



**Republic of Ghana**

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

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

**Terms of Reference**

**for**

**Procurement Specialist**

**March 2025**

## **TERMS OF REFERENCE AND SCOPE OF SERVICES**

### **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 innovation 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.

Both the project design and implementation plan have accounted for COVID-19's impact on the economy. For interventions on digital skills, distance learning will be adopted as a delivery mechanism.

#### **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 innovation 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 objective of the assignment is to recruit a dynamic and results-oriented individual as a Procurement Specialist to support the procurement activities involved in the implementation of activities under the Ghana Digital Acceleration Projects.

Under the overall guidance of the Project Coordinator, and in collaboration with the project team, the Procurement Specialist will develop and implement a procurement management system for the GDAP that adheres to the project management information needs and implementation requirements in accordance with the World Bank, Government of Ghana and other Funding Partners Guidelines/Regulations as appropriate.

## 3. Scope of Work:

### **Essential Duties and Responsibilities**

The essential duties and responsibilities will be carried out in the context of providing procurement support to the PCU of MoCDTI and the beneficiary agencies of the project on the following on full-time basis:

#### ***a. Procurement Process Management***

The Procurement Specialist, shall, among other things, undertake the following:

- Review all available project documents to enhance procurement procedures for the management and implementation of the project;
- Procurement strategy (PPSD) preparation, procurement planning, processing and contract management in STEP, contract management & procurement record keeping, facilitating conduct of PPR on borrower side and handling of procurement related complaints as well as debriefing.
- establish a Procurement Management System for the Project Coordinating Unit and the Implementing Agencies based on the guidelines and procedures for the conduct of procurement under Government regulations for the procurement of goods, works and services under the Ghana Public Procurement Act/World Bank or other funding partners Procurement Guidelines/Regulations as appropriate;
- set up a simple procurement management tracking system that would monitor the implementation of procurement activities;
- using the World Bank's Standard Bidding Documents, prepare customized Bidding Documents and Request for Proposals (RFPs);
- in consultation with the Implementing Agencies, prepare and update the Project's Annual Procurement Plan, detailing contract packages for goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- monitor procurement implementation and update the procurement plans prepared at the beginning of the project, for the procurement of goods, and the procurement of consultant's services, annually and whenever it becomes necessary to do so;
- prepare the annual General Procurement Notices (GPNs), and Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) whenever required;
- establish a register of qualified suppliers and consultants and periodically update this register;

- in consultation with the BAs, coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and Specifications for the preparation of bidding documents for goods and non-consulting services, using standard documentation agreed with GoG and other funding agencies, and participate in the evaluation of Expressions of Interest for short lists and pre-qualification of suppliers and contractors where necessary;
- Initiate the procurement processes, including those for International and Local Competitive Bidding procedures, ensuring compliance with agreed procurement methods thresholds, prior review requirements specific to the project and agreed aggregate threshold amounts for less competitive procurement methods;
- receive bids and participate in bid opening sessions, assist in the evaluation of bids and consultants' proposals, and ensure that the appropriate guidelines/regulations are followed to arrive at the recommendations for award in favour of suppliers and consultants;
- co-ordinate the response to the clarifications, and communicate the results of the evaluation process to the applicants, in response to guidelines;
- monitor and ensure timely responses to procurement questions raised by GoG and other Funding Partners/Donors. For services, follow-up with the short-listed consultants within ten (10) days of RFP dispatch, to ensure their participation in the selection exercise, including their attendance at pre- proposal conference, as may be required;
- participate in selection of the Evaluation Panel, and assume the role of the Panel's Secretary in recording the minutes of the meetings;
- prepare the minutes of the Evaluation Panel meetings, and prepare the requests for "no objection", and coordinate arrangements for the negotiation process where necessary;
- prepare final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Consultants, Suppliers, GoG and other funding agencies and IAs);
- ensure timely receipt of the Goods and consultant's monthly status reports; confirming acceptability of goods delivered, and acceptability of consultants' reports as reviewed, and recommending payments to the services providers, i.e. suppliers and consultants, as they fall due;
- establish a performance monitoring database for all suppliers and consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
- establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files to ease the retrieval of information and the ease of following the paper trail of procurement by independent external auditors, authorized agents or the GoG during Post- Procurement Reviews (PPRs);
- provide support and training to the various IAs staff involved in the Project on the operation of procedures outlined in the Project Implementation Manual (PIM);
- provide training to address staff weaknesses that may be identified as part of the supervision; training needs expressed by the users of the PAD. Basic procurement training will also be provided to Members of the Tender Committee on how to review bids and proposal evaluation reports, in response to the Public Procurement Act of Ghana; and
- carry out any other relevant periodic duties that may be assigned by the Project Coordinator, from time to time.

**b. Vendor Management**

He/she shall:

- Maintain list of vendors supplying various items;
- Develop and execute measurement tools to accurately gauge vendors' performance (quality, delivery times, etc.) and communicate results internally and externally as necessary;
- Check invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and approve invoices for payment; and
- Maintain procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories, compiling data on these for internal monthly reports.

**c. *Procurement Reporting***

He/she shall:

- Prepare an evaluation reports to submit through the Project Coordinator for onward submission to the World Bank for approval;
- Follow up with concerned government departments and the World Bank to have the evaluation reports approved in a timely manner;
- Monitor and report the procurement implementation status and progress to GoG and the World Bank as required;
- Follow up with concerned government departments and the World Bank to obtain the approval of the procurement plan/documents in a timely manner; and
- Perform other tasks as assigned by the Project Coordinator as needed by all the Units in support to achieve the highest level of compliance, customer satisfaction at an optimum cost.

**EXPERIENCE AND QUALIFICATIONS**

1. The following are the experience and qualification requirements for the Procurement Specialist.
  - a Master's Degree in Economics, Finance, Engineering, Procurement, Supply Chain, Management or any other relevant area;
  - At least 10 years of experience in Procurement and Contract Management, with at least 5 years of experience in procurement financed by the World Bank; the African Development Bank or similar institutions and Multi/bi-lateral Donor's Procurement;
  - Demonstrated experience in the use of the World Bank procurement system i.e. Systematic Tracking of Exchanges in Procurement (STEP)
  - Demonstrable experience in knowledge transfer including mentoring and training skills;
  - Experience in using word processing (Word), spread sheets (Excel), presentation (Power Point) and planning software (MS Project);

## **Reporting and Time Schedules**

The Procurement Specialist will report to the Project Coordinator.

The deliverables will include the following:

	<b>Deliverable</b>	<b>Timing</b>
1	Inception Report	One month upon signing of contract
2	Submission of Reports	Monthly and quarterly
3	Project Completion report	Project Completion

## **Duration of Assignment**

The assignment will cover a period of one year in the first instance, renewable for additional one-year terms subject to successful performance appraisal at the end of each term. Appraisals will be conducted annually.

## **Facilities to be provided by Client**

Facilities to be made available to the Consultant are the following:

- (i) MoCDTI will provide relevant tools, suitable office space, office equipment for this role and a vehicle for official assignment;
- (ii) The MoCDTI will furnish copies of project implementation documentation and other information relevant to the assignment; and