TERMS OF REFERENCE

INSTITUTIONAL SUPPORT PROGRAM: ENHANCING REGIONAL
FINANCIAL INTEGRATION (ERFIP) IN WEST AFRICA

RECRUITMENT OF A PROJECT COORDINATOR TO COORDINATE THE
IMPLEMENTATION OF THE ERFIP TOWARDS THE ESTABLISHMENT
OF A REGIONAL FINANCIAL HUB (RFH) IN GHANA

AUGUST 2023

1. INTRODUCTION

The Government of Ghana has received a grant facility from the African Development Fund (ADF) under an Institutional Support Program - Enhancing Regional Financial Integration Project (ERFIP) aimed at enhancing regional financial integration and increase access to financial services in West Africa.

This will lead to the establishment of a Regional Financial Hub, which will be in Ghana, to provide a variety of financial services to ECOWAS member states. It will act as a functional regional marketplace for financial cross-border services in West Africa for investors, investment managers and financial intermediaries such as commercial banks, brokers, commodity and stock exchanges, asset management firms, insurance firms, fintech, professional services inter alia.

The Project has four main components. They are:

- Create an environment conducive to establishing an RFH in West Africa
- Establish a Regional Financial Center Authority (RFCA)
- Build the capacity of the RFH's secretariat.
- Project Implementation

The Government of Ghana intends to apply part of the grant facility to engage the services of a Project Coordinator to lead the ERFIP Project Implementation Unit and support the Ministry of Finance and other key stakeholders across the region to achieve the objective of the project.

2. OUTCOMES AND IMPACTS

The project will contribute to regional economic integration by strengthening institutions and building capacity in Ghana's and ECOWAS's financial sector, in order to facilitate regional financial integration. The project will also strengthen and capacitate the regional financial institutions, which play a central role in financial intermediation and flow of goods and services.

As part of implementation of the Project on Institutional Support Program: Enhancing Regional Financial Integration in West Africa, the Ministry of Finance (the Executing Agency) will need to recruit a Project Coordinator. These Terms of Reference (ToRs) describe the responsibilities for the Project Coordinator position.

3. MAIN PURPOSE

The Project Coordinator shall coordinate and manage the implementation of the project. This will include providing operational oversight, financial management, procurement, reporting and communication with the Ministry of Finance and the African Development Bank.

4. SPECIFIC TASKS OF PROJECT COORDINATOR

The Project Coordinator shall report to the Project Director at the Financial Sector Division of the Ministry of Finance, the coordinator will perform the following tasks:

a. Manage the project throughout its lifecycle; document and report on key deliverables to relevant stakeholders;
b. Strategically and effectively manage all activities and resources relating to the Ghana-AfDB Project on the Institutional Support Program: Enhancing Regional Financial Integration in West Africa;
c. Provide an overall leadership role, technical guidance to Member States and Ministry of Finance of the Government of Ghana;

d. Ensure quality and timely achievement of results relating to Ghana-AfDB Project on Institutional Support Program: Enhancing Regional Financial Integration in West Africa. This will include proper project reporting, development and implementing project work plan;

e. Develop, implement and manage the project work plan, budget, procurement plan and meetings with stakeholders;

f. Ensure coordination and synergy with other Ghana-AfDB related initiatives to maximize impact;

g. Organize and prepare submissions for the project Technical and Steering Committee meetings;

h. Provide regular progress reports on the project to various Policy and Technical structures (Working Group, the RFH Regional Taskforce and the RFH Ministerial Committee) and the African Development Bank, throughout the life of the Project.

i. Manage any anticipated changes to agreed plan, challenges, risks that may affect the project and inform Project Director and RFH-Working Group ahead of time.

5. EXPECTED DELIVERABLES

(i) Inception Report: on assumption of duty the Project Coordinator shall produce an Inception Report for review by the Project Director at the Financial Sector Division of the Ministry of Finance. The Inception Report shall outline in detail the proposed approach to execute the key functions, the priorities for the duration of the assignment and expected deliverables.

(ii) Monthly and Quarterly reports on the performance of the project (using Ghana Project Management Format); and

(iii) Annual Report (at the end of the assignment), which will also serve as the End of Project Report.

6. QUALIFICATIONS/ COMPETENCIES

- The Project Coordinator must have a Master's degree or equivalent in business, finance, economics, international development, public administration and other relevant field.
- Minimum of 10 years work experience relevant to the role (demonstrable experience in Project Management, policy development and public advocacy will be an added advantage).
- Operational experience of the financial services ecosystem will be an added advantage.
- Demonstrable experience in managing project in the international development field.
- Knowledge of African Development Bank's strategies, policies, operations and procedures.
- Extensive knowledge of current detention related challenges in the context of managing immigration processes.
- Demonstrable experience in pitching new concepts for stakeholder buy-in.
- Experience in coordinating multi-stakeholder projects, including consultations, contributions, feedback and timely delivery. Excellent writing and/or publishing skills, good analytical skills, excellent organizational, coordination, planning, project management, advocacy, and interpersonal and communication skills.
- Experience in report writing, monitoring and evaluation of projects;
- Proven ability to collaborate well and to deliver work in a timely manner.
- Proven ability to coordinate and manage complex project work, with focus on the Financial Services.
- Proven experience working with government, financial institutions, civil society, international organizations and donors etc.

- Appropriate experience working with central and local government and the private sector
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint etc.)

7. REFERENCE

Verifiable references and membership of professional organization(s). Previous work experience in projects funded by the African Development Bank Group or World Bank would be a strong advantage.

8. ELIGIBILITY

In addition to fulfilling the qualifications and experience requirements:

Nationals, especially female candidates are encouraged to apply for this position. Other candidates who falls under the ADF revised eligibility criterion including candidates from the ECOWAS region can also apply.

9. PERFORMANCE CRITERIA

The performance of the Project Coordinator will be evaluated quarterly. The criteria used to measure his/her performance will be:

(i) Timely execution of Project work plans, and activities measured by utilisation rates of budgets as achievement of outputs.
(ii) Compliance with Grant requirements, measured by post-review audit findings (technical and financial).

10. TERMS OF EXCUTION

Upon notification of the contract, the Project Coordinator will review the terms of its mission and report all points requiring additional information or clarification. He/she will contact the Director, Financial Sector Division of the Ministry to collect all the information, instructions, and guidelines governing the conduct of the assignment.

11. DURATION AND TIMING

The Consultancy service duration shall be for a period of twelve (12) months and shall commence immediately after signing the contract by both parties. The contract may be renewed or extended, subject to satisfactory performance of the consultant. The Financial Sector Division of the Ministry of Finance will oversee the implementation of the assignment.

12. Evaluation of Offers and Performance

The eligibility criteria, the establishment of a shortlist and the selection procedure shall conform with the Bank's Rules and Procedure for the Selection of Consultants. Interest expressed by a consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist. Interested individuals should provide information on their qualifications and experience demonstrating their ability to undertake the assignment (CV, reference to similar services, experience in similar assignments, etc.). The consultants on the shortlist will be judged on the following criteria based on their updated resumes.

General Education, Qualification and Relevant Training	20%
Experience and Technical Expertise	60%
Experience in the Region	20%
Total	**100%**

Only consultants scoring a mark of 70 points or more will be considered for the assignment. All consultants will be ranked and the first on the list will be selected for the assignment if his/her fee rate is within the budget.

13. Applicants would also be registered as Consultants of the AfDB on the "DACON Register". The register can be accessed on the DACON window of the Bank's website.

14. The Technical and Financial Proposals must be delivered via separate e-mails or regular/courier mail. Please note that the financial proposal must be clearly labelled, submitted separately from the technical proposal and also as hard copy in a sealed envelope

15. Fees and Payments

The Expert should submit his/her financial proposal consisting of his/her professional fees. The consultant shall meet the cost of any insurance and medical examination, or treatment required by him/her while performing the Services. The Consultant shall be paid a monthly fee s upon acceptance by the Client of monthly outputs. Payments shall be made as per the Project Appraisal Report of the AfDB Institutional Support Project.