 months.

## **7. Location**

The Officer will be based in Accra.

## **8. Required Documents**

The application should include the following documents:

- An updated CV
- Copies of relevant diplomas (university degrees, etc.)

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 Consultant will be selected in accordance with the Individual Consultant Selection Method as set out in the Procurement Regulations for IPF Borrowers (Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (July 2016 Revised November 2017, August 2018, November 2020 and July 2023).

## **9. Submission of Expressions of Interest**

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, by mail, or by email by **October 15, 2024**.

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

**Attn: Procurement Specialist**

**Ghana Economic Transformation Project Office,  
Valco Trust House, Second Floor, Conference Room  
Ambassadorial Enclave, Castle Road Ridge - Accra  
Email: [getpprocurement@gmail.com](mailto:getpprocurement@gmail.com), and copy [lateefpro@gmail.com](mailto:lateefpro@gmail.com)  
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