



REPUBLIC OF GHANA

**MINISTRY OF FINANCE
GHANA ECONOMIC TRANSFORMATION PROJECT (GETP)**

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

1.0 PROJECT COORDINATOR

GH-MOFEP-167851-CS-INDV

Background

The Ministry of Finance (MoF) has received financing from the World Bank for the implementation of the Ghana Economic Transformation Project (GETP). 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.

Components: 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.

A. Duties and Responsibilities of the Consultant

- a) Manage the implementation of the project on a day-to-day basis and oversee the performance of PCU staff i.e procurement, financial management, M&E, safeguard and component technical specialists as well as Project Administrator;
- b) Work with cross functional teams/component experts to deliver on project activities to

meet project objectives and targets;

- c) Develop and implement in collaboration with implementing agencies project implementation plans, including detailed activity work plan for each project component, in line with the guidelines and project/component/subcomponents descriptions found in the Project Appraisal Document (PAD), the Financial and Project Agreements (FA and PA), as well as the Project Implementation Manual (PIM);
- d) Organize and coordinate the Project Technical Committee meetings, as needed and described in the PIM;
- e) Report on project implementation progress, ensuring that all relevant activity, including results for the project's M&E indicators and financial reports are produced on time and the results are synthesized into regular monthly, quarterly and annual reports to the Project Director, PSC, POC and IDA/World Bank, as needed and required;
- f) Work with MoF to ensure that the Government of Ghana meets all agreed financial covenants and disbursement conditions;
- g) Inform the Project Steering Committee of any deviations from agreed, procedures or conditions, in particular those set out in the PAD, FA, PA and PIM;
- h) Work with the GoG agencies, Development Partners and other stakeholders to promote innovations, coordination and harmonization of GETP activities at the sectoral level;
- i) Organize periodic knowledge sharing and consultation workshops with stakeholders including relevant Ministries, private sector and Development Partners;
- j) Prepare necessary materials for PSC and POC meetings, focusing on quantitative and qualitative aspects of project progress;
- k) Signal any issues delaying project implementation and recommend corrective measures;
- l) Act as the contact person of the IDA/World Bank Task Team Leader, including to obtain non-objections where required;
- m) Ensure the implementation of all recommendations of the POC and IDA/World Bank's missions;
- n) Support the Project Director, in ensuring that the Project activities are communicated to relevant Ministries, Government Agencies, and other stakeholders;
- o) Hold consultations with project beneficiaries to ensure ownership, relevance, and effectiveness of project activities and reform efforts;
- p) Organize the POC and PSC Meetings, as required for each;
- q) Establish and implement a communication and visibility plan for the project; and
- r) Carry out any additional related tasks as assigned by the Project Director;

B. Selection Criteria

- Advanced Degree in Project Management, Public Policy, Business Administration/Management, Finance, Economics or any other related fields;
- A minimum of ten (10) years of professional and management experience in the private sector;
- Experience in at least one of the themes supported by the project (Investment Promotion, business regulatory environment; SMEs and entrepreneurship);

- Experience in coordinating similar Donor funded projects. Coordination of World Bank funded projects will particularly be an added advantage;
- Experience of having worked with public institutions in Ghana in at least one of the topics covered by the project.

C. Duration

The appointment will be for an initial period of 24 months, with the possibility of an extension subject to satisfactory performance as evaluated by the Project Steering Committee and in consultation with the World Bank.

2.0 PROJECT COMPONENT 1 TECHNICAL SPECIALIST GH-MOFEP-133800-CS-INDV

Background

The Ministry of Finance (MoF) has received financing from the World Bank for the implementation of the Ghana Economic Transformation Project (GETP). 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.

A. Duties and Responsibilities of the Consultant

The Consultant will be required to provide technical support to the implementing agencies in charge of activities related to Project Component 1 of the said project, which include the topics of business environment, in particular business registration, investment promotion and attraction, and certification and quality standards for business operations. Key ministries and agencies involved in the implementation of this Component are the Ministry of Trade and Industry (MoTI), Ghana Investment Promotion Centre (GIPC), Ghana Standards Authority (GSA) and the Registrar General Department (RGD).

Under the supervision of the Project Coordinator, the consultant will undertake the following specific tasks:

- i. Work with the relevant IAs and the PCU Team to plan and deliver on the objectives of the Project Component
- ii. Coordinate with partners and stakeholders for effective implementation of the Project.
- iii. Oversee/monitor the implementation of the component activities and provide overall guidance to the implementing agencies in terms of technical implementation of the project activities
- iv. Provide expertise/technical support and strategic advice to the IAs in developing project implementation work plans and budgets
- v. Ensure timely and effective management of the Project and implementation of all activities listed in the Work Plan (WP)

- vi. Collect data, document the results of the project and support the accurate and timely submission of quarterly, annual and end of project activity progress/narrative reports and financial reports pertaining to the relevant IAs.
- vii. Assist in drafting progress reports against agreed performance indicators
- viii. Participate in project coordination and peer review meetings with Project Team
- ix. Assist the IAs in drafting the Technical ToRs relating to the component for consultancy assignments
- x. Review draft documents prepared by various experts and provide substantive actionable comments on draft documents produced to improve the quality, consistency and strategic contribution
- xi. contribute to the analysis and drafting of excerpts of the technical documents, as needed
- xii. Assist in facilitating workshops and consultations with beneficiaries, other consultants and institutions involved in project activities
- xiii. Contribute and provide inputs into the reports to be generated by the IAs
- xiv. Identify lessons learned and best practices from the project implementation process and provide necessary support for improving the GETP activities at all levels; and
- xv. Provide other guidance upon request.

B. Duration of Assignment

The expert will be contracted for an initial period of 24months. The assignment may however be extended on annual basis.

C. Consultant Qualifications and Experience

The position requires work of a conceptual, analytical and advisory nature at the higher professional level related to project development objective, and general project work that require substantive innovation and may involve some functions that are supervisory in nature to oversee project activities. Qualifications at this level include an advance degree and relevant experience commensurate with the job.

Specifically, the Consultant will possess the following qualifications and experience:

- a) Advanced degree in project management, public policy, economics, law, business, development studies, or related discipline;
- b) A minimum of 8 years of relevant experience related to at least one of the topics covered by this Component (business environment/registration, investment promotion, quality standards and certification for business operation),
- c) Knowledge and experience of working with the Ghanaian Private sector
- d) Experience in managing or working on donor funded projects a plus
- e) Experience in writing technical TORs
- f) Ability to identify, analyze and propose practical solutions to managerial, technical and broad range of operational issues
- g) Excellent written and oral communication skills, including ability to write succinctly and persuasively in plain English of publishable quality and to build stakeholder understanding and buy-in of more complex situations
- h) Ability to work under pressure with tight deadlines, including the ability to integrate feedback of team
- i) Proven ability to collaborate well, manage and facilitate group discussions, including within multi-cultural environments, and to deliver work in a timely manner.

3.0 PROJECT COMPONENT 2 TECHNICAL SPECIALIST

GH-MOFEP-133819-CS-INDV

A. Duties and Responsibilities of the Consultant

The Consultant will be required to provide technical support to the implementing agencies of Ministry of Trade and Industry (MoTI), Ghana Free Zones Authority (GFZA), and Ghana Investment Promotion Centre (GIPC) in charge of activities related to the Component 2 of the project. The activities under this component will assist the Government of Ghana to put in place a sound framework and processes for spatial planning and development (including Special Economic Zones), that can lead to increased investments and to maximize their economic rate of return in terms of jobs, incomes and productivity growth.

Under the supervision of the Project Coordinator, the consultant will undertake the following tasks:

- xvi. Work closely with the relevant Implementation Agencies (IAs) and the Project Coordinating Unit (PCU) Team to plan and deliver on the objectives of the Project Component.
- xvii. Coordinate with partners and stakeholders for effective implementation of the Project.
- xviii. Oversee/monitor the implementation of the project component activities and provide overall guidance to the institutions mentioned above in terms of technical implementation of the project component activities.
- xix. Provide expertise/technical support and strategic advice to the IAs in developing project implementation work plans and budgets.
- xx. Ensure timely and effective management of the Project and implementation of all activities listed in the Work Plan (WP)
- xxi. Assist in drafting progress reports against agreed performance indicators;
- xxii. Participate in project coordination and peer review meetings with Project Team
- xxiii. Assist the IAs in drafting the Technical ToRs relating to the component for consultancy assignments
- xxiv. Review draft documents prepared by various experts and provide substantive actionable comments on draft documents produced to improve the quality, consistency and strategic contribution
- xxv. Contribute to the analysis and drafting of excerpts of the technical documents, as needed
- xxvi. Assist in facilitating workshops and consultations with beneficiaries, other consultants and institutions involved in project activities
- xxvii. Contribute and provide inputs to the reports to be generated by the IAs
- xxviii. Collect data, document the results of the project and assist in preparing progress reports, including inputs to the project's M&E plan.
- xxix. Support the accurate and timely submission of quarterly, annual and end of project activity progress/narrative reports and financial reports pertaining to the relevant IAs.

- xxx. Identify lessons learned and best practices from the project implementation process and provide necessary support for improving the GETP activities at all levels;
- xxxi. Arrange skills transfer and knowledge sharing opportunities with the IAs
- xxxii. Provide other guidance upon request.

B. Duration of Assignment

The expert will be contracted for an initial period of 24 months. The assignment may however be extended on an annual basis if the consultant performs well in her/his tasks and responsibilities as evaluated by the PCU, taking into account inputs from relevant stakeholders including the relevant implementing agencies.

C. Consultant Qualifications and Experience

The position requires work of a conceptual, analytical and advisory nature at the higher professional level related to development, and project work that require substantive innovation and may involve some functions that are supervisory in nature to oversee project activities. Qualifications at this level include an advance degree and relevant experience commensurate with the job. Specifically, the Consultant will possess the following qualifications and experience :

- a) Advanced degree in project management, Public Policy, Economics, Law, Business Administration/Management, Development Studies, or related discipline;
- b) At least 8 years of relevant professional experience in supporting and providing technical assistance to public institutions, preferably in the area of Special Economic Zones, Industrial Parks, or Free Zones development and operation.
- c) Proven ability to technically back stop and manage complex project work
- d) Experience in managing or working on donor funded projects a plus
- e) Experience working with the Ghanaian Private sector
- f) Demonstrated experience in writing technical TORs
- g) Ability to identify, analyze and propose practical solutions to managerial, technical and broad range of operational issues
- h) Excellent written communication skills, including ability to write succinctly and persuasively in plain English of publishable quality and to build stakeholder understanding and buy-in of more complex situations
- i) Ability to work under pressure with tight deadlines, including the ability to integrate feedback of team, manage and facilitate group discussions.

D. Required documents

The application should include the following documents:

- An updated CV
- Copies of relevant diplomas (university degrees, etc.)

The Consultant will be selected in accordance with Individual Selection Method as set out in the Consultant Guidelines (Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (“Consultant Guidelines”) [January 2011 version, revised in 2014].

E. Submission of Expressions of Interest

Interested Consultants may obtain further clarification and Terms of Reference, preferably by e-mail, at the address below from 9.00AM to 4.00PM, Monday through Friday (except on public holidays).

Expressions of interest shall be in English and must be delivered via electronic submissions to the following email addresses: dfoli@mofep.gov.gh and PWujakpa@mofep.gov.gh by 10.00am on Tuesday, June 30, 2020.

**THE PROJECT COORDINATOR
GHANA ECONOMIC TRANSFORMATION PROJECT (GETP)
MINISTRY OF FINANCE
BOX MB 40, ACCRA, GHANA**

**ATTN: PROCUREMENT UNIT
ROOM 340, MAIN BLOCK
TEL: 0302-747197 / EXT. 1540**