



# Millennium Development Authority (MiDA)

## SPECIFIC PROCUREMENT NOTICE

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### HOUSEHOLD AND ENTERPRISE SURVEYS

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**REF: 5740200/RFP/QCBS/11/19**

1. The Republic of Ghana and the United States of America acting through the Millennium Challenge Corporation (“MCC”) have entered into a Millennium Challenge Compact on August 5, 2014 under which MCC will provide funding to the Government of Ghana (the “**Government**”), in an amount not to exceed Four Hundred and Ninety-Eight Million, Two Hundred Thousand United States Dollars (US\$ 498,200,000) (“**MCC Funding**”) to facilitate poverty reduction through economic growth (the “**Compact**”). Pursuant to the terms of the Compact, the Government committed to provide funding as a Government contribution to support implementation of the Compact in an amount equal to no less than seven and one-half percent (7.5%) of the amount of funding provided by MCC in the Compact (the “**Government Contribution**”).
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](http://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.

The Program consists of four (4) projects: (i) the ECG Financial and Operational Turnaround Project; (ii) the Regulatory Strengthening and Capacity Building Project; (iii) the Access Project; and (iv) the Energy Efficiency and Demand Side Management Project.

4. This RFP follows the General Procurement Notice that appeared in dgMarket and UNDB Online on 9<sup>th</sup> October 2019, 2019, the MCA Entity's website [[www.mida.gov.gh](http://www.mida.gov.gh)] on 9<sup>th</sup> October, 2019, and local newspapers Business & Financial Times on 10<sup>th</sup> October 2019, Daily Graphic on 15<sup>th</sup> October 2019, Ghanaian Times on 14<sup>th</sup> October 2019, and respectively.
5. The MCA Entity now invites proposals from legally constituted consulting firms to provide the consultant services referenced above ("Proposals"). More details on these consultant services are provided in the Terms of Reference.
6. This RFP is open to all eligible entities ("Consultants") who wish to respond. Subject to restrictions noted in the RFP, Consultants may associate with other Consultants to enhance their capacity to successfully carry out the assignment.
7. A Consultant will be selected under the QCBS method, the evaluation procedure which is described in sections of the RFP in accordance with "MCC Program Procurement Guidelines", which are provided on the MCC website ([www.mcc.gov/ppg](http://www.mcc.gov/ppg)). The selection process, as described, will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
8. The RFP includes the following Sections:

## **PART 1 – PROPOSAL AND SELECTION PROCEDURES**

### **Section I Instructions to Consultants (ITC)**

This section provides information to help potential Consultants prepare their Proposals; it also provides information on the submission, opening, and evaluation of Proposals and on the award of the proposed contract.

### **Section II Proposal Data Sheet (PDS)**

This section includes provisions that are specific to this procurement and that supplement Section I, Instructions to Consultants.

### **Section III Qualification and Evaluation Criteria**

This section specifies the qualifications required of the Consultant and the criteria to be used to evaluate the Proposal.

### **Section IV A Technical Proposal Forms**

This section provides the Technical Proposal Forms which are to be completed by a potential Consultant and submitted in a separate envelope as part of a potential Consultant's total Proposal.

### **Section IV B Financial Proposal Forms**

This section provides the Financial Proposal Forms which are to be completed by a potential Consultant and submitted in a separate envelope as part of a potential Consultant's total Proposal.

## **Section V Terms of Reference**

This Section includes the detailed Terms of Reference that describe the nature, tasks, and duties of the consulting services to be procured.

## **PART 2 – CONDITIONS OF CONTRACT AND CONTRACT FORMS**

### **Section VI Contract Agreement and General Conditions of Contract (GCC)**

This section contains the form of Contract proposed to be entered into between the MCA Entity and Consultant.

### **Section VII Special Conditions of Contract (SCC) and Annexes to Contract**

This section contains the form of those clauses of the Contract that supplement the GCC and that are to be completed by MCA Entities for each procurement of Consulting Services. This section also includes an Annex to the Contract (Annex B: Additional Provisions) that contains provisions that are a part of the Government's and the MCA Entity's obligations under the Compact and related documents which, under the terms of the Compact and related documents, are required to be transferred onto any Consultant, Sub-Consultant or Associate who partakes in any MCC-funded procurement.

9. Please note that a Pre-Proposal Conference **will** be held as described in the Proposal Data Sheet ("PDS"), Section II of this RFP.
10. Prospective Consultants interested in submitting a Proposal should send an e-mail, giving full contact details of the Consultant, to the MiDA Procurement Agent at [paghana@charleskendall.com](mailto:paghana@charleskendall.com). The RFP will be issued on application to the MiDA Procurement Agent, Millennium Development Authority, 3<sup>rd</sup> Floor, Heritage Tower, 6<sup>th</sup> Avenue, Ridge West, Accra, Ghana, at [paghana@charleskendall.com](mailto:paghana@charleskendall.com). This will ensure that the Consultants receive updates and notices regarding this RFP. Interested Consultants should review the Terms of Reference which are in the Request for Proposals (RFP) Document.
11. Proposals must be delivered to the address and in the manner specified in the **PDS and ITC 17.5**, no later than **15:00 hours (local time in Ghana) on 10<sup>th</sup> January 2020**. Consultants should be aware that distance and customs formalities may require longer than expected delivery time. Late Proposals will not be accepted under any circumstances and will be returned unopened at the written request and cost of the Consultants.

Please note that electronic Proposals **shall not** be accepted.

### **Procurement Agent**

**For Millennium Development Authority**

**3<sup>rd</sup> Floor, Heritage Tower**

**6<sup>th</sup> Avenue, Ridge West**

**Accra, Ghana**

**Email: [paghana@charleskendall.com](mailto:paghana@charleskendall.com) and [procurement@mida.gov.gh](mailto:procurement@mida.gov.gh)**

**Issued Date: 4<sup>th</sup> November 2019**