

REQUEST FOR EXPRESSION OF INTEREST

PROJECT NAME: GEA/MASTERCARD FOUNDATION BIZBOX PROJECT
TENDER IDENTIFICATION NO.: GEA/MCF/EOI/CQS/2023/01

SELECTION OF INDIVIDUAL CONSULTANTS

1. The Ghana Enterprises Agency (GEA) is partnering with the Mastercard Foundation to implement the Business in a Box (BizBox) project and intends to apply part of the proceeds toward payments under the contract for the Selection of Individual Consultants for the Ghana Enterprises Agency (GEA).

2. GEA now invites sealed Curriculum Vitae from eligible Qualified Consultants for the selection of consultants for the following Positions:

NO.	VACANT POSITION	TYPE OF CONSULTANCY	BASIC QUALIFICATION
1.	Monitoring and Evaluation Expert	Individual	Minimum Qualification: <ul style="list-style-type: none"> • Master's degree in a relevant field of study such as Social Sciences, Economics etc. • At least five (5) years of progressively responsible experience in monitoring and evaluation, two (2) of which should have been in a similar role. • Must be knowledgeable in the use of SPSS, KOBO Collect, and STATA.
2.	National Project Coordinator	Individual	Minimum Qualification: <ul style="list-style-type: none"> • At least a Bachelor of Arts in Economics, Business Management, or any other relevant discipline. • 5 years working experience in managing/ Coordinating Donor Funded Projects or working with International Organizations and hands-on business-related experience. • Experience working with NGO, SMEs, and on Public Sector Projects • 2 years' experience managing National Projects • Entrepreneurial background
3.	Apprenticeship to Entrepreneurship (A2E)	Individual	Minimum Qualification <ul style="list-style-type: none"> • A Degree in Business Management and related field • Understanding of entrepreneurship and working with MSMEs • Experience supporting Apprentices and Skill crafts persons
4.	MSME Manager/ Enterprise Development	Individual	Minimum Qualification <ul style="list-style-type: none"> • Degree in Economics, Social Science, Business Administration, or its equivalent • At least 5 years' experience supporting entrepreneurs. • Focus on Rural Development
5.	Access to Market Coordinator	Individual	Minimum Qualification <ul style="list-style-type: none"> • A Degree in Administration, Marketing, or related field. • Knowledge of the Market Avenue offerings for MSMEs • Understanding/Experience working with E-Commerce sector.
6.	Digitization Coordinator	Individual	Minimum Qualification <ul style="list-style-type: none"> • Degree in Management Information Systems, Computer Science, Engineering, or related field • Certificate in technology field • 2 years relevant work experience in a similar position.
7.	Regulatory Support Facilitator	Individual	Minimum Qualification <ul style="list-style-type: none"> • At least First Degree in Marketing Business Development, Economics, or related field • Ability to lead and provide strategic focus; Ability to seamlessly engage internal/ external partners and stakeholders. • Past working experience with Regulators supporting MSMEs
8.	Innovation Coordinator	Individual	Minimum Qualification <ul style="list-style-type: none"> • A degree in a related field, such as Economics, Business Management, innovation, and / or have a deep knowledge in MSME development and management

9.	Gender Expert	Individual	<p>Minimum Qualification</p> <ul style="list-style-type: none"> • Master's Degree in a Gender related studies, International Development, Social Science, and Development • Minimum 5 years of demonstrable experience in the technical area of gender analysis and mainstreaming, with experience in safeguards risk assessment and mitigation
10.	Inclusion Expert	Individual	<p>Minimum Qualification</p> <ul style="list-style-type: none"> • At least bachelor's degree or higher in a relevant field such as Psychology, Sociology, Human Resources, Organizational Development, or a related discipline. A master's degree/Professional Certificate is an advantage. • Deep understanding of diversity and inclusion concepts, theories, and best practices • Experience working in Inclusion Space
11.	Deputy Project Coordinator	Individual	<p>Minimum Qualification</p> <ul style="list-style-type: none"> • A degree in Business Management and related field • 4 years working experience in entrepreneurship and management of MSMEs
12.	Agric & Agribusiness Support Coordinator (AA2E)	Individual	<p>Minimum Qualification</p> <ul style="list-style-type: none"> • A Bachelor's degree in Social Sciences, Entrepreneurship or Agribusiness. • Proven experience in Agribusiness development, including project coordination and management. • Knowledge of local Agribusiness practices, market dynamics, and challenges. • Knowledge working with SMEs
13.	Association Strengthening Coordinator	Individual	<p>Minimum Qualification</p> <ul style="list-style-type: none"> • A Bachelor's degree in a relevant field such as nonprofit management, business administration, social work, or a related discipline is often required. • Experience working with, or managing association is an advantage
14.	Communications/ PR Director	Individual	<p>Minimum Qualification:</p> <ul style="list-style-type: none"> • At least a Master's degree in Communications, Journalism, Public Affairs, Public Relations, or Digitization. • Experience in various forms of communications production such as print electronic. • 5 years relevant work experience in a similar position
15.	Procurement Consultant	Individual	<p>Minimum Qualification:</p> <ul style="list-style-type: none"> • At least a First degree in Procurement and Supply Chain Management • At least 5 years' experience working with private and public sector institutions. • Must have good knowledge of procurement policies and procedures of multilateral financial institutions (e.g., the World Bank) and GOG.

3. The individual will be selected in accordance with Consultant Qualification Selection (CQS) Method as set out in the Selection of Consultant defined in the Guidelines for Procurement under Public Procurement Act 663, as amended 914.

4. Interested Individual Consultants may obtain detailed Terms of Reference and further clarification from the address below from 9.00AM to 4.00PM, Monday through Friday (except on public holidays).

5. Expressions of Interest shall be in English and must be delivered in hard copies (One original and four copies) and **clearly marked with the Position being applied for** and delivered to the address below by 4.00 pm, Thursday November 30, 2023.

NB: Women and Persons With Disability are encouraged to apply.

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