



**REPUBLIC OF GHANA
MINISTRY OF FINANCE
GHANA ECONOMIC TRANSFORMATION PROJECT (GETP)
IDA CREDIT NUMBER 6465-GH
SPECIFIC PROCUREMENT NOTICE**

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
(CONSULTING SERVICES –FIRM SELECTION)**

**RECRUITMENT OF CONSULTANT TO PREPARE ENVIRONMENTAL AND SOCIAL
MANAGEMENT SYSTEMS FOR VCTF, GEA, NEIP - GHANA ECONOMIC
TRANSFORMATION PROJECT (GETP) (P166539)**

1.0 BACKGROUND

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 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 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, safeguards, 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).

1.2 Environmental and Social Management Systems (ESMS) for VCTF, GEA AND NEIP

The GETP Component 3, accelerating entrepreneurship and micro-small and medium enterprise (MSME), is assisting companies in the form of venture capital financing for the MSME growth, SME growth programme and grant scheme for SMEs and Business Hubs. These supports are being implemented by the Venture Capital Trust Fund (VCTF), Ghana Enterprises Agency (GEA) and National Entrepreneurship and Innovation Programme (NEIP). As part of the GETP safeguard requirements to ensure sustainable financing, venture financing and grant schemes for SMEs and Hubs and comply with the World Bank Safeguard Policies and the Environmental Assessment Regulations of Ghana, VCTF, GEA and NEIP require an Environmental and Social Management System (ESMS). This system will assist VCTF, GEA and NEIP to consistently identify, assess and control the environmental and social risks and impacts associated with their assistance, grants, investment and other business operations and fund management schemes.

In this regard, the GETP is assisting VCTF, GEA and NEIP to develop and implement effective Environmental and Social Management Systems (ESMS) commensurate with the risks and impacts of their operations and interventions.

1.2.1 Justification for Developing Environmental and Social Management System (ESMS)

Environmental, social and governance sustainability issues have been increasingly recognized all over the world as central to the growth of emerging market economies. The financial sectors and SMEs have been identified as having a strong ability to positively influence the societies in which they operate in a sustainable manner. Financial institutions such as VCTF through their risk management processes can decide which companies can be supported via access to financial products, services and investments. GEA and NEIP through their grant programme for SMEs can promote sustainable business practices and build the capacities of companies to carry out their operations sustainably. Therefore, financial institutions and government institutions such as GEA and NEIP that support businesses have the ability to enable and promote some types of businesses/investments and business practices and to prevent others. With this ability, comes an equal responsibility for financial institutions and government institutions that provide support to firms to conduct their business activities and tailor their supports in sustainable ways that facilitate prosperity for the societies in which they operate. To achieve this, financial institutions and government institutions including VCTF, GEA and NEIP need to institute measures to encourage and follow good environmental and social management practices hence the need to have in place an operational ESMS that is commensurate with the risks and impacts of their operations.

2.0 OBJECTIVES OF THE ASSIGNMENT

2.1 The Main Objectives of the Environmental and Social Management Systems

To develop effective Environmental and Social Management Systems with associated tools and build the capacity of VCTF, GEA and NEIP for assessing, managing, and monitoring risks and impacts of subprojects they finance, as well as responsibly managing their overall support and portfolio risk.

2.2 The specific objectives of the assignment are to:

- a) Review the operational procedures of VCTF, GEA and NEIP and identify gaps and incorporate the necessary environmental and social risks management provisions.
- b) Assist VCTF, GEA and NEIP management to formulate an effective overarching Environmental and Social Policy Statement which among other themes provides clear commitments to environmental and social risk management, climate change, labour risk management, occupational health and safety, emergency risk preparedness and response, gender mainstreaming, inclusion and non-discrimination, prevention of sexual harassment / sexual exploitation and abuse, and youth development as part of the overall ESMS design.
- c) Develop effective ESMS risk assessment appraisal and monitoring procedures and integrate them with the existing risk framework of VCTF portfolios and operations of GEA and NEIP.
- d) Develop effective ESMS implementation for the management of environmental and social risks and impacts of the various investment portfolio and operations of these institutions.
- e) Develop an effective grievance redress mechanism for resolving complaints for workers and external clients with a referral pathway for handling gender-based violence and sexual exploitation/abuse cases.
- f) Develop the necessary ESMS training materials/modules and train the relevant staff for the effective implementation of the ESMS.

3.0 SCOPE OF WORK

The following constitute the scope of works under the consultancy but are not limited to:

- 1) Design separate ESMS for VCTF, GEA and NEIP commensurate with the risks and impacts of their operations, overall portfolio, and for the operations of the fund and grant managers.

- 2) Effective ESMS to be developed should consist of the following minimum components for each agency:
 - a) Environmental and Social Management Policy
 - b) Occupational Health and Safety Policy
 - c) Identification of E&S Risks, Impacts and Opportunities
 - d) Environmental and Social Management Programs/Procedures
 - e) Organizational Capacity and Competence
 - f) Emergency Preparedness and Response
 - g) Stakeholder Engagement
 - h) Grievance Redress Mechanism for handling internal and external complaints
 - i) Disclosure of Information in line with relevant country laws and World Bank Access to Information Policy
 - j) Monitoring, Review and Reporting
- 3) Develop the following minimum tools for ESMS implementation:
 - a) E&S risk categorization tool
 - b) E&S due diligence appraisal form
 - c) E&S screening tools for VCTF, GEA and NEIP
 - d) Stakeholder Engagement Framework for engaging clients.
 - e) A grievance Redress Framework for managing internal and external complaints with a referral pathway for handling GBV cases.
 - f) Checklist on compliance with World Bank safeguards policies /requirements
 - g) A standard E&S Action Plan to be used in VCTF, GEA and NEIP agreements
 - h) Standard E&S covenants/clauses for inclusion in agreements with all partners and grant agreements.
- 4) ESMS awareness workshop and training for relevant staff of VCTF, GEA and NEIP

4.0 METHODOLOGY OF ASSIGNMENT

The method to be adopted for carrying out the assignment should be participatory and must include the following among others:

- a) Review of GETP Project document, applicable World Bank Safeguard Policies and requirements and National Laws and Regulations relevant to the project such as Labour Act, Childrens Act, Gender Policy, etc.
- b) Review of VCTF, GEA and NEIP's internal procedures, manuals, and overall portfolio operations including operations of the fund managers, grant managers among others.
- c) Formulate with VCTF, GEA and NEIP management, their Environmental and Social Policy Statement
- d) Develop ESMS risk assessment /appraisal and monitoring procedures and integrate them with existing Risk Framework
- e) Develop internal Review and Reporting Procedures, as well as external reporting to GETP, World Bank and other lenders on the Annual Environmental and Social Performance of VCTF and their fund managers, grant managers of GEA and NEIP (to capture updates to national E&S laws and to continuously improve ESMS functioning)
- f) Finalize ESMS Policy and Procedures of VCTF, GEA and NEIP by incorporating comments and recommendations.
- g) Incorporate Exclusion List
- h) Evaluate possible updates needed to VCTF, GEA and NEIP Management Information System to support ESMS implementation
- i) Incorporate review and evaluate E&S issues into VCTF's Credit Review Procedures and operations of GEA and NEIP.

5.0 DELIVERABLES

The consultant shall submit the following reports:

1. An inception report inclusive of a detailed methodology and work plan.
2. Draft separate ESMS for VCTF, GEA and NEIP in World Bank format with the outline provided including but not limited to ESMS implementation tools, procedures, responsibilities, performance indicators all other key elements outlined in the scope of work;
3. Final separate ESMS for VCTF, GEA and NEIP in digital and hard copies incorporating VCTF, GEA and NEIP, GETP and World Bank feedback and comments.
4. ESMS Summary that is appropriate to the nature and scale of VCTF's operations and those of fund managers, grant management schemes by GEA and NEIP for presentation to VCTF, GEA and NEIP management and publication on VCTF, GEA and NEIP website;
5. ESMS training delivery for relevant staff of VCTF, GEA and NEIP (curriculum, materials and delivery).

6.0 SUPPORT FROM THE CLIENT

The GET Project Coordination Unit (PCU), VCTF, GEA and NEIP, shall provide the following support to the Consultant:

- i. Access to the necessary GET project documents (PIM, ESMF, RPF, PAD) and relevant VCTF documents to the assignment.
- ii. Facilitate meetings/engagements with fund managers and other stakeholders with regard to the assignment.
- iii. Dedicate the GETP Environmental and Social Risk Management Specialist (ESRMS) and VCTF Investment Manager, Grant Managers for GEA and NEIP to facilitate the work of the consultant.
- iv. Carry out periodic quality and performance reviews of the consultants' outputs.
- v. Liaise with the World Bank for approval of the ESMS, and
- vi. Facilitate staff training workshops for the assignment.

7.0 REPORTING AND PAYMENT SCHEDULE

The Consultant shall report to the GET Project Coordinator and at all stages address feedback from the World Bank Project Team, GET PCU, VCTF, GEA and NEIP, etc with regards to the execution of this assignment with the following payment plan:

#	Deliverables	No. of Copies	Timelines	Payments (%)
1	Final Inception Report: Final inception report including a detailed methodology and work plan incorporating comments from the client and World Bank.	Six (6) hard copies and a digital copy in MS Word	Upon submission and acceptance of Final Inception Report- 2 weeks after contract signing	20
2	Final ESMS Report: Final separate ESMS for VCTF, GEA and NEIP following the outline in the scope of this assignment with the minimum outline detailed in the appendix	Six (6) hard copies each of the Final ESMS and a digital copy in MS Word	Upon submission and acceptance of separate final ESMS – 6 weeks after contract signing	50
3	Summary ESMS and Training:	Six (6) hard copies each of the final	Upon submission and acceptance of	30

	a) Separate ESMS Summary for VCTF, GEA and NEIP for presentation to their management/board and publication on their websites. b) ESMS training delivered to the relevant staff (curriculum, materials and training sessions) and the training programme report	ESMS Summary and a digital copy in MS Word and training programmes reports	separate final ESMS Summary Report and training report – 10 weeks after contract signing	
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8.0 DURATION OF ASSIGNMENT

The assignment is for a period of **12 weeks**.

9.0 QUALIFICATION AND EXPERIENCE OF THE CONSULTANT

The client seeks the services of a consultancy firm with at least two (2) years' experience in the development of environmental and social risk management systems for the financial institution's sector, and grant scheme management processes. They must also have experience with the requirements of the environmental and social risk management requirements of development financial institutions such as the World Bank (IFC), African Development among others.

9.1 Team Composition & Qualification Requirements for the Consultants

The Consultants must have the following expertise and skills:

1. **Team Lead/Environmental and Social Risk Management Consultant** – Must have a minimum of Master's Degree in environmental science, environmental engineering, or social sciences with at least 8 years post qualification experience with other training in Environmental and Social Risk Management. In addition, he/She must:
 - a. At least 5 years of proven experience in the conduct of environmental and social risks and impacts assessments and development of ESMS for Financial Institutions, etc based on World Bank/IFC, AfDB, requirements/standards;
 - b. At least 5 years post qualification experience in leading, auditing / reviewing or monitoring ESMS implementation based on environmental and social safeguard policies/standards for development financial institutions (DFIs);
 - c. Knowledge and/or familiarity with the environmental and social dynamics, standards, and regulatory frameworks in Ghana;
 - d. Have good knowledge of the World Bank safeguards policies and Ghana's environmental laws;
 - e. The candidate should be able to legally work in Ghana.
2. **Supporting Consultant - Environmental and Social Risk Management** - Must have a minimum of a Bachelor's Degree in environmental science, environmental engineering, or social sciences with at least 5 years post qualification experience with other training in Environmental and Social Risk Management. In addition, he/She must:
 - a. At least 5 years of proven experience in the conduct of environmental and social risks and impacts assessments and development of ESMS for Financial Institutions, etc based on World Bank/IFC, AfDB, requirements/standards;
 - b. At least 5 years post qualification experience in leading, auditing / reviewing or monitoring ESMS implementation based on environmental and social safeguard policies/standards for development financial institutions (DFIs);

- c. Knowledge and/or familiarity with the environmental and social dynamics, standards, and regulatory frameworks in Ghana;
- d. Have good knowledge of the World Bank safeguards policies and Ghana's environmental laws;
- e. The candidate should be able to legally work in Ghana.

10.0 REPORTING

The Consultant shall report and submit all documents on an official cover letter to the GET Project Coordinator with regards to the execution of this assignment.

APPENDIX

FORMAT OF REPORT OF ENVIRONMENTAL AND SOCIAL MANAGEMENT SYSTEM (ESMS)

Project Title: Country: Division:	Project Number: Department: Project Category:
1 Summary This section shall present in a non-technical language a concise summary of the ESMS Report including the Financial Intermediary's (FI) social and environmental assessment of the proposed operation, management program, organizational capacity, training, community engagement, monitoring and reporting.	
2 Introduction The introduction shall indicate the purpose of the ESMS and its needs as well as present an overview of the system that already exist or the proposed system that needs to be developed by the financial intermediary. It shall also briefly mention the contents of the ESMS report, and the action plan proposed to manage the operation's impacts and risks.	
3 FI's environmental and social policies and management commitment This section of the ESMS shall describe the FI's environmental and social policies that apply broadly across its organization, as well as its management's commitment. The FI's E&S policies shall ensure that measures and actions to assess identified impacts and risks as well as proposed mitigation and enhancement measures as appropriate are in place. Further to that they shall favor the avoidance and prevention of impacts over minimization, mitigation, or compensation, wherever technically and financially feasible. The FI shall be able to demonstrate its commitment to sound environmental and social management through its previous or ongoing operations.	
4 Description of proposed FI operations – nature and scale This part of the ESMS shall present and summarize the operation that the FI is proposing. A detailed account of the type of operation shall be given in this section, including specifics about the scale and scope of the undertaking. A breakdown of the operation's components and expected activities can be included in this section. In addition, the ESMS shall justify the engagement: purpose and needs to be fulfilled by the operation. Figures and maps, if necessary, shall be incorporated to facilitate the comprehension of the project.	
5 Potential environmental and social risks associated with FI operations This section shall provide a brief description of the main physical, biological and human (social, cultural and economic) conditions prevailing in the study area. Based on the baseline conditions of the proposed operation, an analysis of beneficial and adverse impacts and risks of the undertaking shall be presented. Environmental and social significant impacts including climate risk and their importance shall be summarized and irreversible or unavoidable impacts shall be clearly identified. The analysis shall cover anticipated impacts and risks from construction phase if applicable, through to the decommissioning phase.	

6 Proposed environmental and social risk management process

Where risks and impacts cannot be avoided or prevented, mitigation measures and actions will be identified to ensure compliance with applicable national laws and regulations as well as meet the Bank's safeguard policy requirements. The level of detail and complexity of this management program and the priority of the identified measures and actions will be commensurate with the operation's risks and impacts. The management process shall comprise the following:

- **Screening:** At this stage of the E&S management process, the FI shall determine E&S risk level of the operation. The criteria used to arrive at this judgment shall be outlined in this section. Examples of criteria that are commonly used include but are not limited to the type and scale of the subprojects and their location.
- **Environmental and Social Assessment:** The FI shall conduct an integrated Environmental and Social Assessment of the potential risks and impacts of the operation, including labor, health, and safety. The Assessment process shall be based on current information, including an accurate description of the undertaking, and the appropriate social and environmental baseline data. Applicable social and environmental national and international laws and regulations of the jurisdictions in which the activities operate will also be taken into account.
- **Implementation:** In this section of the ESMS the FI shall identify specific mitigation measures and actions necessary for the operation to comply with applicable national laws, regulations and the Bank's safeguard policies. To this end the FI shall prepare an action plan that is technically feasible and cost effective in order to implement the mitigation and enhancement measures identified. These measures and actions will reflect the outcomes of consultation on social and environmental risks and adverse impacts. The action plan shall include: (i) corrective actions to be undertaken; (ii) prioritize these actions; (iii) address the timeline for their implementation; (iv) be disclosed to the affected communities; and (v) describe the schedule and mechanism for external reporting on the client's implementation of the Action Plan.
- **Complaint Management:** A process for resolving complaints (internal and external) including a referral pathway for handling GBV cases.
- **Monitoring and supervision:** The FI shall outline the procedures to monitor and measure the effectiveness of the management program in this section of the ESMS. For sub-projects with significant impacts that are diverse, irreversible, or unprecedented, the client will retain qualified and experienced external experts to verify its monitoring information. The extent of monitoring should be commensurate with the project's risks and impacts and with the project's compliance requirements. Monitoring shall be adjusted according to performance experience and feedback. The FI shall document monitoring results and identify and reflect the necessary corrective and preventive actions in the amended management program. The FI shall implement these corrective and preventive actions and follow up on these actions to ensure their effectiveness.

7 ESMS implementation capacity

This section of the ESMS shall present the capacity of the FI to implement the management programme/action plan mentioned above. If applicable, the FI shall also consider the role and capacity of third parties (such as local and national governments, contractors, and suppliers), to the extent that they pose a risk to the operation, recognizing that the client shall address these risks and impacts

commensurate to the client's control and influence over the third-party actions. This section shall include:

- **Organizational capacity:** The FI shall outline the organizational structure that defines roles, responsibilities, accountability and authority to implement the management program, including the action plan. Specific personnel including management representative(s), with clear lines of responsibility and authority shall be included in this section. Key social and environmental responsibilities shall be stated as well as methods of communication to the relevant personnel and to the rest of the organization.
- **Resources:** This part of the ESMS shall state the financial resources that the FI's management has provided on an ongoing basis to achieve effective and continuous social and environmental performance of the FI's operations. (For example, the FI shall indicate a percentage of its annual expenditure reserve to address E&S issues).
- **Expertise:** Here, the FI shall present human resources assigned by the FI for environmental and social management purposes. The number of E&S staff in the FI, their skills and knowledge as E&S officers, the analysis of their specific job functions shall be included in this section. In addition, the training that they have received in the past as well as training needs (if any with regard to the expected impacts of the proposed operation) shall be provided.

8 Conclusion

The conclusion shall summarize the main expected environmental and social impacts and mitigation and enhancement measures that will ensure that the operation meets the Bank's safeguard requirements. It shall also state briefly the management programme that shall be established to manage these impacts and risks, as well as the capacity of the FI to implement the ESMS.

Annexes

This section shall provide the list of documents, references, policies, laws and regulations, and baseline information consulted. It shall also provide the list of persons to be contacted.