



REPUBLIC OF GHANA
MINISTRY OF FINANCE
GHANA JOBS AND SKILLS PROJECT (GJSP)
IDA CREDIT NUMBER: 6716-GH
SPECIFIC PROCUREMENT NOTICE
(CONSULTING SERVICES – FIRM SELECTION)

Objective: Consultancy Services for Quality Assessment under Component 2.1 of the Ghana Jobs and Skills Project.

1. Introduction

The World Bank is providing financing and technical support to the Government of Ghana (GoG) for the implementation of the Ghana Jobs and Skills Project. The project is considered as one of the main forms of support for the government's top-priority agenda of upgrading skills among the country's population, creating more and better-quality jobs, and improving job outcomes for youth. It connects success in these areas to state stability, social cohesion, and economic inclusion.

The Project supports the government's prioritized skills development and job creation agenda, through four main components and a Contingent Emergency Response

- (a) *Component 1:* Provision of Apprenticeship Training for Jobs
- (b) *Component 2:* Provision of Entrepreneurship and Small and Micro Enterprise Support for Jobs
- (c) *Component 3:* Operationalization of the Ghana Labor Market Information System, Upgradation of District Public Employment Centers and Services, and Independent Performance Reviews of Selected Government Youth Employment and Skills Development Programs
- (d) *Component 4:* Capacity Development, Technical Assistance, and Project Management Support to Coordinating, Implementing, and Partnering Agencies for Enhanced Skills and Jobs Impact.

The Ghana Enterprises Agency is mainly involved in component 2, which is outlined as follows:

Component 2. Provision of entrepreneurship and micro and small enterprise support for jobs

Subcomponent 2.1: Provision of entrepreneurship training and competitive business start-up grants to individuals for jobs (US\$40 million)

Subcomponent 2.2: Provision of competitive grants to private enterprises for expanded employment (US\$60 million)

Subcomponent 2.1. The project will support entrepreneurship training for at least 50,000 individuals. It will also support competitive business start-up grants for at least 5,000 individuals among those who have successfully participated in and completed an intermediate level of entrepreneurship training.

The main implementing agency for this component is the Ghana Enterprises Agency (GEA), under the Ministry of Trade and Industry.

Entrepreneurship training. Three levels of entrepreneurship training will be offered: basic, intermediate, and advanced. The training will be based on standardized, quality-assured packages, customized to the baseline needs and abilities of the target beneficiary population in different locations. All participants will be expected to successfully participate in and complete basic training, which would take one week in total. Thirty percent of those who complete basic training are expected to successfully participate in and complete intermediate training, which would take an additional two weeks in total. Advanced training, which all recipients of business start-up capital grants are expected to successfully participate in and complete, will take another three weeks in total. All advanced training participants will receive mentoring and coaching support. This support encompasses guidance to prepare business plans, meet business registration and licensing requirements, and connect with input and output markets.

Competitive business start-up grants. Those who successfully complete intermediate training will be eligible for competitive business start-up grants. These grants will be available to individuals or small, self-formed groups. Selection for the grant will (i) require the preparation of a business proposal and other requirements, with the aim of screening for motivated, promising applicants, and (ii) be based on standardized criteria which are relevant, transparent, and objective. Grant size can vary based on a transparent, standardized formula, with absolute caps. Grant recipients will receive intensive mentorship and coaching and be subject to intensive monitoring to ensure compliance with the agreed business proposal and grant implementation plan.

Subcomponent 2.2. The project will support at least 700 competitive grants offered to private enterprises (or groups or associations of enterprises) over the project implementation period. These grants are expected to directly impact a total workforce size of at least 42,000 individuals.

The main implementing agency for this component is the Commission for Technical and Vocational Education and Training (CTVET). The main partnering agencies are the Ministry of Environment, Science, Technology, and Innovation (MESTI) and Ghana Enterprise Agency (GEA).

2. Ghana Enterprises Agency (GEA)

Ghana Enterprises Agency (GEA), formerly the National Board for Small Scale Industries (NBSSI), is the apex governmental body dedicated to the promotion and development of the Micro, Small, and Medium Enterprises (MSMEs) sector in Ghana. It was established by an Act of the Parliament of the Third Republic of Ghana (Act 434 of 1981) and operationalized in 1985.

Government views the sector as having the potential to contribute substantially to the reduction of the high unemployment rates and to the growth of the economy of Ghana.

With its headquarters located in Accra, the Ghana Enterprises Agency operates fourteen (14) Regional Offices spread across the country. Together with other stakeholders, it runs one hundred and ninety (190) District Offices known as Business Advisory Centres (BACs) making it the largest footprint of any agency that is focused on MSME development in Ghana.

Ghana Enterprises Agency has a staff strength of three five hundred and thirty-two (532), and it is envisaged to reach seven hundred (700) in the next five (5) years. At the district level, GEA provides Business Development Services (BDS) to MSMEs, as well as facilitates access to credit. GEA also supports capacity building, digitization, and the formalization of MSME sector in Ghana.

3. Description of Key Assignment

GEA intends to contract a Consulting Firm to undertake a quality assessment of training that would be conducted by GEA across the Basic, Intermediate and Advance levels of the Entrepreneurship Training initiative under component 2.1 of the Ghana Jobs and Skills Project.

4. Scope of Work

The scope of work shall include the following:

- Assess the quality of the Ghana Jobs and Skills Project (component 2.1) training programs across the 16 Regions in Ghana.
 - Determine the appropriateness of tools and technology used by the facilitators for the training and mode of training delivery
 - Evaluate the accessibility and conduciveness of the training program
 - Assess the competency of trainers for the training program
 - Verify the alignment of curriculum with international best practices and objectives of the training program
- Evaluate the training conducted across the basic, intermediate, and advanced levels
 - Assess standardization of the training programs across all the participating Regions
 - Assess the eligibility of training program participants to ensure adherence to requirements
- Ensure that the content and method of delivery are in line with the quality requirements of the program
- Support in design of feedback forms for Trainers and Beneficiaries
- Provide recommendations on how the quality of the trainings could be improved when necessary
- Assess the effectiveness of the training program
 - Determine the appropriateness of assessment materials developed
 - Determine whether recommendations for improvement of the training program have been identified and/ or implemented
- Assess the relevance of the training program in relation to skills gap of participants
- Review the documentation of lessons learnt and the impact of the training in meeting participants needs (success stories)
- Evaluate the method of reporting by trainers to the GEA Coordinator of component 2.1 of the Ghana Jobs and Skills Project
- Undertake other assigned duties relating to this consulting assignment

5. Duration of the Assignment

The period of the assignment is four (4) years, renewable annually, subject to satisfactory performance as judged through annual performance evaluations.

6. Qualification and Experience of Professionals within the Consulting Firm

This is a national assignment with utmost importance to GEA as such, the Consulting Firm must prove that they have the solid technical background and operational strength to undertake this work without any hindrances.

In view of this, GEA seeks to hire a reputable Consulting Firm with a proven track record of successfully conducting similar assignments. The following are defined as minimum eligibility criteria:

- Solid technical background and proven track record in the assessment of Business Development Services (BDS)/ Monitoring and Evaluation/ Programmes Implemented
- At least, five (5) years' experience in the provision of BDS for MSMEs and entrepreneurs, and the assessment of programmes of key Team Members
- A minimum of master's degree qualification or relevant certification in Public Policy, Business Administration, Social Science, Entrepreneurship, Small Business Management, or a business-related field of key Team Members
- Team Members should have expertise in:
 - Quality Assurance and Quality Control
 - Assessment of BDS
 - Statistical software (such as STATA or SPSS), MS Excel, and other relevant software
- Experience working in Ghana and/or other African countries
- Excellent organizational and time management skills
- Excellent report writing skills
- Excellent spoken and written English
- Availability to fulfill the role and tasks within the stipulated time

7. Expected Deliverables

The Consulting Firm shall be expected to provide the following deliverables:

- Inception Report
- Feedback Form
- Quarterly Reports:
 - A document showcasing training reports and assessment progress
 - A Training and Trainers Evaluation Report across the Basic, Intermediate and Advanced Levels
 - Training Effectiveness Report and Recommendations across the Basic, Intermediate and Advanced Levels
 - Challenges and Successes of Training Programmes
- Final Report

8. Remuneration

Payment shall be made monthly upon the submission of an invoice and a report of activities undertaken for the month.

9. Reporting

The Consulting Firm shall act under the direction of the Chief Executive Officer, Ghana Enterprises Agency. Additional oversight will be provided by the Project Coordinator, Ghana Jobs and Skills Project.