



Millennium Development Authority (MiDA)

SPECIFIC PROCUREMENT NOTICE

Institutional Gender Self-Assessment (Audit), Development Of A Gender Policy, Institutional Strengthening/Capacity Building And Networking Interventions For The Electricity Company Of Ghana (ECG) And The Northern Electricity Distribution Company (NEDCO)

Ref: RFP: 5120700-01/LOI/SIC/01/18

1. The United States of America, acting through the Millennium Challenge Corporation (“MCC”) and the Republic of Ghana (the “Republic”) acting through its government (the “Government”) have entered into a Millennium Challenge Compact for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in Ghana (the “Compact”) in the amount of Four Hundred and Ninety Eight Million, Two Hundred Thousand United States Dollars (US\$ 498,200,000) (“**MCC Funding**”) and Thirty Seven Million, Three Hundred and Sixty Five Thousand United States Dollars (US\$37,365,000) (“**Republic Funding**”).
2. The Government of Ghana (“GoG”), acting through the Millennium Development Authority (“MiDA” or “MCA Entity”), intends to apply a portion of the MCC Funding to eligible payments under a contract for which this Request for Proposals (“RFP”) is issued. Any payments made by the MCA Entity under the proposed contract will be subject, in all respects, to the terms and conditions of the Compact and related documents, including restrictions on the use and distribution of MCC Funding. No party other than the Government and the MCA Entity shall derive any rights from the Compact or have any claim to the proceeds of MCC Funding. The Compact and its related documents can be found on the MCC website (www.mcc.gov) and on the website of the MCA Entity.
3. The goal of the Compact program is to reduce poverty through economic growth in Ghana. The objectives of the Compact program are to

(a) Increase private sector investment and productivity and profitability of micro, small, medium and large scale businesses;

(b) Increase employment opportunities for men and women; and

(c) Raise earning potential from self employment and improved outcomes for men and women.

4. The Program consists of six (6) projects: (i) the ECG Financial and Operational Turnaround Project; (ii) the NEDCo Financial and Operational Turnaround Project; (iii) the Regulatory Strengthening and Capacity Building Project; (iv) the Access Project; (v) the Power Generation Sector Improvement project; and (vi) the Energy Efficiency and Demand Side Management Project.

MCC's assistance will be provided in a manner that responds to constraints to economic growth by aiming to improve the reliability and quality of power in Ghana.

The Compact Program will be executed over a period of five (5) years upon Entry into Force (EIF) of the Compact on 6th September, 2016

This IFB follows the General Procurement Notice that appeared in dgMarket, UNDBOnline and the MiDA website www.mida.gov.gh on 13th December, 2017, and local newspapers, Daily Graphic on 19th December, 2017, and Ghanaian Times and Business & Financial Times on 20th December, 2017.

Summary of Services:

MiDA is seeking to award a contract to an **Individual Consultant** to undertake the Institutional Gender Self-Assessment (Audit), development of a Gender Policy, Institutional Strengthening/Capacity Building and networking interventions for the Electricity Company of Ghana (ECG) and the Northern electricity Distribution Company (NEDCo).

The location for the assignment is Accra, and Tamale in Ghana. The assignment is for a period of thirty one (31) person weeks; the initial 16 weeks in ECG and 15 subsequent weeks in NEDCo.

The required qualifications for the Individual Consultant to be considered are indicated in the Terms of Reference below. Please refer to the Terms of Reference for full details but among other requirements, these qualifications include:

Education Qualifications - The Consultant shall have the following qualifications:

- A Bachelor's degree in Social Sciences or related discipline (Anthropology, Sociology, Gender /Women's Studies, Public Policy, Community Development, etc.) and fluency in written and oral in English.

Experience – The Consultant shall have:

- Ten years (10) experience, working on social and gender related issues in an international development context, with demonstrated expertise in social and gender

- analysis and integration into projects;
- Five (5) years' experience in conducting institutional social and gender assessments/audits, gender capacity assessments and developing gender policies and gender action plans, as well as setting targets and developing gender responsive indicators for energy organizations; and
- Two (2) years' experience in providing capacity building and in promoting inclusive and gender diverse work environments.
- Experience with conducting institutional social and gender assessments/audits in sub-Saharan Africa.

The Individual Consultant will be selected under the Selection of Individual Consultant (SIC) method, the evaluation procedure for which is described in accordance with the "MCC Program Procurement Guidelines" which are provided on the MCC website: www.mcc.gov and on the MiDA web site: www.mida.gov.gh. The Individual will also be required to submit their intended Approach, Methodology and Work Plan, and details of past work experience – these are additional to the normal MCC processes.

Application Procedure:

Prospective Individual Consultants interested in submitting an Application should send an e-mail, giving full contact details (name, physical and postal address, telephone and mobile numbers, and email address(es)), to the MiDA Procurement Agent at paghana@charleskendall.com. The LOI will be issued on receipt of the application with the required details.

Interested Individual Consultants are requested to submit their Application in a sealed envelope which should include:

- (i) An Application/Cover Letter (**Format in Section 2 of the LOI**) to be considered for the assignment, evidencing date of availability;
- (ii) A current CV (**Format in Section 3 of the LOI**) showing the minimum requirements described above and in compliance with the attached TOR, contact details (i.e., address, telephone and fax numbers, e-mail address, website, etc.);
- (iii) At least three references from previous assignments that can comment positively on the Consultant's related work experience;
- (iv) The Consultant's proposed Approach, Methodology and Work Plan of no more than 15 pages; the interested consultant will very clearly and explicitly address the past work experience assignment(s) that demonstrates each of the required qualifications and clearly illustrates their capability to successfully perform each of the tasks described in the Terms of Reference in the LOI document.

Before submitting an Application, interested consultants should review the Terms of Reference, and Application requirements, which are in the Letters of Invitation (LOI) Document which describes the assignment in detail.

The selected Individual Consultant will sign a contract (**Format Section 6**) on the basis of a lump sum fee inclusive of expenses.

Any clarifications required can be requested **only by e-mail** no later than **29th January, 2018 at 17:00 Hours local time in Ghana**, addressed to the following:

The Procurement Agent Manager
3rd Floor, Heritage Tower
6th Avenue, Ridge West
Accra, Ghana

E-Mail paghana@charleskendall.com and copied to
procurement@mida.gov.gh

Clarification responses will be issued no later than 17:00 hours local time in Ghana on **2nd February, 2018**.

To submit your proposals by hard copy, please use the following address:

The Procurement Director
Millennium Development Authority (MiDA)
4th Floor, Heritage Tower
6th Avenue, Ridge West
Accra, Ghana

The Application shall be submitted in a sealed envelope containing the Application in four (4) copies, being one (1) signed original and three (3) copies. The sealed envelope above must be addressed as above and clearly marked with the name of the Individual submitting the EOI and the activity title and reference number.

Deadline for submission of responses is **16th February, 2018, at 15:00 Hours local time in Ghana**. Electronic submission is not allowed.

A Public Opening will be held in MiDA immediately following the submission date and time stated above.

Interested Consultants are strongly advised to read all sections of this document, including the Terms of Reference and the Form of Contract, and to seek clarification as necessary within the timelines specified above during the solicitation period for this procurement. MiDA and MCC shall not entertain any requests for changes to this document subsequent to the submission of the Application.

**Procurement Agent
For: Millennium Development Authority
4th Floor, Heritage Tower
6th Avenue, Ridge West
P.M.B. 56, Ministries Post Office
Accra, Ghana**