

MINISTRY OF TRADE AND INDUSTRY

Ghana Accreditation Service (GHAS) Ghana Economic Transformation Project

Terms of Reference

Assignment Title: Recruitment of an Accreditation Technical Advisor to Lead the Operationalisation of the Ghana Accreditation Service (GHAS).

Reference: GH-MOFEP-451971-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 recruit **One (1)** Accreditation Technical Advisor with extensive experience in accreditation and conformity assessment services to lead the operationalisation of **GHAS** pending the recruitment of a permanent Director-General by the Governing Council. The consultant will support **GHAS** operations in the priority areas 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

The Accreditation Technical Advisor's scope of work will include but is not limited to the following:

- a) Serve as the primary point of contact for institutions seeking accreditation.
- b) Provide leadership for the planning and execution of necessary actions for the full operationalisation of the Service.
- c) Support orientation and operationalisation of the Governing Council.
- d) Formulate policies, programmes, annual work plans and budgets for the Service for the approval of the Council.
- e) Lead initiatives to enhance the capacity of the accreditation Team, including staying up to date with best practices and emerging trends.
- f) Ensure the effective day to day administration of the Service as well as coordination and effective deployment of human and financial resources to achieve programmed work plan results.
- g) Provide strategic and technical direction for the staff of the Service and exercise oversight responsibility for the efficient and effective management of resources (human, material and financial) of the Service.

- h) Approve contractual agreements entered into by the Service in line with the annual work plan and budget of the Service approved by Council.
- i) Build and maintain strong relationships with key stakeholders to foster trust and collaboration. Ensure effective monitoring and evaluation of the Service's programmes and activities.
- j) Ensure that all corporate expenditures comply with established financial regulations and procedures.
- k) Ensure the timely annual external audit of the Service is conducted and reported to the Council.
- l) Ensure effective internal communication and effectively manage the schedule of Council and Management meetings.
- m) Ensure effective communication with all stakeholders, regarding accreditation processes, standards, outcomes, and any changes in policies and regulations.
- n) Ensure the attainment of mutual recognition arrangement status for the various Accreditation Schemes offered by the Service.
- o) Ensure the adherence, application, and compliance to governmental, regional, and international (WTO/TBT, AfCFTA, ECOWAS, etc.) agreements, policies, treaties, obligations, and conventions on accreditation and related activities.
- p) Streamline and approve work plans, budgets, and reports submitted by all Teams for implementation.
- q) Oversee the implementation of the performance management system of the Service and appraise the performance of the technical staff of the Service.

D. QUALIFICATION AND EXPERIENCE

The Accreditation Technical Advisor must be an individual with the following competencies:

- 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 fifteen (15) years post-bachelor's relevant work experience, five (5) years of which must be in a Senior Management position in a reputable conformity assessment Accreditation Institution in Ghana.
- c) Successfully completed Internal Auditing or 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).
- d) Experience in managing corporate finances.
- e) Extensive leadership, networking, monitoring, and management skills.
- f) Excellent communication, interpersonal, and presentation skills.
- g) Good knowledge of financial, procurement, auditing, and labour laws and regulations
- h) Negotiation, lobbying, and conflict management skills.
- i) Proficiency in relevant computer applications.
- j) Strong strategic planning, implementation, and evaluation skills.

E. REPORTS/DELIVERABLES

The Accreditation Technical Advisor will be required to submit quarterly performance reports to the Governing Council.

F. SALARY

The Accreditation Technical Advisor will receive monthly fees based on the terms of the contract.

G. REPORTING

The Accreditation Technical Advisor will report to the Governing Council.

H. DURATION OF THE CONTRACT

The estimated combined duration for the entire contract is one (1) year.

I. LOCATION OF THE ASSIGNMENT

The Officers and Staff will be based in Accra.

J. ESTIMATED MAN-MONTHS

The estimated man-months for the entire assignment is Twelve (**12**) months