



**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-347767-CS-CQS

Assignment Title: Recruitment of a Consultant to ISO 9001 Certification (Quality Management Systems)

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 main objective of this assignment is to prepare twenty (20) departments of GSA not certified for certification to ISO 9001:2015 Quality Management Systems (QMS).

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

- i. Phase I: A gap audit to identify and assess existing GSA processes and documentation based on ISO 9001:2015;
- ii. Phase II: Training and sensitization of Staff on the requirements of ISO 9001:2015 (Quality Management System, QMS)
- iii. Phase III: Design, Installation and Implementation of ISO 9001:2015; and
- iv. Phase IV: Review of the implementation of established policies, procedures and forms

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. At least 5 years' experience in training Auditors and Scheme Managers in ISO 9001:2015
- b. Evidence of IRCA and OH&S accreditation to organize approved training courses
- c. Evidence of establishment of an Integrated Quality Management System Certification Body
- d. Evidence of facilitating the management of relevant Certification Body
- e. At least 5 years' experience in facilitating accreditation and certification process
- f. At least 5 years' experience in training and workshop facilitation
- g. At least 5 years' experience in similar projects in developing countries and in the sub-region
- h. At least 5 years' experience in Standardization, Metrology and Conformity Assessment
- i. At least 5 years' experience in the installation of management systems for both private and public enterprises
- j. At least 5 years' experience in laboratory analyses and Good Laboratory Practices
- k. Knowledge in Measurement Uncertainty as related to ISO/IEC 17025:2017
- l. At least 5 years' experience in the delivery of various interventions in quality assurance and quality management
- m. A registered member of the Chartered Quality Institute
- n. Possess valid tax registration/clearance certificates
- o. Certificate of incorporation
- p. Evidence of technical and managerial capability.
- q. Experience working with public sector institutions in Ghana or similar countries.

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 Consultant's Qualification Selection (CQS) method set out in the Procurement Regulations.

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 **20th June 2023**.

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

Attn: Procurement Specialist

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