



**Republic of Ghana**

**Ministry of Communication, Digital Technology and  
Innovations  
(MOCDTI)**

**Ghana Digital Acceleration Project (GDAP)  
IDA70960 -GH (P176126)**

**Draft Terms of Reference**

**for**

**DIGITAL POLICY ADVISOR**

**February 2025**

## **1 Background**

The Ghana Digital Acceleration Project (GDAP) activities seek to support a strong enabling environment for fast-tracked digitization by accelerating country-wide digital transformation, focusing on critical digital enablers that promote the digital economy and build on existing digital foundations. The project aims to accelerate country-wide digital transformation, focusing on critical digital enablers that promote the digital economy and build on existing digital foundations. Complementary investments on the supply and demand sides of the digital economy will also be supported. Based on recommendations of previous assessments, including the Ghana Digital Economy Diagnostic, the project activities seek to support a strong enabling environment for fast tracked digitalization. The project will promote a shift in digital public services from service to life-event focused approach to enhance the Government's digital capabilities. The project will further increase Ghana's capacity to promote digital Innovations and sector-wide digital transformation in selected strategic sector(s). Finally, the project will boost digital skills development and capability to increase Ghana's digital talent base.

The project is an Investment Project Financing (IPF) operation comprising of five components. Component 1 will use a result-based approach, with part of the financing linked to Performance Based Conditions (PBCs). Components 2 and 3 will be a traditional IPF. Component 4 is reserved for project management and implementation support, while Component 5 is a contingency emergency allocation aimed at mobilizing unallocated funds from the project to rapidly respond to emergency situations.

Component descriptions are as follows:

### **Component 1: Ensuring Inclusive and Safe Digital Transformation**

This component will support the GoG in improving the strategic, policy, and regulatory environment for the acceleration of a vibrant, safe, and inclusive digital transformation. Specifically, it aims to establish an enabling environment for the development of a vibrant broadband market, expand the reach and coverage of broadband networks in rural areas, ensure safe and resilient digital services, and strengthen the digital sector's institutional structure and capacity.

### **Component 2. Modernizing Digital Government Services**

This component is focused on the public sector side of digital transformation and aims at supporting Ghana to establish an agile and citizen-centric digital government model. It supports developing adequate institutional setup reinforced by a strong governance framework and change management, essential for implementing the next generation government infrastructure and delivering transactional and digital by design public services. Accelerating Ghana's digital transformation agenda requires a realignment to support the transition towards sustainable and user-centric e-government.

### **Component 3. Support for Digital Transformation of Strategic Sectors**

This component is focused on the private sector side of digital transformation and aims to boost the digital Innovations ecosystem by (i) removing the key barriers that tech start-ups, digital entrepreneurs, and Business Process Outsourcing (BPO) firms in the ICT sector face and (ii)

unlock the digital transformation in selected productive sector (such as agriculture) through the relevant government entities and digital accelerators. Each subcomponent aims to provide end-to-end support to set up a proof-of-concept of how other sectors can also leverage and reap the full benefit of digital solutions to drive more robust and inclusive sector growth and diversified economy.

#### **Component 4. Project Management and Implementation Support**

This component will provide support for the management and implementation of project associated activities. It will finance activities related for recruitment of consultants in areas of project management, project coordination, fiduciary specialists (e.g., procurement, financial management), Monitoring and Evaluation (M&E), an Environment and Social Safeguards (E&S), project communication, and citizen engagement. This component will also cover modest office equipment and independent audits and learning/training for key beneficiaries (e.g., the Project Implementation Unit and the Technical Committee) up to the official closing date of the project. Moreover, Special attention will be devoted to promoting equal participation of women in all decision-making bodies under the project and contributing to tackling barriers in recruitment, retention, and promotion. It is also anticipated consultant's Terms of References (ToR) clearly stipulate knowledge transfer and hands on training to ministry staff.

#### **Component 5: Contingent Emergency Response Component**

In the context of the COVID-19 crisis, a Contingent Emergency Response Component (CERC) is added to the project structure to provide support to the Government to swiftly respond to an eligible crisis, including climate or natural disasters and public health emergencies. Including CERC at the preparation stage, albeit with zero funding, provides for flexibility for an agile response to an imminent or actual emergency (such as COVID-19) through quick disbursement of uncommitted balances from other components. The crisis response expenditures could cover, for instance, the facilitation of emergency payments to vulnerable groups of population using mobile money or ensuring business continuity of core government functions, when civil servants are required to continue home-based work. The CERC is not expected to finance civil engineering works that can induce risks and/or negative environmental and social impacts. However, CERT component is not added to finance any activities that include adverse environmental and social risks and impacts.

The project aims to actively close gender gaps between women and men across various pillars of digital development and aligned with International Development Association-19 (IDA-19) theme, the WBG's 2016–2023 Gender Strategy and the Digital Development Gender Strategy. Actions designed to close gender gaps between women and men in the digital economy are incorporated across various components of the project.

## **2 Objectives**

The main objective is to engage a Digital Policy Advisor for the Ministry of Communication, Digital Technology and Innovations to enhance the Ministry's capacity to deliver expected results, particularly in the execution of the Ghana Digital Acceleration Project (GDAP)

### **3 Scope of Services**

The Digital Policy Advisor will work directly with the Hon. Minister of the Ministry of Communication, Digital Technology and Innovations liaising with senior staff of the Ministry, Agencies and other beneficiary institutions, under the project. The Policy Advisor will play a pivotal role in providing strategic guidance and expert advice to the Minister.

#### **A. Essential Duties and Responsibilities**

The Digital Policy Advisor shall:

- Liaise with senior government officials, both within and outside government, as well as the legal community, interest groups, ICT sector players, and the general public to gather inputs for policy analyses and draft legislations.
- Conduct research and analysis on national and international policies, regulations, and best practices in the Information Communication Technology (ICT) sector to inform the development of appropriate policies and strategies.
- Work closely with the operational and programmatic branches of MOCDTI for policy development and implementation.
- Anticipate and identify issues and initiate solutions in consultations with senior management of the ministry.
- Review and coordinate various policy documents to harmonise them into one comprehensive document for effective implementation.
- Assist in explaining policy decisions to various stakeholders of the ministry.
- Prepare briefing notes, issue papers and discussion papers for consideration and decision of senior management and the Hon. Minister on policy issues on regular basis; and
- Provide inputs to senior management of the ministry to respond to inquiries on policy within the ICT sector.

#### **B. Time Schedule**

The assignment is expected to start in May 2025 and continue until the end of the project. It will be renewable on a yearly basis subject to successful performance appraisal at the end of each term. The Advisor will be located at the Offices of the Ministry of Communication, Digital Technology and Innovations in Accra, Ghana.

### **4 Deliverables**

- Well-developed and reviewed policies, strategies, and frameworks aligned with the ministry's objectives and missions.
- Research reports and analysis on national and international policies, regulations, and best practices in information and communication technology.
- Expert advice and recommendations on policy and strategy matters provided to the Hon. Minister.
- Collaborative engagements with stakeholders, ensuring inclusive and responsive policies and strategies.
- Monitoring and assessment reports on policy and strategy implementation, with proposed adjustments or refinements.

- Development and implementation of a monitoring and evaluation framework for policies and strategies.
- Capacity building and training sessions conducted on policy and strategy-related topics for MOCDTI staff and stakeholders.
- Reports, briefings, and presentations on policy and strategy matters prepared for internal and external audiences.
- Awareness of emerging trends and developments in information and communication technology management, informing the ministry's strategic direction and policy formulation.

## **5 Qualification Requirements**

### **Qualifications and Experience**

Successful candidates should have a Master's degree in one of the following fields:

Public Administration, Public Policy, ICT Law, ICT Management, Business Management, Project Management, Economics, Statistics or other related field.

The candidate should have a solid background in Policy and sound knowledge of the Information and Communication Technology (ICT) sector. Specifically, the successful candidate should have ten (10) years of experience in:

- a) Working in a policy and or legislative environment providing independent research, analysis and advice on complex technical issues, including evaluation of options and recommendations.
- b) Meeting, consulting and corresponding with senior government officials, including regulatory and program partners and stakeholder groups on policy/technical proposals and existing government policies including explanation of technical details on complex issues.
- c) Experience working with government agencies, civil society organizations and development partners.
- d) Excellent analytical, problem-solving, communication, and interpersonal skills
- e) Preparing briefing materials and/or briefing senior government officials or members of the executive branch of government.
- f) Experience managing legislative/policy projects and implementing policy decision.
- g) Strong organizational and project management skills
- h) Fluency in English language (both written and spoken).

## **6 Data, Facilities and Personnel to be provided by the Client**

MoCDTI will provide relevant tools, suitable office space and office equipment for this role. The MoCDTI will furnish copies of project implementation documentation and other information relevant to the assignment. The MOCDTI will provide a vehicle from the ministry's official pool for official travel.