

REPUBLIC OF GHANA



MINISTRY OF FINANCE

GHANA PUBLIC PRIVATE PARTNERSHIP PROJECT

(Credit No.: IDA50970)

INDIVIDUAL CONSULTANT SERVICES

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANTS)

BACKGROUND

The Government of the Republic of Ghana (GoG) has obtained a credit from the International Development Association (IDA) towards the cost of the Ghana Public Private Partnership Programme (PPP) and intends to apply part of the proceeds of this credit to payments under contracts, for Individual Consultants to assist in project implementation

The objective of the Programme is to assist the GoG tackle the binding infrastructure constraints, that hamper firm productivity and employment generation. This Programme seeks to increase infrastructure service levels and quality, through supporting private sector participation through a PPP financing model. Through the proposed components, the Programme is designed to help implement the approved National Policy on PPP's, June, 2011, thus supporting a conducive and enabling environment for PPP's.

The Ghana PPP Programme has four primary components:

- Component 1: PPP Institutional, Fiduciary and Legislative Capacity Building
- Component 2: PPP Pipeline Preparation and Transaction Advisory Support
- Component 3: Facilitating the Provision of Long Term Development Finance
- Component 4: Project Management and Monitoring & Evaluation

The Ministry of Finance (MoF), through its Public Investment Division (PID) which is leading the project implementation now invites eligible Individual Consultants, to indicate their interest in providing the services described below:

- Monitoring & Evaluation Specialist

INDIVIDUAL CONSULTANT POSITION

I) MONITORING & EVALUATION SPECIALIST

Objectives of the Assignment

The objective of this assignment is to establish the Monitoring & Evaluation (M&E) function and system for the PID and especially with regard to public private partnerships on, and, effective operation through engagement of key stakeholders including implementing partners, primary project beneficiaries and other stakeholders. This will be undertaken through the joint development of a shared M&E system among key stakeholders. This will be supported by facilitating stakeholders to undertake their own M&E activities and to link these into an overall assessment of project progress and needed actions. The M&E Specialist will thus guide the overall strategy and implementation of the M&E function and system and provide timely and relevant information to project stakeholders including the World Bank.

Scope of Services

The M&E Specialist's detailed tasks will include, but not be limited to the following:

- Establish the indicator-based M&E plan and institutional framework, systems, and operations of the PID and its objectives and strategy including detailed design of data collection, analysis, and reporting plan for each indicator, M&E implementation arrangements, roles and responsibilities, work plan and budget and ensure that the M&E system is aligned to, and supports the Management Information System (MIS) of MoF;
- Review the quality of existing social and economic data in the project area;
- Liaise with primary MDA and Private Sector stakeholders and other staff to ensure a two-way flow of information on implementation;
- Ensure that an effective and participatory M&E system and methodology are established consistent with a robust M&E function;
- Supervise implementation of approved M&E Work plans and, during implementation, if required, update and amend the M&E process following ongoing consultation with stakeholders, partners, and beneficiaries;
- Generating and assessing information required for monitoring and reporting on key operational and performance indicators and

outcome objectives established for the project as detailed in approved work plans and results frameworks;

- Promoting accountability by drawing on information, efficiency and effectiveness to assess and communicate whether project activities are likely to achieve expected results and/or realize its objectives;
- Identifying and promoting the actions necessary to improve implementation;
- Preparing and implementing an approved evaluation plan to ensure effective assessment of intermediate and project outcome evaluations;
- Overseeing the preparation of quarterly progress reports, mid-term evaluation report, annual report and end-of-project evaluation report;
- Develop simple reporting formats to be used in collecting data by the Contracting Authorities, MDAs, MMDAs for PPP projects which will be compatible with the available Management Information Software;
- Ensure that all PPP contracts include specifications for internal monitoring and reporting, and the penalties for failure to report as B specified;
- Develop and maintain partnerships with implementing MDAs to assist in the monitoring and evaluation of PPP projects;
- Undertake regular visits to the field to support implementation of M&E and identify where adaptations might be needed;
- Conduct in-house M&E training for PID staff & other key MDAs;
- Supervise the activities of the M&E section of the PID;
- Advise the PID Director and Project Coordinator on all M&E systems relating to the project;
- Any other duties assigned by the PID Director.

Competency and Expertise Requirements

The successful candidate shall be a highly technically accomplished professional, well organized; with excellent communications skills and have the following qualifications, expertise and experience:

- Post-graduate degree in a field related to development and/or management and experience in field research;
- A minimum of 8 years of proven experience in M&E;

- Knowledge and experience in logical framework approach and other strategic planning approaches including M&E methods and approaches (including quantitative, qualitative and participatory);
- Experience with planning, design, implementation of M&E systems;
- Experience in delivering capacity building & training in M&E development and implementation;
- Leadership qualities, personnel and team management (including mediation and conflict resolution).
- M&E working experience in relevant public and/or private sector settings and in providing advice to policy and programme decision makers
- Proven track record working with different teams across institutions, particularly the Government of Ghana;
- Analytical skills, ability to develop and implement M&E IT systems;
- Knowledge of M&E software and applications;
- Strong computer skills and experience in data processing;
- Report writing and presentation skills;
- Statistical skills are essential;
- Integrity and Confidentiality;
- Fluency in written and oral English is essential
- Capacity to work under tight deadlines and to handle potentially controversial and/or very sensitive issues that require clarity, accuracy and speedy responses.

SUBMISSION OF EXPRESSION OF INTEREST

Interested Individual Consultants must provide information (Detailed Curricula Vitae and a Cover Letter) indicating that they are qualified to perform the services for the specific positions described above.

Individual Consultants will be selected in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers](#) ("Consultant Guidelines") [January 2011 Version].

Further information can be obtained at the address below during office hours 9.00am to 4.00pm, Monday through Friday (except public holidays).

The Project Coordinator
Ghana PPP Programme
Ministry of Finance
28th February Road
P.O. Box M40, Ministries, Accra.
Fourth Floor (New Block) Room 409
Tel: +233-0302-673431
Email: pid@mofep.gov.gh

Expressions of interest must be delivered in a written form and clearly marked “**Ghana PPP Programme/Monitoring and Evaluation Specialist Position**” to the address below in person, by mail, or by e-mail by 3.00pm on 5th December, 2014.

Director, Public Investment Division
Ministry of Finance
Post Office Box M40, Ministries, Accra
Fourth Floor (New Block) Room 402
Tel: +233-0302 – 747197, Ext 6719
Email: pid@mofep.gov.gh