



**REPUBLIC OF GHANA**

**MINISTRY OF FINANCE**

**GHANA ECONOMIC TRANSFORMATION (GET) PROJECT (IDA CREDIT No. 6465-GH)  
REQUEST FOR EXPRESSIONS OF INTEREST (REOI)  
(CONSULTING SERVICES –FIRM SELECTION)**

**Reference No.:** GH-MOFEP-242106-CS-QBS

**Assignment Title:** Recruit Consultancy Service to undertake Technical Assistance for High Growth SMEs and Strengthening of GEA Support System for SMEs.

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 overall objective of the assignment is: The overarching goal of the assignment is to support the GEA with technical assistance for the design and operationalisation of the SME Growth Grants Scheme.

The Specific objectives of the assignment are:

1. To support the GEA with the development of a grant management system for the SME Growth Grants Scheme
2. To develop the implementation arrangements for the operationalisation of the SME Growth Grants Scheme, including the operational processes and operational manual/ guidelines, risk management and governance frameworks, monitoring and evaluation framework
3. To design a delivery mechanism for the effective and efficient utilisation of grants awarded to SMEs
4. To provide support and advisory services to the GEA to facilitate the implementation of the Scheme.

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

1. Assist GEA to design and implement the grants management system. The key elements of the system will include the definition of the;
  - (a) eligibility criteria for application
  - (b) qualifying claims for support

- (c) application process as well as the roles and responsibilities of stakeholders in the process
  - (d) application review process including verifications as appropriate
  - (e) disbursement processes
  - (f) monitoring and evaluation processes (including assessment of Grant Beneficiaries, Quality Assurance etc.)
  - (g) reporting obligations (Data analytics, generation of various reports on the Grants etc.)
2. Collaboratively work with GEA to design technical assistance and capacity building programmes for High Growth SMEs.
  3. Provide Technical Assistance to 25 firms of the COVID-19 Grants Scheme who will receive technical assistance as the first batch of beneficiaries under the SME Growth Programme. This entails:
    - a. A 360-diagnostic assessment of the 25 firms.
    - b. Group consulting (in groups of 4-5 firms) for the 25 firms.
  4. Develop and implement Capacity Building programmes for High Growth SMEs as follows:
    - (a) Conduct a 360-diagnostic assessment for up to 2000 firms across 4 years;
    - (b) On the basis of the diagnostic assessment, design and provide training targeting 2000 firms across 4 years, possible on several locations across the country;
    - (c) Group consulting (in groups of 4-5 firms, for a total of 800-1000 hours of consulting for each firm) to 400 firms across the 4 years;
    - (d) Provide peer learning sessions for a minimum of 400 firms across the 4 years; and
    - (e) Provide individual consulting to 400 Small and medium-sized firms across the 4 years.
  5. Provide training and capacity building to improve the skills and competencies of GEA Staff for improved service delivery to High Growth Firms and Grants Management.
  6. Develop the Grants Management manual to guide the implementation of the Scheme in accordance with the Project Appraisal Document and the Project Implementation Manual of the GET Project. This will include:
    - (a) Governance structure;
    - (b) Operational risk management framework;
    - (c) Monitoring and evaluation framework; and
    - (d) End to end business processes for the operationalisation of the Scheme.

7. Train GEA Staff, the Grants Committee and key stakeholders on the grant management system process to facilitate the smooth operation of the Scheme.
8. Provide the Grants Committee with advisory and analytical support in the implementation of the Scheme.
9. Support the Grants Management Team with the preparation and disbursement plans and forecasts based on the status of application processes to inform management and Grant Committee decision making.
10. In collaboration with GEA, conduct post disbursement monitoring to support impact assessment.

The duration of the assignment is 4 years. The assignment is expected to start by January 2022.

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:

1. The firm must be a legally registered consulting firm - Registration Certificates with relevant regulatory authorities in the legal jurisdiction of the applicant / Certificate of Incorporation (if applicable);
2. The Consultant will be a firm or a consortium of firms with a demonstrable track record of successfully managing similar grant schemes and funds in a developing country;
3. The firm should have successfully delivered at least two similar assignments in the West African Sub Region within the last five years;
4. Experience in and understanding of Ghana's SME ecosystem;
5. A track record of structuring and managing grant funds aimed at SMEs across industry sectors and created by multilateral and/or bilateral development assistance agencies over the last five (5) years;
6. A track record of providing quality assurance for technology solution implementations similar to this programme;
7. Experience providing quality assurance for the implementation of technology platforms for SME development;
8. Experience working with public sector institutions in Ghana or similar countries;
9. Experience managing reporting relationships with government and multilateral agency stakeholders;
10. Knowledge of best practices or experience working to provide Technical Assistance to institutions that support MSMEs;
11. Experience supporting institutions that work with Ghana's (or similar country) private sector;
12. Preference will be given to firms with working experience in West Africa and / Ghana; and
13. Evidence of Technical and Managerial Capability.

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 Quality Base Selection (QBS) 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 September 3, 2021.

**THE PROJECT COORDINATOR  
MINISTRY OF FINANCE  
BOX MB 40, ACCRA, GHANA  
ATTN: PROCUREMENT SPECIALIST**

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