



REPUBLIC OF GHANA

**TERMS OF REFERENCE**  
INSTITUTIONAL SUPPORT PROGRAM: ENHANCING REGIONAL FINANCIAL  
INTEGRATION IN WEST AFRICA (ISP: ERFI)

RECRUITMENT OF A PROCUREMENT SPECIALIST TO SUPPORT THE  
IMPLEMENTATION OF THE ISP: ERFI.

JULY 2024



**SUSTAINABLE  
DEVELOPMENT GOALS**

*Transforming Ghana Beyond Aid*



## **1. INTRODUCTION**

The Government of Ghana has received a funding from the African Development Bank (AfDB) under an Institutional Support Program- Enhancing Regional Financial Integration (ISP: ERFI) 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 (RFH), 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 Centre Authority (RFCA)
- Build the capacity of the RFH's secretariat.
- Project Implementation

To undertake procurement activities under the project, the Ministry of Finance is working to recruit a Procurement Specialist to manage and carry out the procurement activities required for the project in accordance with the project's covenant documents such as the Financing Agreement, the African Development Bank Procurement Rules & procedures, among others.

To achieve this, the Government of Ghana intends to apply part of the grant facility to engage the services of a Procurement Specialist to provide overall procurement management for the implementation of the ISP: ERFI.

## **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.

## **3. MAIN PURPOSE**

The Procurement Specialist shall manage and carry out the procurement activities required for the implementation of the project. These will include standardized forms to be used for International and Local Procurement methods to conform with the Bank's and Government of Ghana's procurement rules and procedures.

## **4. SPECIFIC TASKS OF THE PROCUREMENT SPECIALIST**

The Procurement Specialist shall report to the Project Coordinator of the PIU under the Financial Sector Division of the Ministry of Finance. The Procurement Specialist will perform the following tasks:

- a. The Procurement Specialist will ensure that all procurements under the project is conducted in accordance with the Bank's and Government of Ghana's (where applicable) procurement rules and procedures;

- b. The Consultant shall review all available project documents and identify procurement related documents to ensure that they follow the procurement rules and procedures for the project;
- c. Establish a procurement management system for the PIU based on the African Development Bank Rules & Procedures for the procurement of goods, non-consulting services and consultancy services under the “Procurement Policy for Bank Group Funded Operations”, dated October 2015;
- d. Develop a procurement management tracking tool for the PIU that would monitor the implementation of procurement activities;
- e. Using the Banks Standard procurement documents, prepare Bidding Documents and Request for Proposals (RFP), Request for Quotations, Letters of Invitations, clarifications/amendments to procurement documentation, minutes of the Evaluation Committees and negotiation meetings, Evaluation Reports, contract award decisions, etc. These should include standardized forms to be used for International and Local Procurement methods to conform to the Bank’s and Government of Ghana’s (where applicable) Procurement Rules & Procedures;
- f. In consultation with the Project Coordinator, prepare and update the Project’s Annual Procurement Plan and Budget detailing contract packages (including estimated cost) for goods, consultancy services and non-consulting services, the procurement/selection methods and processing times until completion of each procurement activity;
- g. Monitor procurement implementation and update the Procurement Plan accordingly;
- h. Prepare the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REIs) and other solicitation documents whenever required;
- i. Establish a register of qualified suppliers and consultants and periodically update this register to facilitate advertisements, solicitations and drawing up of shortlists when so required;
- j. Coordinate the preparation of (ToRs), technical specifications using standard documentation agreed with the Bank and also in the evaluation of bids, expressions of interest for preparation of shortlists, pre-qualification of suppliers, etc., where necessary. The Specialist shall review ToRs and specifications for completeness, consistency and fairness, and if necessary suggest amendments;
- k. Initiate procurement processes, including International and National Competitive Bidding procedures, ensuring compliance with agreed procurement methods’ threshold, prior review requirements specific to the project and agreed aggregate threshold amounts for less competitive procurement methods;
- l. Preside over bidding procedures and participate in bid/proposal opening sessions, bid and proposal evaluations and ensure that the appropriate guidelines are followed to arrive at the recommendations for award of contracts;
- m. Prepare the minutes of Evaluation Committee meetings, prepare a document for "no objection", and coordinate and participate in contract negotiation processes;
- n. Prepare draft and final contracts, and ensure timely distribution of all relevant procurement and contract documents to relevant stakeholders;

- o. Ensure timely receipt of goods and consultant's status reports, confirming acceptability of the goods delivered, and also acceptability of consultants reports as reviewed, and recommend payments to the service providers as they become due;
- p. Establish a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the service providers;
- q. Establish and maintain a central procurement filing system (both electronically and manually), and ensure all related documents are included in the respective files, to ease the retrieval of information by the PIU and Independent Auditors (Internal and External);
- r. Provide advice, mentoring, coaching and on-the-job training for relevant procurement staffs in the PIU, and advise them to plan and execute all stages of the procurement cycle in accordance with the Bank and national procurement procedures;
- s. Carryout any other relevant duties that may be assigned from time to time by the Project Coordinator.

## **5. EXPECTED DELIVERABLES**

The Procurement Specialist will deliver on the following outputs:

- i. Inception Report: on assumption of duty the Procurement Specialist shall produce an Inception Report for review by the Project Coordinator and 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, Quarterly and Annual reports on procurement activities of the project (using Ghana Project Management Format); and
- iii. End of Project Procurement Report.

## **6. QUALIFICATIONS/ COMPETENCIES**

- Must possess at least a bachelor's degree in Procurement, Project Management, Business Administration, Economics or any other relevant discipline.
- Minimum of 10 years of experience in public procurement, 5 years of managing projects sponsored by development partner(s) including AfDB, World Bank among others.
- Membership in a recognized procurement-related institute, such as CIPS or ISM;
- Demonstrate high experience in contract management at managerial level;
- Strong organization skills and ability to work in a team-oriented, dynamic and diverse environment;
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint etc.)
- Fluency in English and ability to write lucid reports and documents in English is Required.

## **7. ELIGIBILITY**

**In addition to fulfilling the qualifications and experience requirements:**

- (i) Female nationals are encouraged to apply for this position, however any other candidates who are interested, also qualify, under the African Development Fund revised eligibility criterion and must be nationals of countries that are members of the African Development Bank; and
- (ii) Candidates from the ECOWAS region, in particular, are encouraged to apply.

## **8. PERFORMANCE CRITERIA**

The performance of the Procurement Specialist will be evaluated quarterly. The criteria used to measure his/her performance will be timely execution of the work plans, and activities of the PIU.

## **9. TERMS OF EXECUTION**

Upon notification of the contract, the Procurement Specialist will review the terms of his/her mission and report all points requiring additional information or clarification. He/she will contact the Project Coordinator, to collect all the information, instructions, and guidelines governing the conduct of the assignment. Also, all materials produced or acquired under this project shall be held in strict confidence and shall not be disclosed to any party without the express written consent of the Ministry of Finance.

## **10. DURATION AND TIMING**

Contract duration will be Twenty-Four (24) months renewable, subject to satisfactory performance. The Procurement Specialist will be expected to start work in October 2024. The Financial Sector Division of the Ministry of Finance will oversee the implementation of the assignment.