

MINISTRY OF TRADE AND INDUSTRY

Ghana Accreditation Service (GHAS) Ghana Economic Transformation Project

Terms of Reference

Assignment Title: **Recruitment of Accreditation Consultants to Support the Operationalisation of the Ghana Accreditation Service (GHAS).**

Ref: - GH-MOFEP-450714-CS-INDV

A. INTRODUCTION

The World Bank is providing funding support to the Government of Ghana (**GoG**) for the implementation of the Ghana Economic Transformation Project (**GETP**)

The overall development objective of the Project is to promote private investments and firm growth in non-resource-based sectors. The Project's objective is 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 has four components, as follows:

Component 1 - Enabling investments: This component focuses on improving the enabling business environment, investment attraction capacity, and the quality infrastructure support system for companies that want to invest and grow their businesses in Ghana.

Component 2 - Crowding-in investments: Promoting spatial and industrial planning and development: This component focuses on enhancing the Government's programs in investment promotion and spatial development (including Special Economic Zones), thereby addressing the constraint to access quality industrial land in the country.

Component 3 - Accelerating Entrepreneurship and Micro Small and Medium Enterprise (MSME) growth: This component supports entrepreneurship and MSME growth in non-resource-based sectors, addressing specifically the limited development of the MSME and entrepreneurship support ecosystem, including early-stage financing.

Component 4 – Project Management and Evaluation: This component will finance project management activities including fiduciary responsibilities, procurement, safeguards, communication, and dissemination, as well as monitoring and evaluation of project implementation and its impact. This includes capacity building for the Project Coordinating Unit (**PCU**), the Economic Transformation Unit, and the Resource Mobilization and Economic Relations Division (**RMERD**) within the Ministry of Finance (**MoF**).

1.1 Relevant Key Sub-Component – Component 1.3: Improving Ghana's Quality Infrastructure (QI)

The project is supporting the Government's industrialization agenda by strengthening the regulatory and institutional framework for **QI** in Ghana. Thus, the objectives include supporting key reforms, regulations, and investments including the promulgation of the *Ghana Accreditation Service Act, 2023, (Act 1102)*, approval of the 2022 National Quality Policy, accreditation of conformity assessment activities, and the development of national and regional labs among others.

1.2 About the Ghana Accreditation Service

GHAS was set up in September 2018 under the *Companies Act, 2019 (Act 992)* as a company limited by guarantee by the Ministry of Trade and Industry. A new law, the *Ghana Accreditation Service Act, 2023, (Act 1102)* has been promulgated by Parliament to establish the Service as a state institution for efficient and effective administration of its mandate. The highest decision-making body of **GHAS** is the Governing Council.

The functions of **GHAS** include accreditation of conformity assessment bodies, issuing of technical publications on accreditation, training as well as advising the government and its agencies on matters related to accreditation.

GHAS has developed a 5-year Strategic Plan (2022-2026) and a 3-year Business Plan (2022-2024). The Strategic Plan has identified the number of employees for effective operationalisation of the Service by the year 2026 as twenty (20). This number is to be increased using the rate of one (1) Accreditation Officer/Manager and one (1) Administrator per every fifty (50) accredited facilities.

B. OBJECTIVES

The objective of this assignment is to engage Individual Consultants with extensive experience in accreditation and conformity assessment services to support the Ghana Accreditation Service (GHAS) in its operations. The consultant will operate in the priority areas of GHAS which in ISO/IEC 17025 include Calibration (Mass, Pressure, Volume, and Temperature) and General Testing (Food Microbiology and Chemistry). The priority areas in ISO 15189 include clinical chemistry, hematology, and serology.

C. DUTIES & RESPONSIBILITIES

- a) Provide excellent professional accreditation services to clients with the view of developing a significant client base for the sustainability of the Service.
- b) Ensure that the accreditation services provided meet specific standards and accreditation requirements.
- c) Oversee the planning and execution of accreditation processes including scheduling resource allocation and time management.
- d) Ensure that all assessments are thorough, consistent, and in line with the established standards
- e) Coordinate onsite visits as part of the accreditation process of assessing facilities and reviewing operations
- f) Develop and deliver training programmes to potential accreditation officers and relevant staff to ensure they are knowledgeable about accreditation standards,
- g) Stay informed about the latest trends and developments in accreditation and incorporate this into the practices of the Service.
- h) Develop and maintain functionally effective networks with professionals in various sectors relevant to the work of the Service.
- i) Make promotional presentations to various stakeholders and potential clients to build visibility for the Service in target markets.
- j) Uphold high ethical standards in all aspects of the accreditation process, ensuring confidentiality, transparency, impartiality, and integrity.
- k) Supervise the entire accreditation process from the initial application through to final approval, ensuring consistency, fairness, and thoroughness.

- l) Ensure that the operations of the Service comply with governmental, regional, and international (WTO/TBT, AfCFTA, ECOWAS, etc.) agreements, policies, treaties, obligations, and conventions on accreditation and related subjects.
- m) Ensure the preparation and submission of quarterly, mid-year, annual, and other periodic reports of the Service.
- n) Submit periodic reports on the establishment, performance, and improvement of the Quality Management System of the Service.
- o) Any other duties assigned by the Team Leader of the Service

D. QUALIFICATION & EXPERIENCE

- a) A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Engineering, Physical/Biological Sciences, or other related disciplines.
- b) A minimum of twelve (12) years post-Bachelor's relevant work experience, five (5) years of which must be in Accreditation or related area at a Senior Management level.
- c) Successfully completed Internal Auditing course in Accreditation or Conformity Assessment Standards (ISO/IEC 17011, ISO 15189, ISO/IEC 17020, ISO/IEC 17025, or ISO/IEC 17021-1).
- d) Successfully completed Assessment Techniques course in Accreditation or Conformity Assessment Standards (ISO/IEC 17011, ISO 15189, ISO/IEC 17020, ISO/IEC 17025, or ISO/IEC 17021-1).
- e) Qualified and certified as a Peer Evaluator, Technical Assessor, or Team Leader in specified scope/s (Calibration, General Testing, Medical Laboratory Testing, Certification)
- f) Extensive leadership, networking, monitoring, and management skills.
- g) Excellent communication, interpersonal, and presentation skills.
- h) Negotiating, lobbying, and conflict management skills.
- i) Good knowledge of financial, procurement, auditing, and labor laws and regulations
- j) Proficiency in relevant computer applications.
- k) Good strategic planning, implementation, and evaluation skills.

E. REPORTS/DELIVERABLES

The Accreditation Consultants will be required to

- a) submit monthly and quarterly performance reports to the Team Leader including reports on the following;
 - i. Assessments conducted. Must conduct a minimum of 4 assessments per year.
 - ii. all accreditation certificates issued
 - iii. accreditation certificates denied
 - iv. internal audits conducted (minimum of one internal audit per year)
 - v. status of nonconformities and corrective actions, including trends
 - vi. status of actions to address risks and opportunities
 - vii. fulfilment of objectives
 - viii. new areas of accreditation
 - ix. changes that could affect the management system
 - x. status of improvement actions
 - xi. Management Review Meetings (a minimum of one Review Meeting per year)
 - xii. Peer Evaluations
 - xiii. Training provided to industry (at least two training sessions per year)

- xiv. Feedback from interested parties
- xv. Complaints and appeals
- xvi. Participation in international meetings on accreditation and related subjects (at least once a year).

F. REPORTING

The Accreditation Officers will report to the Technical Advisor (Team Leader) and the Technical Advisor (Team Leader) will report to the Council.

G. DURATION OF THE CONTRACT

The duration of the assignment is expected to cover 12 months

H. LOCATION OF THE ASSIGNMENT

The Officers will be based in Accra.

I. ESTIMATED MAN-MONTHS

The estimated man-months for the entire assignment is 1,440 man-hours over Twelve **(12)** months