



**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)**

**Reference No.: GH-MOFEP-431827-CS-CQS**

**Assignment Title:** Recruitment of a Consultant for the Development of Standard Operating Procedures (SOPs) for the Ghana Investment Promotion Centre (GIPC)

The Ministry of Finance has received financing from the World Bank towards the cost of the Ghana Economic Transformation Project and intends to apply part of the proceeds for consulting services.

The Project will be implemented through four Components, namely:

- a. Enabling Investments;
- b. Crowding-in investments;
- c. Accelerating Entrepreneurship and Micro Small and Medium Enterprise (MSME) Growth; and
- d. Project Management and Evaluation.

The main objective is for the consultancy to support the GIPC to develop Standard Operating Procedures which will provide precise guidance and comprehensive instructions essential for executing tasks or operations consistently and effectively to better serve the investor community.

The developed SOPs should be able to provide the following within the Centre:

1. Ensure that tasks are performed consistently, regardless of who is carrying them out.
2. Outline the steps necessary to achieve desired outcomes, thus promoting quality control by providing a standardized framework for performing tasks
3. Should include guidelines for handling potentially risky situations or emergencies, mitigate risks and ensure the safety of personnel and assets.
4. Serve as valuable training tools for new employees, providing them with clear instructions on how to perform their duties. They should also aid in the continuous training of existing employees by providing a reference point for best practices.
5. Help ensure that operations adhere to regulatory requirements and industry standards.
6. Facilitate communication within the organization by providing a common language and set of expectations for performing tasks. They also serve as a reference point for resolving disputes or clarifying responsibilities.

The consulting services ("the Services") include the Consultant's scope of work but are not limited to the following:

- To identify and collate all existing SOPs for various divisions, departments, and teams of the GIPC as well as other schedules and tasks being handled by person(s) other than divisions, teams, etc.
- Undertake a review and gap analysis of the existing SOPs with a view to identifying areas for improvement as well as formulating new areas in line with developed GIPC Corporate Strategy and new direction of the Centre in delivering its mandate.
- Interview heads and representatives of various teams to discuss their workflows and SOPs.
- Benchmarking: Identify current SOPs of high performing IPAs used in the delivery of their mandates internationally.
- Prepare updated SOPs for the various departments, divisions and teams that comply with internationally accepted best practices of IPAs as well as a consolidated SOPs for the Centre.
- Present the draft SOPs for validation.
- Incorporate comments, feedback, and produce a final version of SOPs with appropriate templates, approved by the GIPC Board.

The Duration of the assignment shall be **not more than 4 months**.

The detailed Terms of Reference (ToR) for the assignment can be found at the following websites: <https://www.mofep.gov.gh> and [www.gipc.gov.gh](http://www.gipc.gov.gh) or obtained at the address and emails given below.

The Ministry of Finance/ Ghana Investment Promotion Centre (GIPC), through the Ghana Economic Transformation Project, now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. The Consulting Firm must be legally registered.
2. A minimum of 10 years of relevant experience related to investment climate and investment promotion, including at least 8 years of experience and familiarity as a practitioner within the investment promotion field – especially experience with investor aftercare/facilitation, marketing, and communications as related to investment promotion.
3. At least 10 years' experience in developing SOPs for organizations, with an added advantage of such experience for IPAs. Meticulous attention to detail to ensure accuracy and comprehensiveness in the SOPs.
4. At least 8 years' experience within the management consulting field, helping organizations improve their performance and design and implement corporate strategies and business plans.
5. Experience working in Africa desired.
6. The Firm shall demonstrate adequate knowledge of relevant laws, regulations, and compliance requirements related to investments and business operations in Ghana.
7. Detailed knowledge of the procedures, policies, and incentives related to investments in Ghana.
8. Demonstrate awareness of global investment trends and how they impact local investment strategies.
9. Demonstrate familiarity with best practices in organizational operations and process management.

10. Understanding of the local business environment, cultural nuances, and socio-economic context of Ghana.

**Key Experts will not be evaluated at the shortlisting stage.**

The attention of interested Consultants is drawn to Section III, paragraphs 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 revised November 2017, August 2018, and November 2020). ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment as per paragraph 3.17 of the Procurement Regulations. Any false declaration will result in disqualification.

Consultants may associate with other firms to enhance their qualifications but should **indicate clearly** whether the association is in the form of a joint venture and /or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected

A Consultant will be selected in accordance with the Consultant's Qualification Selection (CQS) method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours **9:00am to 4:30pm** local time.

Expressions of interest must be delivered in a written form to the address below in person, or by mail, or by email by **June 27, 2024**.

**The Project Director  
Ministry of Finance  
Box M40, Accra, Ghana**

**Attn: Procurement Specialist**

Ghana Economic Transformation Project Office, Valco Trust House, Second Floor, Conference Room  
Ambassadorial Enclave, Castle Road Ridge - Accra

Email: [getpprocurement@gmail.com](mailto:getpprocurement@gmail.com), and copy [lateefpro@gmail.com](mailto:lateefpro@gmail.com)

Tel: +233- 24740- 4444

Digital Address: GA – 052 -7763