



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-451971-CS-INDV

Assignment Title: Recruitment of an Accreditation Technical Advisor to Lead 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.

GHAS has developed a 5-year Strategic Plan (2022-2026) and a 3-year Business Plan (2022-2024). The Strategic Plan has identified the number of employees for effective operationalization of the Service by the year 2026 as twenty (20). This number is to be increased using the rate of one (1) Accreditation Officer/Manager and one (1) Administrator per every fifty (50) accredited facilities.

2. Objectives of the Assignment

This assignment seeks an experienced Individual in accreditation and conformity assessment services to lead the operationalization of **GHAS** pending the recruitment of a permanent Director-General by the Governing Council. The consultant will support **GHAS** operations in the priority areas which in ISO/IEC 17025 include Calibration (Mass, Pressure, Volume, and Temperature) and General Testing (Food Microbiology and Chemistry). The priority areas in ISO 15189 include clinical chemistry, hematology, and serology.

3. Scope of the Assignment

The Accreditation Technical Advisor's scope of work will include but is not limited to the following:

- a) Serve as the primary point of contact for institutions seeking accreditation.
- b) Provide leadership for the planning and execution of necessary actions for the full operationalization of the Service.
- c) Support orientation and operationalization of the Governing Council.
- d) Formulate policies, programmes, annual work plans, and budgets for the Service for the approval of the Council.
- e) Lead initiatives to enhance the capacity of the accreditation Team, including staying up to date with best practices and emerging trends.
- f) Ensure the effective day-to-day administration of the Service as well as coordination and effective deployment of human and financial resources to achieve programmed work plan results.
- g) Provide strategic and technical direction for the staff of the Service and exercise oversight responsibility for the efficient and effective management of resources (human, material, and financial) of the Service.
- h) Approve contractual agreements entered into by the Service in line with the annual work plan and budget of the Service approved by Council.
- i) Build and maintain strong relationships with key stakeholders to foster trust and collaboration. Ensure effective monitoring and evaluation of the Service's programmes and activities.
- j) Ensure that all corporate expenditures comply with established financial regulations and procedures etc.

4. Qualifications and Experience

- a) A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Engineering, Physical/Biological Sciences, or other related disciplines.
- b) A minimum of fifteen (15) years post-Bachelor's relevant work experience, five (5) years of which must be in a Senior Management position in a reputable conformity assessment accreditation institution in Ghana.
- c) Successfully completed Internal Auditing or assessment techniques course in Accreditation or Conformity Assessment Standards (ISO/IEC 17011, ISO 15189, ISO/IEC 17020, ISO/IEC 17025 or ISO/IEC 17021-1).
- d) Experience in managing corporate finances.
- e) Extensive leadership, networking, monitoring, and management skills.
- f) Excellent communication, interpersonal, and presentation skills.
- g) Good knowledge in financial, procurement, auditing and labour laws and regulations
- h) Negotiation, lobbying, and conflict management skills.
- i) Proficiency in relevant computer applications.
- j) Strong strategic planning, implementation, and evaluation skills.

5. Reporting Obligations

The Accreditation Technical Advisor will report to the Governing Council.

6. Duration of Assignment

The estimated combined duration for the entire contract is one (1) year.

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

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