



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-316040-CS-LCS

Assignment Title: Consultancy Service for the Development of a Web-Based Monitoring and Evaluation System for the Ghana Investment Promotion Centre (GIPC).

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:

1. Enabling Investments;
2. Crowding-in investments;
3. Accelerating Entrepreneurship and Micro Small and Medium Enterprise (MSME) Growth; and
4. Project Management and Evaluation.

The main Objectives of this assignment is to support GIPC to develop a comprehensive, integrated, cost-effective and web-based Monitoring and Evaluation System that will facilitate planning, results tracking and reporting, and learning for performance improvement.

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

- i. Review GIPC's theory of change and results framework, planning, M&E processes, and identify gaps. Also, prepare revisions to relevant M&E documents/frameworks and specify requirements for the web-based M&E system considering the existing ICT infrastructure.
- ii. Prototype report – provide a report outlining the system specification requirements and a prototype model for stakeholder assessment and incorporate feedback/comments from stakeholders.
- iii. Complete the design, develop, and install a web-based Monitoring and Evaluation System for GIPC, encompassing all required features with appropriate documentation.
- iv. Provide operational training and user reference manuals for different users
- v. Provide one-year post-implementation support.

The duration of the assignment is 20 weeks.

The detailed Terms of Reference (ToR) for the assignment can be found at the following websites: <https://www.mofep.gov.gh> / <https://www.gipc.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,

1. The firm must be a legally registered consulting firm; Registration Certificate with relevant regulatory authorities in the legal jurisdiction of the applicant / Certificate of Incorporation (if applicable);
2. The firm should have successfully delivered at least two similar assignments for IPA`s in the last 5 years or more;
3. Evidence of Technical and Managerial Capability; and
4. 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 Least Cost Selection (LCS) method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 9:00 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 **October 24, 2022**.

The Project Coordinator

C/O Ministry of Finance
Box MB 40, 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, and copy lateefpro@gmail.com
Tel: +233-24-740-4444
Digital Address: GA – 052 -7763