REPUBLIC OF GHANA

MINISTRY OF FINANCE

GHANA ECONOMIC TRANSFORMATION PROJECT (GETP)

TERMS OF REFERENCE (TOR)

DEVELOPMENT OF A WEB-BASED MONITORING AND EVALUATION SYSTEM FOR
THE GHANA INVESTMENT PROMOTION CENTRE (GIPC)

GH-MOFEP-316040-CS-LCS

BACKGROUND

Government is implementing strategic initiatives to accelerate firm growth, competitiveness, and diversification away from the commodities sector. The initiatives are anticipated to help decrease macro-volatility, improve employment opportunities, and raise income. The Ghana Economic Transformation Project (GETP) is one such initiative.

The World Bank has been providing funding support to the Government of Ghana (GoG) to implement the Ghana Economic Transformation Project (GETP) since 2019. The overall development objective of the project is to promote private investments and firm growth in non-resource-based sectors. The project is guided by the principle "to promote and strengthen a growth model conducive to economic transformation, to achieve higher rates of investment and productivity growth across the economy, especially in non-resource-based sectors." The project operates under four (4) main components, namely: Enabling investments (Component 1), Crowding-in investments (Component 2), Accelerating Entrepreneurship, Micro Small and Medium Enterprise (MSME) growth (Component 3), Project Management and Evaluation (Component 4).

To achieve the Project's Development Objectives (PDOs), the GETP coordinates and collaborates with 10 Technical Implementing Agencies (TIAs). Among these TIAs is the Ghana Investment Promotion Centre (GIPC).

The GIPC is a government agency mandated under the GIPC Act, 2013 (Act 865) to encourage and promote investments in Ghana, to provide for the creation of an attractive incentive framework and a transparent, predictable, and facilitating environment for foreign companies establishing themselves in Ghana, as well as local businesses exploring new opportunities in the country.

The Centre actively encourages, promotes, and facilitates investments into and within Ghana to attain its mandate. Furthermore, it formulates investment promotion policies and plans, promotional incentives, and marketing strategies to attract foreign and local investments in advanced technology industries and skill-intensive services, which enjoy good export market prospects. The Centre also initiates and supports measures that will enhance the investment climate in Ghana for both Ghanaian and non-Ghanaian enterprises. Additionally, it initiates, organizes, and participates in promotional activities such as exhibitions, conferences, and seminars to stimulate investments to present Ghana as an ideal investment destination.

Under the GETP, Government is seeking to support the GIPC with the fund, among others in the development of GIPC corporate strategy, improving GIPC's systems and tools, strengthening GIPC's delivery of Investor services, supporting legislative reforms to minimize sector-specific investment barriers, supporting upgrade in the physical infrastructure of the GIPC space, and capacity building of GIPC staff. These projects/initiatives are implemented across diverse stakeholders with varied information needs and approaches for measuring performance.

GIPC considers the strengthening of its Monitoring and Evaluation (M&E) system as fundamental to continuously improving and providing better outputs and outcomes to the investor ecosystem. The GIPC is, thus, inviting proposals from eligible consultants to develop an Integrated M&E system.

OBJECTIVE OF THE ASSIGNMENT

The consultancy 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 web-based M&E system should be capable of geographic data capture and analysis and accommodate all performance indicators (both qualitative and quantitative) in GIPC's project/program results frameworks while also allowing for potential enhancements.

The system should facilitate data entry, review, quick analysis, and the production of real-time, accurate, and targeted M&E reports. The M&E system should also effectively use ICT to encourage participation, reporting, and integration of M&E processes from relevant partners and stakeholders.

The web-based M&E system should specifically support the following:

1. Tracking of project, programme implementation and results through systematic collection, collation, analysis and reporting of project-level data as well as information based on predetermined indicators.

2. Facilitating the evaluation and demonstration of GIPC activities' levels of effectiveness and efficiency.

3. Facilitating predefined and ad-hoc data analysis, modelling, and reporting to the varying analytical and statistical information requirements of various stakeholders.

4. Information sharing between key stakeholders and partners.

5. Real-time performance monitoring using a dashboard and other measures.

6. Visual display of monitoring and evaluation reports.

Minimum System Functionality

The terms described in this document constitute a high-level overview and expectation. The Consultant shall propose extensive and detailed technical requirements for the M&E system. At the very least, the system should contain the following features in addition to the capabilities above.

1. Support offline and online data accessibility and use.

2. Must be usable/accessible on various smart devices, such as mobile phones, tablets, and other internet-connected devices, and must support geographic data capture and analysis. It must also have different degrees of access and authority.

3. Designed to be user-friendly and simple enough for GIPC staff to use to complete all essential monitoring and evaluation tasks.

4. Accessible to different stakeholders with varying levels of authorization.

5. A web-based platform that keeps track of performance metrics and target completion.

6. Web-based front-end data entry tools and web-based querying tools for data retrieval using appropriate and efficient web technologies. The system should ensure data retrieval or exchange capability with other systems and databases.

7. The system should have logic models for the most important reporting documents (outcome and output performance indicators, their targets, budget allocations etc.). Permit administrators to define indicators and the relationship between those indicators and higher-level objectives.

8. Have necessary import/export functionality to pre-designed templates or databases.

9. The system should be upgradeable and compatible with data analysis software like (SPSS, STATA, MS Access and MS excel) for effective information management.

10. It should show summary pages with data from all sources, aggregate statistics, and summary dashboards with project and program status. Additionally, it should allow users to overlay, compare, and contrast data on activities, outputs, and outcomes with data on program spending etc.

More specifically, the M&E system should have the following functionality:

1. Planning – data entry and notifications system.

2. Monitoring – data entry, export in various formats.

3. Reporting – progress reports, graphs, and ad-hoc custom reporting capability.

4. Role-based user dashboards that cumulate data for easy-to-use data visualization; and

5. Key programme updates featuring images, narratives, and custom fields for complete data collection.

SCOPE OF WORK

The scope of the assignment comprises but is not limited to the following major activities:

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.

EXPECTED DELIVERABLES

The Consultant will submit the following deliverables while carrying out the above tasks.

Deliverables	Delivery Dates
i. An inception report that details the approach and work plan to be followed in executing the assignment	2 weeks after contract signing
ii. A detailed assessment report on existing GIPC M&E systems, gaps and revised M&E documents, including Theory of Change and Results Framework and detailed M&E system requirements.	4 weeks after contract signing
ii. Prototype report – outlining the system specification requirements together with a prototype model for stakeholder assessment	9 weeks after contract signing
v. Complete the design, development and installation of a web-based Monitoring and Evaluation System for GIPC with appropriate documentation	14 weeks after contract signing
v. Operational training on the M&E system completed	16 weeks after contract signing

The assignment is planned to be completed in 16 weeks. However, the contract will cover a 20 - week timeframe for any unexpected delays.

RESPONSIBILITY OF CLIENT

The GIPC shall provide the following support to the Consultant:

1. Facilitate access to the necessary documents relevant to the assignment.

2. Dedicate a GIPC Focal Person and M&E Head or any Officer assigned by the CEO to help facilitate the work of the Consultant.

3. Collaborate with GETP M&E Specialist and Component Specialist to carry out periodic quality and performance reviews of consultancy outputs.

4. Liaise with GETP for approval of the deliverables and payments

5. Facilitate validation workshops for the assignment.

REPORTING AND PAYMENT SCHEDULE

The Consultant shall report to GIPC with a copy to the GET Project Coordinator and address feedback from the World Bank Project Team on the execution of this assignment, with the following deliverables:

#	Deliverables	No. of Copies	Timelines	Payments (%)
1	**Inception Report** detailing the approach and work plan to be followed in executing the assignment	An electronic copy shall be delivered to the GIPC and PCU	Upon submission and acceptance of the Inception Report	20
2	**(i) A detailed assessment report** on existing GIPC M&E systems, gaps, and revised M&E documents, including Theory of Change and Results Framework and detailed M&E system requirements. Plus **(ii) Prototype report**	An electronic copy shall be delivered to the GIPC and PCU	Upon submission and acceptance of the draft report	20
3	**(i)** Session to discuss in depth gap analysis of the M & E system based on findings of the Prototype report	Prototype demonstration of the system flow chart and user performance test to be conducted by the GIPC and PCU	Upon successful completion of the system flow chart demonstration and user performance test	30
4	**(i) Web-based Monitoring and Evaluation System** for GIPC developed and installed with documentation **(ii) Operational training** for users completed	An electronic copy shall be delivered to the GIPC and PCU	Upon submission and acceptance of the final report	30

QUALIFICATION OF CONSULTANT

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 Consulting Firm/Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are as follows:

1. The Consulting Firm must be a legally registered consulting firm.

2. The Firm should have successfully delivered at least two similar assignments for IPA`s in the last 5 years or more.

3. The Firm must also have strong team with the requisite skills essentially to undertake the assignment as indicated below.

Key Personnel

A. Team Lead / IT Expert / Software Developer with the under listed competencies and skills:

i) At least a master's degree in computer science, computer engineering, IT, statistics, economics, M&E, or any other relevant field.

ii) At least 5 years of experience in developing IT solutions and providing IT support and maintenance services to similar businesses.

iii) Experience in developing and managing databases, geo-reference database solutions etc.

iv) Experience in web technologies, including their development and deployment, and development of web-based information systems.

B. M&E Expert

i) At least a master's degree in social sciences, economics, statistics, and any other relevant field

ii) At least 5 years of experience in developing monitoring and evaluation systems, including devising theory of change, results models, and frameworks.

C. Investment Promotion/Economic Development Expert

i) At least a master's degree in social sciences, economics, agriculture, statistics, and any other relevant field.

ii) At least 5 years of experience in investment promotion, investment facilitation, economic development and the workings of an Investment Promotion Agency or an Economic Development Organisation.