



REPUBLIC OF GHANA

MINISTRY OF FINANCE

GHANA ECONOMIC TRANSFORMATION PROJECT (GETP)

TERMS OF REFERENCE (TOR)

Recruitment of Consultant to Provide Training in ISO 15189 and ISO/IEC 17025 to Support the Operationalization of the Ghana National Accreditation Service (GhaNAS)

1. INTRODUCTION

The Ministry of Finance (**MoF**) has received financing from the World Bank for the implementation of the Ghana Economic Transformation Project (**GETP**) and intends to apply part of the proceeds for consulting services.

The objective of the project is to promote private investments and firm growth in non-resource-based sectors. The guiding principle of the Project is to promote and strengthen a growth model that is 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 will focus 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 will focus 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 will support 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, communication and dissemination, as well as monitoring and evaluation of project implementation and its impact. This will include 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).

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

Component 1.3 seeks to improve Ghana’s Quality Infrastructure (QI) to support the Government’s industrialization agenda by strengthening the regulatory and institutional framework for **QI** in Ghana. This includes supporting key reforms, regulations and investments including the enactment of the Ghana National Accreditation Service Bill, the Ghana Standards Authority Bill, approval of a National Quality Policy, accreditation of Ghana Standards Authority (GSA) units and departments, and development of national and regional labs among others.

2. ABOUT GHANA NATIONAL ACCREDITATION SERVICE

Ghana National Accreditation Service (**GhaNAS**) was set up in September 2018 as the national accreditation body in Ghana. Its functions include accreditation of conformity assessment bodies, issuing of technical publications on accreditation, training as well as advising government and its agencies on matters related to accreditation. **GhaNAS** has developed a 5-year Strategic Plan and a 3-year Business Plan and needs to train its staff to support the implementation of these Plans.

It is against this background that the MoF through the Project Coordinating Unit, seeks to engage the services of an experienced Consultant to provide competency-based skills to up to twenty (20) **GhaNAS** staff and Assessors on the current versions of *ISO 15189 and ISO/IEC 17025*.

This training will be in the priority areas of **GhaNAS** accreditation schemes which is currently, in medical laboratory testing are hematology, clinical chemistry and serology, in general laboratory testing are food microbiology and Chemistry. The priority areas for calibration are mass, pressure, temperature and volume.

3. THE OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to provide training for up to twenty (20) GhaNAS staff and Assessors on the current versions of *ISO 15189 and ISO/IEC 17025*.

4. SCOPE OF THE ASSIGNMENT

The Consultant’s scope of work includes but not limited to the following:

1. Conduct gap analysis of GhaNAS management systems and training needs
2. Provide hands-on training on the current versions of the following:
 - (a) ISO 15189 - Medical laboratories – Requirements for quality and competence to twenty (20) staff and Assessors of **GhaNAS**.
 - (b) ISO/IEC 17025- General requirements for the competence of testing and calibration laboratories to up to twenty (20) staff and Assessors of **GhaNAS**.
3. Provide practical training to successful trainees to qualify them as Technical Assessors for ISO 15189 and ISO/IEC 17025 in accordance with best practices and ILAC requirements.
4. Provide practical training to successful trainees to qualify as Team Leaders for ISO 15189 and ISO/IEC 17025 in accordance with best practices and ILAC requirements.

5. Issue certificates of successful completion or participation to qualified participants.
6. Facilitate attachment training for technical assessors and team leaders (e.g. accommodation and local travels)

This training will be in the priority areas of **GhaNAS** accreditation schemes which is currently in medical laboratory testing including hematology, clinical chemistry and serology. The priority areas for general laboratory testing are food microbiology and chemistry. The priority areas for calibration are mass, pressure, temperature and volume.

The Trainer is expected to work with clients physically, providing the theoretical and practical training. The training provider may arrange practical assessment training in-country or outside Ghana, whichever will ensure the earliest completion of the training.

1. DELIVERABLES/OUTPUTS/REPORTS

SN	Description of Deliverable	Plans, Reports and Certificates	Period after commencement	Payment (%)
A	Final Inception report	Final inception report detailing schedule plan, methodology, modules etc.	2 weeks	20
B	Gap and training needs determination	Report of gap analysis and training need determination based on ISO/IEC 17011:2017	2 weeks	
C	Laboratory Management System Training in Ghana			
1	Five (5) days training of up to 20 staff and Assessors in ISO/IEC 17025: 2017 Laboratory Management System	<ul style="list-style-type: none"> • A training plan detailing out timetable, contact periods and training methodology/delivery modes to be used. • Post Training Evaluation report/s • Certificate of successful completion or participation to each participant • Training manuals, modules and handouts • All reports must be in electronic and hard copies 	2 weeks	30
2	Five (5) days training of up to 20 staff and Assessors in current versions of ISO 15189 Medical Lab Management System	<ul style="list-style-type: none"> • A training plan detailing out timetable, contact periods and training methodology/delivery modes to be used. • Post Training Evaluation report/s • Certificate of successful completion or participation to each participant • Training manuals, modules and handouts 	2 weeks 8 weeks	
D	Technical Assessor Training			
3	Three (3) days Technical Assessors training in ISO/IEC 17025:2017 to	<ul style="list-style-type: none"> • A training plan detailing out timetable, contact periods and 	1 week	

	successful trainees at a location to be determined by the consultant.	<p>training methodology/delivery modes to be used.</p> <ul style="list-style-type: none"> • Post Training Evaluation report/s • Certificate of successful completion or participation to each participant and qualified Technical Assessor • Training manuals, modules and handouts 		30
4	Three (3) days Technical Assessors training in the current version of ISO 15189 to successful trainees at a location to be determined by the consultant.	<ul style="list-style-type: none"> • A training plan detailing out timetable, contact periods and training methodology/delivery modes to be used. • Post Training Evaluation report/s • Certificate of successful completion or participation to each participant and qualified Technical Assessor • Training manuals, modules and handouts 	1 week	
5	Two (2) days combined Team Leader's training in current versions of ISO/IEC 17025 and ISO 15189 for qualified Technical Assessors at a location to be determined by the consultant	<ul style="list-style-type: none"> • A training plan detailing out timetable, contact periods and training methodology/delivery modes to be used. • Post Training Evaluation report/s • Certificate of successful completion or participation to each participant and qualified Team Leader • Training manuals, modules and handouts 	1 week	
E	Attachment Training			
6	Five (5) days attachment training to successful Technical Assessors in ISO/IEC 17025:2017 at a location to be determined by the consultant	<ul style="list-style-type: none"> • A training plan detailing out timetable, contact periods and training methodology/delivery modes to be used. • Post Training Evaluation report/s • Certificate of successful completion or participation to each participant and qualified Technical Assessor • Training manuals, modules and handouts 	1 week	
7	Five (5) days Attachment training to successful Technical Assessors in the current versions of ISO 15189 at a location to	<ul style="list-style-type: none"> • A training plan detailing out timetable, contact periods and training methodology/delivery modes to be used. • Post Training Evaluation report/s 	1 week	

	be determined by the consultant.	<ul style="list-style-type: none"> • Certificate of successful completion or participation to each participant and qualified Technical Assessor • Training manuals, modules and handouts 		
8	Five (5) days attachment training to successful Team Leaders in ISO/IEC 17025:2017 and current version of ISO 15189 at a location to be determined by the consultant.	<ul style="list-style-type: none"> • A training plan detailing out timetable, contact periods and training methodology/delivery modes to be used. • Post Training Evaluation report/s • Certificate of successful completion or participation to each participant and qualified Team Leader • Training manuals, modules and handouts 	1 week	20

2. SUPERVISION AND REPORTING ARRANGEMENTS

The Consultant will report directly to the Director-General of GhaNAS during the execution of the assignment. GhaNAS will provide the needed administrative support to facilitate the execution of the assignments.

3. DURATION OF THE ASSIGNMENT

The theoretical training is expected to take 14 weeks in Ghana followed by further theoretical and practical training to qualify Technical Assessors and Team Leaders.

4. LOCATION OF THE ASSIGNMENT

The consultant will be based at Accra during the Laboratory Management System Training. The rest of the training programmes will be provided at a suitable location to be determined by the consultant

5. FACILITIES TO BE PROVIDED BY CLIENT

GhaNAS will provide the Trainer with the following

- Conference facilities for training in Ghana
- Computer and printer for training in Ghana
- Stationary for training in Ghana
- Transport to/from venue for training in Ghana
- Relevant documents and information
- Access to key officers as necessary to facilitate the Consultant's performance of the assignment.

6. QUALIFICATIONS OF THE CONSULTANT

- A. The Consultant will be a firm with a strong technical background and demonstrable expertise to execute the assignment according to the agreed schedule.
- B. The Consultant must have
- At least 15 years of professional experience in the areas of accreditation and conformity assessment.
 - Hands-on knowledge in the field of accreditation of conformity assessment bodies and the current edition of the ISO/IEC 17011, ISO/IEC 17025, ISO 15189, ILAC requirements and other international conformity assessment standards as may be necessary to deliver on the training.
 - Experience in working with legislative and structural aspects of accreditation and conformity assessment systems.
 - Strong analytical and presentation skills and proven ability to quickly produce concise and well-structured reports and presentations.
 - Advanced Computing Skills

ESTIMATED DURATION

The estimated duration for the entire assignment is Four (4) months