



REPUBLIC OF GHANA - MINISTRY OF FINANCE

GHANA YOUTH EMPLOYMENT AND ENTREPRENEURSHIP SUPPORT IN PRODUCTIVE SECTORS PROGRAM FOR RESULTS (P179221)

TERMS OF REFERENCE AND SCOPE OF SERVICES FOR FIRM CONSULTANCY (DEVELOPMENT OF AUTO SKILLS TRAINING MODULES AND STANDARD OPERATING PROCEDURES FOR THE ADVANCED MANUFACTURING TECHNOLOGY TRAINING AND INNOVATION CENTRE OF THE GHANA AUTOMOTIVE DEVELOPMENT CENTRE)

REFERENCE No. GH-MOF-YES-379998-CS-QCBS

INTRODUCTION

Government has received financing from the World Bank towards the proposed Ghana Youth Employment and Entrepreneurship in Support in Productive Sectors Program for Results (YESp) and intends to apply part of the proceeds for consulting services by inviting suitably qualified firms for the Development of Auto Skills Training Modules and Standard Operating Procedures for the Advanced Manufacturing Technology Training and Innovation Centre of the Ghana Automotive Development Centre. The program development objectives (PDO) is to increase investment commitments in selected sectors, improve sector-specific skills among youth, and provide gainful self-employment opportunities for youth.

BACKGROUND

Youth unemployment in Ghana is a socio-economic imperative now more than ever. Unemployment among Ghanaian youth has been on the rise following the covid-19 pandemic, thus, posing a threat to our national security and economic stability. To tackle this intractable problem, Government through the Proposed YESp aims at creating jobs in the economy over the next five (5) years.

The PforR will support the development of three priority sectors under the Ministry of Trade and Industry's (MOTI's) Strategic Anchor Industries program as well as the District Entrepreneurship Programme (DEP) under YOUStart. The program will run for five years and will cover interventions nationwide. It will focus on three results areas: (1) investment attraction; (2) sector-specific skills training; and (3) youth-led enterprise promotion. The PforR beneficiaries include investors (both foreign and domestic) and their employees (of which 60 percent are estimated to be under 30 years of age), young graduates enrolled in industry-led training programs (of which at least 30

percent will be women), young entrepreneurs between 18-40 years old (of which at least 50 percent will be women and 5 percent will include persons with disabilities) and their employees. The PforR will indirectly benefit the households that employees and entrepreneurs support through their additional wage incomes or business margins.

Results Area 1: Investment Promotion

The PforR Program will support the implementation of sector policies, regulations, and standards to promote investments and enable greater youth employment. The PforR will support the adoption and implementation of sector-level policies which give an authorizing environment for MOTI and related agencies to promote investments and exports and give a clear signal to investors on the policy direction. The aim is to attract foreign and domestic investment that will create jobs at scale. An Automotive Development Policy was adopted in 2019, and policies relating to Automotive Component Manufacturing, T&G, and Pharmaceuticals are currently at various stages of development. The PforR will also support the definition and establishment of institutional and policy implementation arrangements in each sector to improve sector-level coordination. This would include establishing sector-level PPD mechanisms to inform and monitor policy design and implementation.

Results area 2: Export Facilitation

The PforR Programme will support access to export markets for existing firms to help expand the availability of salaried jobs for young workers. The PforR will support an export-readiness Programme through technical assistance to select companies to help them meet the compliance requirements (both quality standards and environment, social, and governance compliance) of international buyers based on MoUs. The PforR will facilitate linkages between exporting firms and smaller manufacturers through a supplier development Programme to enhance linkages between exporting manufacturing companies and smaller manufacturers (e.g. outsourcing agents in garments or suppliers of sub-parts for automotive components) as well as suppliers of goods and services (e.g. equipment, repair and maintenance, embroidery). Furthermore, to improve competitiveness and contribute to climate change adaptation and mitigation goals, the PforR will support firms' transition to renewable energy sources.

Results Area 3: Sector-specific Skills Training

The PforR will support industry-led skills development to close the skills gap and improve workforce readiness for youth. This is particularly important for sectors which require specialized skills. As part of the Automotive Development Policy, MOTI, in collaboration with the Automotive Development Centre (ADC), is setting up an auto industry skills training center offering short-term courses for graduates of relevant secondary and tertiary educational institutions in areas such as auto repair and maintenance, technical skills, factory skills, etc. Under this results area, the PforR will facilitate closer links between existing skills training initiatives and the private sector.

Results area 4: Youth-led Enterprise Promotion

The PforR will support the DEP under the Government's flagship YOUStart initiative, as part of GOG's Business Development and Promotion results area of the industrial transformation agenda. The GHC10 billion YOUStart program was announced in the 2022 budget statement with the objective of supporting the creation of one million jobs in three years. The envisioned allocation for DEP is GHC3 billion, which provides a combination of training and capacity building support, Business Development Services, access to markets and technology, and business grants to young entrepreneurs, especially for businesses or start-ups that can also benefit from the growing demand in selected value chains supported under Results Areas 1-3.

The program includes an Investment Project Financing (IPF) Component for technical assistance which comprises sub-components: (a) Strengthening Capacities of the Implementing Agencies (including training, knowledge exchange/study tours, etc.); and (b) Strengthening Program Coordination and Verification of Results. It will also support technical studies and data collection to advance sectoral development policies in the key sectors supported under the Program.

Key stakeholders in the implementation of the Program are as follows:

Ministry of Finance (MOF): responsible for the overall coordinating role of the PforR and the implementation of the IPF component.

Ministry of Trade and Industry (MOTI): lead the industrial transformation agenda, as well as support to high-growth potential sectors and the SME upgrading under the PforR.

Ghana Enterprises Agency (GEA): this is an agency under MOTI mandated to promote and develop MSMEs in Ghana. GEA as a YOUStart implementation agency will co-lead the support to the emergence of young entrepreneurs under the PforR with the National Entrepreneurship and Innovation Programme (NEIP).

NEIP: this is one of the Government's flagship entrepreneurship programs that provides integrated support for start-ups and small businesses. As in the case of GEA, NEIP is one of the implementing agencies for the YouStart program.

Objective of Assignment

The objective of this assignment is to engage the services of a Consulting Firm with international experience in the Automotive Industry Skills Development, particularly in respect of auto engineering and related skills development aspects of assembly, repair and maintenance to lead the development of a Training and Standard Operating Procedures Modules for Advanced Manufacturing Technology Training and Innovation Centres of the Ghana Automotive Development Centre.

A key outcome of this assignment is the installation of systems for generating a pool of employable skilled labour required by the automotive industry including those in vehicle assembly, manufacturing, components, parts and accessories manufacturing and the repair and maintenance services linked to new technology.

Scope of Work

The scope of the assignment includes:

1. Conduct a comprehensive skills gap analysis of Ghana's automotive industry and related industries, emerging technologies and training (Formal and Informal).
2. Engage with stakeholders in Ghana's existing and newly emerging auto sector especially assemblers, dealerships, specialist training and repair/service workshops to map out needs.
3. Develop or adapt a relevant Auto Training and Skills Development Manuals (including Courseware, Equipment Specification, Operational Support Services and Course Enrolment Criteria and Procedures for the Advanced Manufacturing Technology Training and Innovation Centre) in consultation with relevant stakeholders.
4. Prepare Standard Operating Procedures (SOPs) Manuals to provide standards and guidelines for management and operations of the Centre.
5. Developing a Business Operating Model for the operationalisation of the Advanced Manufacturing Technology Training and Innovation Centre.
6. Prepare essential equipment/tooling packages with specifications and costing for the Centre with a view to combining training with service provision.
7. Propose sustainable Financing Models and recommend the best applicable model.

Outputs of this assignment include:

The Firm shall submit the underlisted in English:

s/n	Deliverable	Timeline	% of Payment
1	Inception Report acceptable to MoTI	2 weeks	15%
2	Comprehensive Skills Gaps Analysis Report	8 weeks after submission of Inception Report	20%
3	Skills training modules and manuals	4 weeks after submission of (2)	25%
3	Equipment/Tooling packages		
4	Recruitment (Qualification, Selection and Screening) Manual for Trainees	4 weeks after submission of (2) and (3)	25%
5	Standard Operating Manuals		
6	Investment and Financing Plan	2 weeks after submission of Recruitment Manuals and SOPs	15%

Duration of Contract

The assignment requires the commitment of the Lead Candidate to ensure that the various components of the assignment are fully developed, and sound institutional structures envisaged for the Training Centre are established.

It is proposed that the assignment duration will be for a period of 20 weeks.

Payment

This is lump-sum contract.

Qualification criteria

1. The Firm should have:
 - i. A proven record of having undertaken at least two (2) of similar assignments within the last decade.
 - ii. Demonstrated expertise in training and skills development manuals, including courseware, equipment specifications, operational support services, and the establishment of course enrollment criteria and procedures.
 - iii. An interdisciplinary team with expertise in various relevant fields, such as the automotive industry, engineering, curriculum development, etc.
 - iv. Experience in similar projects in skills gap analysis, skills manual development, capacity building, and training within the automotive or manufacturing sectors in the last five years.
 - v. A quality assurance process that ensures the delivery of high-quality outputs.

2. The Lead Expert of the Firm must:
 - i. Have a proven track record of training and work experience (5 years minimum) within the automotive development industry. Relevant work experience with an OEM within the automotive industry will be an added advantage.
 - ii. Have a Post Graduate Qualification in either Mechanical or Mechatronics or Automotive Engineering or any other related field relevant to the automotive industry and assignment.
 - iii. Possess essential skills such as project management, a good understanding of the country's context, leadership abilities to guide and work with multidisciplinary teams, and effective communication.
 - iv. Demonstrate experience in facilitating consultations with stakeholders in the public and private sector.

Support to be Provided

- i. The Ministry of Trade and Industry would provide an office space for this assignment.

Reporting requirements

The Consulting Firm/Consultant shall report to the Ministry of Trade and Industry through the Chief Director.